

## Module 6 – Preparing Your Documents

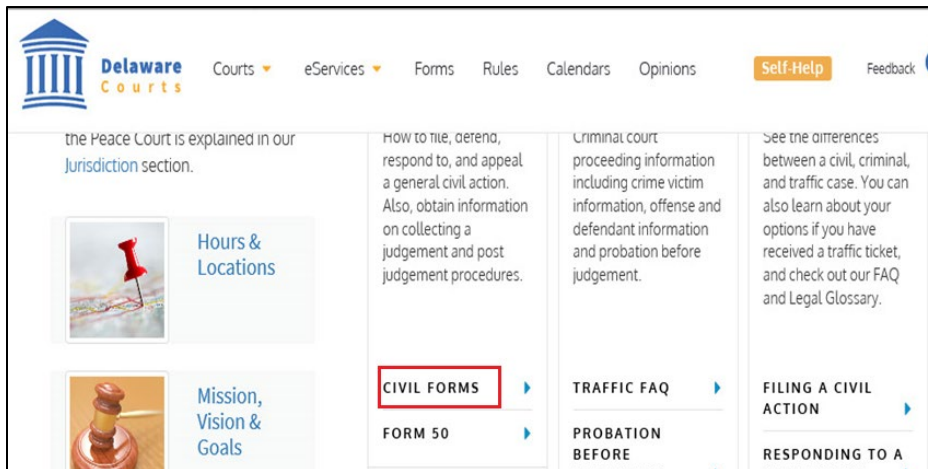
Before you file you should gather all the documents and forms you will need to submit.

### ACCESSING BLANK FORMS:

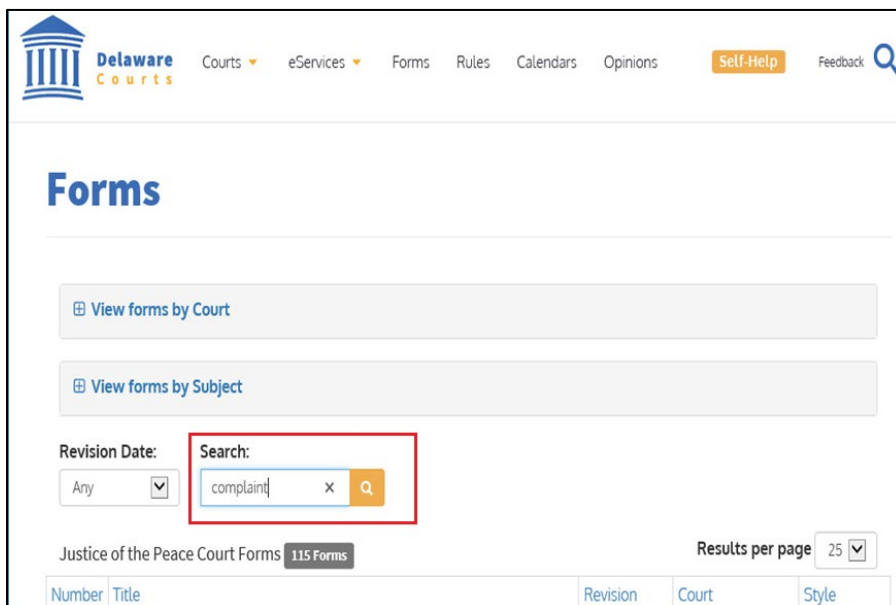
To access copies of blank forms, go to the Delaware State Courts Home page found at:

<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

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

### **PDF DOCUMENT WRONG SIZE**

- Open 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

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The screenshot displays the Adobe Acrobat Reader interface. At the top, the 'Tools' menu is open, and the 'Print' icon is highlighted with a red box. Below this, the 'Print' dialog box is open, showing the following settings:

- Printer: Microsoft Print to PDF (highlighted with a red box)
- Copies: 1
- Print in grayscale (black and white):
- Save ink/toner:
- Pages to Print:  All,  Current,  Pages (1 - 4)
- Page Sizing & Handling:  Shrink oversized pages (highlighted with a red box),  Actual size,  Custom Scale: 100 %
- Orientation:  Auto,  Portrait,  Landscape
- Comments & Forms: Document and Markups (dropdown), Summarize Comments (button)

The right side of the dialog shows a preview of the document page, which is titled 'JUSTICE OF THE PEACE COURT OF THE STATE OF DELAWARE IN AND FOR NEW CASTLE COUNTY COURT NO. 13'. The page is 8.5 x 11 Inches and contains legal text. At the bottom of the dialog, the 'Print' button is highlighted with a red box, and the page number 'Page 1 of 4' is visible.