

Module 6 – Preparing Your Documents

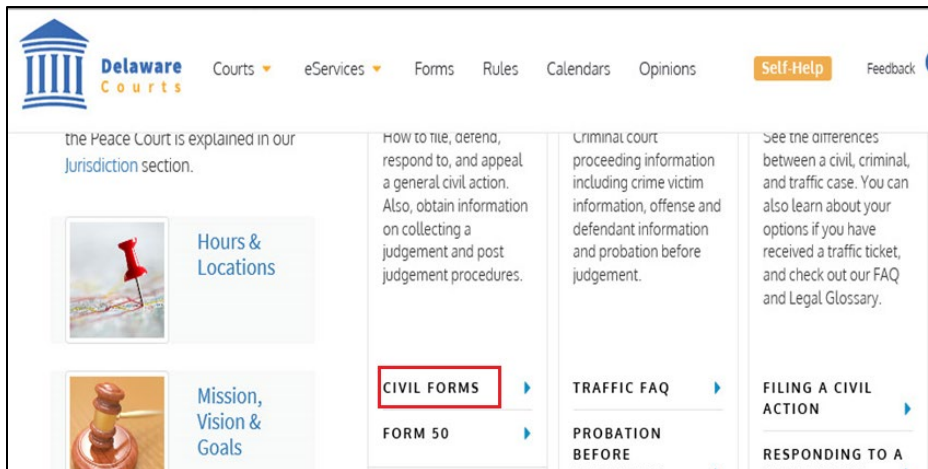
Before you file you should gather all the documents and forms you will need to submit.

ACCESSING BLANK FORMS:

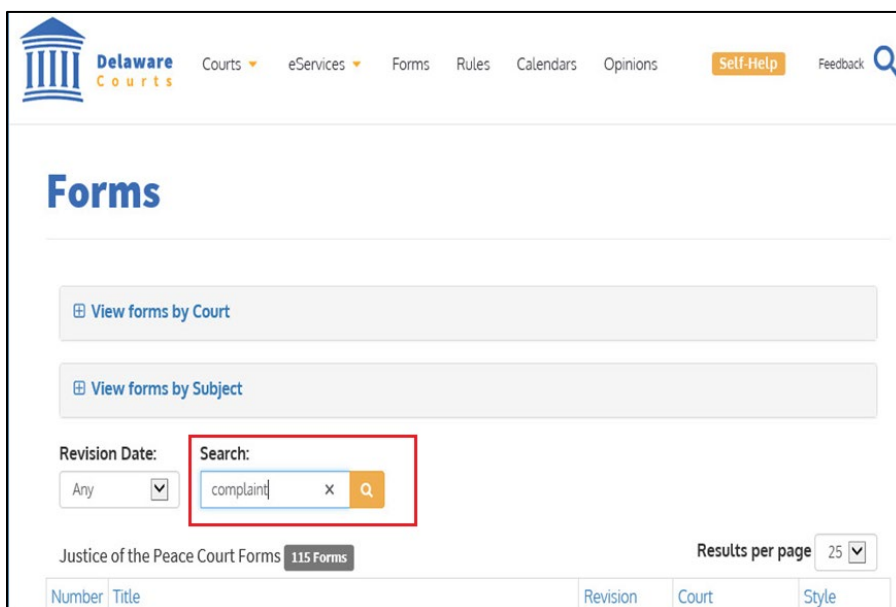
To access copies of blank forms, go to the Delaware State Courts Home page found at:

<https://courts.delaware.gov/>

Select 'Courts' from the menu bar and then select 'Justice of the Peace'. This will bring you to the Justice of the Peace Home page. Select 'Civil Forms'.



Enter the form name or key words to search for the form.



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RECOMMENDED BEST PRACTICES

As a best practice, for common forms like the complaint form, we recommend you fill out a version of the form with the header information, your company or firm information and other static information and save it as a template on your computer. Then use that template as a starting point for each new case.

It is also recommended you save each case document in a format that can be updated (like MS Word or a fillable PDF) as well as saving it as a static PDF. That way if you need to make changes you can update the Word / fillable document and save a new copy of the static PDF.

When using a fillable form, fill in the form and save a copy to your PC so you can edit it later if needed. Then select Print and select “Adobe PDF” as the printer. This will save a non-editable PDF version of the document to your PC and is the version you should attach to your filing.

DOCUMENT SUBMISSION REQUIREMENTS

- All documents must be attached to the e-filed case in PDF format.
- Each PDF document must be no larger than 2.00 MB (2 megabytes)
- Each PDF must not contain more than 25 pages. (If a document is longer than 25 pages separate it into multiple smaller documents).
- Documents must be black and white only
- Electronic signatures are now acceptable (except documents that require a Notary to witness a signature)

/s/ MIKE REED FA9000

/s/ HARV SMITHFIELD 002030

- Do NOT use special characters such as apostrophe’s, semicolons, periods, or dashes in document titles/document names that will be used for an upload.

If in doubt about what documents should be attached to your e-filings, please contact the appropriate Court for more information.

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URL ERROR-UPLOADING DOCUMENTS

If you get an error message like below when uploading a document

The requested URL was rejected. Please consult with your administrator.

Your support ID is: 16780553997446102869

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It could be because:

- you have too many words in the “additional text field” – remove some of the text and try uploading again
- you have special characters in the document title/document names of the uploaded file – rename the file removing the special characters and try uploading again
- there is an issue with your browser – try clearing the cookies on your browser and uploading again

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PDF DOCUMENT WRONG SIZE

If you get a filing rejected because the PDF is the wrong size you can change the size by:

- Open the PDF – Select the “Print” option at the top of the page
- As shown below, make sure “Print to PDF” and “Shrink Oversized Pages” is selected in order to format page to the correct size
- Select “Print” and save the new document before uploading to Eflex

The screenshot shows the Adobe Acrobat Reader interface with the Print dialog box open. The printer is set to 'Microsoft Print to PDF'. Under 'Page Sizing & Handling', the 'Shrink oversized pages' option is selected. The page size is 8.5 x 11 Inches and the scale is 100%. The document content is visible in the background, showing a court document from the Justice of the Peace Court of the State of Delaware.