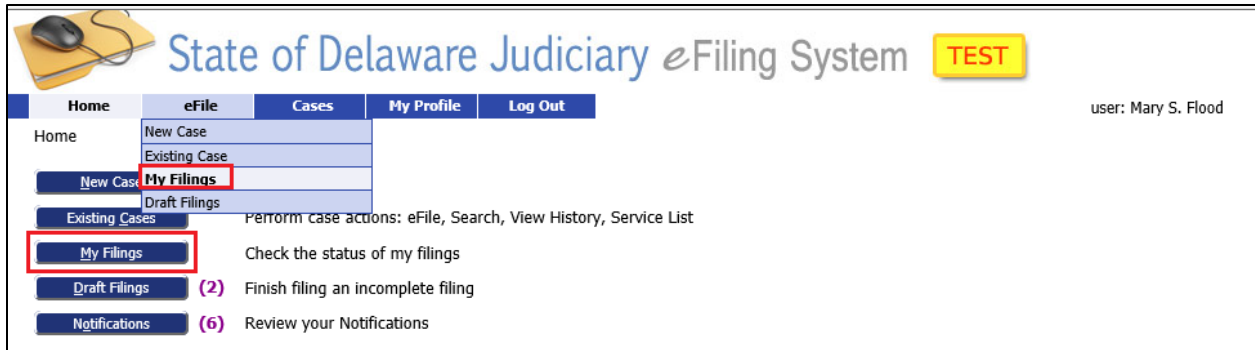


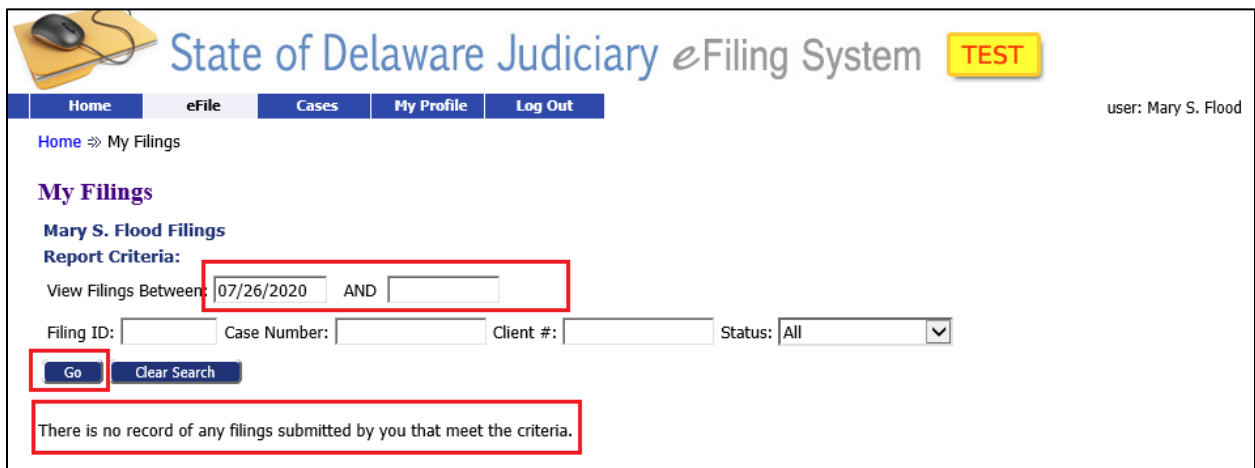
Module 15 – Review Receipts

After the Court Clerk has processed your filing, a receipt is generated. If you need to view or print your receipt, click the 'My Filings' button from the Home page.



The screenshot shows the 'State of Delaware Judiciary eFiling System' home page. The user is identified as 'Mary S. Flood'. The navigation menu includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'eFile' menu is open, showing options: 'New Case', 'Existing Case', 'My Filings' (highlighted with a red box), 'Draft Filings', and 'Existing Cases'. Below the menu, there are buttons for 'My Filings' (highlighted with a red box), 'Draft Filings' (with a '(2)' notification), and 'Notifications' (with a '(6)' notification). A 'TEST' button is visible in the top right corner.

This brings up the 'My Filings' screen which will always default to today's date. If you have no filings for today, nothing will be displayed. To see previous filings, change the date range to include when they were filed. You can type a date in either the 'from' or 'to' boxes or use the built-in calendar to choose the dates.



The screenshot shows the 'My Filings' screen. The user is 'Mary S. Flood'. The page title is 'My Filings'. Under 'Report Criteria:', there is a 'View Filings Between:' section with a date range of '07/26/2020' and 'AND' followed by an empty box. Below this are fields for 'Filing ID:', 'Case Number:', 'Client #:', and 'Status: All'. A 'Go' button (highlighted with a red box) and a 'Clear Search' button are present. A message at the bottom states: 'There is no record of any filings submitted by you that meet the criteria.'

Only those filings that have been accepted, indicated by the status of "Filed", have incurred a fee and will, therefore, have a receipt. Click on the blue "Filed" link for the filing receipt you want to see.

Module 15 – Review Receipts

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: 08/01/2020 AND

Filing ID: Case Number: Filer Reference #: Status: All

Go Clear Search

My Filings Between 08/01/2020 and Today

Delete Filings per page: 50

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

Then click on the blue link marked 'Receipt.html'.

State of Delaware

Home eFile Cases My Profile

Home ⇒ My Filings ⇒ Filed

Filing Status

Status: Filed 08-28-2020:10:39:10 AM

Filer Reference #: test attach

Filing ID: 1413840

Tracking ID: 4580019

Submitted By: Flood, Mary S

Date Submitted: 08-28-2020 10:37:50 AM

Official File Stamp: 08-28-2020 10:37:59 AM

Case Title: ATTACH1 VS ATTACH2

Case Number: JP13-20-009461

Case Type: JP LANDLORD TENANT

Court Location: JP COURT 13 WILMINGTON

Document Name	View Document
LANDLORD TENANT complaint	This is a Complaint.pdf
- ATTACHMENT TO FILING form 50	Form 50.pdf

Response:

Response Document Name	View Document
Receipt	receipt.html
LANDLORD TENANT complaint	This is a Complaint.pdf
ATTACHMENT TO FILING form 50	Form 50.pdf

Module 15 – Review Receipts

A separate browser window opens containing the official receipt. You can use your browser options to print or save a copy for your records.

If you need a copy of a receipt and the filing no longer appears on the 'Filing Status' Screen, you can obtain the receipt number from the 'Filing Charges' Screen and contact the Court to obtain a copy. See 'Module 28 - Filing Charges' for more information.