

Module 17 – Existing Cases – View Docket and/or Documents

If you wish to see the docket or case history of a case or view the documents on the case, select the 'Existing Cases' button from the Home page or hover your mouse over the 'Cases' tab and select 'Cases' from the Cases drop down.

State of Delaware Judiciary eFiling System TEST

Home eFile **Cases** My Profile Log Out user: Kim Fink

Home

[New Case](#)

Existing Cases

[My Filings](#)

[Draft Filings](#) (1)

[Notifications](#)

Cases

Notifications

Filing Charges

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

Check the status of my filings

Finish filing an incomplete filing

Review your Notifications

This will bring you to the 'Cases' Screen. Whenever you begin a new case using e-Flex, or file a subsequent action to an existing case using e-Flex, that case is automatically added to your 'Cases' list.

There are a couple of ways to see information about the case. One is to find the case you would like to look at and click on the blue 'Case Number' link.

State of Delaware Judiciary eFiling System TEST

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

Home ⇒ Cases

Cases Number of cases displayed per page: 50

Court: State of Delaware Judiciary

Case Number

Ex: JP17-07-00001

Search Cases

Show Active Show Inactive Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
KIM STEELE VS WHITE PAPER4	JP13-20-009448	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
KIM STEELE VS WHITE PAPER2	JP13-20-009446	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>

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This will bring you to the 'Case Summary' Screen. The header area at the top will display the Case Number and other general information about the case. To see the Full Case Caption, click on the '+' sign next to 'Show/Hide Full Case Caption'. To see the participants (also called parties) on the case, click on the '+' sign next to 'Show/Hide Participants'.

You will also see the history of the case including any documents. Each entry represents a filing, or some event that has occurred on the case. If the e-Flex account you are signed in to belongs to a party on the case, you will see blue links for each document. You can click on the link to open and view the document. **NOTE: If you are not a party on the case, you will not be able to read the documents.**

State of Delaware Judiciary eFiling system

Case Summary for Case: JP13-20-009448
KIM STEELE VS WHITE PAPER4

Case Number	JP13-20-009448	Court	State of Delaware Judiciary
Case Type	JP LANDLORD TENANT	Location	JP COURT 13 WILMINGTON
Opened	07-22-2020	Judge	
Status	ACTIVE	Jury Status	Non Jury

[+ Show/Hide Full Case Caption](#)
[+ Show/Hide Participants](#)

File Date	Case History
07-22-2020 Plaintiff	LANDLORD TENANT Filed by: SUSAN E FLOOD LANDLORD TENANT

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A second option to view case information is to click on the “+” sign next to a case’s title. This will open a list of documents associated with this case. You can click on the link to view the document. Again, if you are **not** a party on the case, you may not view the documents.

State of Delaware Judiciary eFiling System **TEST**

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

Home ⇒ Cases

Cases Number of cases displayed per page: 50

Court: State of Delaware Judiciary

Case Number eFile History Service List

Ex: JP17-07-00001

Search Cases

Show Active Show Inactive Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
<input checked="" type="checkbox"/> KIM STEELE VS WHITE PAPER4	JP13-20-009448	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
2020-07-22 04:01:49 PM LANDLORD TENANT							
<input checked="" type="checkbox"/> KIM STEELE VS WHITE PAPER2	JP13-20-009446	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>

FINDING A CASE NOT ON YOUR LIST

If you want to view a case but don’t see it on your Cases list, you can retrieve it from the database. You may retrieve any JP civil case even if you have not filed on that case. To do this first type in the Case Number. Remember the dashes in the number are required.

Click the ‘History’ button to retrieve the case information.

State of Delaware Judiciary eFiling System **TEST**

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

Home ⇒ Cases

Cases Number of cases displayed per page: 50

Court: State of Delaware Judiciary

Case Number × eFile **History** Service List

Ex: JP17-07-00001

Search Cases

Show Active Show Inactive Show Both

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
<input checked="" type="checkbox"/> KIM STEELE VS WHITE PAPER4	JP13-20-009448	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>

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You can also click the 'Search Cases' button to open a search dialog box where you can enter all or part of the case title or the Case number or the court location and click search to find cases that match the criteria you entered.

The screenshot displays the 'State of Delaware Judiciary eFiling' web application. At the top, there is a navigation menu with buttons for 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. Below the menu, the breadcrumb 'Home ⇒ Cases' is visible. The main heading is 'Cases', followed by 'Court: State of Delaware Judiciary'. A 'Case Number' input field is present, with buttons for 'eFile', 'History', and 'Service List' to its right. Below this, an example case number 'Ex: JP17-07-00001' is shown. A 'Search Cases' button is highlighted with a red box. A search dialog box is open, also outlined in red, containing the following fields: 'Search by:' with a sub-instruction 'Enter a part of the case style or complete case number as search criteria.', 'Case Title:' with an input field, 'Case Number: (Ex: JP17-07-00001)' with an input field, and 'Court Location:' with a dropdown menu. 'Cancel' and 'Search' buttons are at the bottom of the dialog box. The text 'CHRIS PORTA' is partially visible in the bottom right corner of the interface.

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To clear the search results and see all of your cases again, click ‘All My Cases’

The screenshot shows the 'State of Delaware Judiciary eFiling System' interface. The user is logged in as 'Mary S Flood'. The 'Cases' tab is selected. The 'All My Cases' button is highlighted with a red box. The table below shows two cases:

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
KIM STEELE VS WHITE PAPER4	JP13-20-009448	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
KIM STEELE VS WHITE PAPER2	JP13-20-009446	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>

ORGANIZING YOUR LIST

You can organize your list of cases by putting them in an “Active” list, or an “Inactive” list. Inactivating a case **does not** affect its status within the Court.

To move a case to “Inactive” click on the box in the ‘Inactive’ column.

Click the ‘Show Inactive’ radio button to see the list of inactive cases. Click ‘Show Active’ to return to the list of active cases.

The screenshot shows the same 'State of Delaware Judiciary eFiling System' interface. The 'Show Inactive' radio button is highlighted with a red box. The table below shows the same two cases as in the previous screenshot:

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
KIM STEELE VS WHITE PAPER4	JP13-20-009448	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
KIM STEELE VS WHITE PAPER2	JP13-20-009446	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>