

## Module 9 – New Case: Add Parties

In Module 8 we completed the Case Initiation Screen except for identifying the parties on the case. This module will continue with the new case filing by adding the parties.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Mary S. Flood

Home ⇒ Draft Filings ⇒ Add a Document ⇒ Case Initiation

**Case Initiation: JP LANDLORD TENANT**

Filer Reference No. CLARK 456

Court JP COURT 13 WILMINGTON

Claim Amount 500.00

Jury Option  non-jury  jury

ADR Option  None  Arbitration  Neutral Assessment  Mediation

Case Title SOMETOWN APTS VS JAMES CLARK

Full Case Caption SOMETOWN APTS, PLAINTIFF  
VS  
JAMES CLARK, DEFENDANT

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
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Back Save to Draft Next

From the Case Initiation Screen, click the 'Add My Parties' button to add a Plaintiff. ( Pro Se filers don't need to add themselves as a Plaintiff. The system does that automatically. If they are the only Plaintiff, they can proceed directly to adding other parties). This brings you to the 'Add a Plaintiff' Screen.

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### ENTERING THE PLAINTIFF DATA:



State of Delaware Judiciary eFiling System **TEST**

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[Home](#) [Draft Filings](#) [Add a Document](#) [Case Initiation](#) [Add a Party](#)

user: Mary S. Flood

#### Add a Party: JP LANDLORD TENANT

##### Plaintiff

Company  Person

Contexte Id:

Party Type:

Name Prefix:

First Name:

Middle Name:

Last Name: \*  
(or Business Name)

Name Suffix:  
(Jr, Sr, ...)

EIN: (e.g.: 12-3456789)

SSN:

DOB:

Day Phone:

Cell Phone:

Home Phone:

E-Mail:

Confidential Address:  Unknown:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Country:

Zip / Postal Code:

[Back](#) [Next](#)

##### Add an Attorney for this Party

Last Name Bar/FA #	Type
FLOOD 002591	ATTORNEY FOR PLAINTIFF
<a href="#">Add</a>	

##### Add Aliases (AKA)

First Name Middle Name Last/Business Name
<a href="#">Add</a>

##### Add Additional Addresses

Type Address
<a href="#">Add</a>

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### Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to PLAINTIFF.

Select 'Company' or 'Person' radio button to identify the type of Plaintiff.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Plaintiff information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

**EIN, SSN and DOB:** Do not use these fields – leave them blank.

**Phone Numbers and E-Mail address** are optional.

**Confidential Address:** Only use to keep addresses from public view if needed to protect an individual's safety.

**Unknown:** Check only if there is no known address.

**Address:** Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

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### Right Column:

#### **Add an Attorney for this Party** (or Agent):

Whoever logged-in to create the filing will be shown in the right column (as either the Attorney or the Agent for the Plaintiff).

**NEVER** delete this person – they **MUST** be a party on the initial filing.

Add additional Agents or Attorneys by entering their Last Name, FA# or Bar ID#, select their correct 'role', then click the **Add** button.

Delete any (additional) unwanted Agent or Attorney from this filing by clicking the red 'X' next to their name – but **NEVER** delete the Agent or Attorney who was logged-on to do this filing.

#### **Add Additional Aliases:**

Not needed for Plaintiffs. If the Plaintiff has a "DBA", or "T/A" name, that should be entered as the first line of the address in the left column.

#### **Add Additional Addresses:**

Not needed for Plaintiff entry.

When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

Re-select the "Add My Party" button on the Case Initiation screen to add additional Plaintiffs.

## Module 9 – New Case: Add Parties

### ENTERING DEFENDANT DATA

From the Case Initiation screen, press the “Add Other Parties” button to access the Defendant input form (see next page for instructions).

