

## About This Series

The e-Flex training videos can be accessed at this URL:


<https://courts.delaware.gov/efiling/eflextraining.aspx>

The series consists of 33 one to five minute videos that demonstrate how to use the e-Flex System to e-file in the Justice of the Peace Court. The total duration is about 90 minutes. If you are watching the entire series, we suggest you watch the videos in the order they are listed from 1 to 33.

If you already have an e-Flex account and just want a refresher on how to do a certain step in the e-filing process, you can watch any or all of the videos as needed.

If you do not currently have an e-Flex account, you need to watch all of the videos and then complete a short quiz certifying that you watched the videos. Once you have watched the videos and submitted the quiz you may request a Logon ID. Access is given to Attorneys, Form 50 Agents, and Pro-Se filers.

To watch a video click on the icon in the video column. To access the corresponding written documentation, click on the icon in the manual column.



### MENU

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## eFlex Training Modules

E-Flex is the electronic filing system for the Justice of the Peace Court. To make it more convenient for filers, we have changed our training from a classroom-based course to an online video-based course. The videos below cover the same content covered in the classroom sessions but can be watched at your convenience as part of your initial training and can be referred to any time you would like a refresher.

**To obtain a Logon ID to use e-Flex, you must complete the following steps:**

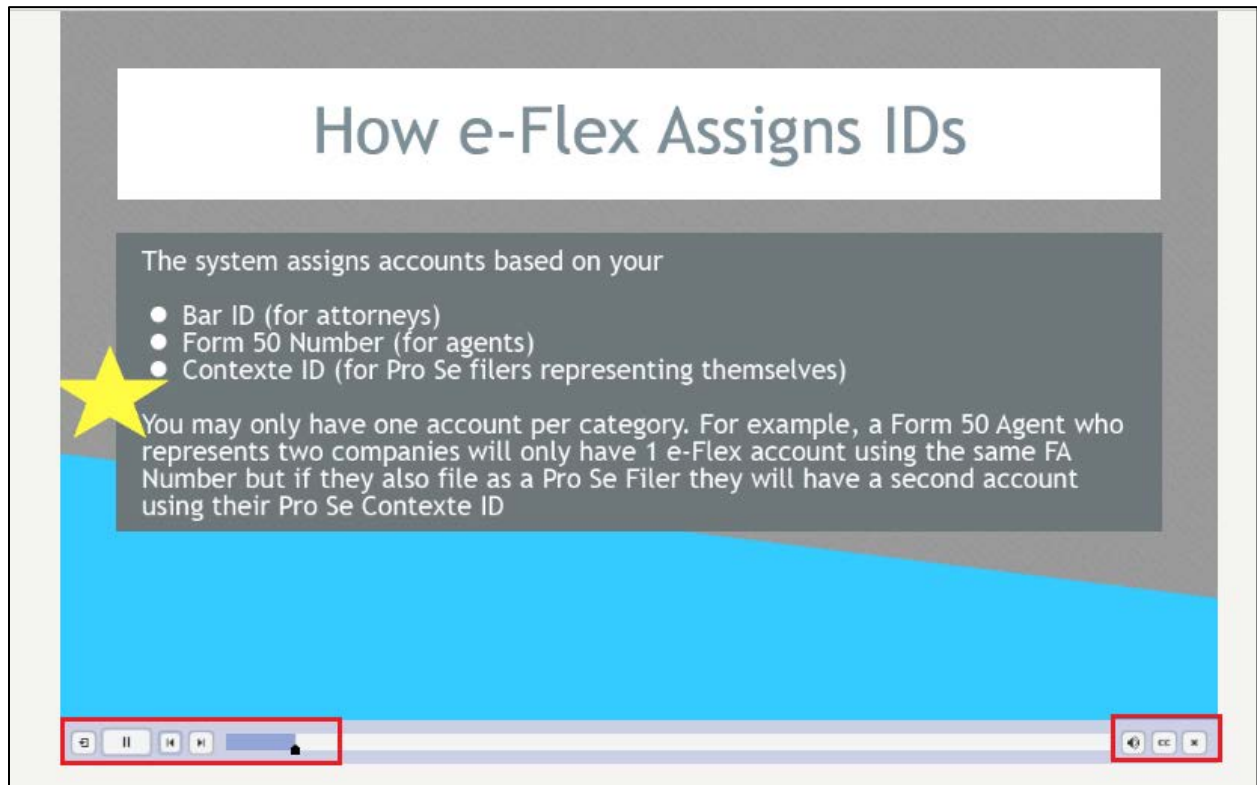
1. Watch the series of 32 training module videos listed below which have a total duration of 90 minutes.
2. Complete and submit the training certification form located at the bottom of this page.
3. Request an e-Flex Account.

### Getting Started

Module	Module Title	Video Link/ Duration	Manual
	About This Series	(2m 19s)	
1	Overview of the Delaware Courts E-filing Web Site	(4m 0s)	
2	Prerequisites to Filing	(3m 32s)	
3	Accessing the e-Flex Application	(2m 31s)	
4	Requesting an e-Flex Logon ID	(4m 15s)	
5	Establishing a Court Debit Account	(2m 42s)	

## About This Series

When you click on the video icon, a video will launch. You will need speakers or a headset to listen to the audio portion. There are controls at the bottom to play, pause, fast forward, rewind, and exit.



In the videos you will notice some yellow stars that look like the one shown above. Please pay special attention to these points as these are the areas where people often make mistakes when e-Filing.

Note: All of the names and companies and data in the series are fictitious. You may also notice that the screens look slightly different than the production system. The videos were made using the training system so the screens may have blue banners instead of the yellow folder icon but other than that the layout and functionality are the same.