



File & Serve *Delaware*™

Court Manager/Court Administrator - User Guide

File & Serve Delaware

Clerk Manager/Court Administrator User Guide

TABLE OF CONTENTS

File & Serve Delaware Resources	3
File & Serve Delaware Navigation	4
Court Administrator/Clerk Manager Overview	5
Filter Options	7
Transaction List Overview	11
Court Master Queue	16
Clerk Review Tab	18
My Queue	23
My Queue: Completing Clerk Review	26
Judge Queue	46
Admin Tab	49
Alert Tab	51
Court Users	54
Court Profile	58
Predefined Clerk Review	66
Reporting	69

File & Serve Delaware Resources

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

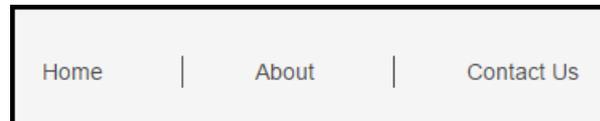
- **File & Serve Delaware Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Delaware Web Page** is available from the File & Serve Delaware homepage by clicking on the link 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 <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 <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 Manager/Court Administrator Overview

What is a Clerk Manager and Court Administrator?

A Clerk Manager is an individual or group of individuals who have been granted special File & Serve Delaware permissions. They can access and manage all of the transactions in clerk and judge review. Court Administrators can make changes to user information and maintain other information pertaining to the Court's File & Serve Delaware Profile. Every court registered with File & Serve Delaware must have at least one user selected as an Administrator.

Where are the permissions accessed?

After logging into File & Serve Delaware, you will see options for managing your account. The first option, Clerk Manager, will be open by default.

What permissions are given to the Clerk Manager?

- **View the Court Master Queue**
- **Assign Filings for Clerk Review**
- **View My Queue**
- **View Judge Queue**
- **Admin Tab**
- **Alerts**
- **Reporting**

What additional permissions are given to the Court Administrator?

- **Create and edit users**
- **Create and Edit Court Profiles**
- **Create and Edit Clerk Review Types**

Log 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.
2. Open your internet browser and click www.fileandservedelaware.com to access the login page.
3. Enter your File & Serve (FSD) Delaware Logon ID (your State email address) and FSD password and click **Login**.

Clerk Manager/Court Administrator Overview (continued)

Clerk Manager, No Court Administrator Rights

Clerk Manager	Reporting				
Court Master Queue	Clerk Review	My Queue	Judge Queue	Admin	Alert(644)

Clerk Manager, With Court Administrator Rights

Clerk Manager	Court Users	Court Profile	Predefined Clerk Review	Reporting	
Court Master Queue	Clerk Review	My Queue	Judge Queue	Admin	Alert(645)

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- 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: Select
 Date From: [Calendar Icon]
 Date To: [Calendar Icon]
 Court: Select
 Location: Select
 Case Type: Select

Document Type: **7** Select
 Filing Status: **8** Select
 Other: **8** Select **8a**

9 **10**

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)

7. Select a Filing Status

Filing Status

Select

Select

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

Select

Select

Select

Case Name

Case Number

TransactionId

Select

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

COURT ADMINISTRATOR/CLERK MANAGER- TRANSACTION LIST OVERVIEW

Transaction List Overview

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: Filing Status: Other:

[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)

Transaction ID	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	RulingDocument	Action
1 DE00002549	1/27/2017 4:37:33 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Item New	TBD	OPF Hello FSD	ABANDON PROPERTY	Pending for Clerk review	To Be Assigned		Select Action

Case Information

Case Number:
Case Name: OPF Hello FSD
Filed on: 1/27/2017 4:37:33 PM
Court: Court of Common Pleas
Case Status: Pending for Clerk review
Claim Amount: \$100000.00
Notes to Clerk:

Additional Information

Transaction ID: DE00002549
Transaction Comments:
Total Fees: \$88.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm
Model Cage		PETITIONER	FileAndServe LUFADJEU	FSD Automation
Mozato Rice		DEFENDANT		

Authorizer: FileAndServe LUFADJEU - FSD Automation

Documents

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Actions
2 1348	COMPLAINT - ABANDONED PROPERTY	Item New	3			\$75.00		4 -Action-

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		
\$ 33.00	\$ 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)

Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Clerk	RulingDocument	Action
DE00002495	1/27/2017 12:30:17 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Main Doc	1 CPU5-17-000878	Civil Case 1-27-2017	ABANDON PROPERTY	Pending for Clerk review	SG Janus Clrmgr Barry		Select Action

Case Summary for Case: CPU5-17-000878
CIVIL CASE 1-27-2017

Case Information

Case Number: CPU5-17-000878
 Case Type: ABANDON PROPERTY
 Opened : 01/27/2017 03:58:39 PM
 Status : NEW

Additional Information

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

Show/Hide Full Case Caption

CIVIL CASE 1-27-2017

Show/Hide Full Participants

File Date	Case History
01/27/2017 03:58:39 PM	ABANDON PROPERTY FILED Filed by or in behalf of: HARRY FISHER 2 ABANDON PROPERTY FILED INITIAL FILINGS - 01/27/2017 03:58:39 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

COURT ADMINISTRATOR/CLERK MANAGER- 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:
 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
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 Saved111111111111111111111111	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

COURT ADMINISTRATOR/CLERK MANAGER- 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"/> 1	DE00002549	1/27/2017 4:37:33 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Item New	TBD	OPF Hello FSD	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002531	1/27/2017 3:53:06 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Complain E benezer	TBD	Ebby Bharath	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002527	1/27/2017 3:32:11 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Performanc e Telerik	TBD	New Telerik	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action
<input type="checkbox"/>	DE00002521	1/27/2017 1:30:44 PM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	dsdsssddef dsf	TBD	Every Performance	ABANDON PROPERTY	Pending for Clerk review	To be assigned		Select Action

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. To be assigned)*.
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*.

