Module 8 – New Case: Case Initiation Screen

Click 'New Case' to start a new case filing.
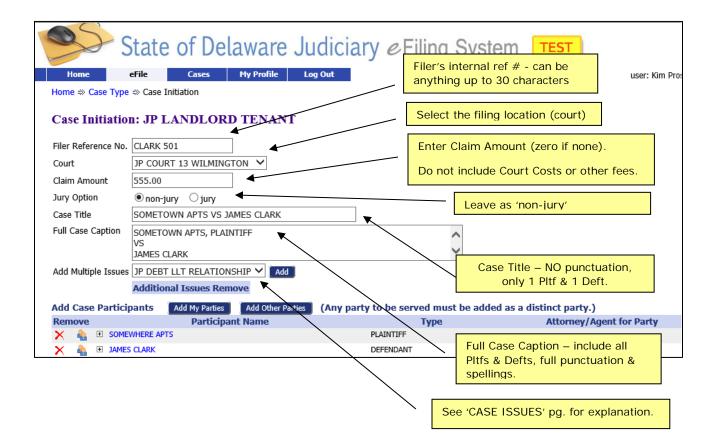

This brings you to a list of the types of cases that can be filed in JP Courts. Select the case type to be filed.

This will bring you to the 'Case Initiation' Screen. It is the same for all JP Case types you file. It is the first screen into which you will be entering your case specific data. You must have your completed documents available electronically before you start.

Module 8 – New Case: Case Initiation Screen

State of Delaware Judiciary *e*Filing System   TEST

| Home | eFile | Cases | My Profile | Log Out |

Home ⇒ Case Type ⇒ Case Initiation

Case Initiation: JP LANDLORD TENANT

Filer Reference No. CLARK 501
Court JP COURT 13 WILMINGTON
Claim Amount 555.00
Jury Option ● non-jury ○ jury
Case Title SOMETOWN APTS VS JAMES CLARK
Full Case Caption SOMETOWN APTS, PLAINTIFF / VS / JAMES CLARK

Add Multiple Issues JP DEBT LLT RELATIONSHIP [Add]
Additional Issues Remove

Add Case Participants [Add My Parties] [Add Other Parties] **(Any party to be served must be added as a distinct party.)**

Remove	Participant Name	Type	Attorney/Agent for Party
✕	SOMEWHERE APTS	PLAINTIFF	
✕	JAMES CLARK	DEFENDANT	

Callout annotations:

- Filer's internal ref # - can be anything up to 30 characters
- Select the filing location (court)
- Enter Claim Amount (zero if none). Do not include Court Costs or other fees.
- Leave as 'non-jury'
- Case Title – NO punctuation, only 1 Pltf & 1 Deft.
- Full Case Caption – include all Pltfs & Defts, full punctuation & spellings.
- See 'CASE ISSUES' pg. for explanation.

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CASE TITLE

- ALL CAPITAL LETTERS

- **NO** punctuation: no commas, periods, single or double quotes, colons or semi-colons are accepted. Ampersands ("&") as part of a business name are okay.

- Limited to 50 characters total.

- Only enter FIRST PLANTIFF VS FIRST DEFENDANT from the complaint form.

- "**VS**" should always be used to separate the Plaintiff from the Defendant, and never put a period after it.

   DO NOT use any of these: V   V.   VERSUS   VS.

- Shorten the Plaintiff's name, if necessary, to fit the required minimum information in this field (but avoid use of punctuation when doing so). Also, use the same shortened version every time you file.

-If there is more than one Plaintiff, just enter the first Plaintiff's name then put 'ET AL' after that Plaintiff's name.

-If there is more than one Defendant, just enter the first Defendant's name (first and last names), then put 'ET AL' after that Defendant's name.

Here's a few examples of correct entries:

   XYZ APARTMENT MGMT VS JOHN RENTER SR
   THOMAS CARPARTS LLC VS STEVE RASMOOR JR
   EWING OIL CO VS RAY KREBS ET AL (more than one defendant)

Here's some bad entries (and why, with corrected entry):

   Incorrect entry (too long):
   . . . . x . . .10 . . . . x . . . 20 . . . . x . . . 30 . . . . x . . . 40 . . . . x . . . 50

LONG BRANCH APARTMENT MANAGEMENT COMPANY VS SARAH CONNER

   Correct entry:
   . . . . x . . .10 . . . . x . . . 20 . . . . x . . . 30 . . . . x . . . 40 . . . . x . . . 50

LONG BRANCH APT MGMT CO VS SARAH CONNER

   Incorrect entry (has punctuation):
   TOM'S NEW CAR PARTS, LLC, VS. STEVE RASMOOR, JR.

   Correct entry:
   TOMS NEW CAR PARTS LLC VS STEVE RASMOOR JR

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Incorrect entry (has multiple Defendants):

EWING OIL CO VS RAY KREBBS AND DONNA KREBBS

Correct entry:

EWING OIL CO VS RAY KREBBS ET AL

FULL CASE CAPTION

-Full use of punctuation is okay.

- Enter all Plaintiffs and Defendants
- Enter the complete names as they appear on the COMPLAINT
- Always use at least 3 lines:

> Line 1 – Plaintiff(s)
> Line 2 – VS
> Line 3 – Defendant(s)

- For multiple Plaintiffs, list them one after the other across the field, separated by a comma.

- The word "PLAINTIFF" should appear only once, after the final Plaintiff's name.

- On the next unused line, put "VS" (without the quotes and without a period).

- For multiple Defendants, list them one after the other across the field, separated by commas.

- The word "DEFENDANT" should appear only once, after the final Defendant's name.

Examples:

XYZ APARTMENT MANAGEMENT, PLAINTIFF VS JOHN RENTER, SR., DEFENDANT

EWING OIL CO., PLAINTIFF VS RAY KREBS, DONNA KREBS, DEFENDANTS

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CASE ISSUES – (see JP web page for details)

JP Court LANDLORD-TENANT Cases:

Property Possession

Landlord/Tenant cases involving retaking possession of rental unit.

LLT Mobile Home

Whenever a LLT case involves a Mobile Home.

LLT Rules Violation

Renter violates rules and landlord demands possession. Include that portion of the lease which defines the rule that was violated as an additional Attachment to your filing.

JP Court DEBT Cases:

Debt Deficiency (Only used on certain Debt cases):

There is additional debt owed by a Defendant following the resolution of a prior case (a new Debt case is filed, and this issue is applied to the new case).

Debt LLT Relationship

Landlord suing after-the-fact for damages left behind by tenant; or, tenant suing landlord for return of security deposit.