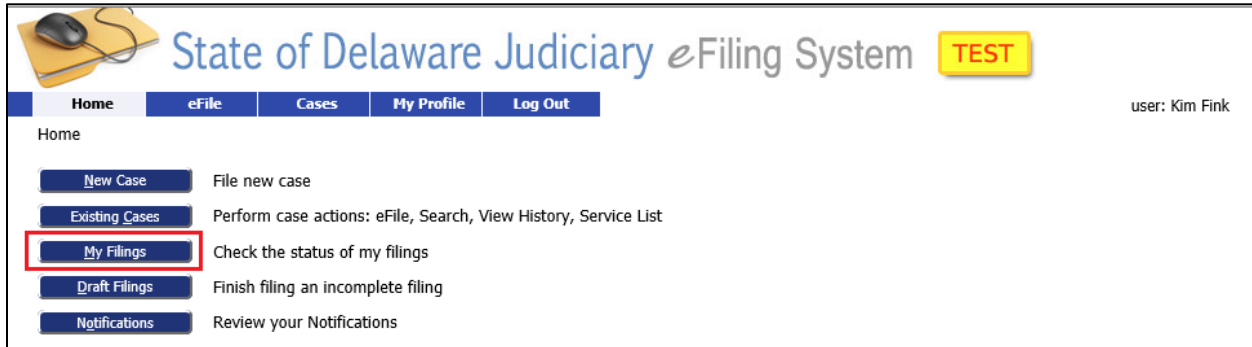
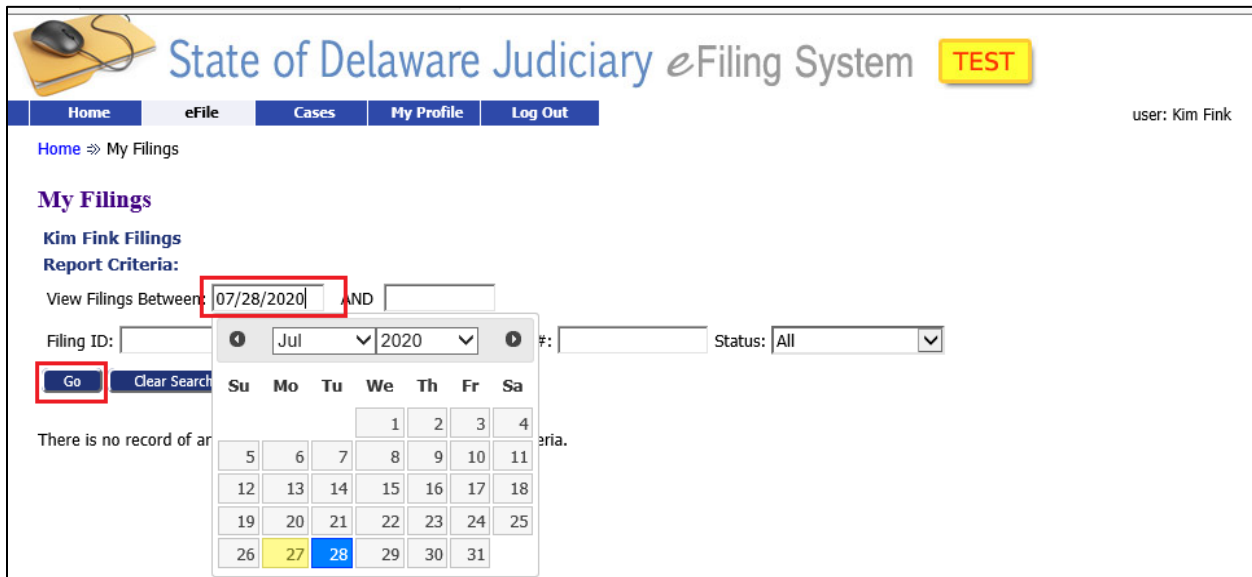


## Module 16 – Correct a Rejected Case

If there is an error in your filing, the Court Clerk will reject the filing back to you and you must correct the error and resubmit the filing. You will know about the rejection from the email you received or you can see the status on the 'My Filings' Screen. The first step in dealing with a rejected filing is to open the 'My Filings' Screen.



This brings you to the 'My Filings' Screen. 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. Change the date, if necessary, to include the filing submission date. To do this, click on the calendar drop-down and select the date or type it in. Click 'Go' to retrieve the cases in the date range you entered.



## Module 16 – Correct a Rejected Case

A list of our filings in that range is displayed. If you don't have your rejection email open, you can also find out why the case was rejected, by clicking on the word 'Rejected'. This will open a screen that shows the filing information and a message from the Court Clerk giving the reason for rejection.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Mary S Flood

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 [v]

Go Clear Search

My Filings Between 08/01/2020 and Today

Delete Filings per page: 50 [v]

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Title	Case Number	Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	1413846		ATTACH1 VS ATTACH2	JP13-20-009461	09-03-2020 03:13:36 PM	AMENDED COMPLAINT	JP COURT 13 WILMINGTON	Rejected [i] Resubmit
<input type="checkbox"/>	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

Once you know the reason for the rejection you have two options. You can begin a brand new filing starting from scratch and ignore the original filing or you can simply fix what is wrong on the original filing. The error may be on the documents that are attached or in the data you entered on the screen or both.

To correct the original filing, click on the 'Resubmit' button. Please note that you can only click this 'Resubmit' button once. If you do not make all the corrections and resubmit the filing immediately after clicking resubmit, you will need to access it from 'Draft Filings' to continue making corrections and complete the resubmission.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Mary S Flood

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 [v]

Go Clear Search

My Filings Between 08/01/2020 and Today

Delete Filings per page: 50 [v]

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Title	Case Number	Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	1413846		ATTACH1 VS ATTACH2	JP13-20-009461	09-03-2020 03:13:36 PM	AMENDED COMPLAINT	JP COURT 13 WILMINGTON	Rejected [i] Resubmit
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## Module 16 – Correct a Rejected Case

After you click 'Resubmit' the filing opens to the 'Add a Document' Screen.

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out user: Kim Fink

Home ⇒ My Filings ⇒ **Add a Document**

**Case Title : KIM FINK VS JANE FINK**

**Case Type : JP LANDLORD TENANT**

Document Category

Document Type \*

Additional Text

Page Count

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

Document Location  Browse...

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
LANDLORD TENANT	Form 50.pdf		0.15 MB	1	
			Total Size: 0.15 MB		

Make any changes needed to the documents by deleting or replacing existing documents or adding new documents. Please note: when you send this back to the Court, it is as if you are sending it for the first time. Therefore, all documents that were included before (except for what you deleted, replaced or fixed) must be left on the filing and sent again.

If this is an Initial Filing, and your error was made on the Case Initiation Screen, click on the 'Back' button to access that screen. There you can change party names, addresses, case title, case caption etc. You **cannot** change information on the Case Initiation Screen once the initial filing has been accepted by the Court.

Click the 'Next' button to save changes and move forward until you reach the 'Review and Submit' Screen where you can submit the corrected filing to the Court.