- Represent Expedite filing

- Represent Fee waiver filing

- Represent transaction pending for review from more than 48 hrs

3 Select Transactions

4

Clerk Name

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

Clerk Review (continued)

<input checked="" type="checkbox"/> 1	DE00002471	1/27/2017 10:13:00 AM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Test Susse x_OPF	TBD	Test Sussex Case-1/27/17	ABANDON PROPERTY	Pending for Clerk review	Patricia JPB Thomas		Select Action ▾
1 2 3 4 5 Next												

- Represent Expedite filing

- Represent Fee waiver filing

! - Represent transaction pending for review from more than 48 hrs

Select Transactions

Assign to my Queue

2

Release to Master Queue

Clerk Name

Select ▾

Assign to Clerk

Release to Master Queue

To release a transaction to the Master Queue and set it back to status *To be assigned*

1. Click on the *Assign* check box of the transaction(s) that you want to release*.
2. Click on *Release to Master Queue*.

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

Clerk Review (continued)

<input checked="" type="checkbox"/> 1	DE00002471	1/27/2017 10:13:00 AM	Court of Common Pleas	COMPLAINT - ABANDONED PROPERTY	Test Susse x OPF	TBD	Test Sussex Case-1/27/17	ABANDON PROPERTY	Pending for Clerk review	Patricia JPB Thomas		Select Action ▾
---------------------------------------	----------------------------	-----------------------------	-----------------------------	--------------------------------------	--------------------------------------	-----	-----------------------------	---------------------	--------------------------------	---------------------------	--	-----------------

1 2 3 4 5 Next

📄 - Represent Expedite filing

📄 - Represent Fee waiver filing

! - Represent transaction pending for review from more than 48 hrs

Select Transactions

Assign to my Queue

Release to Master Queue

Clerk Name

Select

2 ▾

3

Assign to Clerk

Assign to Clerk

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

1. Click on the *Assign* check box of the transaction(s) that you want to release*.
2. Select a Clerk to assign it to.

3. Click *Assign to Clerk*.

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

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- 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	fdhhqfth	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

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

COURT ADMINISTRATOR/CLERK MANAGER- MY QUEUE: COMPLETING CLERK REVIEW

My Queue- Completing Clerk Review

Clerk Manager | Court Users | Court Profile | Predefined Clerk Review | Reporting

Court Master Queue | Clerk Review | **My Queue** | Judge Queue | Admin | Alert(537)

My Queue

Received During: |
 Date From: |
 Date to: |
 Court: |
 Location: |
 Case Type:

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
<input type="checkbox"/>	1 DE00002894	2/1/2017 7:42:04 PM	Court of Common Pleas	MOTION FOR DEFAULT JUDGMENT	Motion	CPU4-17-000888	DON DONALDS VS WILL WILLIAMS	DEBT	Pending for Clerk review	Not Started	<input type="text" value="Select Action"/>

Completing Clerk Review

This section of the user guide will focus on the completion of Clerk Review.

1. Click on the transaction identification number to view the transaction details and clerk review options.

The following page shows what the clerk review page looks like after you click on the transaction identification number.

My Queue- Completing Clerk Review

Case Information

Case Number:

Case Name: CD case in Sussex

Filed and/or Served on: 1/24/2017 1:55:58 AM

Court: Court of Common Pleas

Case Status: Pending For Clerk Review

Claim Amount: 9899.00

Notes to Clerk: test

Assign to Judge Queue: None

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

Additional Information

Transaction ID: DE00002250

Transaction Comments: Select

OR

Total Fees: \$3.25

Top of Clerk Review Screen

Completing Clerk Review

This section of the guide will cover the same Clerk Review screen in three sections:

- Top of Clerk Review Screen.
- Middle of Clerk Review Screen.
- Bottom of Clerk Review Screen.

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

Middle of Clerk Review Screen

Documents Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1165	CONSUMER DEBT FILED	CD case in Sussex				0		-Action-	Edit

Bottom of Clerk Review Screen

Back

Cancel

Submit

My Queue- Completing Clerk Review/Top of Clerk Review Screen

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: DE00002250
 Transaction Comments:

OR

Total Fees: \$3.25

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

**Top of
Clerk
Review
Screen**

Case / Queue Information

Case	Transaction ID	Case Type	Priority	Fee
Case 12345	DE00002250	Consumer Debt	High	\$3.25
Case 67890	DE000033333	Consumer Debt	Low	\$0.00

My Queue- Completing Clerk Review/Top of Clerk Review Screen

Assign	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input type="checkbox"/>	1 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	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 1:55:58 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

Additional Information

Transaction ID: DE00002250

Transaction Comments: 3

OR

4

Total Fees: \$3.25

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

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

2. Use the dropdown to select a judge to rule on the transaction*.

None

SG Judge Test ROCANELLI

SG Test Judge REIGLE

Test Clark

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 Clark

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 viewable in the transaction details page. Only the first document will show in the transaction in *My Queue*.

*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/Top of Clerk Review Screen

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. Click *Zero Fees* to “zero out” the fees.
4. After making any changes to the fees, click *Save*.

My Queue- Completing Clerk Review/Middle of Clerk Review Screen

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

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				

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

5 * Address 1: 1243 Prose Lane, Address 2: , * City: Redmond, * State: Alabama, * Zip Code: 54455, Phone Number: , * Address Type: CURRENT, Confidential Address?:

Add/View Alias Add/View Address Save Party

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. Click on the party Information banner to view the party information*.
4. Click on the *Address Information* banner to view the address information**.
5. Modify Address information using the type fields and drop downs***.

