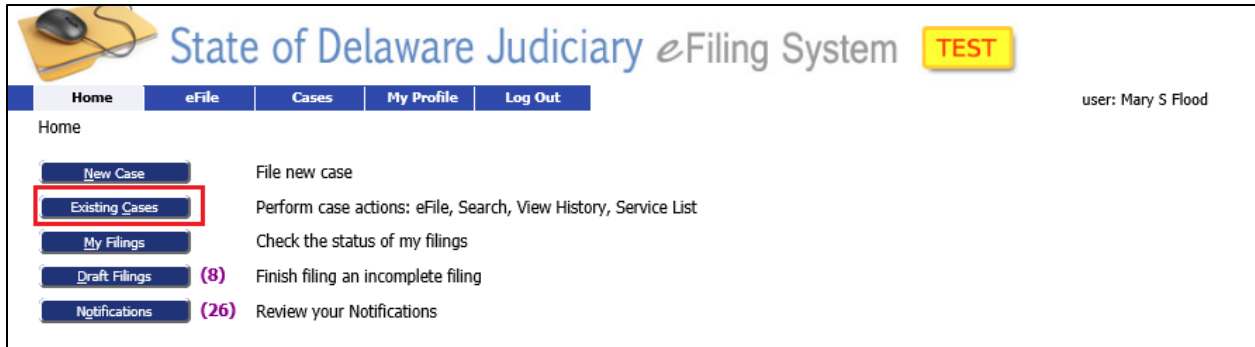


Module 21 – Attorney Entry of Appearance

To file ‘on behalf of’ you must first identify yourself as the representative of the party. If you are an attorney and need to file an Entry of Appearance, click the ‘Existing Case’ button.



The screenshot shows the 'Home' page of the State of Delaware Judiciary eFiling System. The user is logged in as 'Mary S Flood'. The navigation menu includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The main content area lists several actions:

- New Case**: File new case
- Existing Cases**: Perform case actions: eFile, Search, View History, Service List (highlighted with a red box)
- My Filings**: Check the status of my filings
- Draft Filings (8)**: Finish filing an incomplete filing
- Notifications (26)**: Review your Notifications

This will bring you to the ‘Cases’ Screen. Enter the case number for the case you are looking for and click ‘eFile’. Make sure you enter the case number with the proper dashes. You can also use the ‘Search Cases’ button to search for the case.



The screenshot shows the 'Cases' screen of the State of Delaware Judiciary eFiling System. The user is logged in as 'Mary S Flood'. The page displays the 'Cases' section with a dropdown menu for 'Number of cases displayed per page' set to 50. The court is identified as 'State of Delaware Judiciary'. A search bar contains the case number 'JP13-20-009482', and the 'eFile' button is highlighted with a red box. Below the search bar, the 'Search Cases' button is also highlighted with a red box. The page includes radio buttons for 'Show Active', 'Show Inactive', and 'Show Both'. A table of cases is visible at the bottom:

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
CONTEXT JP13 VS EELEY JP16	JP16-20-005396	eFile	JP LANDLORD		JP COURT 16 DOVER	Service List	<input type="checkbox"/>

Module 21 – Attorney Entry of Appearance

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 "Subsequent Filings/Complaints"

Document Type: Select "Entry of Appearance"

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.

State of Delaware Judiciary eFiling System TEST

user: Mary S Flood

Home eFile Cases My Profile Log Out

Home » Cases » Add a Document

Case Number : JP13-20-009482 Case Title : KIM FRINK VS JACK STICK

Case Type : JP LANDLORD TENANT

Document Category: Subsequent Filings/Complaints

Document Type *: ENTRY OF APPEARANCE

Additional Text: Entry of appearance

Page Count: 1

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

Document Location: N:\BUSINESS SOLUTIONS\MASTER COPIES DOCUMENTATION - DO NOT I Browse...

Add to Submission: Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
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Back Move to Draft Next

Module 21 – Attorney Entry of Appearance

This will bring up the 'Notice of Appearance Screen.

State of Delaware Judiciary eFiling System TEST

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

Home » Cases » Add a Document » Notice Of Appearance

JP LANDLORD TENANT

JP13-20-009482 Case Title : KIM FRINK VS JACK STICK

Delete Last Name Bar/FA # Type

X	FLOOD	00259	ATTY
---	-------	-------	------

Add

For	Participant Name	Current Role	Attorney(s) for Party
<input type="checkbox"/>	KIM J FINK	PLAINTIFF	
<input checked="" type="checkbox"/>	JACK STICK	DEFENDANT	

Back Next

Check the box for the party you are representing.

Click the 'Next' button to return to the 'Add a Document' Screen. You can attach any additional documents if needed. When all documents are attached, click 'Next' to move to the 'Review and Approve' Screen to enter your payment method and submit your filing.

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 : JP13-20-009482 Case Title : KIM FRINK VS JACK STICK

Case Type : JP LANDLORD TENANT

Document Category Subsequent Filings/Complaints

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 Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
ENTRY OF APPEARANCE Entry of appearance	Entry of appearance.pdf		0.09 MB	1	

Total Size: 0.09 MB

Back Move to Draft Next