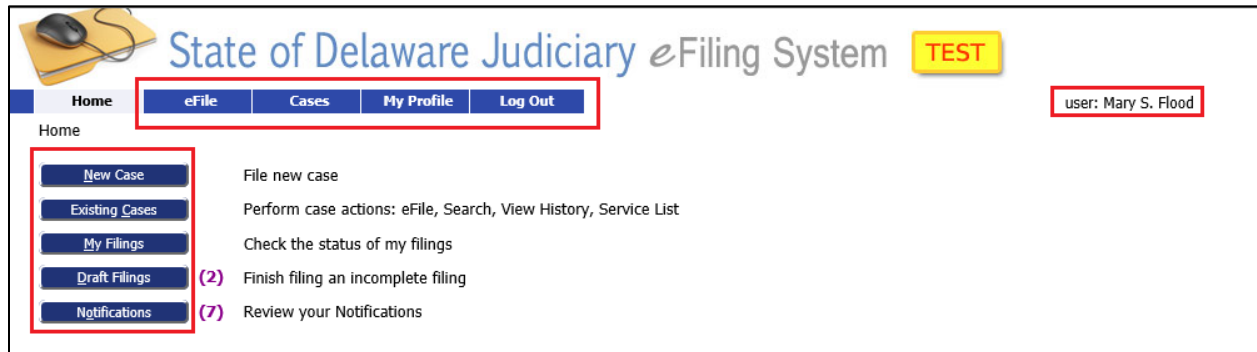


Module 7 – Navigating e-Flex Menus

This is the eFlex Home Page. You can navigate using the five blue buttons found on the left side of the screen or use the menu bar at the top. Each of the menu bar items has sub menus with additional choices which are explained below. The name of the user who is logged in to the system is shown in the upper right of the screen.



Home Page Buttons

'New Case' allows you to file a new case in JP Court.

'Existing Case' is used

- to file a subsequent action to an existing case (eg a case number has already been assigned). Some examples would include: Entry of Appearance, Motion, Amended Complaint, or Case Satisfaction/Withdrawal/ Dismissal etc.
- to see the up-to-date history of any JP Civil case including ones you previously filed. You are also able to see the documents if you are a party on that case.

'My Filings' allows you to see whether the cases or actions you have filed have been accepted by the Court or rejected due to an error in the filing.

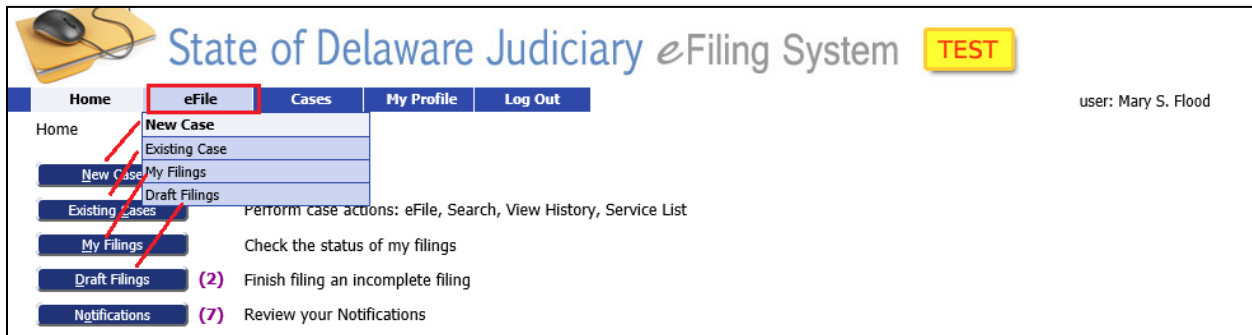
'Draft Filings' is where you can see a list of filings which were started, but not yet completed or sent to the Court. You can complete the filings from here.

'Notifications' contains notices that are created whenever an action occurs on your case such as a document being added or an event being scheduled.

