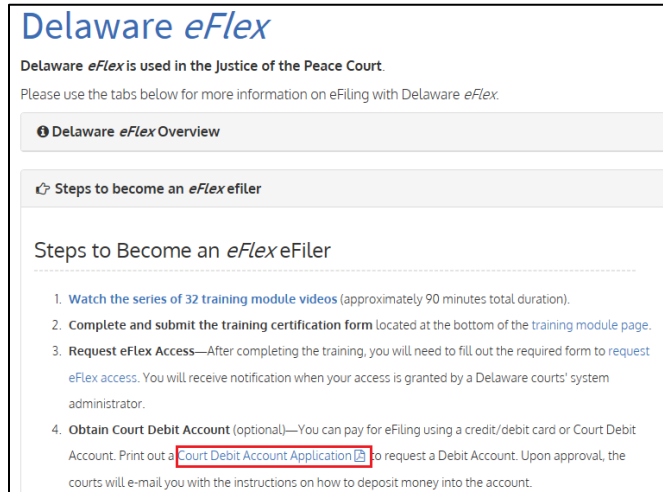


Module 5 – Establishing a Court Debit Account

You can pay for your e-filings with a credit card or a Court Debit Account which is an account you set up with the State of Delaware and deposit money into. You then use the funds in your Court Debit Account to pay for the filings. You can replenish the account as needed. This type of account is helpful if multiple people in your company or firm will be filing but they all do not have access to a company credit card.

To establish a Court Debit Account, complete the application available online at the Delaware Courts' e-Filing website. [Courts.delaware.gov/efiling](https://courts.delaware.gov/efiling)

On that page go to the Delaware eFlex section and open the application link under "Steps to Become an eFlex eFiler".



Delaware eFlex
Delaware eFlex is used in the Justice of the Peace Court.
Please use the tabs below for more information on eFiling with Delaware eFlex.

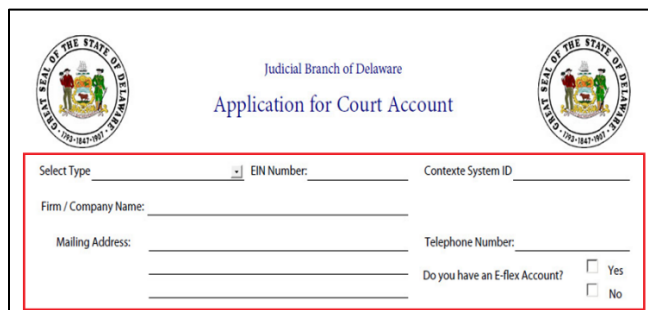
- Delaware eFlex Overview
- Steps to become an eFlex efiler

Steps to Become an eFlex eFiler

- Watch the series of 32 training module videos (approximately 90 minutes total duration).
- Complete and submit the training certification form located at the bottom of the training module page.
- Request eFlex Access—After completing the training, you will need to fill out the required form to request eFlex access. You will receive notification when your access is granted by a Delaware courts' system administrator.
- Obtain Court Debit Account (optional)—You can pay for eFiling using a credit/debit card or Court Debit Account. Print out a [Court Debit Account Application](#) to request a Debit Account. Upon approval, the courts will e-mail you with the instructions on how to deposit money into the account.

Print the form, fill it out, and mail or fax it to the address shown at the bottom of the form. Do not send any money with the application.

Complete the first section with the account owner's information. The Account Owner is the Law Firm or Company for which you work. Each Attorney or Form 50 Agent will become an Authorized User of the Account, for as long as they work for that Company or Firm.



Judicial Branch of Delaware
Application for Court Account

Select Type: _____ EIN Number: _____ Contexte System ID: _____

Firm / Company Name: _____

Mailing Address: _____ Telephone Number: _____

Do you have an E-flex Account? Yes No

Module 5 – Establishing a Court Debit Account

Enter information in this block for the person who will be responsible for maintaining the account and authorizing users to be added or deleted.

Responsible Party Name: _____	Bar ID / FA Number: _____
Mailing Address: _____	Telephone Number: _____
(If Different from Above) _____	
Responsible Party E-mail: _____	Court Use Only <input type="checkbox"/>

Enter a minimum balance for your account. When your account reaches this amount you will be notified to replenish it.

Court Account Minimum Balance: _____
<i>(Account Minimum Balance Must Be Greater Than One Week's Worth of Transmittal Activity)</i>

Enter all Attorneys or Form 50 Agents who will be using eflex to file cases. Include their Bar ID or FA number. Note: If the Responsible Party will be filing cases their name should be repeated in this section.

* Please List Authorized Users of the Debit Account:	
Authorize User: _____	Bar ID / FA Number: _____
Authorize User: _____	Bar ID / FA Number: _____
Authorize User: _____	Bar ID / FA Number: _____
Authorize User: _____	Bar ID / FA Number: _____
Authorize User: _____	Bar ID / FA Number: _____
<i>* Firm shall be responsible for internal approval process.</i>	
Submitted By [/S/]: _____	Date: _____

Once this account is established, it can be funded using Cash, Cashier's Check, Certified Check, Money Order, or with a Credit Card. The Courts are also accepting Business Checks from Attorneys' Offices.

You should also add the Court Debit Account number to your eFlex logon profile (see Module 27 'Add Court Debit Account to Your Profile' for more information).