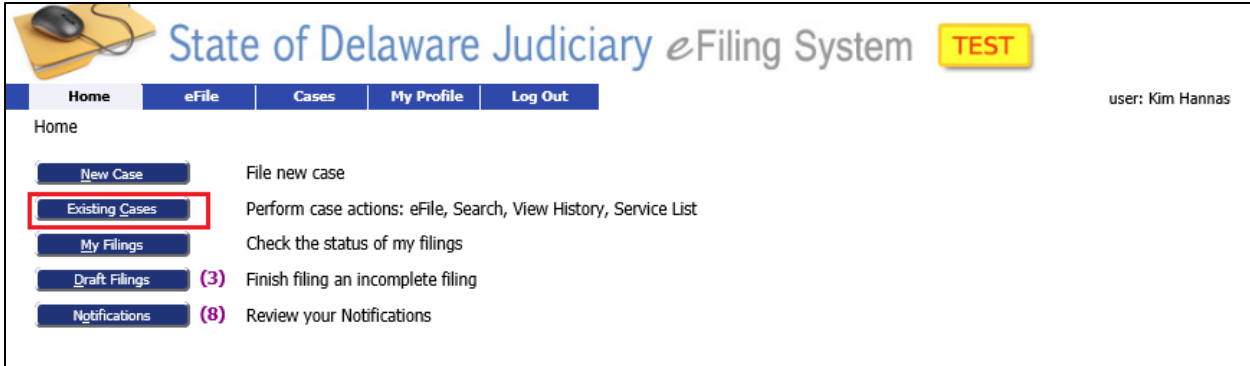


Module 25 – Change a Party on an Existing Case

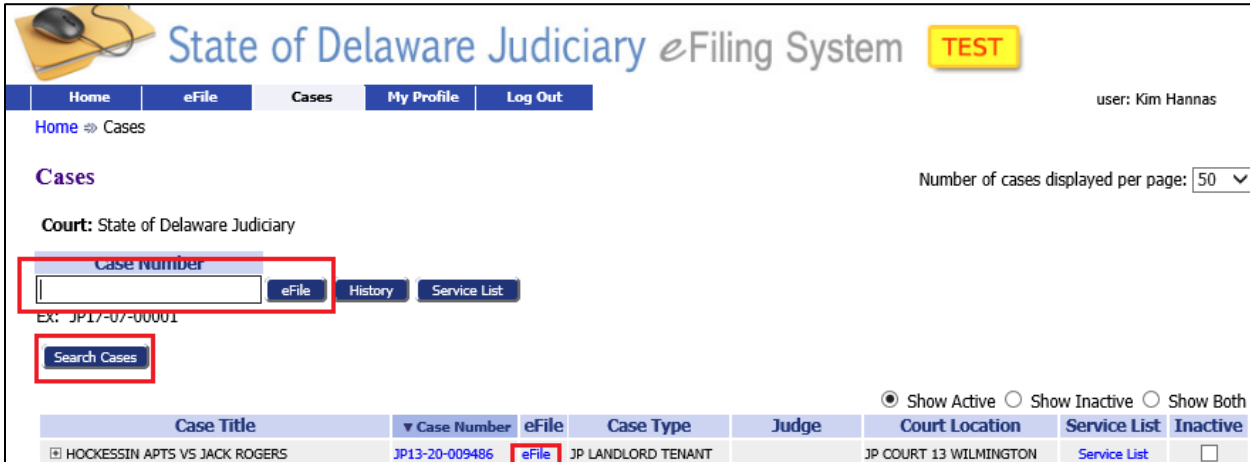
If you have an existing case and you need to change a party's information, you begin by clicking the 'Existing Case' button on the Home Screen.



The screenshot shows the Home screen of the State of Delaware Judiciary eFiling System. The user is identified as Kim Hannas. The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The Home screen displays several buttons and their corresponding actions:

- New Case**: File new case
- Existing Cases**: Perform case actions: eFile, Search, View History, Service List (This button is highlighted with a red box)
- My Filings**: Check the status of my filings
- Draft Filings (3)**: Finish filing an incomplete filing
- Notifications (8)**: 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 identified as Kim Hannas. The navigation menu includes Home, eFile, Cases, My Profile, and Log Out. The Cases screen displays the following information:

- Home** ⇒ Cases
- 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**.
- EX**: JP17-07-00001
- Search Cases** button (highlighted with a red box)
- Radio buttons for **Show Active** (selected), **Show Inactive**, and **Show Both**.
- Table** with columns: Case Title, Case Number, eFile, Case Type, Judge, Court Location, Service List, Inactive.

