



File & Serve *Delaware*™

Clerk Review- User Guide

File & Serve Delaware

Clerk Review

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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:

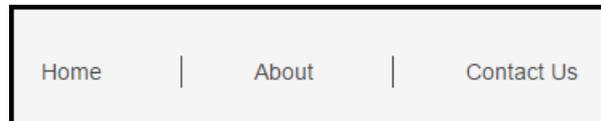
- **File & Serve Delaware Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Delaware Web Page** is available from the File & Serve Delaware homepage by clicking on the link in the center of your screen. The web page contains our training registration information, jurisdiction specific rules and procedures, user guides, pricing, and more. Click <https://www.fileandservexpress.com/delaware/#DETraining> to access the web page.
- **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 <https://www.fileandservexpress.com/delaware/#DETraining>.
- 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.



Clerk Review Overview

This File & Serve Delaware User Guide provides a convenient source of information to help you efficiently utilize the features available within Clerk Review in order to process File & Serve Delaware transactions from law firms, organizations, and individuals.

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. If you need assistance, call our Client Support line at 1-888-529-7587.

Clerk ID Types

There are two types of Clerk IDs: the Court Clerk ID and the Clerk Manager ID. This User Guide will be focused on the Court Clerk ID user type.

- The Court Clerk ID - Users with this ID can review, accept and/or reject transactions and edit case information as needed.
- The Clerk Manager ID – In addition to the functionality of a Court Clerk ID, users with the Clerk Manager ID can assign/reassign transactions to other clerks within their Courts and can release transactions to the Master Queue to be reassigned to other clerks. The Clerk Manager Alerts page will also display any Clerk and Judge Review items pending longer than the appropriate hours.

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. Please contact your Court Administrator if you don't have an ID and Password.
2. Open your internet browser and click [here](#) to access the login page.
3. Enter your State email address and password and click **Login**.

Clerk Review Overview (continued)



To access the *Clerk Review* queue, simply login to File & Serve Delaware. Your page will immediately load into the *Clerk Review* queue page. All transactions in your assigned Courts, pending Clerk Review will be listed. This includes any transactions assigned to you, unassigned transactions and transactions assigned to other Clerks. In this queue, you can assign pending transactions to your personal queue, print documents, download documents and view details.

From this page, you can also access the tabs for *Court Master Queue*, *Clerk Review*, *My Queue* and *Alert*.

- Court Master Queue – access transactions in all cases in your assigned Courts regardless of the transaction status or Clerk Review stage.
- My Queue – all transactions pending Clerk Review that are assigned to you.
- Alert – any transaction in your queue beyond 48 hours, including the option to assign yourself email notifications and forward email notifications.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- FILTER OPTIONS

Filter Options

Clerk Review **Reporting**

Court Master Queue Clerk Review My Queue Alert(342)

Filing Overview

1 Received During 2 Date From 2 Date To 3 Court Location Case Type

Document Type Filing Status Other

Apply Filter Reset Filter

Transaction Id	Date / Time	Court	Location	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	Ruling Document	Action
! DE00003842	5/15/2020 3:26:10 PM	Court of Common Pleas	CCP - KENT	COMPLAINT - DEBT ACTION	Test Deploy Title	TBD	Test Title Deployment	DEBT	Pending for Clerk review	To Be Assigned		Select Action
! DE00003841	5/15/2020 3:12:52 PM	Court of Common Pleas	CCP - NEW CASTLE	COMPLAINT - ABANDONED PROPERTY	Test Document	TBD	Test Deployment	ABANDON PROPERTY	Pending for Clerk review	To Be Assigned		Select Action

The Court Master Queue, Clerk Review, and My Queue are all laid out similarly. All queues contain a filter list section.

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

*Note: Each row is one transaction and is equivalent to one filing.

**Note: If there are multiple documents in the transactions, this will only show the first one.

***Note: For *Download Document*, if there are multiple documents, you will be prompted to open each separately to download. For *Print Document*, if there are multiple documents, they will open in separate browser windows to print.

Filter Options

1. Select a number of past days to search

Received During

Select

Select

Last 7 Days

Last 30 Days

Last 60 Days

Last 90 Days

2. Click on the calendar icon to select a date range

Date From

Date To

3. Select a Court

Court

Select

Select

Court of Common Pleas

Filter Options (continued)

Clerk Review **Reporting**

Court Master Queue Clerk Review My Queue Alert(342)

Filing Overview

Received During: Select
 Date From:
 Date To:
 Court: Select **4** Location: Select **5** Case Type: Select

6 Document Type: Select Filing Status: Select Other: Select

Apply Filter Reset Filter

Transaction Id	Date / Time	Court	Location	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	Ruling Document	Action
! DE00003842	5/15/2020 3:28:10 PM	Court of Common Pleas	CCP - KENT	COMPLAINT - DEBT ACTION	Test Deploy Title	TBD	Test Title Deployment	DEBT	Pending for Clerk review	To Be Assigned		Select Action
! DE00003841	5/15/2020 3:12:52 PM	Court of Common Pleas	CCP - NEW CASTLE	COMPLAINT - ABANDONED PROPERTY	Test Document	TBD	Test Deployment	ABANDON PROPERTY	Pending for Clerk review	To Be Assigned		Select Action

Additional optional filter selections (continued from the last page).

Filter Options (continued)

4. Select a Location

Location

Select

Select

CCP - KENT

CCP - NEW CASTLE

CCP - SUSSEX

5. Select a Case Type

Case Type

Select

Select

ABANDON PROPERTY

ADMINISTRATIVE MV APPEAL

6. Select a Document Type

Document Type

Select

Select

1ST PLURIES PRAECIPE & SUMMONS

Filter Options (continued)

Clerk Review Reporting

Court Master Queue Clerk Review My Queue Alert(342)

Filing Overview

Received During: Date From: Date To: Court: Location: Case Type:

Document Type: **7** Filing Status: **8** Other: **8** **8a** **9** **10**

Transaction Id	Date / Time	Court	Location	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	Ruling Document	Action
! DE00003842	5/15/2020 3:28:10 PM	Court of Common Pleas	CCP - KENT	COMPLAINT - DEBT ACTION	Test Deploy Title	TBD	Test Title Deployment	DEBT	Pending for Clerk review	To Be Assigned		<input type="button" value="Select Action"/>
! DE00003841	5/15/2020 3:12:52 PM	Court of Common Pleas	CCP - NEW CASTLE	COMPLAINT - ABANDONED PROPERTY	Test Document	TBD	Test Deployment	ABANDON PROPERTY	Pending for Clerk review	To Be Assigned		<input type="button" value="Select Action"/>

Additional optional filter selections (continued from the last page).

Filter Options (continued)

7. Select a Filing Status

Filing Status

-
- Judge Ruling Done
- Judicial Review
- Complete – Pending

8. Use the *Other* drop downs to select additional filters and parameters (8a. Enter the value you are looking for in the type field)

Other

-
- Case Name
- Case Number
- TransactionId

-
- Begins With
- End With
- Equal
- Contains

9. Click *Apply Filter* to conduct the search.

10. Click *Reset Filter* to clear the search and begin a new search.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- TRANSACTION LIST OVERVIEW

Transaction List Overview

Clerk Review **Reporting**

[Court Master Queue](#) Clerk Review My Queue Alert(342)

Filing Overview

Received During: Select | Date From: [Calendar] | Date To: [Calendar] | Court: Select | Location: Select | Case Type: Select

Document Type: Select | Filing Status: Select | Other: Select | Select

[Apply Filter](#) [Reset Filter](#)

1

Transaction ID	Date / Time	Court	Location	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	RulingDocument	Action
DE00004424	1/18/2017 10:33:43 AM	Court of Common Pleas	CCP - KENT	RESPONSE TO MOTION	Motion	CPU5-17-000702	ANNE REIGLE VS JAN JANLEY	DEBT	Pending For Judge Review	Nicholas Wynn		Select Action
2! DE00004401	1/17/2017 9:15:42 PM	Court of Common Pleas	CCP - KENT	COMPLAINT - DEBT ACTION	3 Complaint	4 CPU5-17-000701	Charles Welch vs Greg Gregory	DEBT	Judicial Review Complete - Pending Clerk Approval	Nicholas Wynn	3 Complaint.pdf	5 Select Action

The Court Master Queue, Clerk Review, and My Queue are all laid out similarly. All queues contain a transaction list section.

- Note: If a column cuts off of the screen, use the scrollbar at the bottom of the list.
- *Note: Each row is one transaction and is equivalent to one filing.
- **Note: If there are multiple documents in the transactions, this will only show the first one.
- ***Note: For *Download* Document, if there are multiple documents, you will be prompted to open each separately to download. For *Print Document*, if there are multiple documents, they will open in separate browser windows to print.

Transaction List

1. All of the column headers are sortable. Click on the individual *Column Headers* once to sort by that field and a second time to sort in reverse order. Click *Reset Filter* to return to original order.
2. Click on the *Transaction ID* number to go to the transaction details page where you will find more details about the filing*.
3. Click on a *Document Title* link to view the document**.
4. Click on the *Case Number* to view the Case Information.
5. Click on the *Select Action* drop down to choose an action for the transaction***

Select Action

Select Action

View Details

View Case History

Print Documents

Download Documents

Transaction List Overview (continued)

1 DE00002418	1/25/2017 3:34:24 PM	Court of Common Pleas	1ST PLURIES PRAECIPE & SUMMONS	test1	CPU4-17-000883	EDITED BY CLERK	MESNE ATTACHMENT	Pending For Judge Review	BK Tamu White	Select Action ▾
-------------------------------------	----------------------	-----------------------	--------------------------------	-----------------------	--------------------------------	-----------------	------------------	--------------------------	---------------	-----------------



Case Information

Case Number: CPU4-17-000883
Case Name: EDITED BY CLERK
Filed on: 1/25/2017 3:34:24 PM
Court: Court of Common Pleas
Case Status: Pending For Judge Review
Claim Amount: \$99999999.99
Notes to Clerk: test

Additional Information

Transaction ID: DE00002418
Transaction Comments:
Total Fees: \$3.25

Case Parties Information

Party	Party Contact Id	Party Type	Attorney(s)	Firm
TEST PARTY	@2488076	5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm
TEST ORG	@2488077	5th PARTY DEFENDANT		

