

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.

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 Type : JP LANDLORD TENANT

Document Category: Initial Filings/Complaints

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

Additional Text:

Page Count:

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

Document Location: Browse...

Add to Submission: **Add**

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
LANDLORD TENANT	This is a Complaint.pdf		0.09 MB	1	
- ATTACHMENT TO FILING	Form 50.pdf		0.15 MB	1	
			Total Size: 0.24 MB		

Back **Move to Draft** **Next**

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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).

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

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 Submission for Waiver to be Considered.

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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.

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Draft Filings ⇒ Add a Document ⇒ Review and Submit Filing

Review and Submit Filing

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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

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State Agency : State Agency Exempt From Court Filing Fees.

Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.

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.

The screenshot shows the 'Review and Submit Filing' screen in the State of Delaware Judiciary eFiling System. The page title is 'State of Delaware Judiciary eFiling System' with a 'TEST' button. The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The breadcrumb trail is 'Draft Filings >> Add a Document >> Review and Submit Filing'. The main heading is 'Review and Submit Filing' and the case type is 'JP LANDLORD TENANT'. There is a 'Filer Reference #' input field. The estimated fees are \$46.25, with a table showing 'LANDLORD TENANT' at \$45.00 and 'E-FILING DOCUMENT FEE' at \$1.25. There is an 'Add Wallet Item' button. Payment options include 'Wallet Item: Somewhere Apts', 'Debit Account: test - 510378411: Current Balance - \$5,952.50' (selected), 'Enter a new debit account', 'State Agency', and 'Fee Waiver'. There are 'Change Case Data' and 'Add/Remove Documents' buttons. A table shows 'LANDLORD TENANT complaint' with a 'View Document' link. There is an 'Action request' section with an 'Expedite' checkbox. A 'Special Filing Instructions for the Clerk' text area is present. At the bottom are 'Back', 'Cancel (Delete)', 'Move to Draft', and 'Submit the Filing' buttons. Several yellow callout boxes provide instructions: 'Select this button to review and/or change data on the Case Initiation screen.' (pointing to 'Change Case Data'), 'Select this button to review and/or change the attached documents' (pointing to 'Add/Remove Documents'), 'Do NOT use this checkbox unless instructed to do so by the Court.' (pointing to 'Expedite'), 'Enter any pertinent notes to the Clerk here. Include your name and phone number.' (pointing to the 'Special Filing Instructions' area), 'Click here to submit the filing.' (pointing to 'Submit the Filing'), and '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.' (pointing to 'Move to Draft' and 'Cancel (Delete)').

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Draft Filings >> Add a Document >> Review and Submit Filing

Review and Submit Filing

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Filer Reference #

Estimated Fees: \$46.25

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

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 Subr

Generated Case Data:

Document(s) to be Submitted:

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

Action request: Expedite

Note: Selecting Expedite assumes the appropriate emergency application is included. Failure to include the appropriate emergency application may result in your filing being rejected. Press the Add/Remove Document button to include them.

Special Filing Instructions for the Clerk: