

Module 4a Requesting a New or Renewing a Form 50 Application

Steps To Request a New or Renew a Form 50 Application

- Step 1- Complete eFlex Training – see Module 2
- Step 2- Request an eFlex Logon ID – see Module 4
- Step 3 - Complete a Form 50 Application
- Step 4 -Submit the application using eFlex
- Step 5 -Retrieve a copy of your approved form from eFlex
- **Note: if you are renewing an application you only need to complete Steps 3-5**

Step 1 – Complete eFlex Training – see Module 2

Step 2 – Request an eFlex Logon ID – see Module 4

Step 3 – Complete a Form 50 Application

To apply to become a Form 50 Agent, a “Certificate of Representation for an Artificial Entity or Public Body in Civil Cases in the Justice of the Peace Court” must be completed and renewed each calendar year for each company the agent represents.

Applications approved on or after December 15 are valid for the next calendar year.

A copy of this form must be submitted with every new filing or when identifying yourself as the contact person for the company. It must also be taken to Court with you whenever you appear as the representative of the company.

The application can be found at https://courts.delaware.gov/jpcourt/jp_form50.aspx

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If your company or organization currently has a Form 50 Agent, that person's document will have the 'Company ID'. Use the same 'Company ID' for all Form 50 applications for the company.

If your company does not have an ID, leave the 'Company ID' space blank and the Court will assign a number.

CERTIFICATE OF REPRESENTATION FOR AN ARTIFICIAL ENTITY OR PUBLIC BODY IN CIVIL CASES IN THE JUSTICE OF THE PEACE COURT

This certification form must be completed by an officer of the artificial entity or public body as defined by Supreme Court Rule 57, notarized and the original forwarded to the Chief Magistrate, 4 East Pine Street, Georgetown, Delaware 19847, along with the \$20 annual fee. Check or money order should be made payable to the State of Delaware. If there are required to submit Form 50 applications via e-Flex, use the Chief Magistrate's office of filing location.

NAME OF BUSINESS (please print): _____ Co. ID #, if _____

TYPE OF ENTITY, YOU MUST CHECK ONE OF THESE TO BE ELIGIBLE TO USE RULE 57:

<input type="checkbox"/> DE Corporation	<input type="checkbox"/> DE Partnership	<input type="checkbox"/> DE Limited Liability Co.
<input type="checkbox"/> DE Association	<input type="checkbox"/> DE Trust	<input type="checkbox"/> DE Trust
<input type="checkbox"/> DE Public Body	<input type="checkbox"/> Foreign Entity, not in DE	<input type="checkbox"/> DE Entity with Registered Trademark or Title

PRINCIPAL OFFICE ADDRESS: _____ MAILING ADDRESS (where court notices are to be sent - if different than principal office address): _____

Street Address: _____ Street Address: _____
 City State Zip: _____ City State Zip: _____
 Telephone: _____ Email Address: _____ Telephone: _____ Email Address: _____

APPOINTS _____ Agent No. FA _____ (if previously assigned)

APPOINTED NAMED REPRESENTATIVE

The artificial entity or public body, through signature of an officer on this document, certifies and confirms that the named representative is authorized to appear on its behalf in all matters before the Justice of the Peace Court, and agrees that it will be bound by the results of that representation. This certification makes the named representative of the artificial entity or public body its agent only for the purposes of this representation. By filing a certification, the artificial entity or public body and its named representative are subject to the sanctions set forth in Justice of the Peace Court Rules for inappropriate actions.

The artificial entity/public body, through signature of an officer on this document, certifies and affirms:

- That the artificial entity/public body is a valid entity;
- That the named representative has not been disbanded from, or is not currently under suspension or probation with respect to, the practice of law in any state or jurisdiction within the United States, and has not been convicted of a felony or a crime involving dishonesty or false statement in the ten (10) year period immediately prior to the appearance of the named representative in the Court, and has not been determined to have engaged in the unauthorized practice of law in this or any other jurisdiction, and is not an inactive or inactive-leave practitioner in a jurisdiction or defined Justice of the Peace Court civil actions and has not had any prior authorization pursuant to this rule revoked by the Chief Magistrate;

Each person will be assigned their own FA Number (Form 50 number). That number starts with the letters 'FA' followed by several digits and there are no spaces in this number. If you have been an agent in the past, obtain the number from one of your old Forms. If you recently requested an Agent account in e-Flex or already had an e-Flex account, you will find your number in the 'Bar/FA Number' box in the "My Profile" menu option in e-Flex.

