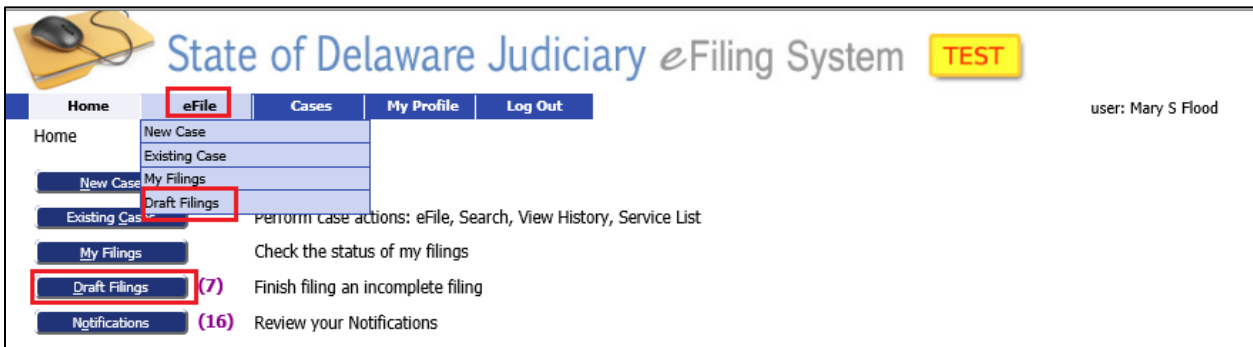


## Module 19 – Draft Filings

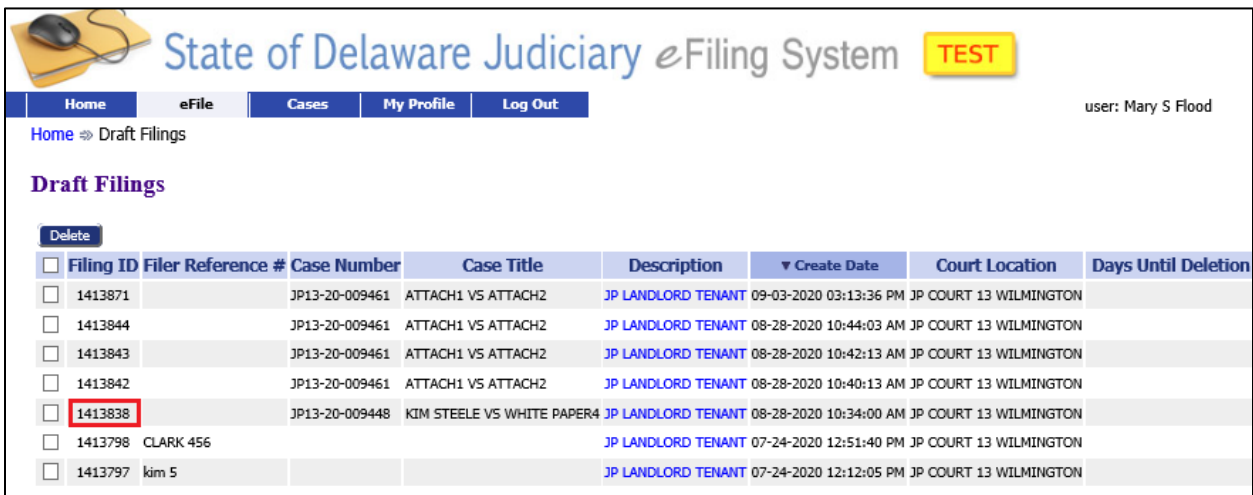
If you started a filing previously but moved the filing to draft by clicking ‘Move to Draft’, you can access it in your “Draft Filings”. You might have moved it to draft because you did not have the proper amount available on your Court Held Debit Account or you must wait a few more days until submission.



To access your “Draft Filings”, Click ‘Draft Filings’ on the Home screen or hover your mouse over the ‘eFile’ tab and select ‘Draft Filings’ from the drop down list.



The screen displays all draft filings. Select the one to continue working on by clicking on the ‘Filing ID’ number.



## Module 19 – Draft Filings

The filing will open on the ‘Add a Document’ screen. Add or change documents as needed.

