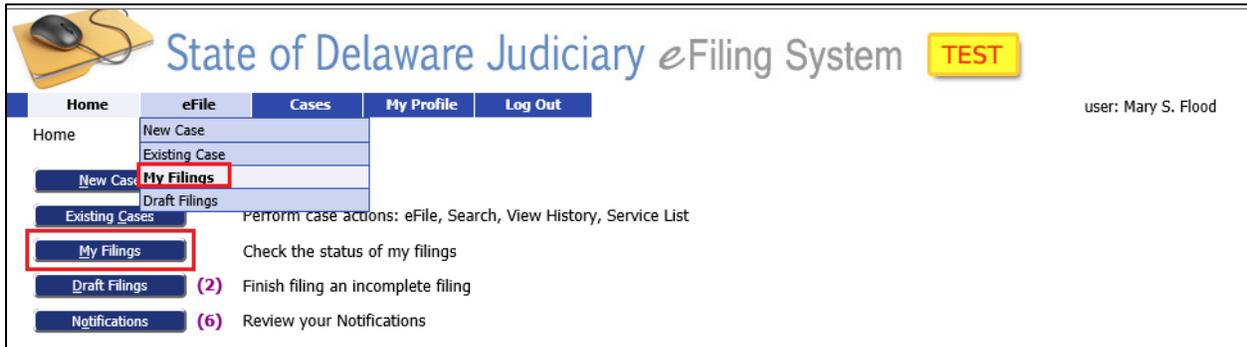


Module 14 – My Filings (check status of filing)

To check the status of your filings you can select 'My Filings' from the Home Page or hover your mouse over 'eFile' and select 'My Filings'.



State of Delaware Judiciary eFiling System TEST

user: Mary S. Flood

Home eFile Cases My Profile Log Out

Home New Case Existing Case

New Case My Filings Draft Filings

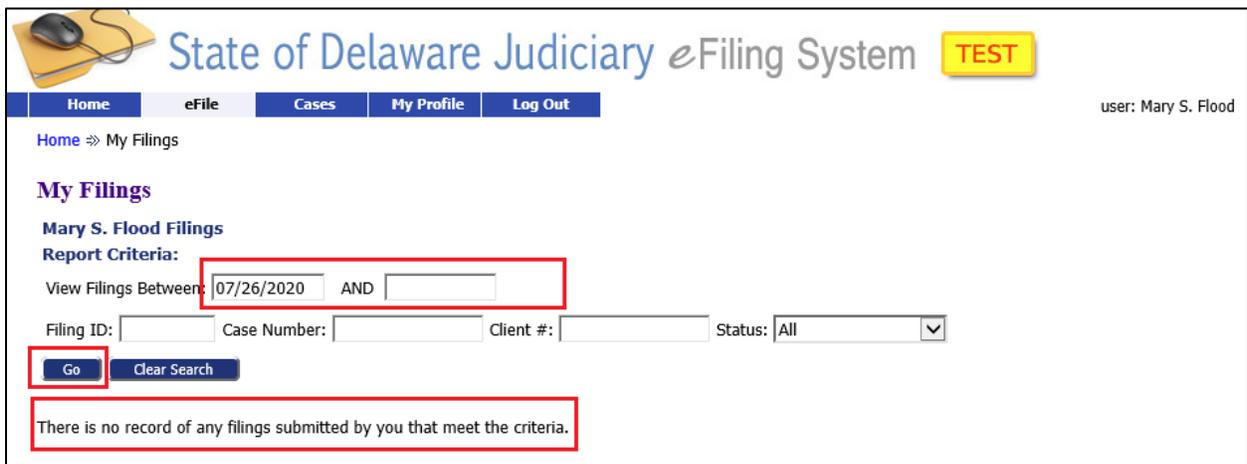
Existing Cases Perform case actions: eFile, Search, View History, Service List

My Filings Check the status of my filings

Draft Filings (2) Finish filing an incomplete filing

Notifications (6) Review your Notifications

This brings you to the 'My Filings' Screen. Filings are displayed based on the date they were filed and remain on this list for 60 days. When you first logon, e-Flex defaults to display only those filings sent to the Court today so your list may be empty if you have not filed anything today.



State of Delaware Judiciary eFiling System TEST

user: Mary S. Flood

Home eFile Cases My Profile Log Out

Home ⇒ My Filings

My Filings

Mary S. Flood Filings

Report Criteria:

View Filings Between: 07/26/2020 AND

Filing ID: Case Number: Client #: Status: All

Go Clear Search

There is no record of any filings submitted by you that meet the criteria.

To view filings from prior days, change the date range by clicking in the first date box and typing a new date or by using the drop down calendar to select a date. You can enter a "end" date or leave it blank and it will default to today's date. Click 'Go' to retrieve all filings in the date range entered.

You can also search for filings using the Filing ID, Case Number, Client #, or by Status. Enter the data in the appropriate box and click 'Go' to retrieve all the filings that match the criteria entered.