State of Delaware Judiciary

Home eFile Cases **My Profile** Log Out

User Profile

User Profile

Fern Moore

User Name: Steeleagent1
 Organization: STEELE COMPANY
Bar/FA Number: FA1394
 Contexte Id:
 Phone: (302) 999-9999
 Fax:
 EMail: K@delaware.gov
 1st Alternate EMail:
 2nd Alternate EMail:
 Address: ONE MAIN ST
 WILMINGTON, DE 19809
 US
 Role: Agent
 Date Approved: Not Available
 Expiration Date:
 Lockout Date:

Modify User Profile Change Password

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Once you have completed filling out the application form, log in to e-Flex and submit the application. If you do not have an e-Flex account, watch Module 4 for details on how to obtain an e-Flex account before proceeding.

NOTE: Even though this is not a case filing, you will be submitting the request in e-Flex as a new filing similar to how you would begin a new case filing

Step 4 – Submit the application using eFlex

Logon on to eFlex

eFiling system for the
State of Delaware Judiciary
Justice of the Peace Court

Welcome to EFLEX

Log In

User Name

Password

Log In [Forgot Your Password?](#)
[Forgot Your User Name?](#)

New Users

If you have not signed in before, please request a user account.

Request Account

**DELAWARE STATE COURTS
EFLEX FOR ELECTRONIC FILING**

For questions regarding a civil filing, email the court. Visit [our website](#) for email addresses.

UPDATE! 7/13/20—Modified CF71 (Affidavit Support Cares Act)—please replace previous form

For information on e-filing in the Justice of the Peace court, visit [Electronic Filing in the Delaware Judiciary](#).

Our forms are changing - please [check our website](#) for the most up to date documents.

Review our complete [list of reasons](#) a filing can be rejected prior to submission.

ALL CHECKS SHOULD BE PAYABLE TO THE STATE OF DELAWARE.

For case specific or technical questions please visit [eFlex support contact information](#).

**The eFlex system may not be available from 8:30pm -10:00pm
Monday - Friday for maintenance.**

[Delaware State CourtConnect](#) is available for viewing public information on JP Court, Court of Common Pleas and Superior Court civil cases. CourtConnect is certified to work in Microsoft IE 6 to 8 browsers only.

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Click the 'New Case' button on the home screen



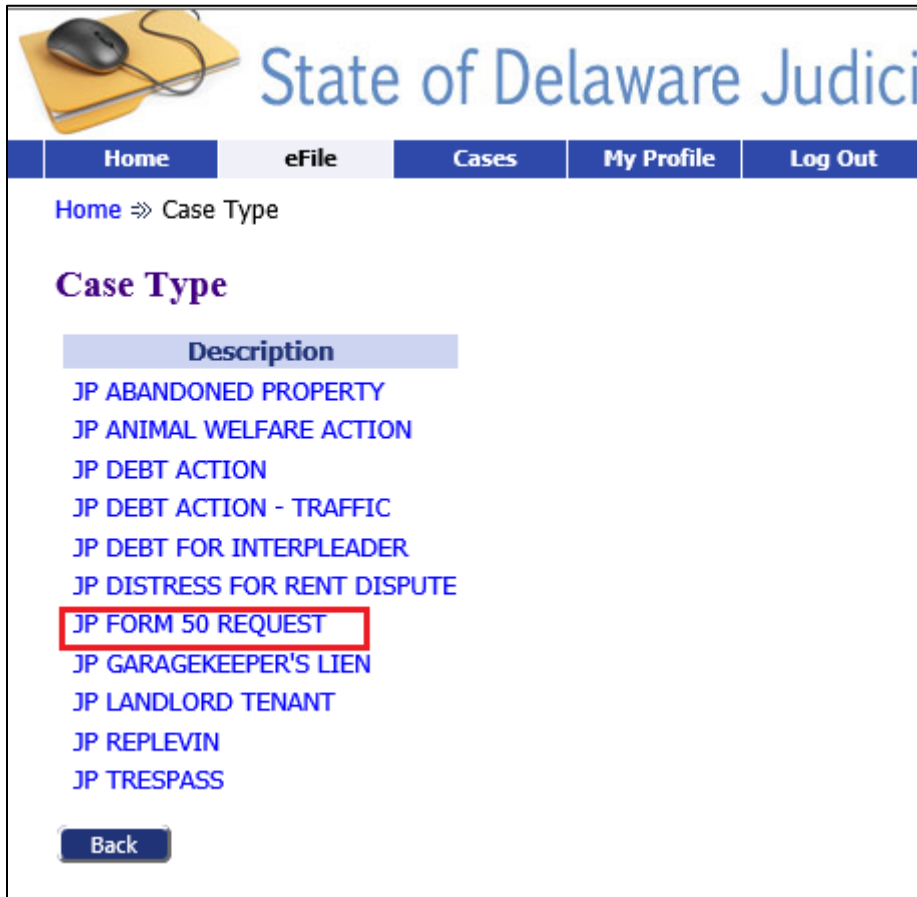
State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out

Home

New Case	File new case
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings (32)	Finish filing an incomplete filing
Notifications (74)	Review your Notifications

Select "JP FORM 50 REQUEST" as the 'Case Type'



State of Delaware Judiciary

Home eFile Cases My Profile Log Out

Home ⇒ Case Type

Case Type

Description
JP ABANDONED PROPERTY
JP ANIMAL WELFARE ACTION
JP DEBT ACTION
JP DEBT ACTION - TRAFFIC
JP DEBT FOR INTERPLEADER
JP DISTRESS FOR RENT DISPUTE
JP FORM 50 REQUEST
JP GARAGEKEEPER'S LIEN
JP LANDLORD TENANT
JP REPLEVIN
JP TRESPASS

Back

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Select "JP COURT MAGISTRATE'S OFFICE" as the 'Court'

Enter "0" as the 'Claim Amount'

Enter "JP FORM 50 REQUEST" as 'Case Title'

'Full Case Caption' can be left blank

Click the 'Add My Parties' button

The screenshot shows the 'Case Initiation: JP FORM 50 REQUEST' form in the State of Delaware Judiciary eFiling System. The form includes the following fields and elements:

- Navigation:** Home, eFile, Cases, My Profile, Log Out
- Breadcrumbs:** Home ⇒ Case Type ⇒ Case Initiation
- Form Fields:**
 - Filer Reference No. (empty)
 - Court: JP COURT MAGISTRATE'S OFFICE (dropdown menu)
 - Claim Amount: 0
 - Jury Option: non-jury (selected), jury
 - Case Title: JP FORM 50 REQUEST
 - Full Case Caption (empty)
- Additional Issues:** SECURITY (dropdown menu) with an Add button and an Additional Issues Remove link.
- Participants:** Add Case Participants section with an Add My Parties button (highlighted in red), Add Other Parties button, and a note: (Any party to be served must be a...)
- Table Header:** Remove, Participant Name, Type
- Buttons:** Back, Save to Draft, Next

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On this screen you will add a generic party (since this is not a real case):

Click the 'Company' radio button

Enter "FORM50" in the 'Contexte ID' field (DO NOT put a space between "FORM" and "50")

Select "LITIGANT" as 'Party Type'

Enter "FORM50" in the 'Last Name' field (DO NOT put a space between "FORM" and "50")

Click the 'Unknown' box for address

Click the 'Next' Button

The screenshot shows the 'Edit Party: JP FORM 50 REQUEST' form in the State of Delaware Judicial Branch eFile system. The form is for adding a generic party. The 'Company' radio button is selected. The 'Contexte Id' field contains 'FORM50'. The 'Party Type' dropdown menu is set to 'LITIGANT'. The 'Last Name' field contains 'FORM50'. The 'Unknown' checkbox under 'Confidential Address' is checked. The 'Next' button is highlighted.

State of Delaware Judicial Branch

Home eFile Cases My Profile Log Out

Home ⇒ Case Type ⇒ Case Initiation ⇒ Edit Party

Edit Party: JP FORM 50 REQUEST

Plaintiff

Company Person

Contexte Id: FORM50

Party Type: LITIGANT

Name Prefix:

First Name:

Middle Name:

Last Name: * (or Business Name) FORM50

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

E-Mail:

Confidential Address: Unknown:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: DELAWARE

Country: UNITED STATES

Zip / Postal Code:

Back Next

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Click 'Add Other Parties' button to add a generic defendant

