

Module 20 – Additional Filing on Existing Case

To file a document on an existing case for situations such as withdrawing or satisfying a case, filing an answer or a writ or motion, etc. click the 'Existing Case' button. You can also refer to Modules 21 through 25 for some specific examples concerning adding/substituting an attorney or Form 50 Agent or correcting a filing.

State of Delaware Judiciary eFiling System TEST

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

Home

- New Case File new case
- Existing Cases** Perform case actions: eFile, Search, View History, Service List
- My Filings Check the status of my filings
- Draft Filings (9) Finish filing an incomplete filing
- Notifications (26) Review your Notifications

This will bring you to the 'Cases' screen. To find your case you can:

- Scroll through the listing of cases to locate the case and click the blue 'eFile' link or
- Enter the case number in the box and click the 'eFile' button or
- Click the 'Search Cases' button and enter the full or partial Case Title, or Case Number, or Court location and click 'Submit'. Once the case shows on the list, click the blue 'eFile' link

See Module 17 – Existing Cases for more 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

Search by:
 Enter a part of the case style or complete case number as search criteria.

Case Title:

Case Number: (Ex: JP17-07-00001)

Court Location:

Cancel Search

Show Active
 Show Inactive
 Show Both

Judge	Court Location	Service List	Inactive
	JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
	JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
	JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
	JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
LEMON VS CARL	JP13-20-009460	eFile JP LANDLORD TENANT	JP COURT 13 WILMINGTON Service List <input type="checkbox"/>

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This will bring you to the 'Add a Document' Screen with the Case banner in yellow showing the case number and title. Add your documents like you did when filing an initial filing.

Document Category: Select a Category or leave blank to see all entries

Document Type: Select appropriate Type.

Additional Text: Enter text if needed to clarify type of document attached.

Page count: Enter the number of pages for the scanned document.

Document Location: Browse to the document and select it.

Add to Submission: Select the 'Add' button.

NOTE: After attaching the first document for a given Document Type, do not use that same Document Type for additional attachments. Instead, use a Document Type of "ATTACHMENT TO FILING" for all subsequent documents on this same filing. Also note that when filing the same action for multiple defendants, such as a subpoena, each filing must be done separately.

State of Delaware Judiciary eFiling System TEST

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

Home ⇒ Cases ⇒ Add a Document

Case Number : JP13-20-009465 Case Title : FRED HOWE VS WILMA HOWA

Case Type : JP LANDLORD TENANT

Document Category

Document Type * -- Please Select Document Type From List Below --

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
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Click 'Next' to continue the process which will vary depending on the type of filing you are doing.

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CASE NUMBERS

The JP Court assigns numbers to each case. Depending on when the case was filed you might see slightly different formats.

Old system number: **9904002312** (YY MM nnnn CC)

Where nnnn=next sequential number, and CC=Court # where filed.

As converted to current system: **J9904002312**

Appended to add a 'J' to the front of the number.

Current Case Management System Numbers: **JP13-21-000005**