*The Clerk can only edit newly added parties on a subsequent filing. Previous parties have already been added to Contexte so only newly added information to these filings for these parties can be edited during Clerk Review.

**Previously entered address information is not returned to FSD during a subsequent filing so the filer can only add new address information during their subsequent filing.

***This is for an OPF only- there would be no previously entered address so the clerk would be able to edit all information entered during the transaction.

My Queue- Completing Clerk Review/Middle of Clerk Review Screen

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 org1	5th PARTY DEFENDANT				
Jason		Stout		5th PARTY PLAINTIFF				

Next

Party Information

Address Information

6

Add/View Alias

Add/View Address

Save Party

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

6. 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/Middle of Clerk Review Screen

Entity Type
Individual

First Name
Sussex

Middle Name

Last Name
plaintiff1

* Alias Type **7**
Select

* First Name **8**
(Maximum 15 Characters)

Middle Name

* Last Name **8**
(Maximum 60 Characters)

9 Add Alias

Aliases

Alias Type	First Name	Middle Name	Last Name	Modify	Remove
Also known as	Suss		Plaintiff1	10	11

12 Next **13** Cancel

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

- Use the drop down to select the alias type.
- Enter the First Name, Middle Name (optional, and the Last Name.
- Click *Add Alias*.
- Use the *Pencil* icon to edit an existing alias*.
- Use the *Trashcan* icon to delete an alias.
- 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 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/Middle of Clerk Review Screen

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 org1	5th PARTY DEFENDANT				
Jason		Stout		5th PARTY PLAINTIFF				

Next

Party Information

Address Information

14

Add/View Alias

Add/View Address

Save Party

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

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

See next page for additional steps...

My Queue- Completing Clerk Review/Middle of Clerk Review Screen

Entity Type
Individual

First Name Middle Name Last Name
Sussex plaintiff1

* Address 1 ¹⁵ Address 2

* City * State * Zip Code Phone Number

Select Select

* Address Type
Select ¹⁶ ¹⁷ Confidential Address?

¹⁸ Add Address

Addresses					
Address Type	Address 1	City	State	Modify	Remove
CURRENT	1243 Prose Lane	Redmond	AL	¹⁹	²⁰

²¹ Next ²² 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/Top of Clerk Review Screen

Case Information

Case Number: 1165
 Case Name: CONSUMER DEBT FILED
 Plaintiff Name: CD case in Sussex
 Case Type: CONSUMER DEBT FILED
 Case Status: PENDING FOR CLERK REVIEW
 Date Filed: 6/5/2020
 Date of Last Update: 6/5/2020

Additional Information

Document ID: 1165
 Document Name: CONSUMER DEBT FILED

Case Fee: \$0.00

Case History

Date	Case Name	Case Type	Amount	Fee
6/5/2020	CONSUMER DEBT FILED	CONSUMER DEBT FILED	\$0.00	\$0.00
6/5/2020	CONSUMER DEBT FILED	CONSUMER DEBT FILED	\$0.00	\$0.00

Case Filing Fees

CONSUMER DEBT FILED	\$0.00
CONSUMER DEBT FILED	\$0.00
Case Fee	\$0.00
Case Filing Fee	\$0.00

Other Fees

Case Document Filing Fee	\$0.00
Case Fee Fee	\$0.00
Total Fee	\$0.00

Buttons: **View Fee** **View Fee**

Documents Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1165	CONSUMER DEBT FILED	CD case in Sussex				0		-Action-	Edit

Buttons: **Back** **Cancel** **Submit**

Bottom of Clerk Review Screen

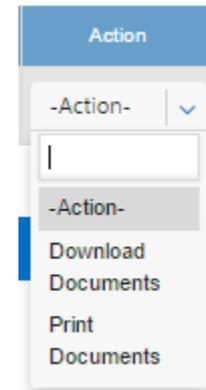
My Queue- Completing Clerk Review/Bottom of Clerk Review Screen

Documents Accept All Reject All

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1 1185	CONSUMER DEBT FILED	CD case in Sussex	2			0		3 -Action- 4 Edit	

Completing Clerk Review- Bottom of Clerk Review Screen

1. Click on the *Document ID* to view and review the document.
2. Click the *History* icon to view a list of actions that were performed on the document.
3. Use the *Action* drop down to download or print the document



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

See next page for additional steps...

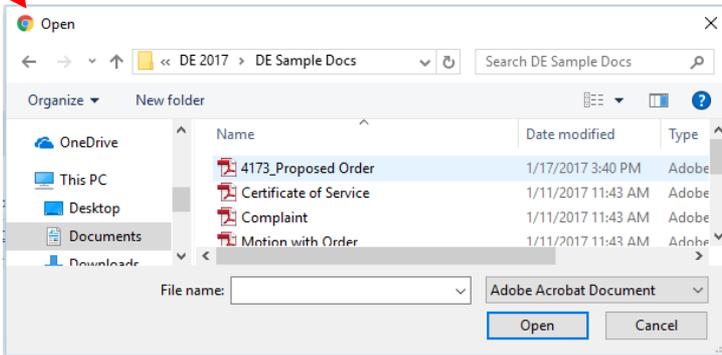
My Queue- Completing Clerk Review

Clerk Manager Court Users Court Profile **Predefined Clerk Review** Reporting

* Document Category: All Document Types **1** * Document Type: Please Select Document Type **2** * Document Title: **3**

* Choose File: Choose Files **4** No file chosen Main Supporting? **5**

(.PDF Formats only up to 2MB)



Main Supporting? **5**

* Main Document: Please Select Main Document

Please Select Main Document

CD case in Sussex

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

Completing Clerk Review- Bottom of Clerk Review Screen

To add 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*.

Follow steps 1-6 to attach additional documents.

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 that you have added to the transaction*.
- Use the *Trashcan* icon to delete an document.
- Click *Next* when you have finished making updates.