The screenshot shows the 'State of Delaware Judiciary eFiling System' interface. The navigation bar includes 'Home', 'eFile', 'Cases', 'My Profile', and 'Log Out'. The breadcrumb trail is 'Home ⇒ Case Type ⇒ Case Initiation'. The main heading is 'Case Initiation: JP FORM 50 REQUEST'. The form fields include: Filer Reference No. (text input), Court (dropdown menu showing 'JP COURT MAGISTRATE'S OFFICE'), Claim Amount (text input with '0'), Jury Option (radio buttons for 'non-jury' and 'jury'), Case Title (text input with 'JP FORM 50 REQUEST'), and Full Case Caption (text area). Below these is an 'Add Multiple Issues' section with a dropdown menu set to 'SECURITY' and an 'Add' button. Underneath is an 'Additional Issues Remove' section. The 'Add Case Participants' section has three buttons: 'Add My Parties', 'Add Other Parties' (highlighted with a red box), and a partially visible '(Any party to be served must be added as a di...'. Below this is a table with columns 'Remove', 'Participant Name', and 'Type'. The table contains one row with a red 'X' icon, a person icon, a plus sign, and the text 'FORM50', 'LITIGANT', and 'MOORE'. At the bottom are 'Back', 'Save to Draft', and 'Next' buttons.

State of Delaware Judiciary eFiling System

Home eFile Cases My Profile Log Out

Home ⇒ Case Type ⇒ Case Initiation

Case Initiation: JP FORM 50 REQUEST

Filer Reference No.

Court JP COURT MAGISTRATE'S OFFICE ▼

Claim Amount

Jury Option non-jury jury

Case Title

Full Case Caption

Add Multiple Issues SECURITY ▼

Additional Issues Remove

Add Case Participants (Any party to be served must be added as a di...

Remove	Participant Name	Type
<input type="checkbox"/>	FORM50	LITIGANT MOORE

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On this screen you will add a generic defendant:

Click the 'Company' radio button

Enter "FORM50" in the 'Contexte ID' field (DO NOT put a space between "FORM" and "50")

Enter "FORM50" in the 'Last Name' field (DO NOT put a space between "FORM" and "50")

Click the 'Unknown' box for address

Click the 'Next' Button

State of Delaware Judicial Branch

Home eFile Cases My Profile Log Out

Home » Case Type » Case Initiation » Add a Party

Add a Party: JP FORM 50 REQUEST

Defendant

Company Person

Contexte Id: FORM50

Party Type: DEFENDANT

Name Prefix:

First Name:

Middle Name:

Last Name: * (or Business Name) FORM50

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

Email:

Confidential Address: Unknown:

Address Line 1:

Address Line 2:

Address Line 3:

City:

State: DELAWARE

Country: UNITED STATES

Zip / Postal Code:

Back Next

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You should now have a Litigant and Defendant added with names of FORM50

Click the 'Next' button

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Fern Moore

Home ⇒ Case Type ⇒ Case Initiation

Case Initiation: JP FORM 50 REQUEST

Filer Reference No.

Court

Claim Amount

Jury Option non-jury jury

Case Title

Full Case Caption

Add Multiple Issues

Remove	Participant Name	Type	Attorney/Agent for Party
<input checked="" type="checkbox"/>	FORM50	LITIGANT	MOORE
<input checked="" type="checkbox"/>	FORM50	DEFENDANT	

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On the 'Add a Document' screen you will attach your Form 50 application(s).

Select "Initial Filings/Complaints" as the 'Document Category'

Select "JP FORM 50 REQUEST 01" as the 'Document Type'

Enter "1" as the 'Page Count'

Click the 'Browse' button and navigate to a PDF copy of your Form 50 application

Click the 'Add' button to attach a copy of the document to the filing.

Note: if you are submitting multiple applications in this filing, repeat these steps. The second document you would choose "JP FORM 50 REQUEST 02" as the 'Document Type'; the third would be REQUEST 03...

State of Delaware Judiciary eFiling System **TEST**

user: Fern Moore

Home > Case Type > Case Initiation > Add a Document

Case Type : JP FORM 50 REQUEST

Document Category: Initial Filings/Complaints

Document Type *: JP FORM 50 REQUEST 01

Additional Text:

Page Count: 1

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

Document Location: N:\BUSINESS SOLUTIONS\MASTER COPIES DOCUMENTATION - DO NOT... Browse...

Add to Submission: Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
			Total Size: 0.0 MB		

Back Move to Draft Next

Module 4a Requesting a New or Renewing a Form 50 Application

When you are done attaching all the documents click the 'Next' button.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Fern Moore

Home ⇒ Case Type ⇒ Case Initiation ⇒ Add a Document

Case Type : JP FORM 50 REQUEST

Document Category: Initial Filings/Complaints

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

Additional Text

Page Count

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

Document Location Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
Case Data	form.xml		0.01 MB		
JP FORM 50 REQUEST 01	Form 50.pdf		0.1 MB	1	
JP FORM 50 REQUEST 02	Form 50.pdf		0.1 MB	1	
			Total Size: 0.2 MB		

Back Move to Draft Next

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On the 'Review and Submit Filing' screen select your payment type and click submit to submit the filing.

Estimated Fees: \$40.00

Fee Description	Amount
JP FORM 50 REQUEST 02	\$20.00
JP FORM 50 REQUEST 01	\$20.00

[Add Wallet Item](#)

Debit Account: I - 810569219: Current Balance - \$49.75

Debit Account: 5858585858 - 5858585858: Insufficient Funds : Current Balance Unknown

Debit Account: MANOR ASSOC, LLC - 510384026: Current Balance - \$427.75

Debit Account: APTS ASSOC, LP - 510401054: Current Balance - \$997.00

Debit Account: TOWNE ASSOC LP - 710931683: Current Balance - \$893.75

Debit Account: test - 1212131131: Insufficient Funds : Current Balance Unknown

Enter a new debit account : A debit account is an account you establish with the court. It is
Debit Number: Description:

State Agency State Agency Deferment of all Court Filing Fees - PRIOR APPROV

Fee Waiver In Forma Pauperis Application Must be Attached to Submission f

Generated Case Data: [Change Ca](#)

[View Data](#)

Document(s) to be Submitted: [Add/Remove D](#)

Document Name	View Document
JP FORM 50 REQUEST 01	Form 50.pdf
JP FORM 50 REQUEST 02	Form 50.pdf

Action request: Expedite

Note: Selecting Expedite assumes the appropriate emergency application is included. Failure to include the appropriate emergency application in your filing being rejected. Press the Add/Remove Document button to include them.

Special Filing Instructions for the Clerk:

[Back](#) [Cancel \(Delete\)](#) [Move to Draft](#) [Submit the Filing](#)

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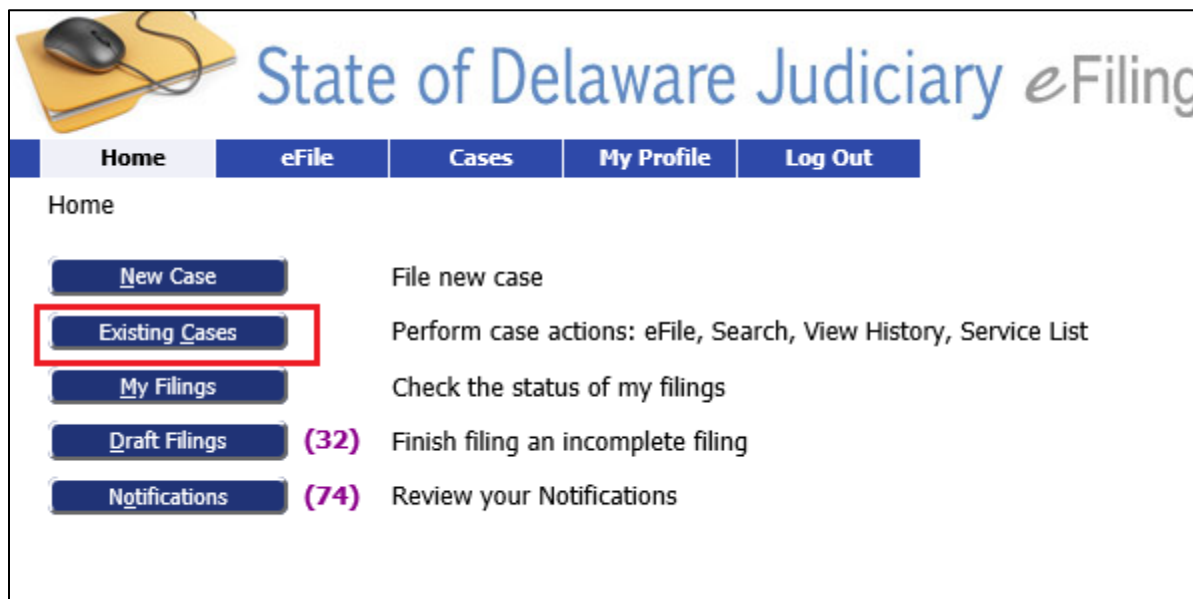
Step 5 – Retrieve a copy of the approved Form 50 from eFlex

Once you have submitted your application, the court will review the document and reject or approve it and you will receive an email indicating the status.