Module 14 – My Filings (check status of filing)

There are several different ‘Status’ codes that will appear on this screen.

The screenshot shows the 'My Filings' page in the State of Delaware Judiciary eFiling System. The user is Mary S Flood. The page displays a search criteria section and a table of filings between 08/01/2020 and today. The table has columns for Filing ID, Filer Reference #, Case Title, Case Number, Date Submitted, Document Type, Court Location, and Status. The Status column is highlighted with a red box, showing various statuses: Rejected, Awaiting Approval, Filed, and In Draft. A 'Resubmit' button is visible next to the 'Rejected' status.

Filing ID	Filer Reference #	Case Title	Case Number	Date Submitted	Document Type	Court Location	Status
1413846		ATTACH1 VS ATTACH2	JP13-20-009461	09-03-2020 03:13:36 PM	AMENDED COMPLAINT	JP COURT 13 WILMINGTON	Rejected
1413870	test filing 9-3	JACK PEN VS HOWARD STONE		09-03-2020 03:12:03 PM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Awaiting Approval
1413840	test attach	ATTACH1 VS ATTACH2	JP13-20-009461	08-28-2020 10:37:50 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed
1413836		LEMON VS CARL	JP13-20-009460	08-28-2020 10:07:25 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	Filed
1413835		LEMON VS CARL	JP13-20-009460	08-28-2020 10:06:15 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	In Draft
1413833	test reject grayed out	LEMON VS CARL	JP13-20-009460	08-28-2020 09:38:19 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed

‘Awaiting Approval’ means the filing is waiting for a Court clerk to review it.

‘Filed’ means the filing has been reviewed and accepted by the Court. Filed cases will automatically be deleted from this list after 60 days (but the case will remain active in the Courts and continue to be processed).

‘Rejected’ means the filing has been rejected by the Court. Click on the blue Rejected status link to see the reason why or look in your email notifications for the reason. You can resubmit the filing to correct the issue by clicking the ‘Resubmit’ button. See Module 16 - Correct a Rejected Case, for more information.

‘In Draft’ means this was a previously rejected filing that you have fixed and resubmitted to the Court. This version of the filing will not be used again so may be deleted. In this example notice how the filing with ‘Filer Ref No’ of “Harris 234” is also shown with a status of ‘Filed’ indicating it has been resubmitted and accepted.

‘Sending’ within the first few seconds of a filing being submitted, if you click the ‘Go’ button to refresh the screen, you may see a status of ‘Sending’. This is created during the electronic validation steps and should only exist for a few seconds. If it lasts longer than a few minutes it means a system error occurred. The e-Flex system administrator will attempt to resolve this issue but if the status remains for more than a day, call the technical helpdesk to find out why.

‘Received’ – within the first few seconds of a filing being submitted, if you click the ‘Go’ button to refresh the screen, you may also see a status of ‘Received’. This is created during the

Module 14 – My Filings (check status of filing)

electronic validation steps and should only exist for a few seconds. Received is the ‘clock-in’ date and time. This is important if you may not submit your filing before a certain date/time or after a date/time.

If you want to review the information in the filing, such as to review a receipt, click on the blue ‘Status’ link.

The screenshot shows the 'My Filings' page in the State of Delaware Judiciary eFiling System. The user is Mary S Flood. The page displays a table of filings with columns for Filing ID, Filer Reference #, Case Title, Case Number, Date Submitted, Document Type, Court Location, and Status. The status 'Filed' is highlighted in red in the first row.

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Title	Case Number	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	1413840	test attach	ATTACH1 VS ATTACH2	JP13-20-009461	08-28-2020 10:37:50 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed
<input type="checkbox"/>	1413836		LEMON VS CARL	JP13-20-009460	08-28-2020 10:07:25 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	Filed
<input type="checkbox"/>	1413835		LEMON VS CARL	JP13-20-009460	08-28-2020 10:06:15 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	In Draft
<input type="checkbox"/>	1413833	test reject grayed out	LEMON VS CARL	JP13-20-009460	08-28-2020 09:38:19 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed

When you are done reviewing the filing, click the ‘Back’ button at the bottom of the page to return to the ‘Filing Status’ Screen.

If you want to delete a filing from your list, click the box and then click ‘Delete’.

The screenshot shows the same 'My Filings' page, but with the 'Delete' button highlighted in red and the checkbox for the filing with ID 1413835 checked.

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Title	Case Number	▼ Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	1413840	test attach	ATTACH1 VS ATTACH2	JP13-20-009461	08-28-2020 10:37:50 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed
<input type="checkbox"/>	1413836		LEMON VS CARL	JP13-20-009460	08-28-2020 10:07:25 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	Filed
<input checked="" type="checkbox"/>	1413835		LEMON VS CARL	JP13-20-009460	08-28-2020 10:06:15 AM	CASE SATISFIED	JP COURT 13 WILMINGTON	In Draft
<input type="checkbox"/>	1413833	test reject grayed out	LEMON VS CARL	JP13-20-009460	08-28-2020 09:38:19 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed