



# File & Serve *Delaware*™

**New Case Filings - User Guide**

# File & Serve Delaware

## New Case Filings

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# File & Serve Delaware Resources




File & Serve Delaware has many resources available to you in order to address your questions and concerns:

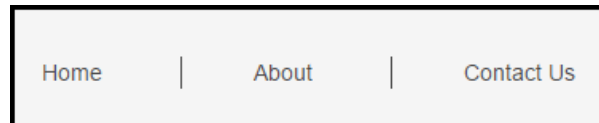
- **File & Serve Delaware Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Delaware Microsite** is available from the File & Serve Delaware homepage by clicking on the link in the center of your screen. The Microsite contains our training registration information, jurisdiction specific rules and procedures, user guides, pricing, and more. Click <http://www.fileandservexpress.com/demicrosite/> to access the Microsite.
- **File & Serve Delaware Login Page** is where you can find password help, a link to the registration page, and links for help and contact information. Click <https://www.fileandservedelaware.com/> to access the login page.
- **Court Resources Page** is where you can find the court's user guides for court specific processes and procedures. Click here to access the Court's Resources Page.

# File & Serve Delaware Navigation

Below are some general tips for navigating through the File & Serve Delaware system:



- To get *Help*, click on the  icon.
- To view/edit your *Profile*, click on the  icon. You can view a guide on user profile on our microsite at [www.fileandservexpress.com/demicrosite/](http://www.fileandservexpress.com/demicrosite/).
- To *Logout*, click on the  icon.
- Any information marked with a \* is a mandatory field.
- If you try to move forward without completing mandatory information, a pop-up box will appear to let you know what needs to be completed to move forward.
- If you are on a page with tabs, click the previous tab(s) or the *Back* button to move backward through screens and the *Next* button to move forward through screens.
- Click on the *Home* link at the bottom of the page to navigate back to the login page.
- Click on the *About* link at the bottom of the page to view links to court information.
- Click on the *Contact Us* link to view our Client Support contact information and an online form to submit comments/questions.



## eFiling Overview

This File & Serve Delaware User Guide provides a convenient source of information to help you efficiently file a New Case using the File & Serve Delaware system.

### Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using File & Serve Delaware to ensure that you are in compliance with local requirements.
2. If you need assistance, call our Client Support line at 1-888-529-7587.

#### Logging in to File & Serve Delaware

Email

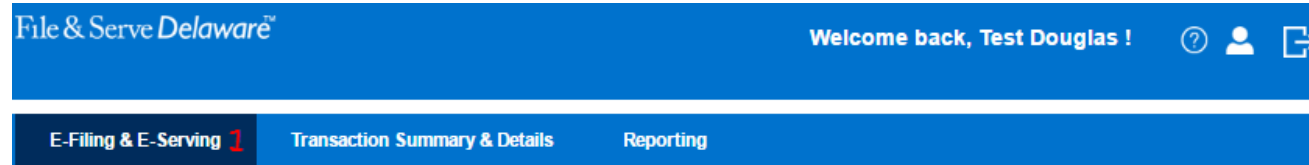
Password

Login

[Forgot Password](#) | [Register Now](#)

1. Before using File & Serve Delaware, you must have an ID and Password. If you do not have these, click the *Register Now* link on the Login page.
2. Open your internet browser and click [here](#) to access the login page.
3. Enter your ID and password and click **Login**.

# Filing a New Case

This screenshot shows the "Court Selection" form. It contains three dropdown menus, each with a red number next to it: "2" for "Select Filing Option", "3" for "Select Court", and "3" for "Select Location". A blue "Next" button is located at the bottom right, with a red number "4" next to it.

The first time you log into File & Serve Delaware, you will start on the E-Filing and E-Serving screen. The next time you login, you will be taken to the Transaction Summary and Details screen if you have any pending filings. If you need assistance, please click on "Contact Us" at the bottom of page and it will show the Customer Support contact information.

## Selecting File a New Case

To file a New Case

1. Click on the E-Filing & E-Service Tab on the Homepage.
2. Under the Court Selection options, choose the *Filing Option* "File a New Case".

This screenshot shows the "Court Selection" form with the "Select Filing Option" dropdown menu open. The menu lists four options: "Select", "File a New Case", "File and Serve in an Existing Case", "Correct & Re-File a Rejected Transaction", and "Resume a Saved Transaction". A blue "Next" button is visible at the bottom right.

3. Select your Court and Location.

This screenshot shows the "Court Selection" form with selections made in all three dropdown menus. The "Select Filing Option" dropdown is set to "File a New Case", the "Select Court" dropdown is set to "Court of Common Pleas", and the "Select Location" dropdown is set to "CCP - NEW CASTLE".

4. Click *Next*.

# Filing a New Case

**E-Filing & E-Serving**    Transaction Summary & Details    Reporting

1. Case Info    2. Case Parties    3. Case Documents    4. Review and Payment    5. Submit

**Case Information**

\* Select Case Class    \* Select Case type

Civil    1    Select    2

\* Please fill out the required fields.

## Step 1- Case Info Tab

1. Select the Case Class in the Case Information section (Civil by default).
2. Select the appropriate *Case Type* from the drop down menu.

\* Select Case type

Select

- Select
- ABANDON PROPERTY
- ADMINISTRATIVE MV APPEAL
- BREACH OF CONTRACT
- CHANGE OF NAME PETITION
- CIVIL ACTIONS TO ENFORCE WORKMAN'S COMPENSATION
- CIVIL JUDGMENT

3. Click on the *Additional Case Information* banner to expand the field.
4. Enter the Case Title\*.
5. Enter the Claim Amount\*\*.
6. Provide the full Case Caption\*\*\*.
7. Click *Next* to move to Step 2- Case Parties Tab.

\*Case Title character limit is 50 characters. See court rules on how to create a title and caption.

\*\*A decimal and 2 zeroes (.00) will be automatically added to the claim amount if hundredths are not provided.

\*\*\*Full Case Caption character limit is 3200 characters.

Note: Click the *Save* button at any time to save the transaction and return to it later.

Note: Click *Cancel* to delete your work and/or start over.

# Filing a New Case

**E-Filing & E-Serving** Transaction Summary & Details Reporting

1. Case Info **2. Case Parties** 3. Case Documents 4. Review and Payment 5. Submit

**1** Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
There are no items to display							

\* Authorizing Attorney  
Select

**2** Back **3** Next **3** Cancel Transaction **4** Save Transaction

**5** Party Information

\* Entity Type Individual \* Party Type PLAINTIFF

\* First Name Gerge Middle Name \* Last Name Jorges Date of Birth

(Maximum 15 Characters) (Maximum 60 Characters)

Address Information

Party Representation

Add/View Attorney Add/View Alias Add/View Address Save Party

## Step 2- Case Parties Tab

1. The “Parties” information will appear at the top of the screen, but will not populate until you begin to add parties.
2. Click *Back* to return to the Case info tab.
3. Click *Cancel* to end the session without saving your work.
4. Click *Save Transaction* to save your work and return to it later. (Saved transactions can be accessed and resumed in *Saved/Draft Transactions*-covered later in this guide).
5. Begin to add parties in the *Party Information* section.

Note: Any field with an asterisk (\*) is a required field.


Note: You can click *Save Party* only after entering Party and Address information for a party.



# Filing a New Case

## Party Information

\* Entity Type: Individual 6 | \* Party Type: PLAINTIFF 7

\* First Name: George 8 | Middle Name: 8 | \* Last Name: Jorge 8 | Date of Birth: 8 

(Maximum 15 Characters) (Maximum 60 Characters)

## Party Information

\* Entity Type: Organization 6 | \* Party Type: PLAINTIFF 7

\* Organization Name: XYZ Corporation inc 9

(Maximum 60 Characters)

## Step 2- Case Parties Tab (continued)

6. Select the *Entity Type* (individual or organization\*) and the required information boxes will change accordingly.
7. Select a *Party Type*. You can type the Party Type in to find it faster.

\* Party Type: PLAINTIFF 7

PLAINTIFF

CROSS APPELLEE

CROSSCLAIM DEFENDANT

CROSSCLAIM PLAINTIFF

DEFENDANT

8. For individual, enter the First Name, Middle Name (optional), Last Name, and optional Date of Birth\*\* (DOB is selected using the calendar icon).

« June 1979 »

Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

9. For an organization, enter the Organization name.

\*Organization Name character limit is 60 characters.

\*\*Date of Birth may be required in some courts. If it is required, it will be noted on the screen with an asterisk (\*).

Note: Instructions to add an alias follow in this guide.

# Filing a New Case

**10** Address Information

\* Address 1  
**11** 123 Fake Street

Address 2

\* City                      \* State                      \* Zip Code                      Phone Number

**11** Dover                      **11** Delaware                      **11** 11111

\* Address Type  
**12** CURRENT                      **13** Confidential Address?

## Step 2- Case Parties Tab (continued)

10. Click on the *Address Information* banner to expand the fields.
11. Enter the required information including Address, and Address Type\*.
12. You may only select an address type once for each party. *Note: you may add additional different address types for each party- instructions below.*

\* Address Type

CURRENT

Select

CURRENT

DIVISION OF MOTOR VEHICLE

13. Select the check box to make the address confidential (i.e. the address will not be displayed in the system).

\*Address 2 and Phone Number are optional fields.

Note: Instructions to add additional Addresses follow in this guide.

# Filing a New Case

## Party Representation

14

Add/View Attorney

Add/View Alias

Add/View Address

Save Party

Entity Type

Individual

First Name

Geroge

Middle Name

Last Name

Jorges

\* Representation Type

Select

15

\* Attorney Type

Select

16

\* Attorney

Select

17

18

Add Representation

## Current Party Representation

Attorney Name	Attorney Organization	Attorney Type	Remove
Test Nicholas Rodriguez	December Law Firm	ATTORNEY FOR PLAINTIFF	19 

20

Next



Cancel

## Step 2- Case Parties Tab (continued)

- Click on the *Add/View Attorney* to add representation. (This will not apply to Pro Se Litigants).
- Select the *Representation Type*.
- Select the *Attorney Type*.
- Select the *Attorney*.
- Click Add representation. The Representation will appear at the bottom of the screen
- Use the *Trashcan* icon to remove the representation.
- Click *Next* to return to the Case Parties Tab.

# Filing a New Case

## Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Geroge	Jorges		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm	21 	

\* Authorizing Attorney

Select 

Back

Next

Cancel Transaction

Save Transaction

## Party Information

## Address Information

## Party Representation

Add/View Attorney

Add/View Alias

Add/View Address

Save Party

22

## Step 2- Case Parties Tab (continued)

The party will appear at the top of the screen.

### To add an Alias

21. Click on the *Pencil* icon next to the party.
22. Click *Add/View Alias*\*.

\*Once you add representation, the party is automatically saved. If you do not add representation, you can follow steps 22-28 immediately after entering the party address information.

# Filing a New Case

Entity Type  
Individual

First Name  
Geroge

Middle Name

Last Name  
Jorges

\* Alias Type  
Select 23

\* First Name  
24 (Maximum 15 Characters)

Middle Name  
24

\* Last Name  
24 (Maximum 80 Characters)

25 Add Alias

Aliases

Alias Type	First Name	Middle Name	Last Name	Modify	Remove
Also known as	Jorge		Georges	<span>26</span>	<span>27</span>

28 Next Cancel

## Step 2- Case Parties Tab (continued)

23. Select the *Alias Type*.
24. Enter the alias First Name, Middle Name (optional), and Last Name.
25. Click *Add Alias*. The alias will appear at the bottom of the screen\*.
26. Use the *Pencil* icon to go back and modify the alias.
27. Use the *Trashcan* icon to delete the alias.
28. Click *Next* to return to the Case Parties Tab\*.

\*When you return to the Case Parties tab, click *Save Party* to re-save the party information.

# Filing a New Case

Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Geroge	Jorges		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm	29	

\* Authorizing Attorney

Select

[Back](#) [Next](#) [Cancel Transaction](#) [Save Transaction](#)

Party Information

Address Information

Party Representation

[Add/View Attorney](#) [Add/View Alias](#) [Add/View Address](#) [Save Party](#)

30

## Step 2- Case Parties Tab (continued)

The party will appear at the top of the screen.

### To add an Address

29. Click on the *Pencil* icon next to the party.
30. Click *Add/View Address\**.

\*Once you add representation, the party is automatically saved. If you do not add representation, you can follow steps 30-34 immediately after entering the party address information.

# Filing a New Case

Entity Type  
Individual

First Name: Geroge Middle Name: Last Name: Jorges

\* Address 1: 31 Address 2:

\* City: 31 \* State: Select 31 \* Zip Code: 31 Phone Number:

\* Address Type: Select 32 33 Confidential Address? 34 Add Address

Address Type	Address 1	City	State	Modify	Remove
CURRENT	123 Fake Street	Dover	DE	35	36
MAILING	456 Imaginary Lane	Dover	DE		

37 Next Cancel

## Step 2- Case Parties Tab (continued)

31. Enter the required information including Address, and Address Type\*.
32. Select the *Address Type*.
33. Select the check box to make the address confidential (i.e. the address will not be displayed in the system).
34. Click *Add Address*. The address will appear at the bottom of the screen.
35. Use the *Pencil* icon to go back and modify the alias.
36. Use the *Trashcan* icon to delete the alias.
37. Click *Next* to return to the Case Parties Tab\*\*.

\*Follow steps 31-34 again to add additional addresses.

\*\*When you return to the Case Parties tab, click *Save Party* to re-save the party information.

# Filing a New Case

38 Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Geroge	Jorges		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm	39	40
Frank	Franklin		DEFENDANT				

\* Authorizing Attorney  
Select 41

42

Back Next Cancel Transaction Save Transaction

**Party Information**

\* Entity Type Select      \* Party Type Select

**Address Information**

Add/View Address Save Party

## Step 2- Case Parties Tab (continued)

- Follow steps 6-13 in this section to add all of your additional parties.
  - Follow steps 22-28 above to add an alias for your additional parties.
  - Follow steps 30-37 above to add additional addresses for your additional parties.
38. All of your parties will appear in the *Parties* list.
  39. Use the *Pencil* icon to modify party information (process and screenshots will be similar to instructions in this section).
  40. Use the *Trashcan* icon to delete the alias.
  41. If you are an attorney or are filing on behalf of an attorney, select an *Authorizing Attorney*. (This will not apply to Pro Se Litigants).
  42. Click *Next* to move to Step 3- Case Documents tab.



# Filing a New Case

## Step 3- Case Documents Tab

1. Select the *Document Category*.

2. Select the *Document Type*.

3. Enter the *Document Title*.
4. Click *Choose File* to open your computer's hard drive and select your document\*.
5. Choose the radio button for *Main* or *Supporting*. If you chose supporting, you will need to select which document it supports.
6. Click *Attach Document*.\*

6 **Attach Document**

\* Please fill out the required fields.

\*Your document must be in pdf format. Double click the document title or highlight it and click *Open* to select the document.

\*The following documents must be submitted as Main documents only:

- Initial Summons: Service by Sheriff
- Initial Summons: Service by Special Process Server
- Amended Praecipe and Summons

(The aforementioned documents must be submitted as Main document to avoid a rejection from the CCP) 10/2/2017

# Filing a New Case

E-Filing & E-Serving    Transaction Summary & Details    Reporting

1. Case Info    2. Case Parties    3. Case Documents    4. Review and Payment    5. Submit

\* Document Category:

\* Document Type:

\* Document Title:

\* Choose File:   (.PDF Formats only up to 2MB)

Main  Supporting?

\* Please fill out the required fields.

Attached Document(s)						
SL # or Doc ID	Document Type	Document Title	Access	Main/ Supporting Document	Edit	Delete
1	COMPLAINT - DEBT ACTION	<span style="color: red;">7</span> <a href="#">Complaint</a>	Private	Main	<span style="color: red;">8</span>	<span style="color: red;">9</span>

Court Filing Fee(s)	
COMPLAINT - DEBT ACTION	\$75.00
Court Security Fee	\$10.00
Tech Fee	\$1.25
<b>Total Filing Fees</b>	<b>\$86.25</b>
Other Fees	
File & ServeXpress E-Filing Fees	\$2.00
<b>Other Fees Total</b>	<b>\$2.00</b>
<b>Total Fees</b>	<b>\$88.25</b>

10

- Step 3- Case Documents Tab (continued)**
7. Click the *Document Title* to view the document.
  8. Use the *Pencil* icon to edit an existing document\*.
  9. Use the *Trashcan* icon to delete an document.
  10. Click *Next* to move to Step 4-Review.

\*If you choose to edit an existing document, the document information will populate the top of the screen. Follow steps 1-6 on the previous page to make changes to the existing document. Note: Fees will be generated on the screen depending on the document type that is selected.

# Filing a New Case

**E-Filing & E-Serving**    Transaction Summary & Details    Reporting

1. Case Info    2. Case Parties    3. Case Documents    **4. Review and Payment**    5. Submit

**1** + Case Information **2** ✎

**1** + Case Parties **2** ✎

**1** + Case Documents **2** ✎

**4** I am requesting a Fee Waiver (In forma Pauperis Document attached).

**4** I am filing these documents as an "Exempt or Deferred State Agency".?

Payment

Amount Payable - 88.25

**6**  Pay through monthly invoice process    **7**  Pay by Credit Card

\* Card Type    \* Card Number

**7** Visa Card    4444444444444448

\* Name as it appears in the Card    \* Expiration Month    \* Expiration Year    \* CVV Number

Nicholas Rodriguez    12    2017    123

**8**    Back    Next    Cancel

5 Court Filing Fee(s)	
COMPLAINT - DEBT ACTION	\$75.00
Court Security Fee	\$10.00
Tech Fee	\$1.25
Total Filing Fees	\$86.25
Other Fees	
File & ServeXpress E-Filing Fees	\$2.00
Other Fees Total	\$2.00
<b>Total Fees</b>	<b>\$88.25</b>

## Step 4- review and Payment Tab

1. Use the (-) or (+) buttons to expand the sections to view the information.
2. Use the *Pencil* Icon to go back in the system to make any needed updates by following the steps above for that tab\*.
3. Check boxes are provided for "In forma Pauperis" and "Exempt or Deferred State Agency". Selecting either of these boxes will zero out the fees.
5. All fees can be reviewed in the Fees section.
6. If your firm has chosen monthly invoicing, choose the radio button for *Pay through monthly invoice process* (Note: does not apply to Pro Se litigants).
7. If not, select *Pay by Credit Card* and enter the appropriate credit card information in the *Payment* section\*.
8. Click *Next* to move to Step 5- Submit.

