



File & Serve *Delaware*™

Self-Represented Litigant Registration- User Guide

File & Serve Delaware

Self-Represented Litigant Registration

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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/delaware> 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 <http://courts.delaware.gov/commonpleas/efilingwelcome.aspx> 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/delaware.
- 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.



Self-Represented Litigant Registration Overview

This File & Serve Delaware User Guide provides a convenient source of information to help you efficiently register a Self-Represented Litigant account.

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.

Register a Self-Represented Litigant Account

File & Serve *Delaware*

Home

Training

Contact Us

Login to File & ServeXpress

Email

Email ID

Password

Password

Login

Forgot Password | Register Now **2**

Welcome to eFiling and eService in
Delaware

Registering an Account

To register your new Self-Represented Litigant account, follow these steps.

1. Go to www.fileandservedelaware.com.
2. Click on the *Register Now* hyperlink underneath the *Login* button.

Register a Self-Represented Litigant Account

3



Register Law Firm /State Agency / Form 50 Business

When finished you will have created a firm account and registered yourself, or another, as the firm administrator.

Create New Account



Join Existing Law Firm /State Agency / Form 50 Business

When completed, you will be registered with the firm account. Be sure to click Read More for more info.

Join an existing account



Self-Represented Litigant

Select this choice if you are not a practicing attorney and you are a single filer such as a pro se filer, contract paralegal, court reporter, process server, etc.

4 Self-Represented Litigant

Registering an Account (continued)

3. This will bring to a new screen for registering your account.
4. Click on the “Self-Represented Litigant” button.

Step 1- My Information Tab

User Registration

1. My Information 2. User Agreement 3. Complete Registration

My Information

* First Name 1	* Last Name 1	* Phone Number 3	Fax Number 3
<small>(Maximum 15 Characters)</small>		<small>(Maximum 60 Characters)</small>	
* Address 1 2	Website URL 4		
Address 2	Contexte Id 5		
* City	* State Select	* Email Address 6	* Confirm Email Address 6
* Zip Code			

Create a Password

Security Question

Next **Cancel**

Entering Your Information

1. Enter your First Name and Last Name.
2. Enter your address.
3. Enter your telephone number and optional fax number.
4. Enter your optional Website URL.
5. Enter your Contexte ID*.
6. Enter and confirm your email address. This will be your User ID.

*Please note that if you do not have a Contexte ID, you can finish the registration process without one and the court will assign one to you.

Note: Only fields with an asterisk are mandatory, all other fields are optional.

Note: You can always end your registration by clicking on the *Cancel* button.

Step 1- My Information Tab (continued)

User Registration

1. My Information

2. User Agreement

3. Complete Registration

My Information

1 Create a Password

* Password

2

* Confirm Password

4

3 Password Requirements:

The password should be at least seven characters long and contain characters from each of the following three groups:

1. Letters (both uppercase and lowercase allowed) A,B,C; a,b,c
2. Numerals 0-9 (Must have at least one number)
3. Symbols ('~!#\$@%&*') - (Must have at least one symbol)

Creating a Password

1. Click on the “Create Password” banner to expand it.
2. Enter a password. Be sure to follow the provided *Password Requirements*.
3. Confirm your password by re-entering it.

Step 1- My Information Tab (continued)

3 Security Question

Select a Security question and enter an answer known only to you. It will be used to recover your password in case if you forget it.

* Security Question

What is the name of your favorite childhood friend?

2 | v

* Answer for your Security Question

3 Friend

4

Next

Cancel

Security Question

1. Click on the "Security Question" banner to expand it.
2. Select a security question using the drop down menu.
3. Enter a security answer.
4. Click *Next* to move to Step 2- user Agreement.

Step 2- User Agreement

1. My Information

2. User Agreement

3. Complete Registration

File & ServeXpress Public Access Agreement

1

By electronically accepting this Agreement or using this website, Subscriber agrees to the terms of this Agreement. If Subscriber does not agree with these terms and conditions, Subscriber must not accept this Agreement and shall not use the services.

This Agreement was last updated on May 31, 2016. It is effective between Subscriber and File & ServeXpress, LLC doing business as File & ServeXpress ("File & ServeXpress") as of the earlier of the date of Subscriber accepting this Agreement and or using File & Serve Delaware.

NOTICE: File & ServeXpress DOES NOT ENGAGE IN THE PRACTICE OF LAW, NOR IS File & ServeXpress PART OF THE COURT SYSTEM IN WHICH YOUR LAWSUIT IS PENDING. File & ServeXpress encourages all of its users who are not lawyers to consult with an attorney before using File & Serve Delaware to file, serve or receive electronic and/or paper documents in a legal action.

Section 1: Definitions

The following quoted terms not otherwise defined herein shall have the following meanings:

1.1: "Subscriber" means a Subscriber that pays for use of File & Serve Delaware on a transactional basis and who has the functionality within the File & Serve Delaware System as is set forth in the Section 1.7.

1.2 "Court" means the applicable state or federal Court or administrative agency that has entered into an agreement with File & ServeXpress or an EFM to accept, send, retrieve and maintain Documents in electronic format through File & Serve Delaware.

I Agree. By clicking on "I Agree" I acknowledge that I read this Agreement in its entirety and assents to the terms of this Agreement.

2

Back

3

Next

Cancel

User Agreement Review

1. Review the User Agreement.
2. Click the checkbox to agree to the terms.
3. Click *Next* to move to Step 3- Complete Registration.

Step 3- Registration Confirmation

1. My Information

2. User Agreement

3. Complete Registration

Registration Confirmation



You have successfully registered to access File & Serve Delaware.

Login to [File & Serve Delaware](#).

Also provide links to Training materials, Microsite and Videos, etc.

Your account must be activated/confirmed within seven (7) business days of registration. If no action is taken, you will need to re-register your account.

1

Next

Your account must be activated/confirmed within seven (7) business days of registration. If no action is taken, you will need to re-register your account.

Completing Registration

1. Click *Next* to complete your registration.
2. An email* with an activation link will be sent to you. Once you have clicked on the registration link in your email, your account will be ready to use.

*Emails will come from support@fileandservedelaware.com.

Note: Your account must be activated/confirmed within seven (7) business days.