If it is rejected, you will need to resubmit it (see “Resubmitting a Rejected Application” section below). If it is approved, the email will have a case number which you can use to obtain a copy of the approved application form by following these steps:

On the Home Screen – click the ‘Existing Cases’ button



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Enter the case number from the email and click the 'History' button

State of Delaware Judiciary eFiling System

Home eFile Cases My Profile Log Out

Home ⇒ Cases

Cases

Court: State of Delaware Judiciary

Case Number

f50-21-0026 x eFile History Service List

Ex: JP17-07-00001

Search Cases

Case Title	Case Number	eFile	Case Type	Judge
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This will bring up a copy of the docket. You can click on the blue document links to open and save a copy of the application.

State of Delaware Judiciary eFiling system

Case Summary for Case: F50-21-0026

JP FORM 50 REQUEST

Case Number	F50-21-0026	Court	State of Delaware Judiciary
Case Type	JP FORM 50 REQUEST	Location	JP COURT MAGISTRATE'S OFFICE
Opened	12-01-2021	Judge	
Status	ACTIVE	Jury Status	Non Jury

Show/Hide Participants

File Date	Case History
12-01-2021 Plaintiff	JP FORM 50 REQUEST 01 Filed by: FERN MOORE JP FORM 50 REQUEST 01
12-01-2021 Plaintiff	JP FORM 50 REQUEST 02 Filed by: FERN MOORE JP FORM 50 REQUEST 02

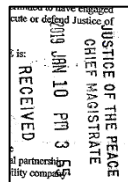
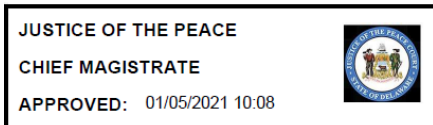
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The application will have an “Electronically Filed” date/time stamp in the upper right corner indicating it was approved.

<p>CERTIFICATE OF REPRESENTATION FOR AN ARTIFICIAL ENTITY OR PUBLIC BODY IN CIVIL CASES IN THE JUSTICE OF THE PEACE COURT</p> <p>This certification form must be completed by an officer of the artificial entity or public body as defined by Supreme Court Rule 57, notarized and the original forwarded to the Chief Magistrate, 5 East Pine Street, Georgetown, Delaware 19947, along with the \$20 annual fee. Check or money order should be made payable to the State of Delaware. eFilers are required to submit Form 50 applications via eFiling to the Chief Magistrate’s office eFiling location.</p>	<p>Electronically Filed 2021-12-01 14:31:08 Clerk of Court F50-21-0026</p>
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The electronic stamp serves as the “Approved” stamp and replaces the old manual “Approved” stamps which will no longer be on the forms. The copy with the electronic stamp is the copy you will need to attach to future case filings and take to court with you.

Examples of Old Stamps:



Note: If the filer is filing applications for other members of their company, the filer will need to download the document and provide a copy to the other Agents. Only the filer will have access to the blue document links on the docket.



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Resubmitting a Rejected Application

If the Court rejected your application for some reason, you will get an email indicating it was rejected and it will tell you a reason. You will need to make any necessary corrections and resubmit your filing.