\*An acceptance hold will be put in place at the time the transaction is submitted and payment will be captured when the clerk accepts the filing.

# Filing a New Case

E-Filing & E-Serving

Transaction Summary & Details

Reporting

1. Case Info

2. Case Parties

3. Case Documents

4. Review and Payment

5. Submit

\* Add Billing Reference. This reference will appear on your invoice ?

1

2

Expedite my e-Filing.

## Note to Clerk (Optional)

If you wish to send a note to the court along with your transaction, please enter it in the space provided. Please note that this field is not to be used as an official method of communication with the court. This field will only be viewable by you and the court users.

3

**Note:** Selecting Expedite assumes the appropriate emergency application is included. Failure to include documentation to justify an expedited request could result in your filing being rejected.

Choose to submit transaction now, or schedule the transaction for later release.

4  File Now

File with a Future date and Time

4



EST

5

I hereby affirm to the best of my knowledge and belief that the information and documents filed are accurate and correct. I duly affirm that I have authorization to file said information to the courts. I understand that by submission of the filing I accept the Court's policies regarding requirements to redact (remove) personal information in any attached documentation. Further by submission of this filing, I agree to receive all future service of Court Orders and notifications related to this filing electronically. I also hereby acknowledge my financial obligation resulting from this submission.

Back

6

Submit

Cancel

## Step 5- Submit

1. Add the mandatory *Billing Reference* in the type field.
2. To "Expedite" your filing, select the check box provided. Note: documentation must be provided to expedite the filing.
3. Use the *Note to Clerk* type field to communicate directly with the court.
4. Choose to file the transaction now, or a future date. If it needs to be sent on a future date, enter the date and time (screenshot to the right).

December 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
27	28	29	30	1	2	3	01:00
4	5	6	7	8	9	10	02:00
11	12	13	14	15	16	17	03:00
18	19	20	21	22	23	24	04:00
25	26	27	28	29	30	31	05:00

5. Read the acknowledgement at the bottom of the page.
6. Click *Submit* to complete your filing\*.

\*If your credit card does not process, check the card number/information and try to submit it again. If the card still does not work, try a different credit card.

# Filing a New Case

E-Filing & E-Serving

Transaction Summary & Details

Reporting

8

Print this page

## E-File/ E-Service Confirmation

You have successfully e-Filed / e-Served with Courts of Delaware.  
Please note if you requested for a Fee Waiver and if it gets rejected you will be responsible to pay up to the Total fees listed

7 Transaction Number: DE00002453

### Case Information

Case Class	Case Type	Case Title	Claim Amount	Full Case Caption
Civil	DEBT	George Jorges vs Frank Franklin	5000.00	Jorges vs Franklin

### Court Filing Fee(s)

COMPLAINT - DEBT ACTION	\$75.00
Court Security Fee	\$10.00
Tech Fee	\$1.25
<b>Total Filing Fees</b>	<b>\$86.25</b>

### Other Fees

File & ServeXpress E-Filing Fees	\$2.00
<b>Other Fees Total</b>	<b>\$2.00</b>
<b>Total Fees</b>	<b>\$88.25</b>

### Case Parties

First Name	Middle Name	Last Name	Organization Name	Party Type
Geroge		Jorges		PLAINTIFF
Frank		Franklin		DEFENDANT

### Case Documents

Doc Id	Document Type	Access
1	COMPLAINT - DEBT ACTION	Private

### Payment

Amount Paid - \$88.25

9

Next

Cancel

## Step 5- Submit

7. You will be taken to a confirmation page and provided with a transaction identification number.
8. Click the *Print this Page* button to print or save the page for your records.
9. Click *Next* to return to your dashboard.

## Transaction & Summary Details

<b>E-Filing &amp; E-Serving</b>	<b>Transaction Summary &amp; Details</b>	<b>Reporting</b>	
<u>Saved/Draft Transactions</u>	Sent Transactions	Case Activity/Served Transactions	Rejected Transactions

The Transaction & Summary Details Contains the following queues:



- Saved/Draft Transactions- any transactions that you have saved as drafts or the system has automatically saved and have not been submitted/completed.
- Sent Transactions\*- all transactions that you submitted that are pending court approval or that have been clerk approved. You can view your own sent transactions, or your Organization/company's sent transactions.
- Case Activity/Served Transactions- includes all approved transactions you submitted along with transactions submitted by the court.
- Rejected Transactions- any transactions that have been submitted/completed, but have been rejected by the court.

\*Sent Transactions will not have a separate section because the details of the functionality of Sent Transactions is covered in the Filter List and Transaction List Overview pages that follow.

# Filter Options

## Filter List

Sent During: Last 7 Days **1**

Date From: **2**  Date To: **2** 

Court: Select **3**

Document Type: Select **4**

Case Type: Select **4**

Filing Status: Select **5**

**6** Other: Select **6**

**7**  My Sent Transactions  
 My Organization / Company's Sent Transactions

**8** Apply Filter **9** Reset Filter

All of the tabs under Transaction and Summary Details are laid out similarly. They all will have a filter list with similar functionality.

## Filter List

1. Select a number of past dates.
2. Select a date range.

« January 2017 »						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

3. Select a Court,
4. Select a Document Type.
5. Select a case type.
6. Select Other, choose a parameter, and enter a value.

Other

Select **6**

|

Select

Case Name

Case Number

TransactionId

7. Select to view your filings or your firm's filings.
8. Click *Apply Filter*.
9. Click *Reset Filter* to clear selected filter options.

# Transaction List Overview

Select	Transaction Id	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
1	<a href="#">DE00002453</a>	1/26/2017 6:52:04 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	2 <a href="#">Complaint</a>			George Jorge vs Frank Franklin	DEBT	Pending for Clerk review	4 <a href="#">Select</a> ▾
	<a href="#">DE00002404</a>	1/25/2017 2:03:26 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	<a href="#">Motion</a>		3 <a href="#">CPU4-17-0 00886</a>	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	<a href="#">Select</a> ▾
	<a href="#">DE00002404</a>	1/25/2017 2:03:26 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	<a href="#">Order</a>		<a href="#">CPU4-17-0 00886</a>	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	<a href="#">Select</a> ▾
	<a href="#">DE00002403</a>	1/25/2017 1:58:44 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	<a href="#">Complaint</a>		<a href="#">CPU4-17-0 00886</a>	Don Donalds vs Will Williams	DEBT	Clerk Accepted	<a href="#">Select</a> ▾
	<a href="#">DE00002402</a>	1/25/2017 1:54:09 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	<a href="#">Complaint</a>			Roy Royson vs Harry Harrison	DEBT	Pending for Clerk review	<a href="#">Select</a> ▾

All of the tabs under Transaction and Summary Details are laid out similarly. They all will have a transaction list with similar functionality.

## Transaction List Overview

1. Click to view transaction details.
2. Click to view document.
3. Click to view Case Summary (including complete docket).
4. Select an action.

A screenshot of a dropdown menu. At the top is a 'Select' button with a downward arrow. Below it is a search input field. Underneath the search field is a 'Select' button. Below that are four menu items: 'View Details', 'Print Document', 'Download Document', and 'Document'.

Note: If a column cuts off of the screen, use the scrollbar at the bottom of the list.

Note: If there are multiple documents in a transaction there will be multiple Rows (e.g. if there are 3 documents in a transaction, there will be 3 rows).



# Transaction Details Page

## Case Information

**Case Number:**  
**Case Name:** George Jorge vs Frank Franklin  
**Filed on:** 1/26/2017 6:52:04 PM  
**Court:** Court of Common Pleas  
**Filing Status:** Pending for Clerk review  
**Claim Amount:** \$5000.00  
**Notes to Clerk:**

## Additional Information

**Transaction ID:** DE00002453  
**Transaction Comments:**  
**Total Fees:** \$88.25

## Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm	File & Serve Delaware Subscriber
Geroge Jorge		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm	X
Frank Franklin		DEFENDANT			

**Authorizer:** Test Nicholas Rodriguez - December Law Firm

## Documents

Document ID	Document Type	Document Title	Document History	Document Review Status	Comments from Judge	Fees	Judicial Action	Ruling Document	Actions
<a href="#">1</a> 1328	COMPLAINT - DEBT ACTION	Complaint	<a href="#">2</a>			\$75.00			<a href="#">3</a> -Action-

[4](#) **Back**

## Transaction Details Page

1. Click to view document.
2. Click to view document history (i.e. all actions taken on the document).
3. Select an action.