Case Title	Case Number	eFile	Case Type	Judge	Court Location	Service List	Inactive
HOCESSIN APTS VS JACK ROGERS	JP13-20-009486	eFile	JP LANDLORD TENANT		JP COURT 13 WILMINGTON	Service List	<input type="checkbox"/>

Module 25 – Change a Party on an 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 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

Home eFile Cases My Profile Log Out user: Kim Hannas

Home » Cases » Add a Document

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

Case Type : JP LANDLORD TENANT

Document Category

Document Type *

Additional Text

Page Count

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

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
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Module 25 – Change a Party on an Existing Case

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: Kim Hannas

Home ⇒ Cases ⇒ Add a Document ⇒ Amended Complaint

JP LANDLORD TENANT

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

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	HOCKESSIN APTS	PLAINTIFF	LISA K HANNAS SAMANTHA BROWN
DEFENDANT	JACK ROGERS	DEFENDANT	
DEFENDANT	JANE ROGERS	DEFENDANT	

New Case Participants

Remove	Participant Name	Type	Attorney(s) for Party
<input type="button" value="Back"/>	<input type="button" value="Next"/>		

Then click ‘Next’ which returns you to the ‘Add a Document’ Screen where you can enter additional documents if needed.

Once all documents are added, click ‘Next’ to continue to the ‘Review and Approve’ Screen.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Kim Hannas

Home ⇒ Cases ⇒ Add a Document

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

Case Type : JP LANDLORD TENANT

Document Category

Document Type *

Additional Text

Page Count

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

Document Location

Add to Submission

Document Name	View Document	Edit Data	Size	Pg Count	Remove
AMENDED COMPLAINT amended complaint	<input type="button" value="This is a Complaint.pdf"/>	<input type="button" value=""/>	0.09 MB	1	<input type="button" value=""/>

Total Size: 0.09 MB

Module 25 – Change a Party on an Existing Case

On the ‘Review and Submit Filing’ Screen, scroll to the Participants’ Section and click on the blue link for the participant you want to correct (for example to change their address).

State of Delaware Judiciary eFiling System TEST

Home | eFile | Cases | My Profile | Log Out user: Kim Hannas

Home » Cases » Add a Document » Review and Submit Filing

Review and Submit Filing

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

Case Type : JP LANDLORD TENANT

Filer Reference #

Estimated Fees: \$1.25

Fee Description	Amount	Add Wallet Item
E-FILING DOCUMENT FEE	\$1.25	<input type="checkbox"/>

Debit Account: American 111: Current Balance - \$9,303.75
 Enter a new debit account : A debit account is an account you establish with the court. It is not a credit/debit card account.
 Debit Number: Description:

State Agency : State Agency Exempt From Court Filing Fees.
 Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.
 TEST WAIVER ONLY FOR TEST PURPOSES - SR_IJC SIT

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
AMENDED COMPLAINT amended complaint	This is a Complaint.pdf

Modify Parties:

Use the link on the participants name to update their information.

Modified	Participant Name	Role	Attorney/Agent for Party
HOCKESSIN APTS		PLAINTIFF	LISA K HANNAS SAMANTHA BROWN
JACK ROGERS		DEFENDANT	
JANE ROGERS		DEFENDANT	

This will open the ‘Defendant’ Screen. Make the necessary updates and click ‘Next’ to continue.

Module 25 – Change a Party on an Existing Case



State of Delaware Judiciary eFiling System

TEST

[Home](#) | [eFile](#) | [Cases](#) | [My Profile](#) | [Log Out](#)

[Home](#) ⇒ [Cases](#) ⇒ [Add a Document](#) ⇒ [Review and Submit Filing](#) ⇒ [Defendant](#)

Edit Party: JP LANDLORD TENANT

Defendant

Contexte Id: @3267090

Party Type: DEFENDANT ▼

Name Prefix:

First Name: * JACK

Middle Name:

Last Name: * (or Business Name) * ROGERS

Name Suffix: (Jr, Sr, ...)

SSN:

DOB: mm-dd-yyyy

Day Phone: (000) 000-0000

Cell Phone: (000) 000-0000

Home Phone: (000) 000-0000

Email:

Confidential Address:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: DELAWARE ▼

Country: UNITED STATES ▼

Zip / Postal Code:

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

Module 25 – Change a Party on an Existing Case

This returns you to the 'Review and Submit Filing' Screen where you can see that there is a check mark to indicate to the Courts you have updated the participant.

Click 'Submit the Filing' to send the filing to the Courts.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Kim Hannas

Home » Cases » Add a Document » Review and Submit Filing

Review and Submit Filing

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

Case Type : JP LANDLORD TENANT

Filer Reference #

Estimated Fees: \$1.25

Fee Description	Amount	Add Wallet Item
E-FILING DOCUMENT FEE	\$1.25	

Debit Account: American Finance - 510378411: Current Balance - \$9,303.75
 Enter a new debit account : A debit account is an account you establish with the court. It is not a credit/debit card account.
 Debit Number: Description:

State Agency : State Agency Exempt From Court Filing Fees.
 Fee Waiver : In Forma Pauperis Application Must be Attached to Submission for Waiver to be Considered.
 TEST WAIVER ONLY FOR TEST PURPOSES - SR_JIC SIT

Document(s) to be Submitted: Add/Remove Documents

Document Name	View Document
AMENDED COMPLAINT amended complaint	This is a Complaint.pdf

Modify Parties:
Use the link on the participants name to update their information.

Modified	Participant Name	Role	Attorney/Agent for Party
	HOCKESSIN APTS	PLAINTIFF	LISA K HANNAS SAMANTHA BROWN
✓	JACK ROGERS	DEFENDANT	
	JANE ROGERS	DEFENDANT	