

Module 10 – New Case: Add Documents

In Modules 8 & 9 we completed the Case Initiation Screen. This module will continue with the new case filing by adding the documents. From the 'Case Initiation' Screen, click the 'Next' button to continue the process.

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.

Court

Claim Amount

Jury Option non-jury jury

ADR Option None Arbitration Neutral Assessment Mediation

Case Title

Full Case Caption

Add Multiple Issues

Add Case Participants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
<input checked="" type="checkbox"/>	<input type="checkbox"/> SOMETOWN APTS	PLAINTIFF	FLOOD
<input checked="" type="checkbox"/>	<input type="checkbox"/> JAMES CLARK	DEFENDANT	

Module 10 – New Case: Add Documents

This brings you to the 'Add a Document' Screen.

The screenshot shows the 'Add a Document' screen in the State of Delaware Judiciary eFiling System. The user is Mary S. Flood. The page title is 'Case Type : JP LANDLORD TENANT'. The 'Document Category' is set to 'Initial Filings/Complaints'. The 'Document Type' is set to '-- Please Select Document Type From List Below --'. The 'Additional Text' field is empty. The 'Page Count' field is empty. The 'Document Location' field is empty, and the 'Browse...' button is highlighted. The 'Add to Submission' button is labeled 'Add'. The 'Attached Documents' table shows two files: 'This is a Complaint.pdf' (0.09 MB, 1 page) and 'Form 50.pdf' (0.15 MB, 1 page). The total size is 0.24 MB. Annotations with arrows point to various fields and buttons, explaining their function.

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

Home ⇒ Draft Filings ⇒ Add a Document

Case Type : JP LANDLORD TENANT

Document Category: Initial Filings/Complaints

Document Type *: -- Please Select Document Type From List Below --

Additional Text: [Text Field]

Page Count: [Text Field]

Acceptable File Format Type(s) (*.pdf)

Document Location: [Text Field] Browse...

Add to Submission: Add

Click 'Add' to attach document

Select a 'Document Category'.

Select a 'Document Type'.

Additional Text (becomes docket text on the case).

Use Page Count field to indicate total pages for each attachment.

Use 'Browse' button to find the .pdf file to be attached.

Document Name	View Document			
Case Data	form.xml			
LANDLORD TENANT	This is a Complaint.pdf	0.09 MB	1	[Icon]
- ATTACHMENT TO FILING	Form 50.pdf	0.15 MB	1	[Icon]
	Total Size:	0.24 MB		

Attached Documents

Back Move to Draft Next

'Document Category' is not required but will assist in sorting the options displayed in the 'Document Type' field. The selections available in the 'Document Type' field change based on the 'Case Type' and the 'Document Category' selected.

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JP NEW CASE FILING DOCUMENT REQUIREMENTS

Refer to the JP Court web site below for rules, regulations, and copies of forms that need to be filed. Before you file have all documents saved to your computer in PDF format.

<https://www.courts.delaware.gov/jpcourt>

Each of the following documents should be attached separately, in the order shown, to all JP Complaint Form 1 filings. See specific filing types for special instructions.

1. JP Complaint Form (the 'Form 1')
Always attach the JP Complaint Form, by itself, as the first document.
Document Category: "Initial Filings/Complaints".
Document Type: From the drop-down list, select the correct Type (available selections are based on the type of Case being filed).
Additional Text: Enter "FORM 1" (or "COMPLAINT") if desired.
Page count: Enter the number of pages for the Form 1.
Document Location: Browse to the location on your computer where the Form 1 was saved, and select it.
Add to Submission: Select the 'Add' button.
2. Form 50 (if applicable)
Always attach your Form 50 by itself as the second document:
Document Category: "Initial Filings/Complaints".
Document Type: Select "ATTACHMENT TO FILING"
Additional Text: Enter "FORM 50"
Page count: Enter the number of pages for the Form 50 (should be 1 page).
Document Location: Browse to the Form 50 and select it.
Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' the Form 50. Select the 'Form 1' document; click 'NEXT'.
3. Correspondence
Attach any correspondence you have had with the Defendant, along with any proof of mailing documentation. Scan all of these documents in as one PDF document (but not to exceed 10 pages).
Document Category: "Initial Filings/Complaints".
Document Type: Select "ATTACHMENT TO FILING"
Additional Text: Enter "CORRESPONDENCE", or "5-DAY LETTER", or whatever is appropriate description of attachment.

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Page count: Enter the number of pages for this document.

Document Location: Browse to the document and select it.

Add to Submission: Select the 'Add' button. A secondary screen appears asking to which existing document you want to 'attach' the correspondence. Select the 'Form 1' document; click 'NEXT'.

4. Repeat Step 3 for each additional PDF document if necessary.

Other Notes for JP Filings:

For Landlord-Tenant cases:

- the Rental/Lease agreement does not have to be scanned-in and attached to the initial filing.
- If possession is sought due to a Rules Violation, scan-in and attach that portion of the Rental agreement that lists the rule being violated.

For Debt cases:

- Just scan-in and attach that portion of the Debt contract which shows the amounts borrowed and owed, payment amounts, and interest rates and terms. Do not include the standard pages of legal-eze.

FOR ANY JP CASE:

Always bring multiple hard copies of **all** documents when you appear in Court for a hearing or a trial. This includes the Form 1, Form 50, Correspondence, Rental Agreements, Debt Contracts, etc.

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GARAGEKEEPER FILINGS

Documents for Garagekeeper Case Filings should be attached as follows:

1. Garage Keeper Package – Scan these in together as the first PDF document:
 - Form 40 - Application to Conduct a Lien Sale
 - Form 41 - Lienholder's Notice of Sale
 - Form 42 - Answer to Lienholder's claim
 - Form 43 - Authorization for Lienholder's Sale

Document Category: “Initial Filings/Complaints”.

Document Type: Defaults to “GARAGEKEEPER *”

Additional Text: Enter “INITIAL PACKAGE”

Page count: Enter the number of pages in the PDF document.

Document Location: Browse to the location on your computer where the PDF document was saved, and select it.

Add to Submission: Select the ‘Add’ button.
2. Form 50 (if applicable). Always attach your Form 50 by itself as the second document:
 - Document Category:** “Initial Filings/Complaints”.
 - Document Type:** Select “ATTACHMENT”
 - Additional Text:** Enter “FORM 50”
 - Page count:** Enter the # of pgs. for the Form 50 PDF document.
 - Document Location:** Find the Form50 PDF document and select it.
 - Add to Submission:** Select the ‘Add’ button. A secondary screen appears asking to which existing document you want to ‘attach’ the Form 50. Select the GARAGEKEEPER document, then click ‘NEXT’.
3. For all other documents, including bills, DMV report, etc. – Scan all together, but not to exceed 10 pages per PDF Document, and attach each as follows:
 - Document Category:** “Initial Filings/Complaints”.
 - Document Type:** Select “ATTACHMENT”
 - Additional Text:** Briefly describe the PDF contents.
 - Page count:** Enter the number of pages in the PDF document.
 - Document Location:** Browse to the saved document and select it.
 - Add to Submission:** Select the ‘Add’ button. A secondary screen appears asking to which existing document you want to ‘attach’ this document. Select the GARAGEKEEPER document, then click ‘NEXT’.
4. Repeat Step 3 for each additional PDF document, if necessary.