4. Click to return to the last queue you were in.

# Case Summary

Case Summary for Case: CPU4-17-000886  
DON DONALDS VS WILL WILLIAMS

## Case Information

Case Number: CPU4-17-000886  
Case Type: DEBT  
Opened : 01/25/2017 01:59:37 PM  
Status : ACTIVE

## Additional Information

Court : COURT OF COMMON PLEAS  
Location : COURT OF COMMON PLEAS NC  
Judge :  
Jury Status : Non Jury

## Show/Hide Full Case Caption

DONALDS VS WILLIAMS

## Show/Hide Full Participants

File Date	Case History
01/25/2017 02:04:34 PM	<p>MOTION FOR ENLARGEMENT OF TIME Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p><b>1</b> <a href="#">MOTION FOR ENLARGEMENT OF TIME MOTION FOR ENLARGEMENT OF TIME FILED BY MOTIONS - 01/25/2017 02:04:34 PM</a></p>
01/25/2017 02:04:34 PM	<p>MOTION FOR ENLARGEMENT OF TIME Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p><a href="#">MOTION FOR ENLARGEMENT OF TIME MOTION FOR ENLARGEMENT OF TIME FILED BY MOTIONS - 01/25/2017 02:04:34 PM</a></p>
01/25/2017 01:59:37 PM	<p>DEBT FILED Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p><a href="#">DEBT FILED PRAECIPE - SUMMONS - COMPLAINT - CERTIFICATE OF VALUE - EXHIBITS FILED FILING DATE 25-JAN-17 CLAIM VALUE 2500 INITIAL FILINGS - 01/25/2017 01:59:37 PM</a></p>

**2** [Back](#)

## Case Summary

1. Click to view document.
2. Click to return to the last queue you were in.

# Saved/Draft Transactions

Saved/Draft Transactions

Sent Transactions

Case Activity/Served Transactions

Rejected Transactions

## Filter List

Saved/Draft During

Last 7 Days

Date From



Date To



Court

Select

Document Type

Select

Case Type

Select

Other

Select

Select

Apply Filter

Reset Filter



Remove Selected Items

## Saved/Draft Transactions

1. Select the checkbox(es) in the *Remove* column and then click *Remove Selected Items* to delete the transaction from this queue.
2. Click on the transaction ID to resume transaction.

Remove	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status
<input type="checkbox"/>	<a href="#">2 DE00002485</a>	1/26/2017 7:01:17 PM	Court of Common Pleas				John Johnson vs Kelly Kellie	DEBT	Saved/Draft Since - -1 Days

# Case Activity/Served Transactions

[E-Filing & E-Serving](#) | 
 **Transaction Summary & Details** | 
 [Reporting](#)

[Saved/Draft Transactions](#) | 
 [Sent Transactions](#) | 
 **Case Activity/Served Transactions** | 
 [Rejected Transactions](#)

**Filter List**

Received During:  | 
 Date From:  | 
 Date To:

Court:  | 
 Document Type:  | 
 Case Type:  | 
 Filing Status:

Other:  | 
  Served on Me | 
  Served on My Organization / Company

|

Transaction Id	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
<b>1</b> <a href="#">DE00002404</a>	1/25/2017 2:03:28 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	<a href="#">Order</a>		<a href="#">CPU4-17-000888</a>	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	<input type="text" value="Select"/>
<b>2</b> <a href="#">DE00002403</a>	1/25/2017 1:58:44 PM	<b>Court of Common Pleas</b>	<b>COMPLAINT - DEBT ACTION</b>	<a href="#">Complaint</a>		<a href="#">CPU4-17-000886</a>	<b>Don Donalds vs Will Williams</b>	<b>DEBT</b>	<b>Clerk Accepted</b>	<input type="text" value="Select"/>

**Case Activity/Served Transactions**

1. Read items will not be in bold text.
2. Unread items will be in bold text.

# Rejected Transactions

**E-Filing & E-Serving** | **Transaction Summary & Details** | **Reporting**

[Saved/Draft Transactions](#) | 
 [Sent Transactions](#) | 
 [Case Activity/Served Transactions](#) | 
 [Rejected Transactions](#)

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**Filter List**




Received During:  | 
 Date From:  | 
 Date To:

Court:  | 
 Document Type:  | 
 Case Type:  | 
 Filing Status:

Other:  | 
  My Rejected Filings | 
  My Organization / Company's Rejected Filings

|

Transaction ID	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
 DE00002467 <sup>1</sup>	1/28/2017 8:05:37 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	<a href="#">Complaint</a>			Laurie Lori vs Greg Gregory	DEBT	Clerk Rejected	<input type="text" value="Select"/>

-  - Represent Fees Edited by Clerk
-  - Represent Fee waiver filing
-  - To refile with corrections

Case Information		Additional Information	
Case Number:		Transaction ID:	DE00002467
Case Name:	Laurie Lori vs Greg Gregory	<sup>1</sup> Transaction Comments:	FILING SUBMITTED TO WRONG JURISDICTION. PLEASE FILE IN RIGHT COURT/LOCATION.
Filed on:	1/28/2017 8:05:37 PM	Total Fees:	\$88.25
Court:	Court of Common Pleas		
Filing Status:	Clerk Rejected		
Claim Amount:	\$2500.00		
Notes to Clerk:			

## Refile with Corrections

- Click on the *Transaction ID* to view the transaction details, including any comments from the clerk.
- When you are ready to refile the document(s), click on the Backward Turning Arrow icon. This will bring you into the transaction, beginning on Step 1 of the 5 Step Filing Process provided earlier in this guide to make your needed edits and resubmit the filing.

