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.

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

Once all your updates are made, click ‘Submit’ to save your changes or ‘Cancel’ to exit without saving.
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- Use My Company's Address
  1080 N. West Street
  Suite 1200
  Wilmington, DE 19801
  US

- 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

[Submit]