Authorizer: GEORGE PAZUNIAK - BK's Mega Law Firm

Documents

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Actions
2 1307	1ST PLURIES PRAECIPE & SUMMONS	test1	3			\$0		-Action- 4 ▾

Transaction Details Page

1. If you click on the *Transition ID Number*, it will open the Transaction Details Page.
2. Click on the *Document ID* number to view the document.
3. Click on the *Document History* icon to view document details including filing status and reviewer information.
4. Click on the *Action* drop down to choose an action for the document

No Action Req... ▾

No Action Required

Download Document

Print Document

Transaction Details Page

Documents

Document ID	Document Type	Document Title	Document History	Document Review Status	Comments from Judge	Fees	Judicial Action	Ruling Document	Actions
1 3825	DEFAULT JUDGMENT	Default Judgment	2	Clerk Accepted		\$0			3 -Action-

4 [Back](#)

E-Filing & E-Serving

Transaction Summary & Details

Reporting

Document Id	Date/Time	Filing Status	Document Status	Reviewed By
3825	09/20/2017 12:21:30	Clerk Reviewed	Accepted	Clk Mgr Robert Swafford
3825	09/20/2017 12:11:35	Initially Filed	Pending	Firm A Filert

5

[Judgment Information](#)

[Back](#)

File & Serve Delaware

Welcome back, Firm A!



E-Filing & E-Serving

Transaction Summary & Details

Reporting

Judgment Information for Document ID 3826

Document Title		Party Name	
Default Judgment		OMG	
Principal	Other Judgment amount	Pre Judgment Interest	Filing Fee
\$ 3.00	\$ 30.00	\$ 300.00	\$ 600.00
Process Service Fee	Attorney Fee	Collection Cost	Court Cost
\$ 750.00	\$ 1000.00	\$ 1500.00	\$ 375.00
Post Judgment Interest Rate	Total		
\$ 33.30	\$ 3001.00		

Document Title		Party Name	
Default Judgment		TYL INC	
Principal	Other Judgment amount	Pre Judgment Interest	Filing Fee
\$ 3.00	\$ 30.00	\$ 300.00	\$ 600.00
Process Service Fee	Attorney Fee	Collection Cost	Court Cost
\$ 750.00	\$ 1000.00	\$ 1500.00	\$ 375.00
Post Judgment Interest Rate	Total		
\$ 33.30	\$ 3001.00		

6

[Back](#)

Transaction Details Page: Judgement Filing Types:

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 Back to return to the last queue you were in.
5. Click on Judgement Information will display the Judgement Information as approved by the Clerk during Clerk Review and the screen will be "view only".
6. Click Back to return to the last queue you were in.

Transaction List Overview (continued)

DE00002418	1/25/2017 3:34:24 PM	Court of Common Pleas	1ST PLURIES PRAECIPE & SUMMONS	test1	1 CPU4-17-000883	EDITED BY CLERK	MESNE ATTACHMENT	Pending For Judge Review	BK Tamu White	Select Action
----------------------------	----------------------	-----------------------	--------------------------------	-----------------------	---	-----------------	------------------	--------------------------	---------------	---------------

Case Summary for Case: CPU4-17-000883 EDITED BY CLERK

Case Information

Case Number: CPU4-17-000883
 Case Type: MESNE ATTACHMENT
 Opened: 01/23/2017 07:05:36 PM
 Status: NEW

Additional Information

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

Show/Hide Full Case Caption

TEST

Show/Hide Full Participants

File Date	Case History
01/25/2017 03:37:45 PM	1ST PLURIES PRAECIPE FILED Filed by or in behalf of: GEORGE PAZUNIAK 2 1ST PLURIES PRAECIPE FILED "DE CTRADOC SERVICE CODE ISSUED TO "DE CTRADOC SERVER NAME ON "DE CTRADOC SERVICE SIGNED DATE FOR DEFENDANT "DE CTRADOC TO BE SERVED NAME SERVICE DOCUMENTS - 01/25/2017 03:37:45 PM
01/23/2017 07:05:36 PM	MESNE ATTACHMENT FILED Filed by or in behalf of: GEORGE PAZUNIAK MESNE ATTACHMENT FILED COMPLAINT, BOND, PRAECIPE AND SUMMONS FILED. MESNE ATTACHMENT FILED ON 23-JAN-17 INITIAL FILINGS - 01/23/2017 07:05:36 PM

3 [Back](#)

Case Number

1. If you click on the *Case Number*, it will open the Case Information Page and show the entire case docket.
2. Click on the *Document Title* to view the document.
3. Click *Back* to return to the Queue you where you clicked on the case number.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- COURT MASTER QUEUE

Court Master Queue

Clerk Review **Reporting**

Court Master Queue Clerk Review My Queue Alert(342)

Filing Overview

1 Received During Date From Date To Court Location Case Type

Select Select Select Select Select Select

Document Type Filing Status Other

Select Select Select Select

Apply Filter **Reset Filter**

Transaction Id	Date / Time	Court	Location	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	Ruling/Document
2 DE00002171	1/24/2017 2:00:00 PM	Court of Common Pleas	CCP - SUSSEX	COMPLAINT - CIVIL ACTIONS TO ENFORCE WORKMAN S COMPENSATION	Main Doc	CPU6-17-000556	Civil Case 1-23-2017 Test Saved11111111111111111111	CIVIL ACTIONS TO ENFORCE WORKMAN'S COMPENSATION	Pending For Judge Review	SG Clerk Dele JONES	
DE00002172	1/24/2017 10:27:10 AM	Court of Common Pleas	CCP - SUSSEX	COMPLAINT - ABANDONED PROPERTY	Main Doc	CPU6-17-000555	Civil Case 1-23-2017	ABANDON PROPERTY	Pending For Judge Review	SG Clerk WHITE	

The Court Master Queue screen provides access to transactions in all cases in your assigned Courts, regardless of the transaction's status or Clerk Review stage. At the bottom of the screen the entire queue will be displayed, but if you wish to filter the list you can select from the available filters. You can search for specific transactions by entering any number of filter options clicking on the Apply Filter button.