The screenshot shows the 'Add a Party: JP LANDLORD TENANT' form in the State of Delaware Judiciary eFiling System. The user is Mary S. Flood. The form is divided into several sections:

- Defendant:** Includes radio buttons for 'Company' and 'Person' (selected). Fields for Contexte Id, Party Type (dropdown set to DEFENDANT), Name Prefix, First Name, Middle Name, Last Name (or Business Name), Name Suffix (Jr, Sr, ...), EIN, SSN, DOB (mm-dd-yyyy), Day Phone, Cell Phone, Home Phone, EMail, Confidential Address (checkboxes for Unknown), Address Line 1, 2, 3, City, State (dropdown set to DELAWARE), Country (dropdown set to UNITED STATES), and Zip / Postal Code.
- Add an Attorney for this Party:** Includes a 'Last Name Bar/FA # Type' field and an 'Add' button.
- Add Aliases (AKA):** Includes a 'First Name Middle Name Last/Business Name' field and an 'Add' button.
- Add Additional Addresses:** Includes a 'Type Address' field and an 'Add' button.

Navigation buttons 'Back' and 'Next' are at the bottom left. Footer text includes 'eFiling Manual support about Tybera Development Group, Inc.' and '©2001-2020 Tybera Development Group, Inc. All rights reserved.'

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### Left Column:

Note: Do not change the 'Party Type' field shown. Leave it set to DEFENDANT.

Select 'Company' or 'Person' radio button to identify the type of Defendant.

If the **Contexte ID** (also called 'System ID') is known, and the address has not changed from previous cases filed, enter it here and then complete only the Last Name field (Person's last name, or complete Business Name – **DO NOT USE** any punctuation). Go to the Right Column if needed for any other data entry, or go to the bottom and click the 'Next' button to save the Defendant information.

If the **Contexte ID** is known, but the address associated with it has changed from previous cases filed, or the **Contexte ID** is not known, leave this field blank and enter the following:

For a person, enter First Name, Middle Name (if known), and Last Name.

For a business, enter the complete Business Name (without punctuation) in the Last Name/Business Name field.

**EIN, SSN and DOB:** Do not use these fields – leave them blank.

Phone Numbers and E-Mail address are optional.

**Confidential Address:** Only use to keep addresses from public view if needed to protect an individual's safety.

**Unknown:** Check only if there is no known address.

**Address:** Please use the following US Postal guidelines:

- Do not use any punctuation when entering addresses.
- Use the most finite element of the address on the first line (e.g., an Apartment Number, or Unit Number, etc.), then put the street address on the second line. If there is no apt or unit number, put the street address on the first line.

Go to the Right Column (see next page for instructions).

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### Right Column:

#### Add an Attorney for this Party:

##### **NEVER ADD AN ATTORNEY FOR THE DEFENDANT.**

Attorneys representing Defendants must add themselves to a case by filing an Entry of Appearance directly with the Court.

#### Add Additional Aliases:

If the party in the left column has a known alias, enter it here and then click the **Add** button.

#### Add Additional Addresses:

The only time this is used is on Landlord Tenant cases, and only when the Defendant's Rental Address is different from their Mailing Address (can also be used on Replevin cases to indicate actual PHYSICAL location of property to be returned).

For LLT cases, the Mailing Address will have been entered at the bottom of the Left Column (see previous page). If the Rental Unit address is different, enter it here:

- Click on the 'Add' button next to the label 'Add Additional Addresses'.
- In the expanded box, select the "RENTAL" address type
- Enter the address, then click the lower 'Save' button to save this address

**Add Additional Addresses**

Type Address

Add

**Add an Address**

Confidential Address:

Address Type: CURRENT

Address Line 1:

Address Line 2:

Address Line 3:

City:

State:

Country: CANADA

Zip / Postal Code:

Cancel Save

When the page is complete, click 'Next' to return to the Case Initiation Screen (DO NOT USE the **Back** button – this will erase all data entered on this page).

Re-select the "Add Other Parties" button on the Case Initiation screen to add additional Defendants.