

## Module 13 – Email Communications

You will receive email notifications when you perform various actions. It is your responsibility to read these communications to keep up with activity on the case. If you do not receive email notifications for some reason, contact the helpdesk at the Court.

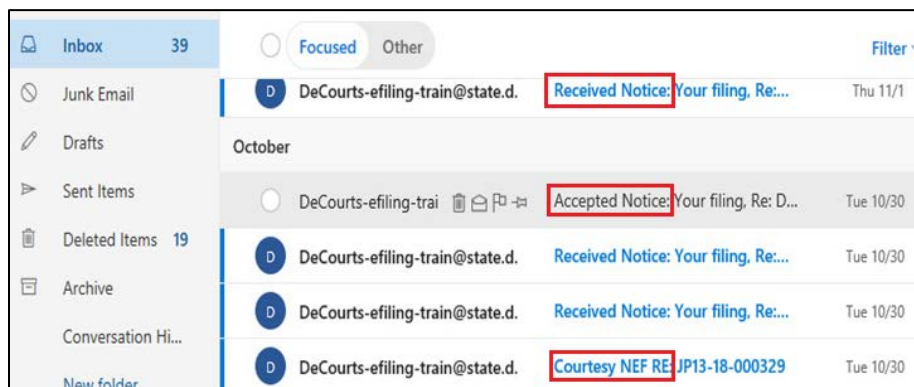
The email address(es) associated with the e-Flex login account that is used to submit the filing will be the email address(es) where the emails will be sent.

| User Profile  |  |
|---|--|
| <b>MIKE REED</b>  |  |
| User Name:  | MIKEREED   |
| Organization:   | ATLANTIC REALTY MANAGEMENT LLC                   |
| Bar/FA Number:  | FA9000   |
| Contexte Id:  |  |
| Phone:  | (302) 323-5369                                   |
| Fax:  | (302) 323-5678                                   |
| E-Mail:   | MIKEREED@HOTMAIL.COM                             |
| 1st Alternate E-Mail:   | SHAREDACCOUNT@HOTMAIL.COM                        |
| 2nd Alternate E-Mail:   |  |
| Address:  | 31052 SHADY ACRES LANE<br>LAUREL, DE 19956<br>US |
| Roles:  | Agent  |
| Date Approved:  | Not Available                                    |
| Expiration Date:  |  |
| <a href="#">Modify User Profile</a> <a href="#">Change Password</a> |  |

When you submit a filing you will get an email with a subject that starts with “Received Notice” which will indicate to you that the Court received your filing.

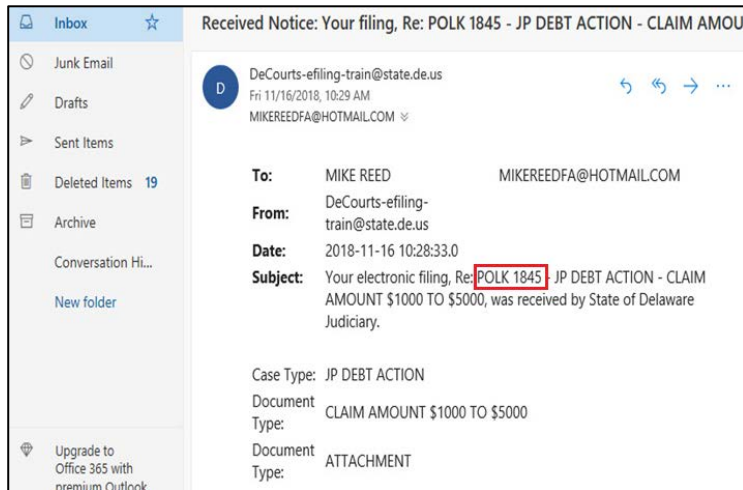
You will get another email when your filing is accepted by the Court. The subject will start with “Accepted Notice”.

Emails with a subject starting with “Courtesy NEF RE:” are to let you know someone filed something on a case that you are associated with.

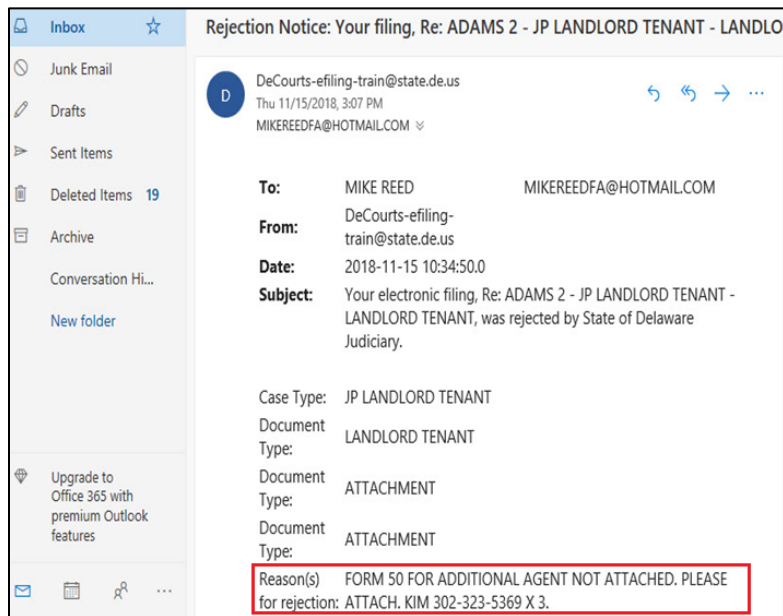


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If it is a new filing and you entered a 'Filer Ref Number' when you created the case, that will help you identify what filing the notice is for. If you did not enter a 'Filer Ref Number', the notice will reference a system generated 'Filer ID'. If it is a filing on an existing case, it will show the case number.



If your filing is rejected, you will get an email with a subject starting with "Rejection Notice". It will contain the reason for rejection.



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### IMPORTANT NOTES:

When you create a filing, if you remove the name of the agent or attorney who is logged in to e-Flex, no one will receive emails. In this example, the user logged in is Fern Moore. If you clicked the “red X” and deleted Fern, no one would get emails – even if you added another agent or attorney.

The screenshot shows the 'State of Delaware Judiciary eFiling System' interface. The user is logged in as 'Fern Moore'. The page title is 'Edit Party: JP LANDLORD TENANT'. The page is divided into two main sections: 'Plaintiff' and 'Add an Attorney for this Party'. The 'Plaintiff' section has radio buttons for 'Company' (selected) and 'Person', and several text input fields for 'Contexte Id', 'Party Type' (set to 'PLAINTIFF'), 'Name Prefix', 'First Name', 'Middle Name', and 'Last Name' (set to 'SOMEWHERE APTS.'). The 'Add an Attorney for this Party' section has a table with columns 'Last Name Bar/FA # Type' and an 'Add' button. A red box highlights a row with a red 'X' icon, the name 'MOORE', the FA number 'FA1394', and the role 'AGENT'. Below this is an 'Add Aliases (AKA)' section with a table for 'First Name Middle Name Last/Business Name' and an 'Add' button.

Also, if the attorney or agent who originally filed a case has left your company, their email will continue to receive messages on that case until someone files a Substitution of Counsel or Agent.