

## **Module 2 – Prerequisites to Filing**

---

### **STEPS TO BECOME AN e-FILER IN JP COURT**

#### **Be a Valid Filer Type**

- Members of Delaware State Bar can file for any party on the case and must submit all filings electronically
- Pro-Se filers represent themselves and must file electronically after their 4<sup>th</sup> filing
- Form 50 Agents represent a company or organization and must file electronically after their 4<sup>th</sup> filing

#### **Complete e-Flex Training**

- Classroom training has been replaced with on-line training as of January, 2019
- Filers must watch 33 video modules (~90 total minutes)
- Filers must submit a written certification that they completed the training

#### **Request an e-Flex Logon ID**

- After completing the training filers may request an e-Flex Logon ID. See Module 4 – Requesting a Logon ID for more details.

#### **Obtain a Court Debit Account (Optional)**

- Optionally filers can request a Court Debit Account where they deposit money with the Courts and use it to pay for filings but this is not required. See Module 5- Obtain a Court Debit Account for more details.

## **Module 2 – Prerequisites to Filing**

---

### **FORM 50 AGENT APPLICATION**

To apply to become a Form 50 Agent, a “Certificate of Representation for an Artificial Entity or Public Body in Civil Cases in the Justice of the Peace Court” must be completed and renewed each calendar year for each company the agent represents.

Applications approved on or after December 15 are valid for the next calendar year.

A copy of this form must be submitted with every new filing or when identifying yourself as the contact person for the company. It must also be taken to Court with you whenever you appear as the representative of the company.

The application can be found at [https://courts.delaware.gov/jpcourt/jp\\_form50.aspx](https://courts.delaware.gov/jpcourt/jp_form50.aspx)

Each person will be assigned their own FA Number (Form 50 number). That number starts with the letters ‘FA’ followed by the assigned digits. There are no spaces in this number.