Module 26 – Modify Profile

Your profile is where your account information is stored. You can change most of the information as needed. To access your profile, hover your mouse over the 'My Profile' tab.

Select 'My User Profile' from the drop down list.

State of Delaware Judiciary <i>e</i> Filing System TEST						
Home	eFile	Cases	My Profile Log O	Dut		user: Mary S. Flood
Home			My User Profile			
			Change My Password			
<u>N</u> ew Case		File new case	View Login History			
Existing <u>C</u> ases		Perform case ac	tions: eFile, Search, View	History, Service List		
My Filings		Check the status of my filings				
<u>D</u> raft Filings	(2)	Finish filing an incomplete filing				
N <u>o</u> tifications	(7)	Review your Notifications				

This brings you to the 'User Profile' Screen. It displays the information you entered when you requested a logon ID. To modify the information, click 'Modify User Profile'.

St St	tate of Delaware Judiciary <i>e</i> Filing System					
Home	File Cases My Profile Log Out					
Licor Profile		user				
User Profile						
User Profile						
Susan E. Flood						
User Name:	Steele					
Organization:	ALLSTATE					
Bar/FA Number:	001234					
Contexte Id:						
Phone:	(302) 999-9999					
Fax:						
EMail:	sf@yahoo.com					
1st Alternate EMail:						
2nd Alternate EMail:	122 Main Ch					
Address:	IZ3 Main Sc Newark DE 19713					
	US					
Role:	Attorney					
Date Approved:	Not Available					
Expiration Date:						
Modify User Profile	Change Password					
Wallets						
State of Delaware	Judiciary - JP COURT 13 WILMINGTON Add					
State of Delaware Judiciary - JP COURT 16 DOVER						
State of Delaware Judiciary - JP COURT 17 GEORGETOWN Add						
State of Delaware Judiciany JB COURT & MIDDLETOWAR						
State of Delaware Judiciary - JP COURT 9 MIDDLETOWN						
Debit Accounts						
Score Accounts						
Add						

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You can update most of your information that was submitted when you requested a logon on this screen, **but this only affects the e-filing system**. You must contact the technical helpdesk to change any information not shown in a box.

It is recommended that you also contact the technical helpdesk when you have a name change to minimize any issues. Past cases filed under a different name may not be visible to you without some adjustments by the technical staff.

Form 50 agents <u>must</u> also submit a revised Form 50 to the Chief Magistrate's Office in Georgetown. Likewise, Attorneys <u>must</u> contact the Delaware State Bar if any of their information has changed.

State	e	of Delaware J	udiciary <i>e</i> Filing	System	TEST	
Home eFile		Cases My Profile	Log Out		user: S	
User Profile => Modify User P	rofile					
Modify User Profile						
Susan E. Flood						
Role: Attorney						
User Name:		Steele		EMail Notificati	ation :	
Subscription Expiration Date	e:	Not Applicable		Do NOT e	email me status updates for received filings	
Title:				Do NOT e	email me status updates for approved filings	
First Name:	*	Mary		🗌 Do NOT e	email me status updates for partially approved fil	lings
Middle Name:		F. ×		🗌 Do NOT e	email me status updates for rejected filings	
Last Name:	*	Elood				
Suffix Name						
Organization:						
Bar/FA Number:		002591				
Contexte Id:		002051				
Phone:	*	(302) 999-9999	Fax:			
EMail:	*	sf@yahoo.com				
Confirm EMail:	*	sf@yahoo.com				
1st Alternate EMail:						
2nd Alternate EMail:						

Once all your updates are made, click 'Submit' to save your changes or 'Cancel' to exit without saving.

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0	O Use My Company's Address						
		1000 N. West Street					
		Suite 1200					
		Wilmington, DE 19801					
		US					
۲	Use My Address						
	Address Line 1: *	123 Main St					
	Address Line 2:						
	Address Line 3:						
	City: *	Newark	State:	DELAWARE 🗸			
	Postal Code: *	19713	Country:	UNITED STATES V			
Ca	ancel Submit						