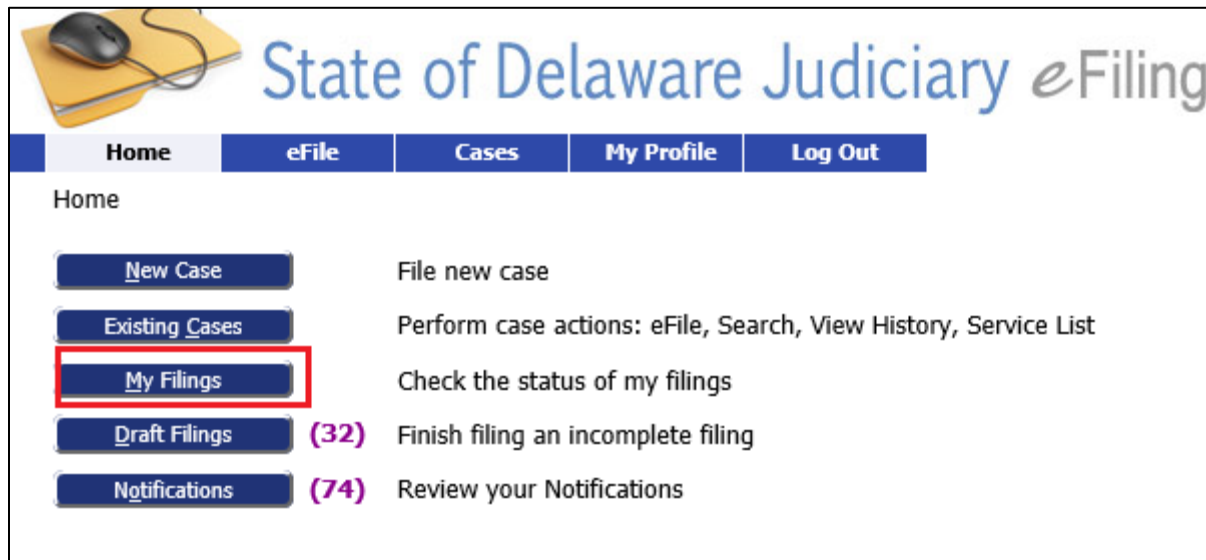
Rejection Notice: Your filing, Re: Filing ID 1427636 - JP FORM 50 REQUEST was rejected


 delaware-courts-efilingUAT@state.de.us
To:  (Courts)

To: Fern Moore (fern.moore@delaware.gov)
From: delaware-courts-efilingUAT@state.de.us
Date: 12-02-2021 10:58:06 AM
Subject: Your electronic filing, Re: Filing ID 1427636 - JP FORM 50 REQUEST, was rejected by State of Delaware Judiciary.

Case Type: JP FORM 50 REQUEST
Reason(s) for rejection: You did not sign the documents

Once you have made the corrections on your document, click the 'My Filings' button on the Home Screen.



 State of Delaware Judiciary eFiling

Home | eFile | Cases | My Profile | Log Out

Home

- New Case** File new case
- Existing Cases** Perform case actions: eFile, Search, View History, Service List
- My Filings** Check the status of my filings
- Draft Filings (32)** Finish filing an incomplete filing
- Notifications (74)** Review your Notifications

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Click the 'Resubmit' button to begin the process of resubmitting your filing.

NOTE: if you already clicked the 'Resubmit' button to view the filing and did not complete the submission at that time, the 'Resubmit' button will be no longer be active and will need to go 'Draft Filings' and resubmit the filing from there.

State of Delaware Judiciary eFiling System TEST

Home efile Cases My Profile Log Out user: Fern Moore

Home ⇒ My Filings

My Filings

Fern Moore Filings

Report Criteria:

View Filings Between: 12/02/2021 AND []

Filing ID: [] Case Number: [] Filer Reference #: [] Status: All [v]

Go Clear Search

My Filings Between 12/02/2021 and Today

Delete Filings per page: 50 [v]

<input type="checkbox"/>	Filing ID	Filer Reference #	Case Title	Case Number	Date Submitted	Document Type	Court Location	Status
<input type="checkbox"/>	1427636		JP FORM 50 REQUEST		12-02-2021 10:58:06 AM	JP FORM 50 REQUEST 02	JP COURT MAGISTRATE'S OFFICE	Rejected [i] Resubmit

Number of Filings: 1 [i] - Message from the court/clerk

Click the 'Remove' icon for the application(s) you needed to correct to delete them from the filing.

State of Delaware Judiciary eFiling System TEST

Home eFile Cases My Profile Log Out user: Fern Moore

Home ⇒ My Filings ⇒ Add a Document

Case Title : JP FORM 50 REQUEST

Case Type : JP FORM 50 REQUEST

Document Category [v]

Document Type * [v]

Additional Text []

Page Count []

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

Document Location [] Browse...

Add to Submission Add

Document Name	View Document	Edit Data	Size	Pg Count	Remove
JP FORM 50 REQUEST 02	Form 50.pdf		0.1 MB	1	[x]
Case Data	form.xml	[i]	0.01 MB		
JP FORM 50 REQUEST 01	Form 50.pdf		0.1 MB	1	[x]

Total Size: 0.2 MB

Back Move to Draft Next

Then go through the steps to add your corrected documents and submit the filing just like you did on the initial filing.