Module 7 – Navigating e-Flex Menus

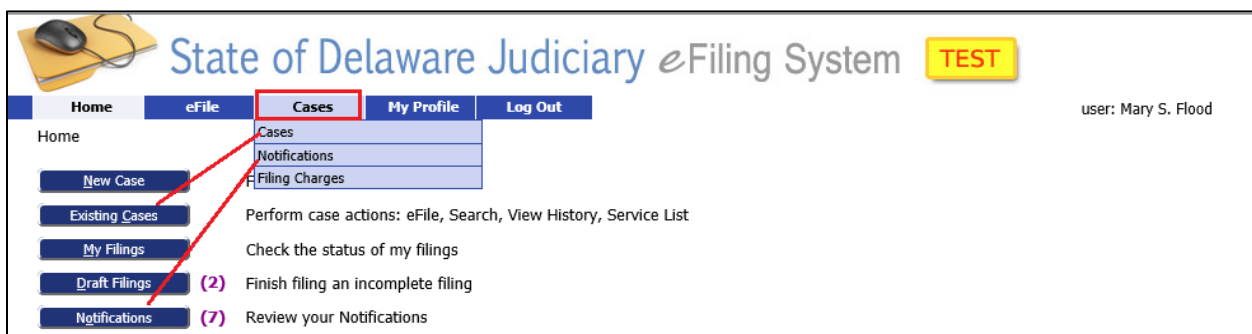
'eFile' - Hovering the mouse over the 'eFile' header results in a drop-down list of options.

- 'New Case' duplicates 'New Case' button
- 'Existing Case' duplicates 'Existing Case' button
- 'My Filings' duplicates 'My Filings' button
- 'Draft Filings' duplicates "Draft Filings' button.



'Cases' - Hovering the mouse over the 'Cases' header results in a drop-down list of options.

- 'Cases' duplicates 'Existing Case' button
- 'Notifications' duplicates 'Notifications' button
- 'Filing Charges' displays your eFiling expenditures for the past 12 months. It also allows you to check your current Court Debit Account balance if you established one of these accounts.



Module 7 – Navigating e-Flex Menus

'My Profile' Hovering the mouse over the 'My Profile' header results in a drop-down list of options:

'My User Profile' to maintain your personal logon information and add credit cards and debit accounts.

'Change My Password' to change your password anytime you desire.

'View Logon History' records bad attempts to log into your account.

The screenshot shows the 'My Profile' menu in the eFiling System. The menu items are: My User Profile, Change My Password, and View Login History. The 'My Profile' header is highlighted, and the dropdown menu is open, showing these three options. The user is identified as Mary S. Flood.

'Logout' has no options. However, when you select this option if you have any incomplete filings in your Draft Filings List, e-Flex will remind you before allowing you to log out.

The screenshot shows the 'Logout' screen in the eFiling System. A red box highlights the confirmation message: "You have incomplete filings. Are you sure you want to log out?" with 'Yes' and 'No' buttons. Below the message is a table of incomplete filings.

Filing ID	File Reference #	Case Number	Case Title	Description	▼ Create Date	Court Location	Days Until Deletion
1413870	test filing 9-3			JP LANDLORD TENANT	09-03-2020 02:53:00 PM	JP COURT 13 WILMINGTON	
1413846		JP13-20-009461	ATTACH1 VS ATTACH2	JP LANDLORD TENANT	08-28-2020 10:50:24 AM	JP COURT 13 WILMINGTON	
1413844		JP13-20-009461	ATTACH1 VS ATTACH2	JP LANDLORD TENANT	08-28-2020 10:44:03 AM	JP COURT 13 WILMINGTON	
1413843		JP13-20-009461	ATTACH1 VS ATTACH2	JP LANDLORD TENANT	08-28-2020 10:42:13 AM	JP COURT 13 WILMINGTON	
1413842		JP13-20-009461	ATTACH1 VS ATTACH2	JP LANDLORD TENANT	08-28-2020 10:40:13 AM	JP COURT 13 WILMINGTON	
1413838		JP13-20-009448	KIM STEELE VS WHITE PAPER4	JP LANDLORD TENANT	08-28-2020 10:34:00 AM	JP COURT 13 WILMINGTON	
1413798	CLARK 456			JP LANDLORD TENANT	07-24-2020 12:51:40 PM	JP COURT 13 WILMINGTON	
1413797	kim 5			JP LANDLORD TENANT	07-24-2020 12:12:05 PM	JP COURT 13 WILMINGTON	