- ### Reviewing Your Results
1. See Filter Options section of this guide.
 2. See Transaction List Overview section of this guide.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- CLERK REVIEW TAB

Clerk Review

Reviewing Your Results

1. See Filter Options section of this guide.
2. See Transaction List Overview section of this guide.

Clerk Review Reporting

Court Master Queue **Clerk Review** My Queue Alert(342)

Clerk Review

1 Received During Date From Date to Court Location Case Type

Select Select Select Select

Filing Status Document Type Other Clerk Name

Select Select Select Select

Apply Filter **Reset Filter**

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	RulingDocument	Action
<input type="checkbox"/>	DE00002250	1/24/2017 1:55:56 AM	Court of Common Pleas	CONSUMER DEBT FILED	CD case in Sussex	TBD	CD case in Sussex	CONSUMER DEBT	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002115	1/23/2017 7:00:00 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Main Doc	TBD	Civil Case 1-22-2017	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action

Clerk Review lists all transactions in your assigned Courts that are pending Clerk Review. This includes any transactions assigned to you, unassigned transactions and those assigned to other judges. In this queue, you can assign pending transactions to your personal queue.

Clerk Review (continued)

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	RulingDocument	Action
<input checked="" type="checkbox"/>	DE00002250	1/24/2017 1:55:58 AM	Court of Common Pleas	CONSUMER DEBT FILED	CD case in Sussex	TBD	CD case in Sussex	CONSUMER DEBT	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002115	1/23/2017 7:00:00 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Main Doc	TBD	Civil Case 1-22-2017	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002143	1/23/2017 11:07:11 AM	Court of Common Pleas	APPEAL - ADMINISTRATIVE MV APPEAL	Main Doc	CPU6-17-000550	Civil Case 1-23-2017 Test Rejected	ADMINISTRATIVE MV APPEAL	Judicial Review Complete - Pending Clerk Approval	SG Clerk WHITE	Saba FSX Judge Ruling.pdf	Select Action

1 2 Next

- Represent Expedite filing
 - Represent Fee waiver filing
 - Represent transaction pending for review from more than 48 hrs

Select Transactions Assign to my Queue

Assigning a Transaction to My Queue

To clerk review a transaction, you must assign it to your queue.

1. Click on the *Assign* check box of a transaction that is not already assigned to a clerk (i.e. Generic Judge)*.
2. Under the *Action* column select on *Assign to my Queue*.

OR

3. Click on the *Select Transactions* checkbox to select ALL unassigned transactions.
4. Click on *Assign to My Que*.

*Note: You can select several transactions at one time.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- MY QUEUE

My Queue

Clerk Review Reporting

Court Master Queue Clerk Review **My Queue** Alert(342)

My Queue

1 Received During Date From Date to Court Location Case Type

2 Filing Status Processing Status Document Type Other

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Processing Status	Action
3 <input type="checkbox"/>	DE00021244	10/24/2017 11:04:43 AM	Court of Common Pleas	COMPLAINT - BREACH OF CONTRACT	doc1	TBD	M1 vs N1	BREACH OF CONTRACT	Pending for Clerk review	Not Started	Select Action v
<input type="checkbox"/>	DE00021229	10/13/2017 2:28:33 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	falhhqfn	TBD	grdfg	ABANDON PROPERTY	Pending for Clerk review	Not Started	Select Action v

My Queue contains all transactions pending Clerk Review that are assigned to you from all of your assigned Courts.

Reviewing Your Results

1. See Filter Options section of this guide.
2. The only additional Filter/Column you will see in My Queue is *Processing Status*.

Processing Status

Select | v

Select

All Transactions

Not Started

In Progress

Filings with Errors

3. See Transaction List Overview section of this guide.

My Queue (continued)

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Processing Status	Action
<input checked="" type="checkbox"/>	DE00021229	10/13/2017 2:26:33 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	fdhhqfh	TBD	grdfg	ABANDON PROPERTY	Pending for Clerk review	Not Started	Select Action
<input type="checkbox"/>	DE00021216	10/12/2017 7:12:13 AM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	main1	TBD	OPF 1 by prose	ABANDON PROPERTY	Pending for Clerk review	Not Started	View Details View Case History Release to Master Queue Print Documents Download

- Represent Expedite filing

- Represent Fee waiver filing

- Represent transaction pending for review from more than 48 hrs

3 Select Transactions

4 Release to Master Queue

2

Releasing a Transaction to *Master Queue*

To release a transaction to the Master Queue so someone else can rule on it

1. Click on the *Assign* check box of the transaction that you want to release.
2. Under the *Action* column select on *Release to Master Queue*.

