Module 11– New Case: Review and Submit Filing

In Module 10 we completed adding the required documents to the filing.   This module will continue to the last step in the process. From the 'Add a Document' Screen, click the 'Next' button to continue to the 'Review and Submit Filing' Screen.

Module 11– New Case: Review and Submit Filing

This brings you to the 'Review and Submit Filing' Screen. The first section of the Review screen concerns paying for the filing. The estimated fees will be displayed and under that will be the payment options.

If you have a credit card (s) set up for the court location, you will see a "Wallet Item" with the nickname you assigned to the credit card. To select that credit card as your payment option, click the radio button.

If you do not have a credit card set up or wish to add a different card, click the 'Add Wallet Item' button and add your credit card information to the Govolution's site. (See Module 5A for more detail).

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If you are an authorized user of one or more pre-established Court Debit Accounts, e-Flex displays those accounts here. Click the radio button to select the desired Court Debit Account. Optionally, you can add a new Court Debit Account by entering the account number in the 'Debit Number' box. If you enter the Court Debit Account information on this screen, it will be saved in your Profile and show up on this screen for use in later filings.

The final payment options are for Fee Waiver requests or for State Agency filings that are exempt from Court filing fees. Click the radio button next to the desired option.

Module 11– New Case: Review and Submit Filing

The next section on the 'Review and Approve Filing' Screen, allows you to review / change the filing information one more time and when you are ready to submit the filing, click the 'Submit the Filing' button.

State of Delaware Judiciary eFiling System `TEST`

Home	eFile	Cases	My Profile	Log Out

Draft Filings ⇒ Add a Document ⇒ Review and Submit Filing

Review and Submit Filing

Case Type : JP LANDLORD TENANT

Filer Reference # [_____]

Estimated Fees: $46.25

Fee Description	Amount
LANDLORD TENANT	$45.00
E-FILING DOCUMENT FEE	$1.25

`Add Wallet Item`

○ Wallet Item: Somewhere Apts
◉ Debit Account: test - 510378411: Current Balance - $5,952.50
○ Enter a new debit account   : A debit account is an account you establish with the court. It is not a credit/debit card account.

    Debit Number: [_____]   Description: [_____]

○ State Agency   : State Agency Exempt From Court Filing Fees.
○ Fee Waiver   : In Forma Pauperis Application Must be Attached to Sub

> Select this button to review and/or change data on the Case Initiation screen.

Generated Case Data:

`Change Case Data`

View Data

> Select this button to review and/or change the attached documents

Document(s) to be Submitted:

`Add/Remove Documents`

Document Name	View Document
LANDLORD TENANT complaint	This is a Complaint.pdf

> Do NOT use this checkbox unless instructed to do so by the Court.

Action request: ☐ Expedite

> Enter any pertinent notes to the Clerk here. Include your name and phone number.

Note: Selecting Expedite assumes the appropriate emergency application is included. Fa...   ...xpedited r
your filing being rejected. Press the Add/Remove Document button to include them.

Special Filing Instructions for the Clerk:

[_____]

> Click here to submit the filing.

`Back` `Cancel (Delete)` `Move to Draft` `Submit the Filing`

> If you are not ready to submit the filing click 'Move to Draft' to save it in your draft filings or Cancel to delete it.