*The document information for the document that you added will populate the screen. Follow steps 1-6 on the previous page to make changes to the existing document. You will not be able to edit or delete any documents that that the filer has previously uploaded.

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

My Queue- Completing Clerk Review

Clerk Review
Reporting

Case Information

Case Number:
Case Name: CD case in Sussex
Filed and/or Served on: 1/24/2017 1:55:58 AM
Court: Court of Common Pleas
Case Status: Pending For Clerk Review
Claim Amount: 9889.00
Notes to Clerk: test
Assign to Judge Queue: None

Additional Information

Transaction ID: DE00002250
Transaction Comments: Select
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 org1		5th PARTY DEFENDANT		
Jason Stout		5th PARTY PLAINTIFF		

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

Documents **1** Accept All Reject All

Court Filing Fee(s)

CONSUMER DEBT FILED	\$0.00
CERTIFIED COPY OF JUDGMENT FROM JP COURT	\$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

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1165	CONSUMER DEBT FILED	CD case in Sussex				0		-Action- <input type="button" value="Edit"/>	
1385	CERTIFIED COPY OF JUDGMENT FROM JP COURT	Consumer Debt Copy				0		-Action- <input type="button" value="Edit"/>	

3

4

5

Completing Clerk Review- Bottom of Clerk Review Screen

1. After reviewing the document(s) and making any changes, select either *Accept All* or *Reject All*.
2. Use the drop down to select the date stamp. Filings that have not been returned for rejection will only have the original date in the dropdown.

01/24/2017 01:55...

01/24/2017 01:55:58

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

My Queue- Completing Clerk Review

Case Information

Case Number: [blank]
 Case Name: John Jonathan vs Raymond Ray
 Filed and/or Served on: 2/1/2017 9:31:28 PM
 Court: Court of Common Pleas
 Case Status: Pending For Clerk Review
 Claim Amount: 3000.00
 Notes to Clerk: [blank]
 Assign to Judge Queue:

Additional Information

Transaction ID: DE00002784
 Transaction Comments:
 OR

 Total Fees: \$88.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm
John Jonathan		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm
Raymond Ray		DEFENDANT		

Authorizer: Test Nicholas Rodriguez - December Law Firm

Documents **1** Accept All Reject All

Stamp Date/ Time **2**

Document ID	Document Type	Document Title	Document History	Judicial Action	Comments from Judge	Fees	Ruling Document	Action	Edit
1422	COMPLAINT - DEBT ACTION	Complaint				75.00		-Action-	<input type="text" value="Edit"/>

3 **4** **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 Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$88.25

Completing Clerk Review- Bottom of Clerk Review Screen RETURNED FOR CORRECTION

1. After reviewing the document(s) and making any changes, select either *Accept All* or *Reject All*.
2. Since Accept or reject pertains to the entire transaction, each document will get the same Stamp/Date Time. The only time you will see more than one date/time is if it was refiled with corrections. You may select the original filing date/time or the date/time it was resubmitted.

01/31/2017 16:02:17
 02/01/2017 21:31:26

3. Click Back to return to *My Queue*.
4. Click cancel to end clerk review without submitting.
5. 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 Icon]
 Date to: [Calendar Icon]
 Court: Select
 Case Type: Select
 Filing Status: Select

Processing Status: All Transactions
 Document Type: Select
 Other: TransactionId: [Dropdown] Equals: [Dropdown] DE00021028

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

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

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.

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.

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- JUDGE QUEUE

Judge Queue

[Clerk Manager](#) | [Court Users](#) | [Court Profile](#) | [Predefined Clerk Review](#) | [Reporting](#)

[Court Master Queue](#) | [Clerk Review](#) | [My Queue](#) | **[Judge Queue](#)** | [Admin](#) | [Alert\(537\)](#)

Judge Review

1 Received During: |
 Date From: |
 Date to: |
 Court: |
 Location: |
 Case Type:

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

2

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input type="checkbox"/>	DE00002490	1/27/2017 12:16:53 PM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	Main Doc	CPU5-17-000876	Civil Case 1-27-2017	ABANDON PROPERTY	Pending For Judge Review	<input type="text" value="Select Action"/>
<input type="checkbox"/>	DE00002489	1/27/2017 11:53:00 AM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	Main Doc	CPU5-17-000875	Civil Case 1-27-2017	ABANDON PROPERTY	Pending For Judge Review	<input type="text" value="Select Action"/>

Judge Queue lists all transactions in your assigned Courts that are pending Judge Review. This includes any unassigned transactions and those assigned to judges. In this queue, you can release transactions to the Court Master Queue.

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

Judge Queue (continued)

<input checked="" type="checkbox"/>	1 DE00002418	1/25/2017 3:34:24 PM	Court of Common Pleas	CCP - NEW CASTLE	BK Judge Clark	1ST PLURIES PRAECIPE & SUMMONS	test1	CPU4-17-000883	EDITED BY CLERK	MESNE ATTACHMENT	Pending For Judge Review	Select Action <input type="checkbox"/>
<input checked="" type="checkbox"/>	DE00002410	1/25/2017 2:40:27 PM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	Main Doc	CPU5-17-000883	Civil Case 1- 25-2017	ABANDON PROPERTY	Pending For Judge Review	Select Action <input type="checkbox"/>
<input type="checkbox"/>	DE00002404	1/25/2017 2:03:26 PM	Court of Common Pleas	CCP - NEW CASTLE	Test Kenneth JB Clark	MOTION FOR ENLARGEMENT OF TIME	Motion	CPU4-17-000888	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select Action <input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [Next](#)

! - Represent transaction pending for ruling from more than 72 hrs

3 Select Transactions

4

Judge Name **5**

Releasing a Transaction to Master Queue and Assigning to Judge

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*.