OR

3. Click on the *Select Transactions* checkbox to select ALL transactions.
4. Click on *Release to Master Queue*.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- MY QUEUE: COMPLETING CLERK REVIEW

My Queue- Completing Clerk Review

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Processing Status	Action
<input type="checkbox"/>	1 DE00002250	10/24/2017 11:04:43 AM	Court of Common Pleas	CONSUMER DEBT FILED	doc1	TBD	M1 vs N1	CONSUMER DEBT	Pending for Clerk review	Not Started	Select Action <input type="button" value="v"/>

Clerk Review **Reporting**

Case Information

Case Number:
 Case Name: CD case in Sussex
 Filed and/or Served on: 1/24/2017 1:55:56 AM
 Court: Court of Common Pleas
 Case Status: Pending For Clerk Review
 Claim Amount: 9889.00
 Notes to Clerk: test
 Assign to Judge Queue: **2**

Court Filing Fee(s)

CONSUMER DEBT FILED	\$0.00
Court Security Fee	\$0.00
Tech Fee	\$1.25
Total Filing Fees	\$1.25

Additional Information

Transaction ID: DE00002250
 Transaction Comments: **3**
 OR
 4
 Total Fees: \$3.25

Other Fees

File & ServeXpress Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$3.25

Completing Clerk Review

1. Click on the *Transaction ID* number to go to the transaction details page where you will find more details about the filing.
2. Use the dropdown to select a judge to rule on the transaction*.

Top of Clerk Review Screen

3. Use the drop down to select a comment**

None

SG Judge Test ROCANELLI
 SG Test Judge REIGLE
 Test Clerk
 Test Kenneth JB Clark
 Testing DL Clark
 Generic Judge
 None

3. Use the drop down to select a comment**

None

SG Judge Test ROCANELLI
 SG Test Judge REIGLE
 Test Clerk
 Test Kenneth JB Clark
 Testing DL Clark
 Generic Judge
 None

Or

4. Use the type field to enter comments**.

Note: if a transaction contains multiple documents, they will be listed as separate line items with identical functionality.

*If the document does not require a judge's ruling, leave the selection at "none".

**If no comments are needed, do not add any Transaction Comments.

My Queue- Completing Clerk Review

Court Filing Fee(s)	
CONSUMER DEBT FILED	\$0.00
Court Security Fee	\$0.00
Tech Fee	\$1.25
Total Filing Fees	\$1.25

Other Fees	
File & ServeXpress Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$3.25

1 **Edit Fees** 3 **Zero Fees**

Court Filing Fee(s)	
CONSUMER DEBT FILED	2 0.00
Court Security Fee	0.00
Tech Fee	1.25
Total Filing Fees	\$1.25

Other Fees	
File & ServeXpress Fees	2 2.00
Other Fees Total	\$2.00
Total Fees	3.25

4 **Save Fees**

Court Filing Fee(s)	
CONSUMER DEBT FILED	0
Court Security Fee	0
Tech Fee	0
Total Filing Fees	0

Other Fees	
File & ServeXpress Fees	0
Other Fees Total	0
Total Fees	0

4 **Save Fees**

Completing Clerk Review- Top of Clerk Review Screen (continued)

1. Click *Edit Fees* to make adjustments.
2. Use the type fields to adjust the fees.
3. After making any changes to the fees, click *Save*.
4. Click *Zero Fees* to “zero out” the fees.

My Queue- Completing Clerk Review

Case Parties Information

1 

Party	Party Contexte Id	Party Type	Attorney(s)	Firm
Sussex plaintiff1		5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm
Sussex org		5th PARTY DEFENDANT		

Authorizer: BK George Pazuniak - BK's Mega Law Firm

Parties

First Name	Middle Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Sussex		plaintiff1		5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm	2 	
			Sussex org	5th PARTY DEFENDANT				

Party Information

3* Entity Type: Individual | * Party Type: 5th PARTY PLAINTIFF

* First Name: Sussex (Maximum 15 Characters) | Middle Name: | * Last Name: plaintiff1 (Maximum 60 Characters) | * Date of Birth: 01/01/2017

Address Information

4* Address 1: 1243 Prose Lane | Address 2:

* City: Redmond | * State: Alabama | * Zip Code: 54455 | Phone Number:

* Address Type: CURRENT | Confidential Address?:

Completing Clerk Review- Middle of Clerk Review Screen

To edit case party and address information:

1. Click on the *Pencil* icon under *Case Parties Information*.
2. Click on *Pencil* icon next the party you would like to edit.
3. Modify Party information using the drop downs, type fields, and calendar icon.
4. Modify Address information using the type fields and drop downs.

My Queue- Completing Clerk Review

Parties								
First Name	Middle Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Sussex		plaintiff1		5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm		
			Sussex org	5th PARTY DEFENDANT				

Next

Party Information

Address Information

3

Add/View Alias

Add/View Address

Save Party

Completing Clerk Review- Middle of Clerk Review Screen (continued)

3. Click *Add/View Alias* to edit or add an alias.

See next page for additional steps...

Note: You can click *Next* at any time to return to the Clerk Review Screen.

Note: You can click *Save Party* at any point in the process to be sure your changes are saved.

