

Module 24 – Add a Party to an Existing Case

If you have an existing case and you need to add a party to it and submit new documents, you begin by clicking the 'Existing Case' button on the Home Screen.

The screenshot shows the Home screen 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 displays several buttons with their respective functions:

- New Case**: File new case
- Existing Cases** (highlighted with a red box): Perform case actions: eFile, Search, View History, Service List
- My Filings**: Check the status of my filings
- Draft Filings (10)**: Finish filing an incomplete filing
- Notifications (26)**: Review your Notifications

This will bring you to the 'Cases' Screen. Click 'eFile' next to the case from the list or 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 click "Search Cases' to find 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 navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The main content area displays the following information:

- Cases**: Number of cases displayed per page: 50
- Court**: State of Delaware Judiciary
- Case Number**: Input field (highlighted with a red box) with buttons for eFile, History, and Service List.
- Example Case Number**: JP17-07-00001
- Search Cases**: Button
- Case List**: Table with columns for Case Title, Case Number, eFile, Case Type, Judge, Court Location, Service List, and Inactive.

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
CONTEXT JP13 VS EFLEX JP16	JP16-20-005396	eFile	JP LANDLORD TENANT		JP COURT 16 DOVER	Service List	<input type="checkbox"/>
CONTEXTE JP13 VS EFLEX JP16	JP13-20-009479	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
STEELE VS JACK CPU4	JP13-20-009478	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
STEELE VS JOE JPXX	JP13-20-009477	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>
FRED HOWE VS WILMA HOWA	JP13-20-009465	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 "Subsequent Filings/Complaints"

Document Type: Select the 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 your 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 : JP13-20-009465 Case Title : FRED HOWE VS WILMA HOWA

Case Type : JP LANDLORD TENANT

Document Category Subsequent Filings/Complaints

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

Additional Text

Page Count

Document Location Acceptable File Format Type(s) (*.pdf) Browse...

Add to Submission Add

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

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This brings you to the “Amended Complaint” Screen.

In the ‘Current Case Participants’ section, identify the role of each participant on the case by clicking the drop down arrow and selecting their role.

State of Delaware Judiciary eFiling System TEST

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

Home » Cases » Add a Document » Amended Complaint

JP LANDLORD TENANT

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

Jury Option non-jury jury
ADR Option None Arbitration Neutral Assessment Mediation

Current Case Participants

New Role	Participant Name	Current Role	Attorney(s) for Party
<input type="text"/>	FRED HOWE	PLAINTIFF	SUSAN E FLOOD
<input type="text"/>	WILMA HOWE	DEFENDANT	

New Case Participants

Remove	Participant Name	Type	Attorney(s) for Party
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Then click ‘Add a Plaintiff’ or ‘Add a Defendant’ as needed to add new parties.

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This will bring up the ‘Plaintiff’ or ‘Defendant’ Screen. Enter the name and address information and click ‘Next’ to continue.

State of Delaware Judiciary eFiling System TEST

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

Home » Cases » Add a Document » Amended Complaint » Add a Party

Add a Party: JP LANDLORD TENANT

Defendant
 Company Person
 Contexte Id:
 Party Type: DEFENDANT
 Name Prefix:
 First Name: JAMES
 Middle Name:
 Last Name: * (or Business Name) HOWE
 Name Suffix: (Jr, Sr, ...)
 EIN: (e.g.: 12-3456789)
 SSN:
 DOB: mm-dd-yyyy
 Day Phone: (000) 000-0000
 Cell Phone: (000) 000-0000
 Home Phone: (000) 000-0000

Add an Attorney for this Party
 Last Name Bar/FA # Type
 Add

Add Aliases (AKA)
 First Name Middle Name Last/Business Name
 Add

Add Additional Addresses
 Type Address
 Add

This returns you to the ‘Amended Complaint’ Screen where you can see that your new participant has been added. Click ‘Next’ to return to the ‘Add a Document’ screen where you can add additional documents as needed. Then click ‘Next’ to continue to the ‘Review and Approve’ Screen where you can 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 » Amended Complaint

JP LANDLORD TENANT

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

Jury Option non-jury jury
 ADR Option None Arbitration Neutral Assessment Mediation

Current Case Participants

New Role	Participant Name	Current Role	Attorney(s) for Party
PLAINTIFF	FRED HOWE	PLAINTIFF	SUSAN E FLOOD
DEFENDANT	WILMA HOWE	DEFENDANT	

New Case Participants Add a Plaintiff Add a Defendant

Remove	Participant Name	Type	Attorney(s) for Party
X	JAMES HOWE	DEFENDANT	

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