To Assign to a Judge use either steps 1 or 3 above and

5. Use the dropdown to select a judge.
6. Click *Assign to Judge*.

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

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- ADMIN

Admin

Clerk Manager		Court Users	Court Profile	Predefined Clerk Review	Reporting
Court Master Queue	Clerk Review	My Queue	Judge Queue	Admin	Alert(538)

5	First Name	Last Name	Location Name	Court	Reset	Edit	Delete
	Clerk	MULRINE	CCP - NEW CASTLE	Court of Common Pleas	1	2	3
	bhushan_clerk m	BASARA	CCP - NEW CASTLE	Court of Common Pleas			
	BK Clerk	Mulrine	CCP - NEW CASTLE	Court of Common Pleas			
	BK Tamu	White	CCP - KENT,CCP - NEW CASTLE,CCP - SUSSEX	Court of Common Pleas			
	Bhushan_Clk_m	BASARA	CCP - NEW CASTLE,CCP - KENT,CCP - SUSSEX	Court of Common Pleas			
	SG Clrmgr	BASARA	CCP - KENT,CCP - NEW CASTLE,CCP - SUSSEX	Court of Common Pleas			
	Test Michael-JP	Mulrine	CCP - NEW CASTLE	Court of Common Pleas			
	SG Clerk Dele	JONES	CCP - KENT,CCP - NEW CASTLE,CCP - SUSSEX	Court of Common Pleas			
	SG ClrMgr Dele	BASARA	CCP - NEW CASTLE,CCP - KENT,CCP - SUSSEX	Court of Common Pleas			
	SG Test ClrMgr	MULRINE	CCP - KENT,CCP - NEW CASTLE,CCP - SUSSEX	Court of Common Pleas			

1	2	»	4
---	---	---	---

Selecting the Admin option will display a list of users.

Password Options

1. Reset will send a system-generated email to that user so they can reset their password.
2. Click the *Pencil* icon to edit the user's profile. This will take you to the *Court Users- Modifying Users* option that is discussed in detail in the *Court Users* section on page 52.
3. Click Delete to delete the user from the system.
4. Use the numbers and arrow at the bottom of the page to scroll through the users.

OR

5. Use the column headers to sort the users (i.e. alphabetically by first name or last name, or group locations or courts)*.

*Clicking on a column header the second time will return the list to how it was before you sorted.

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- ALERT TAB

Alert- Email Notifications & Alert List

Clerk Manager **Court Users** **Court Profile** **Predefined Clerk Review** **Reporting**

Court Master Queue **Clerk Review** My Queue Judge Queue Admin **Alert(614)**

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

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

Forward my emails to:

Select

|

Select

Bhushan SWAFFORD

bhushan_clerk m BASARA

Bhushan_Clk_m BASARA

- b) Add user.
- c) Remove User.

Alert Email Notifications & Alert List

Alert List

Transaction Id	Case Number	Case Title	Assigned Date	Filing Status
 DE00004420	 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 (2 business days). 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

COURT ADMINISTRATOR/CLERK MANAGER- COURT USERS

Court Users (Only Available to Court Administrator)

Clerk Manager | **Court Users** | Court Profile | Predefined Clerk Review | Reporting

* First Name **1** (Maximum 15 Characters)

* Last Name **2** (Maximum 60 Characters)

* User Type **3**

* Case Class Type **4**

* Court Management System **5**

* System Id for the User **6**

* Court Access

* Location

* Email Address

* Confirm Email Address

Court Management System	System Id	Remove
Court of Common Pleas	<input type="text"/>	<input type="button" value="Trashcan"/>

The **Court Users** display is divided into two sections. The top of the page is where new users can be added.

* The System ID and Last Name will go through a validation process and must match Contexte to create an account. Use the *Trashcan* icon will remove the System ID.

Adding Users

1. Enter *First Name*.
2. Enter *Last Name*.
3. Select *User Type*.

* User Type

- Select
- Clerk
- Judge
- Clerk Manager

4. Select *Case Class Type*.

* Case Class Type

5. Select *Court Management System*.

* Court Management System

6. Enter the *System ID* and click *Add**.

Court Users (Only Available to Court Administrator)

Clerk Manager | **Court Users** | Court Profile | Predefined Clerk Review | Reporting

* First Name (Maximum 15 Characters)

* Last Name (Maximum 60 Characters)

* User Type

* Case Class Type

* Court Access

* Court Management System

Court Management System	System Id	Remove

* Location

* Email Address

* Confirm Email Address

Adding Users

7. Select *Court Access*.

* Court Access

Court of Common Pleas

8. Select *Location(s)*.

* Location

CCP - KENT
CCP - NEW CASTLE
CCP - SUSSEX

9. Enter and confirm the *Email Address*.

10. Click *Cancel* to quit without saving.

11. Click *Add User* to complete the registration.

Court Users- Modifying Users (Only Available to Court Administrator)

Clerk Manager | **Court Users** | Court Profile | Predefined Clerk Review | Reporting

* First Name: Kent clerk (Maximum 15 Characters)
 * Last Name: SWAFFORD (Maximum 60 Characters)
 * User Type: Clerk
 * Case Class Type: Civil
 * Court Management System: Select
 * System Id for the User: [Add]
 * Court Access: Court of Common Pleas
 * Location: CCP - KENT
 * Email Address: mozatotest+12-29-kclerk@outlook.co
 * Confirm Email Address: mozatotest+12-29-kclerk@outlook.co