Use the ‘Back’ button to regress to the ‘Case Initiation Screen’ if anything needs to be added, changed, or verified. However, using the ‘Back’ button if you are filing a subsequent filing to an existing case will return you to ‘Draft Filings’ since you cannot change the information on the ‘Case Initiation Screen’ once a filing has been accepted.

Use the ‘Next’ button to go to the Review and Approve screen to submit the filing to the Courts.

A filing may be in ‘Draft Filings’ for a limited number of days (usually 60-120) from the time it was initially created before it will be automatically deleted. If you modify the draft it does not reset the time limit.

The screenshot shows the 'State of Delaware Judiciary eFiling System' interface. At the top, there is a navigation bar with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out' buttons. A 'TEST' button is also visible. The user is identified as 'Kim Fink'. Below the navigation bar, the page title is 'Draft Filings'. A 'Delete' button is located above a table of draft filings. The table has the following columns: Filing ID, Filer Reference #, Case Number, Case Title, Description, Create Date, Court Location, and Days Until Deletion. The 'Days Until Deletion' column is highlighted with a red border. The table contains 10 rows of data, with the last row showing a filing with 32 days until deletion.

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Number	Case Title	Description	▼ Create Date	Court Location	Days Until Deletion
<input type="checkbox"/>	1414096		JP13-20-009518	KIM FINK VS JAMES WHITE	JP LANDLORD TENANT	10-22-2020 12:15:41 PM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414092		JP13-20-009517	KIM FINK VS BRADY STINK	JP LANDLORD TENANT	10-22-2020 10:27:42 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414090		JP13-20-009517	KIM FINK VS BRADY STINK	JP LANDLORD TENANT	10-22-2020 10:21:51 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414088		JP13-20-009517	KIM FINK VS BRADY STINK	JP LANDLORD TENANT	10-22-2020 10:14:01 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414087		JP13-20-009517	KIM FINK VS BRADY STINK	JP LANDLORD TENANT	10-22-2020 10:09:21 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414081		JP13-20-009516	KIM FINK VS MIKE STINK	JP LANDLORD TENANT	10-22-2020 09:40:21 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414079		JP13-20-009515	KIM FINK VS JANE STINK	JP TRESPASS	10-22-2020 09:25:36 AM	JP COURT 13 WILMINGTON	119
<input type="checkbox"/>	1414049		JP13-20-009484	KIM FINK VS JACK LORD	JP LANDLORD TENANT	10-16-2020 12:32:30 PM	JP COURT 13 WILMINGTON	113
<input type="checkbox"/>	1413803	prose 1		KIM FINK VS JANE FINK	JP LANDLORD TENANT	07-27-2020 11:38:06 AM	JP COURT 13 WILMINGTON	32

## Module 19 – Draft Filings

There are two other ways filings can get to ‘Draft Filings’ besides you moving them there when you click ‘Move to Draft’ during case creation.

- First, if the system times out while you were away from your computer, it will save your in-process filing to ‘Draft Filings’.
- Second, if you have a rejected filing and open the filing from the ‘Filing Status’ Screen by clicking ‘Resubmit (see screen print below), but you do not complete the submission immediately, the filing will automatically be moved to your ‘Draft Filings’. You must access it from the ‘Draft Filings’ the next time you are ready to work on the corrections. The ‘Resubmit’ button will no longer be available in the ‘Filing Status’ screen after you click it once. See Module 16 - Correct a Rejected Case for more information.

The screenshot shows the 'My Filings' section of the eFiling system. It includes search filters for dates, filing ID, case number, filer reference, and status. Below the filters is a table of filings. The first row shows a filing with status 'Rejected' and a 'Resubmit' button highlighted with a red box.

Filing ID	Filer Reference #	Case Title	Case Number	Date Submitted	Document Type	Court Location	Status
1413885	Case 9-8	JACK CLARK VS JANE CLARK		09-08-2020 01:36:54 PM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Rejected
1413874	test ccp secr changed	FRED HOWE VS WILMA HOWA	JP13-20-009465	09-08-2020 10:16:15 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed
1413873	kim 9-8	JACK SAW VS JAN SAW	JP13-20-009464	09-08-2020 10:02:13 AM	LANDLORD TENANT	JP COURT 13 WILMINGTON	Filed