

## Module 6 – Preparing Your Documents

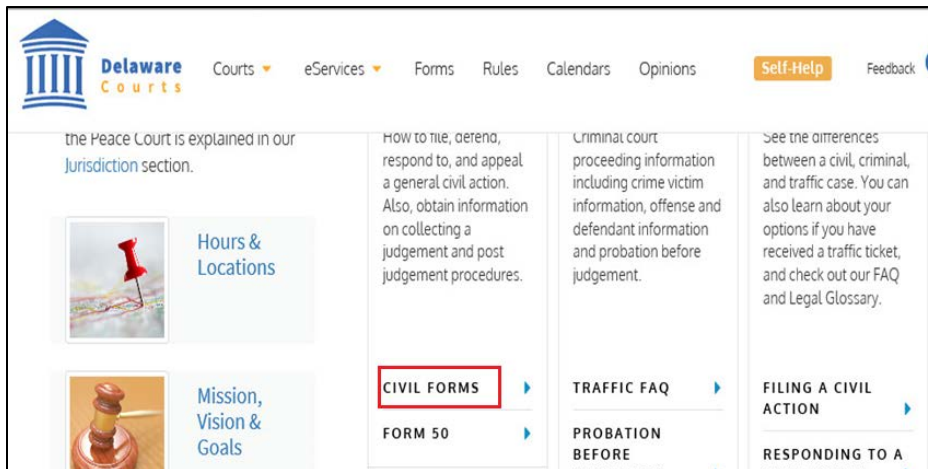
Before you file you should gather all the documents and forms you will need to submit.

### ACCESSING BLANK FORMS:

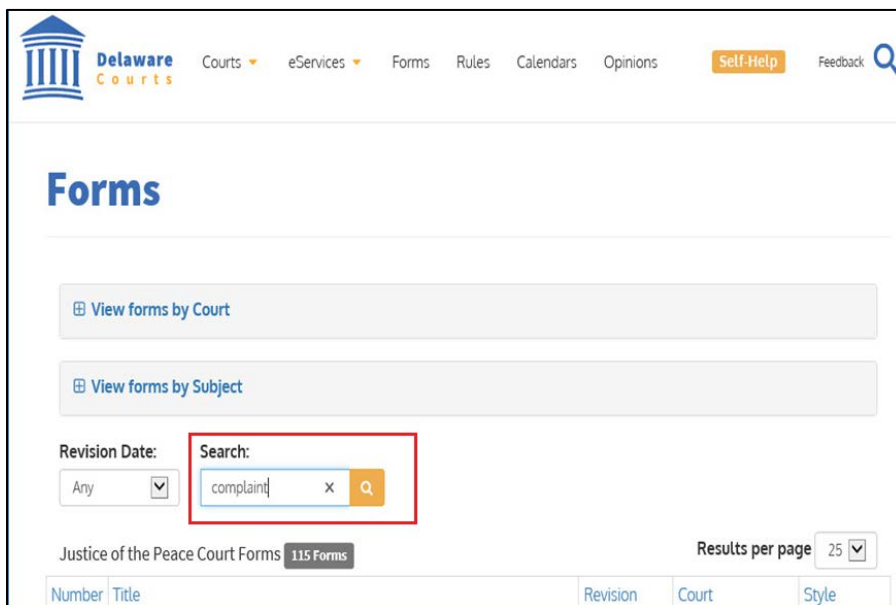
To access copies of blank forms, go to the Delaware State Courts Home page found at:

<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 as a MS Word document and a PDF. That way if you need to make changes you can update the word document and save a new copy of the PDF.

### **DOCUMENT SUBMISSION REQUIREMENTS**

- All documents must be attached to the e-filed case in PDF format.
- Each PDF document should be less than 1.00 MB (1 megabyte)
- Each PDF should not contain more than 10 pages. (If a document is longer than 10 pages separate it into multiple smaller documents).
- Documents should 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

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