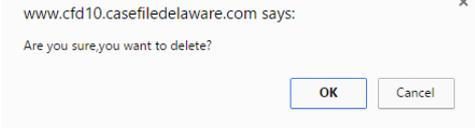
Cancel Add User

First Name	Last Name	User Type	Court	County/Location	Reset Password	Modify	Remove
Kent clerk	SWAFFORD	Clerk	Court of Common Pleas	CCP - KENT	1 🔍	2 ✎	3 🗑️
BK Judge	Clark	Judge	Court of Common Pleas	CCP - KENT, CCP - NEW CASTLE, CCP - SUSSEX	🔍	✎	🗑️
CManager	SWAFFORD	Clerk Manager	Court of Common Pleas	CCP - KENT	🔍	✎	🗑️
Alex	Smalls	Clerk Manager	Court of Common Pleas	CCP - KENT	🔍	✎	🗑️
Vinsyak	Smalls	Clerk Manager	Court of Common Pleas	CCP - KENT	🔍	✎	🗑️

4 1 2 3 4 5 Next 5

Password Options

1. Reset will send a system-generated email to that user so they can reset their password.
2. Click the *Pencil* icon to modify the user's profile*.
3. Click the *Trashcan* to delete the user from the system. You will be prompted to confirm the deletion.



4. Use the numbers and arrow at the bottom of the page to scroll through the users.

OR

5. Use the column headers to sort the users (i.e. alphabetically by first name or last name, or group locations or courts)**.

The **Court Users** display is divided into two sections. The bottom of the display shows a list of current users.

*If you click the *Pencil* to modify the user, follow steps 1-11 in the adding users section above to make modifications and re-add the user with the updates.

**Clicking on a column header the second time will return the list to how it was before you sorted.

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- COURT PROFILE

Court Profile (Only Available to Court Administrator)

[Clerk Manager](#)
[Court Users](#)
[Court Profile](#)
[Predefined Clerk Review](#)
[Reporting](#)

Case Level

Court:
 Case Type:

Clerk Review Reason Codes:
 Judicial Action Codes:

Court Level

Case Type Level

Profile Name:

[Save Profile](#)

Court	Profile Name	Party Type	Edit	Document Type Fee	Report
Court of Common Pleas	CCP Profile	5th PARTY DEFENDANT,5th PARTY PLAINTIFF,APPELLEE,APPELLANT,COUNTERCLAIM DEFENDANT,COUNTERCLAIM PLAINTIFF,DEFENDANT,FOURTH PARTY DEFENDANT,FOURTH PARTY PLAINTIFF,PETITIONER,PLAINTIFF,THIRD PARTY DEFENDANT,THIRD PARTY PLAINTIFF,CROSS APPELLEE,CROSS APPELLANT,CROSSCLAIM DEFENDANT,CROSSCLAIM PLAINTIFF	1	2	3

Profile Options

1. Click on the *Pencil* icon to edit the existing Court Profile.
2. Click on the *Pencil* icon to edit the Document Type fees.
3. Click the *Page* icon to generate a spreadsheet report of all Profiles currently in use.

The **Court Profile** page is where you can view and edit the existing court Profile. Only one court profile can be set up per court and edited on this page.

Court Profile (Only Available to Court Administrator)

Court	Profile Name	Party Type	Edit	Document Type Fee	Report
Court of Common Pleas	CCP Profile	5th PARTY DEFENDANT,5th PARTY PLAINTIFF,APPELLEE,APPELLANT,COUNTERCLAIM DEFENDANT,COUNTERCLAIM PLAINTIFF,DEFENDANT,FOURTH PARTY DEFENDANT,FOURTH PARTY PLAINTIFF,PETITIONER,PLAINTIFF,THIRD PARTY DEFENDANT,THIRD PARTY PLAINTIFF,CROSS APPELLEE,CROSS APPELLANT,CROSSCLAIM DEFENDANT,CROSSCLAIM PLAINTIFF			

Case Level

Court
 Court of Common Pleas

Case Type

- ABANDON PROPERTY
- BREACH OF CONTRACT
- CIVIL ACTIONS TO ENFORCE WORKMAN'S COMPENSATION
- CONFIRMATION OF ARBITRATOR AWARD
- CONSUMER DEBT
- DEBT
- DECLARATORY JUDGMENTS
- DOG PANEL APPEAL
- FOREIGN JUDGMENT
- HABITUAL OFFENDER PETITION
- INTERPLEADER
- JP APPEAL WITH FEES
- JP APPEAL WITHOUT FEES
- MESNE ATTACHMENT
- NEGLIGENCE-PERSONAL INJURY ACT
- NEGLIGENCE-PROPERTY ACTION
- PERSONAL INJURY
- RED LIGHT APPEAL
- REPLEVINS
- SPEED CASE
- SPEED JP APPEAL
- STATUTORY CIVIL ACTIONS CONSUMER FRAUD
- SUBROGATION
- TORT CLAIMS FOR CONVERSION

Clerk Review Reason Codes

- A SERVICE RETURN HAS NOT YET BEEN FILED ON THIS CASE. YOU CANNOT PROCEED WITH THE CURRENT FILING UNTIL THE SERVICE RESULTS HAVE BEEN SUBMITTED TO THE COURT.
- COURT STANDARD REQUIRES NO PUNCTUATION IN NAME, ADDRESS OR CAPTION DESCRIPTION FIELDS.
- DUPLICATE FILING
- FEE WAIVER DENIED. PLEASE RESUBMIT WITH PAYMENT BY COURT DEBIT ACCOUNT OR CREDIT CARD.
- FILING SUBMITTED TO WRONG JURISDICTION. PLEASE FILE IN RIGHT COURT/LOCATION.

Judicial Action Codes

- Denied in Part
- Deny
- Grant
- Granted in Part

Editing the Case Level

If you have clicked on the *Pencil* to edit the profile, the profile options will be displayed.

1. Click on the "X" on the selected values in the Case Type, Clerk Reason Codes*, or Judicial Action Codes fields to remove a case type.



