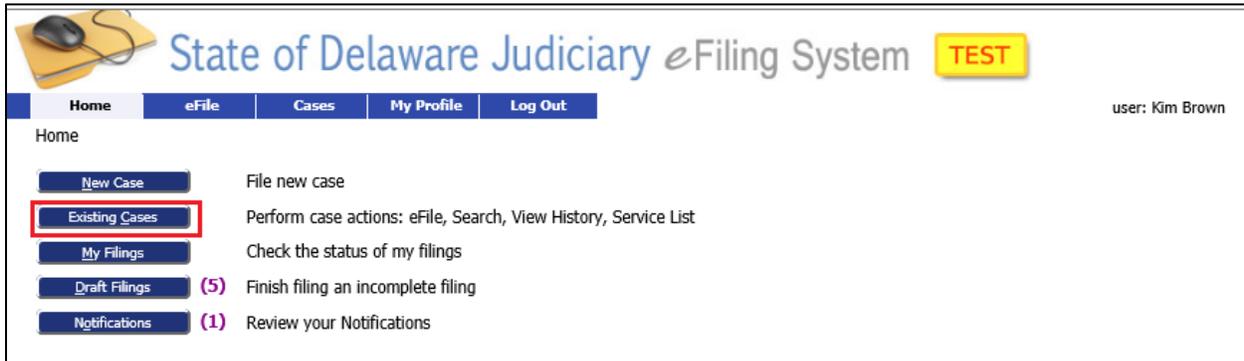


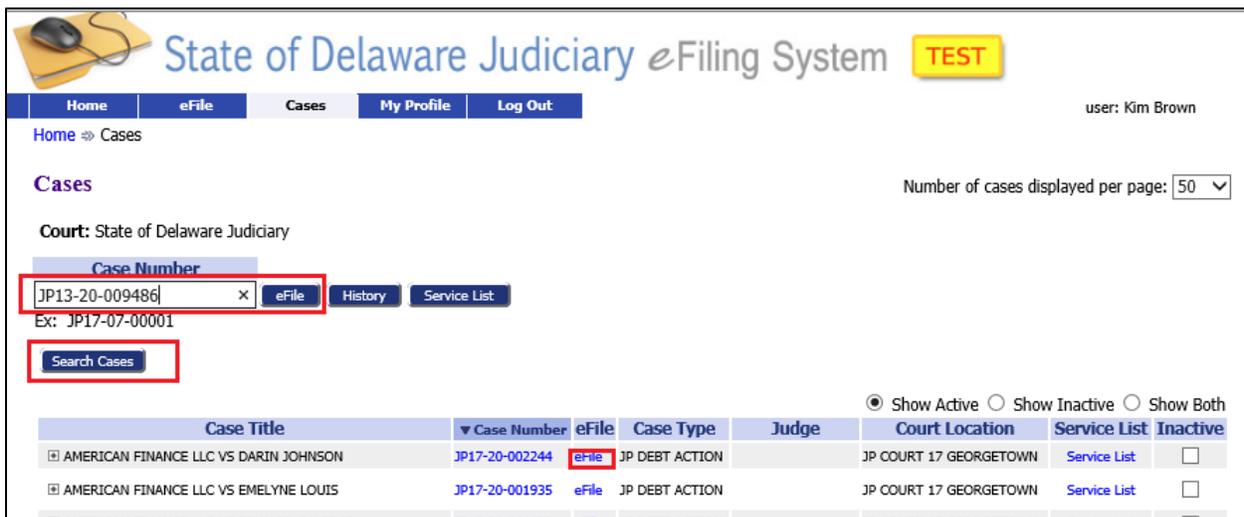
Module 22 – Add a Form 50 Agent to and Existing Case

If you need to add a Form 50 Agent to an existing case, 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 'Kim Brown'. The 'Existing Cases' button is highlighted with a red box. The page includes a navigation menu with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The 'Existing Cases' button is located in the 'Home' section, along with 'New Case', 'My Filings', 'Draft Filings', and '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 find the case on the list and click ‘eFile’ next to it or search for it using the search box.



The screenshot shows the 'Cases' screen of the State of Delaware Judiciary eFiling System. The user is logged in as 'Kim Brown'. The 'Cases' tab is selected in the navigation menu. The 'eFile' button next to the case number 'JP13-20-009486' is highlighted with a red box. The 'Search Cases' button is also highlighted with a red box. The page includes a search box for the case number, a dropdown for the number of cases displayed per page (set to 50), and a table of cases.

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
AMERICAN FINANCE LLC VS DARIN JOHNSON	JP17-20-002244	eFile	JP DEBT ACTION		JP COURT 17 GEORGETOWN	Service List	<input type="checkbox"/>
AMERICAN FINANCE LLC VS EMELYNE LOUIS	JP17-20-001935	eFile	JP DEBT ACTION		JP COURT 17 GEORGETOWN	Service List	<input type="checkbox"/>

Module 22 – Add a Form 50 Agent to and Existing Case

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 "Form 50 Filed"

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 your Form 50 document and select it.

Add to Submission: Select the 'Add' button.

The screenshot shows the 'Add a Document' interface in the State of Delaware Judiciary eFiling System. At the top, there is a navigation bar with 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The user is identified as 'Kim Brown'. A yellow banner displays the case information: 'Case Number : JP13-20-009486' and 'Case Title : HOCKESSIN APTS VS JACK ROGERS'. Below this, the 'Case Type' is 'JP LANDLORD TENANT'. The form fields are: 'Document Category' (Subsequent Filings/Complaints), 'Document Type *' (FORM 50 FILED), 'Additional Text' (Form 50), 'Page Count' (1), and 'Document Location' (N:\BUSINESS SOLUTIONS\MASTER COPIES DOCUMENTATION - DO NOT | Browse...). An 'Add' button is located at the bottom of the form fields. Below the form, there is a table header with columns: 'Document Name', 'View Document', 'Edit Data', 'Size', 'Pg Count', and 'Remove'. At the bottom left, there are buttons for 'Back', 'Move to Draft', and 'Next'.

This will bring you to the 'Notice of Appearance' screen. Check the box for the party/parties you are representing and click the 'Next' button.

Module 22 – Add a Form 50 Agent to and Existing Case

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out user: Kim Brown

Home ⇒ Cases ⇒ Add a Document ⇒ Notice Of Appearance

JP LANDLORD TENANT

JP13-20-009486 Case Title : HOCKESSIN APTS VS JACK ROGERS

Delete Last Name Bar/FA # Type

X BROWN FA11137 AGENT

Add

For	Participant Name	Current Role	Attorney(s) for Party
<input checked="" type="checkbox"/>	HOCKESSIN APTS	PLAINTIFF	HANNAS
<input type="checkbox"/>	JACK ROGERS	DEFENDANT	
<input type="checkbox"/>	JANE ROGERS	DEFENDANT	

Back Next

This will return you to the add a documents screen where you can add any additional documents if needed. Click 'Next' to move to the 'Review and Approve' Screen.

State of Delaware Judiciary eFiling System **TEST**

Home eFile Cases My Profile Log Out user: Kim Brown

Home ⇒ Cases ⇒ Add a Document

Case Number : JP13-20-009486 Case Title : HOCKESSIN APTS VS JACK ROGERS

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
FORM 50 FILED Form 50	This is a Complaint.pdf		0.09 MB	1	

Total Size: 0.09 MB

Back Move to Draft Next

On the "Review and Submit Filing" Screen (shown on the next page), enter the payment method and review the filing as usual.

Click 'Submit the filing' to submit the filing to the Court.