My Queue- Completing Clerk Review

Entity Type
Individual

First Name
Sussex

Middle Name

Last Name
plaintiff1

4 * Alias Type
Select

* First Name
5 (Maximum 15 Characters)

Middle Name

* Last Name
5 (Maximum 60 Characters)

6 Add Alias

Alias Type	First Name	Middle Name	Last Name	Modify	Remove
Also known as	Suss		Plaintiff1	7	8

9 Next **10** Cancel

Completing Clerk Review- Middle of Clerk Review Screen (continued)

4. Use the drop down to select the alias type.
5. Enter the First Name, Middle Name (optional, and the Last Name.
6. Click *Add Alias*.
7. Use the *Pencil* icon to edit an existing alias*.
8. Use the *Trashcan* icon to delete an alias.
9. Click *Next* when you have finished making updates.
10. Click *Cancel* to return without saving your updates.

Note: All fields with an asterisk (*) are mandatory fields.

*If you choose to edit an existing alias, the alias information will populate the screen. Follow steps 4-6 on this page to make changes to the existing alias.

My Queue- Completing Clerk Review

Parties

First Name	Middle Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
Sussex		plaintiff1		5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm		
			Sussex org	5th PARTY DEFENDANT				

Next

Party Information

Address Information

Add/View Alias

11

Add/View Address

Save Party

Completing Clerk Review- Middle of Clerk Review Screen (continued)

11. Click *Add/View Address* to edit or add an Address.

See next page for additional steps...

My Queue- Completing Clerk Review

Entity Type
Individual

First Name Middle Name Last Name
Sussex plaintiff1

* Address 1 **12** Address 2

* City * State * Zip Code Phone Number

* Address Type
Select **13** **14** Confidential Address?

15 Add Address

Address Type	Address 1	City	State	Modify	Remove
CURRENT	1243 Prose Lane	Redmond	AL	16	17

18 Next **19** Cancel

Completing Clerk Review- Middle of Clerk Review Screen (continued)

- Use the fields to enter address information.
- Use the drop down to select the *Address Type*.

* Address Type

Select

Select

DIVISION OF MOTOR VEHICLE

INCARCERATED

MAILING

- Check the box to make the address confidential.
- Click *Add Address*.
- Use the *Pencil* icon to edit an existing address*.
- Use the *Trashcan* icon to delete an address.
- Click *Next* when you have finished making updates.
- Click *Cancel* to return without saving your updates.

Note: All fields with an asterisk (*) are mandatory fields.

*If you choose to edit an existing address, the address information will populate the screen.

Follow steps 12-15 on this page to make changes to the existing address.

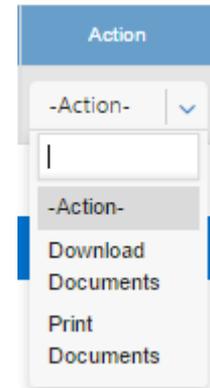
My Queue- Completing Clerk Review

Documents **1** Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
2 1185	CONSUMER DEBT FILED	CD case in Sussex	3			0	4	-Action- <input type="button" value="v"/>	5 Edit

Completing Clerk Review- Bottom of Clerk Review Screen

1. Select the radio button to *Accept All* or *Reject All*.
2. Click on the *Document ID* to view the document.
3. Click the *History* icon to view a list of actions that were performed on the document.
4. Use the *Action* drop down to download or print the document



5. Click *Edit* to add a new document and/or delete the current document.

See next page for additional steps...

My Queue- Completing Clerk Review

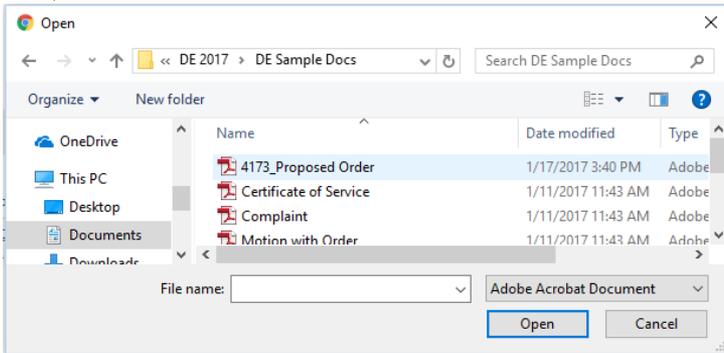
* Document Category
All Document Types 1

* Document Type
Please Select Document Type 2

* Document Title
3

* Choose File
4 Choose Files No file chosen 5
(.PDF Formats only up to 2MB)

Main Supporting?



6 Attach Document

* Please fill out the required fields.

Main Supporting?

5

* Main Document

Please Select Main Document

Please Select Main Document

CD case in Sussex

Completing Clerk Review- Bottom of Clerk Review Screen

To add or edit documents:

1. Use the drop down to select the *Document Category*.

* Document Category

All Document Types

Please Select Document Category

All Document Types

Alias Filings

2. Use the drop down to select the *Document Type*.

* Document Type

Please Select Document Type

* CONSUMER DEBT FILED

1ST PLURIES PRAECIPE & SUMMONS

2ND PLURIES PRAECIPE & SUMMONS

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*.