2. Click in the Case Type Box to view the current list of available values to add and click on them to select.



*The drop down values in the Clerk Reason Codes field are set up by the user on the *Predefined Clerk Review* tab.

Note: Additional pick list items need to be set up by FSX before they are available to be added.

Court Profile (Only Available to Court Administrator)

1 Court Level

Time Zone

(UTC-05:00) Eastern Time (US & Canada)

2



Birthdate Required

3



Editing the Court Level

1. Click the *Court Level* banner to expand the field.
2. Use the dropdown to select the time zone for the Court.
3. Use the check box to make the Birthdate field a mandatory entry for filers. If it is not selected, DOB will be an optional field.

Court Profile (Only Available to Court Administrator)

1 Case Type Level

Party Information

Party Type

5th PARTY DEFENDANT 5th PARTY PLAINTIFF

APPELLANT APPELLEE

COUNTERCLAIM DEFENDANT COUNTERCLAIM PLAINTIFF

CROSS APPELLANT CROSS APPELLEE

CROSSCLAIM DEFENDANT CROSSCLAIM PLAINTIFF

DEFENDANT FOURTH PARTY DEFENDANT

FOURTH PARTY PLAINTIFF PETITIONER

PLAINTIFF THIRD PARTY DEFENDANT

THIRD PARTY PLAINTIFF

3

Entity Type

Individual Organization

3

Alias Type

Also known as

3

Address Type

CURRENT DIVISION OF MOTOR VEHICLE

INCARCERATED MAILING PHYSICAL

RENTAL SCHOOL WORK

3

Document and Others

Document Category

Alias Filings Answers Appeals

ATTACHMENTS Case Update

Initial Filings/Complaints Motions Notice/Requests

Results/Outcomes/Dispositions

Service Documents - REQUEST FOR SERVICE

Service Documents - RETURN OF SERVICE

Subsequent Filings/Complaints

3

Editing the Case Level

1. Click on the *Case Type Level* banner to expand the field.
2. Click on the “X” on the selected values in the Party Type Document category, Entity Type, Alias Type, Address Type, or Profile Name fields to remove them..

ATTACHMENTS

3. Click in any open section of the fields to view the current list of available values to add and click on them to select.

AFFILIATED PARTY-SYSTEM SET-UP

ARBITRATOR

ASSIGNEE

ATTORNEY

BABY BOY

BABY GIRL

BOND PERSON

CASE MANAGER

4. Enter a *Profile Name*. Although this field is provided here, you should not change the profile name.
5. Click to save your changes.

Profile Name 4

CCP Profile

5 Save Profile

Note: Additional pick list items need to be set up by File & ServeXpress before they are available to be added.

Court Profile (Only Available to Court Administrator)

Court	Profile Name	Party Type	Edit	Document Type Fee	Report
Court of Common Pleas	CCP Profile	5th PARTY DEFENDANT,5th PARTY PLAINTIFF,APPELLEE,APPELLANT,COUNTERCLAIM DEFENDANT,COUNTERCLAIM PLAINTIFF,DEFENDANT,FOURTH PARTY DEFENDANT,FOURTH PARTY PLAINTIFF,PETITIONER,PLAINTIFF,THIRD PARTY DEFENDANT,THIRD PARTY PLAINTIFF,CROSS APPELLEE,CROSS APPELLANT,CROSSCLAIM DEFENDANT,CROSSCLAIM PLAINTIFF			

* Document Type ¹ ²

* Document Type Code

* Statutory Fees ³ * Court Security Fees ⁴

Document Level Access

Public Private ⁵

⁶ ⁷

Document Type Code	Document Type	Statutory Fees	Court Security Fees	Public Access	Modify	Remove
4F1ST	1ST PLURIES PRAECIPE & SUMMONS	0	0	True		
4F2ND	2ND PLURIES PRAECIPE & SUMMONS	0	0	True		
4F3RD	3RD PLURIES PRAECIPE & SUMMONS	0	0	True		
4F4TH	4TH PLURIES PRAECIPE & SUMMONS	0	0	True		

Document Type/Fee allows you to add document types that have already been set up in your court and have note already been added, modify fees, and shows a list of current document types/fees which can be edited or removed.

Note: You must contact File & ServeXpress directly to add any new document types or fees before they will be available for selection in the Court Profile.

Adding Document Types

If you have clicked on the *Pencil* to edit the Document Type Fee, the profile options will be displayed.

1. Use the drop down to select a document type that is not already on the list.
2. Enter *Document Type Code*.
3. Enter the *Statutory Fee*.
4. Enter the *Court Security Fees*.
5. Select a value for the *Document Level Access*.
6. Click *Cancel* to exit without saving changes.
7. Click *Add Document Type* to save your changes.

Court Profile (Only Available to Court Administrator)

* Document Type * Document Type Code

1ST PLURIES PRAECIPE & SUM... 2 4F1ST

* Statutory Fees **3** * Court Security Fees **4**

0 0

Document Level Access

Public Private

5

6 Cancel **7** Add Document Type

Document Type Code	Document Type	Statutory Fees	Court Security Fees	Public Access	Modify	Remove
4F1ST	1ST PLURIES PRAECIPE & SUMMONS	0	0	True	1	8
4F2ND	2ND PLURIES PRAECIPE & SUMMONS	0	0	True		
4F3RD	3RD PLURIES PRAECIPE & SUMMONS	0	0	True		
4F4TH	4TH PLURIES PRAECIPE & SUMMONS	0	0	True		

Editing Document Type Fees

1. Click to edit the document type fee. The document type values will populate the fields in the top of the screen.
2. Edit *Document Type Code*.
3. Edit the *Statutory Fee*.
4. Edit the *Court Security Fees*.
5. Select a value for the *Document Level Access*.
6. Click *Cancel* to exit without saving changes.
7. Click *Add Document Type* to save your changes.
8. Click the *Trashcan* icon to remove the document type.