If a rejected item includes a Backward Turning Arrow icon next to the transaction identification number, that document can be refiled with corrections.

# Reporting

E-Filing & E-Serving		Transaction Summary & Details		Reporting	
Design Your Own Report		Our Case Dockets			
Select Table Columns		Select Parameters			
<input checked="" type="checkbox"/>	Transaction Id				
<input checked="" type="checkbox"/>	Filing Date	Date From	Date To		
		01/02/2017	01/26/2017		
<input type="checkbox"/>	Filer	Text Douglas Catts			
<input type="checkbox"/>	Law Firm/Organization/Company/ State Agency	December Law Firm			
<input type="checkbox"/>	Case Number				
<input type="checkbox"/>	Case Name				
<input type="checkbox"/>	Case Type	Select an option			
<input checked="" type="checkbox"/>	Filing Status	<input checked="" type="checkbox"/> Electronic Notification Received			
<input type="checkbox"/>	Document Category	Select an option			
<input type="checkbox"/>	Document Type	Select an option			
<input type="checkbox"/>	Document Fees	Select an option			
<input type="checkbox"/>	Court Fees				
<input type="checkbox"/>	Tech Fees				
<input type="checkbox"/>	File & ServeXpress E-Filing Fees				
<input type="checkbox"/>	Total Fees				
<input type="checkbox"/>	Payment Status	Select an option			
		<input type="button" value="Export Report (PDF)"/> <input type="button" value="Export Report (XLS)"/> <input type="button" value="Generate Report"/> <input type="button" value="Save my selection"/>			

### Report

Created Date	Filing Status
1/13/2017 7:12:10 AM	Clerk Accepted
1/12/2017 11:59:25 PM	Clerk Accepted
1/12/2017 10:20:42 AM	Clerk Accepted
1/11/2017 7:38:09 PM	Clerk Accepted
1/11/2017 2:27:55 PM	Clerk Accepted
1/10/2017 4:36:25 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:14:54 PM	Clerk Accepted
1/8/2017 1:38:16 AM	Clerk Accepted
1/7/2017 6:44:34 PM	Clerk Accepted
1/7/2017 4:51:27 PM	Clerk Accepted
1/7/2017 4:45:51 PM	Clerk Accepted
1/7/2017 2:51:14 PM	Clerk Accepted
1/7/2017 2:48:36 PM	Clerk Accepted
1/7/2017 2:16:52 PM	Clerk Accepted
1/7/2017 1:24:28 PM	Clerk Accepted
1/7/2017 1:23:53 PM	Clerk Accepted
1/7/2017 1:50:47 AM	Clerk Accepted

## Design Your Own Report

1. Use check boxes select your report *Table Columns*.
2. Enter your *Parameters* for each selected Table Column.
3. Export PDF report.
4. Export XLS report.
5. Generate report to view it in your web browser.
6. Save current report selections to use for your next report.

# Reporting

E-Filing & E-Serving

Transaction Summary & Details

Reporting

\* Available Users

Test Nicholas Rodriguez 1

2

Find Dockets

3

Court  
Select

Case Number

Location  
Select

Case Name

Apply Filter    Reset Filter

Court Name	Location Name	Case Number	Case Name
Court of Common Pleas	CCP - NEW CASTLE	4 CPU4-17-000888	TEST 1
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000887</a>	TEST 1
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000888</a>	JOHN JOHNSON VS CLAY CLAYTON
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000889</a>	TESTING CASE 20170115
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000870</a>	TEST CASE 20170115-TRY 2
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000871</a>	TESTING CASE 3 - 20170115
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000872</a>	TEST CASE-20170115
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000875</a>	TEST NEW CASTLE CASE- 20170117
Court of Common Pleas	CCP - NEW CASTLE	<a href="#">CPU4-17-000888</a>	DON DONALDS VS WILL WILLIAMS
Court of Common Pleas	CCP - KENT	<a href="#">CPU5-09-000037</a>	ASHLEY DOBIES VS PHILADELPHIA INDEMNITY INSURANCE

5 1 2 Next

## Our Case Dockets

1. Select a user.
2. Click *Find Dockets*.
3. Filter Options- refer to Filter List section above.
4. View Case Summary- refer to Case Summary section above.
5. Click page numbers or *Next* to view additional pages.