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

My Queue- Completing Clerk Review

Attached Document(s)

SL # or Doc ID	Document Type	Document Title	Access	Main/ Supporting Document	Edit	Delete
1	CONSUMER DEBT FILED	CD case in Suss ex	Private	Main		
2	CONSUMER DEBT FILED	7 CD in Case	Private	Main	8	9

Court Filing Fee(s)	
CONSUMER DEBT FILED	\$0.00
CONSUMER DEBT FILED	\$0.00
Court Security Fee	\$0.00
Tech Fee	\$0.00
Total Filing Fees	\$0.00
Other Fees	
File & ServeXpress E-Filing Fees	\$0.00
Other Fees Total	\$0.00
Total Fees	\$0.00

10 [Next](#)

Completing Clerk Review- Bottom of Clerk Review Screen

- Click the *Document Title* to view the document.
- Use the *Pencil* icon to edit an existing document*.
- Use the *Trashcan* icon to delete an document.
- Click *Next* when you have finished making updates.

Note: All fields with an asterisk (*) are mandatory fields.

*If you choose to edit an existing document, the document information will populate the screen. Follow steps 1-6 on the previous page to make changes to the existing document.

My Queue- Completing Clerk Review

Case Information

Case Number:
 Case Name: CD case in Sussex
 Filed and/or Served on: 1/24/2017 1:55:56 AM
 Court: Court of Common Pleas
 Case Status: Pending For Clerk Review
 Claim Amount: 9889.00
 Notes to Clerk: test
 Assign to Judge Queue:

Additional Information

Transaction ID: DE00002260
 Transaction Comments:
 OR

 Total Fees: \$3.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm
Sussex plaintiff1		5th PARTY PLAINTIFF	BK George Pazuniak	BK's Mega Law Firm
Sussex org		5th PARTY DEFENDANT		

Authorizer: BK George Pazuniak - BK's Mega Law Firm

Documents Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1185	CONSUMER DEBT FILED	CD case in Sussex				0		-Action-	Edit

Court Filing Fee(s)	
CONSUMER DEBT FILED	\$0.00
Court Security Fee	\$0.00
Tech Fee	\$1.25
Total Filing Fees	\$1.25
Other Fees	
File & ServeXpress Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$3.25

[Edit Fees](#) [Zero Fees](#)

Completing Clerk Review- Bottom of Clerk Review Screen

1. Click Back to return to My Queue.
2. Click cancel to end clerk review without submitting.
3. Click *Submit* to complete clerk review of this transaction.

My Queue- Processing Status

Clerk Review		Reporting	
Court Master Queue	Clerk Review	My Queue	Alert(3927)

Successfully submitted the Clerk Review!

2 Case Number:	TBD
Case Name:	M1 vs N1
Filed and/or Serve Date:	10/24/2017 11:04:43 AM
Accepted Date and Time:	
1 Case Status:	Review submitted to Processing Queue
3 Transaction Id:	DE00021244

Completing Clerk Review- Processing Status

1. As soon as the clerk clicks the 'Submit' button, the system will capture the payment and display the message stating "Review Submitted to Processing Queue". This will allow the clerk to start reviewing the next transaction without waiting.
2. For an OPF, the case number will not display until the transaction has been completely processed. For a SubF, the case number will already be displayed.
3. The clerk can find the case number in the Master Queue once the transaction is processed by looking it up with the transaction ID.

My Queue- Processing Status

Clerk Review **Reporting**

Court Master Queue Clerk Review ³⁰ → ²⁶ **My Queue** Judge Queue Alert(1079)

My Queue

Received During: Select | Date From: [Calendar] | Date to: [Calendar] | Court: Select | Location: Select | Case Type: Select

Filing Status: Select | Processing Status: Select | Document Type: Select | Other: Select

Apply Filter Reset Filter

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Processing Status	Action
<input type="checkbox"/>	DE00021028	10/5/2017 3:09:17 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	OPF	TBD	Broker stop	ABANDON PROPERTY	Pending for Clerk review	¹ Error - FS DE Retrying	Select Action

[Icon] - Represent Expedite filing
 [Icon] - Represent Fee waiver filing
 [Icon] - Represent transaction pending for review from more than 48 hrs

Completing Clerk Review- Processing Status

1. If there is an error on the transaction, the system will automatically retry processing the transaction. While the system is retrying to process the transaction, its status is updated to “Error – FS DE Retrying”.
2. For all transactions that do not qualify for automatic retries, the status of that transaction will be marked as “Error – FS DE Reviewing”. If a clerk has subscribed to receive notifications*, then they will be notified (via email) as soon as the transaction is marked as “Error – FS DE Reviewing”.
3. When a transaction has a processing status of “Error – FS DE Retrying” OR “Error – FS DE Reviewing” OR “Error – FS DE Review Complete” –
 - a) The text of that transaction is in red font.
 - b) A red badge with the number of such transactions will appear as a superscript to the left of the “My Queue” menu item.

Note: if an error occurs and the transaction falls into an error state, court clerks should NOT call the help desk. Once a resolution is provided, the clerks will be notified and they will follow the directions provided in the resolution.

*See Alert List section of this guide.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- MY QUEUE: COMPLETING CLERK REVIEW FOR JUDGEMENT FILINGS

My Queue- Completing Clerk Review

Case Information

Case Number: CPU4-17-008124
 Case Name: OMG V. TYL INC
 Filed and/or Served on: 9/20/2017 11:45:50 AM
 Court: Court of Common Pleas
 Case Status: Pending For Clerk Review
 Claim Amount: 300.00
 Notes to Clerk:
 Assign to Judge Queue:

Additional Information

Transaction ID: DE00002264
 Transaction Comments: OR
 Total Fees: \$3.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm
OMG	@2505087	PLAINTIFF	Attorney Hearn	Training Firm A
TYL INC	@2505088	DEFENDANT		

Authorizer: CLIFFORD HEARN - Training Firm A

Documents Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
3823	DEFAULT JUDGMENT	Default Judgment				0		-Action-	Edit

Court Filing Fee(s)

DEFAULT JUDGMENT	\$0.00
Court Security Fee	\$0.00
Tech Fee	\$1.25
Total Filing Fees	\$1.25

Other Fees

File & ServeXpress Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$3.25

[Edit Fees](#) [Zero Fees](#)

[Judgment Information](#)

[Back](#) [Cancel](#) [Submit](#)

Completing Clerk Review- Judgment Filing Type with Additional Judgment Information

1. Judgment Information button will only be available for transactions containing the following filing types:

- Consent Judgment,
- Default Judgment,
- Foreign Judgment Entered, or
- Stipulation of Judgment

My Queue- Completing Clerk Review

Judgment Information for Document ID 3825

Document Title		Party Name	
Default Judgment		FIRST PLAINTIFF	
Principal	Other Judgment amount	Pre Judgment Interest	Filing Fee
\$ 3.00	\$ 30.00	\$ 300.00	\$ 600.00
Process Service Fee	Attorney Fee	Collection Cost	Court Cost
\$ 750.00	\$ 1000.00	\$ 1500.00	\$ 375.00
Post Judgment Interest Rate	* Total		
33.300 %	\$ 3001.00		

Document Title		Party Name	
Default Judgment		SECOND DEFENDANT	
Principal	Other Judgment amount	Pre Judgment Interest	Filing Fee
\$ 3.00	\$ 30.00	\$ 300.00	\$ 600.00
Process Service Fee	Attorney Fee	Collection Cost	Court Cost
\$ 750.00	\$ 1000.00	\$ 1500.00	\$ 375.00
Post Judgment Interest Rate	* Total		
33.000 %	\$ 3001.00		

2 **3** **4**

Save Cancel Done

Completing Clerk Review- Judgment Filing Type with Additional Judgment Information

- Document Title and Party Name will be View only fields.
2. Click Save to update the values edited by the Clerk and will keep the Clerk on the Judgment Information Screen.
 3. Click Cancel to revert any changes back to what the filer initially provided when the filing was submitted and will keep the Clerk on the Judgment Information Screen.
 4. Click Done to return the Clerk back to the main Clerk Review screen to complete processing of the pending transaction.

Note: Only the fields with numeric values (dollars/percentages) will be editable by the Clerk during initial Clerk Review. Document Title and Party Name will be VIEW ONLY fields. If a judgment field is edited during initial Clerk Review, the edited amount will be sent to Contexte. If no changes were made during Clerk Review, the initial judgment amounts entered by the filer will be sent to Contexte.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- ALERT TAB

Alert- Email Notifications & Alert List

Clerk Review Reporting
Court Master Queue Clerk Review My Queue Alert(0)

Notification

1 Email Notification options

Receive daily email with the cases that are pending for my Review (No attachments)
 Receive email when Judge completes the Ruling and assign to my Queue (No attachments)
 Receive email when a Reviewed Transaction results in an error during processing (No attachments)
 I do not want to receive email notifications.

2 Save Email Options

3 Email Forwards

Forward my emails to:

Select a b Add

Name	Court and Location	Remove
Alex Smalls	CCP - KENT, CCP - NEW CASTLE, CCP - SUSSEX	C

Email Notifications & Alert List

- Click on the banner to expand the options.
 - Select email notifications option.
- Click *Save Email Options* to save your changes.
- Click on the banner to expand the options.
 - Select user

Forward my emails to:

Select

|

Select

- Bhushan SWAFFORD
- bhushan_clerk m BASARA
- Bhushan_Clk_m BASARA

- Add user.
- Remove User.

Alert Email Notifications & Alert List

Alert List

Transaction Id	Case Number	Case Title	Assigned Date	Filing Status
a DE00004420	b EMLTR - DE00004284	Case title name	9/23/2016 12:04:51 PM	Pending for Clerk review
DE00004421	EMLTR - DE00004284	Case title name	9/23/2016 12:05:58 PM	Pending for Clerk review
DE00004422	EMLTR - DE00004284	Case title name	9/23/2016 12:07:10 PM	Pending for Clerk review

Email Notifications & Alert List (continued)

1. Click on the banner to expand the options.
 - a) Click on the *Transaction ID Number* to view the Transaction Details Page.
 - b) Click on the *Case Number* to view the Case Information.
2. Return to My Queue to review transactions from your Alert List.

The *Alerts* screen displays any items pending Clerk Review within your queue for more than 48 hours. These items are notated on the *Clerk Review* and *My Queue* screens by a red exclamation point (!) next to the Transaction ID number.

File & Serve Delaware Court of Common Pleas

CLERK REVIEW- REPORTING TAB