Court Profile (Only Available to Court Administrator)

Court	Profile Name	Party Type	Edit	Document Type Fee	Report
Court of Common Pleas	CCP Profile	5th PARTY DEFENDANT,5th PARTY PLAINTIFF,APPELLEE,APPELLANT,COUNTERCLAIM DEFENDANT,COUNTERCLAIM PLAINTIFF,DEFENDANT,FOURTH PARTY DEFENDANT,FOURTH PARTY PLAINTIFF,PETITIONER,PLAINTIFF,THIRD PARTY DEFENDANT,THIRD PARTY PLAINTIFF,CROSS APPELLEE,CROSS APPELLANT,CROSSCLAIM DEFENDANT,CROSSCLAIM PLAINTIFF			1

Generating the Report

1. Click the icon to generate the profiles report in Excel.

The screenshot shows an Excel spreadsheet with the following data:

	Document Type	Statutory Fee	Court Security Fee
1	Document Type		
2	COMPLAINT ON	50.00	0.00
3	ADR STATEMEN	0.00	0.00
4	ANSWER TO 3RD	0.00	0.00
5	ANSWER FORM	0.00	0.00
6	ANSWER FORM	0.00	0.00
7	ANSWER TO 4TH	0.00	0.00
8	ANSWER TO 5TH	0.00	0.00
9	ANSWER TO AM	0.00	0.00
10	AMENDED ANSV	0.00	0.00
11	ANSWER - ABAN	0.00	0.00
12	ANSWER & COU	0.00	0.00
13	ANSWER & CRO	0.00	0.00
14	DELETE - INCOR	0.00	0.00
15	ANSWER & REQ	0.00	0.00
16	ANSWER & MOT	0.00	0.00

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- PREDEFINED CLERK REVIEW

Predefined Clerk Review (Only Available to Court Administrator)

Clerk Manager

Court Users

Court Profile

Predefined Clerk Review

Reporting

Predefined Clerk Review

* Code

1

* Description

2

3

Add/Edit Review

The Predefined Clerk Review screen allows you to create a new clerk review type by entering a code as well as a description for the review. It will also display the current Clerk Review types available and allow you to edit or remove any listed review type.

Profile Options

1. Enter the *Code*.
2. Enter the *Description*.
3. Click *Add/Edit Review* to save it. The new Code and Description will appear on the bottom of the screen , where all currently available Review Codes and associated Descriptions are listed.

Predefined Clerk Review (Only Available to Court Administrator)

Predefined Clerk Review

* Code **2**

CCP CLAIM LIMIT < \$50,000

* Description **3**

YOU HAVE SUBMITTED A CASE WITH A CLAIM VALUE IN EXCESS OF \$50,000 TO CCP. CCP JURISDICTION IS LIMITED TO \$50,000. PLEASE RE-FILE IN THE SUPERIOR COURT USING LEXISNEXIS FILE&SERVE.

4

Add/Edit Review

Code	Description	Modify	Remove
CCP CLAIM LIMIT < \$50,000	YOU HAVE SUBMITTED A CASE WITH A CLAIM VALUE IN EXCESS OF \$50,000 TO CCP. CCP JURISDICTION IS LIMITED TO \$50,000. PLEASE RE-FILE IN THE SUPERIOR COURT USING LEXISNEXIS FILE&SERVE.	1 	5 
CLOSED IN CCP	THIS CASE HAS BEEN CLOSED IN CCP. YOU MUST SUBMIT THIS FILING TO THE ACTION PENDING IN THE SUPERIOR COURT VIA LEXISNEXIS FILE&SERVE.		

Editing a Code

1. Click the *Pencil* icon for the code you would like to edit.
2. Edit the *Code*.
3. Edit the *Description*.
4. Click *Add/Edit Review* to save it. The new Code and Description will appear on the bottom of the screen, where all currently available Review Codes and associated Descriptions are listed.
5. Click the *Trashcan* icon to delete the code.

File & Serve Delaware Court of Common Pleas

COURT ADMINISTRATOR/CLERK MANAGER- REPORTING TAB

Reporting

[Clerk Manager](#)
[Court Users](#)
[Court Profile](#)
[Predefined Clerk Review](#)
[Reporting](#)

[Design Your Own Report](#)
[ACH Report](#)

Select Table Columns	Select Parameters
<input checked="" type="checkbox"/> 1 Transaction Id	
<input checked="" type="checkbox"/> Filing Date	Date From: 2 01/02/2017 Date To: 01/27/2017
<input checked="" type="checkbox"/> 1 Filer	Select an option
<input checked="" type="checkbox"/> Law Firm/Organization/Company/State Agency	Select
<input checked="" type="checkbox"/> Organization/Company Type	Select
<input checked="" type="checkbox"/> Case Number	
<input checked="" type="checkbox"/> Case Name	
<input checked="" type="checkbox"/> Case Type	Select an option
<input checked="" type="checkbox"/> 1 Filing Status	2 <input checked="" type="checkbox"/> Clerk, Accepted
<input checked="" type="checkbox"/> Document Category	Select an option
<input checked="" type="checkbox"/> Document Type	Select an option
<input checked="" type="checkbox"/> Document Fees	Select an option
<input checked="" type="checkbox"/> Court Fees	
<input checked="" type="checkbox"/> Tech Fees	
<input checked="" type="checkbox"/> File & Serve/Express E-Filing Fees	
<input checked="" type="checkbox"/> Total Fees	
<input checked="" type="checkbox"/> Payment Status	Select an option
<input checked="" type="checkbox"/> Clerk Name	Select an option
<input checked="" type="checkbox"/> Fee Modified by Clerk	Select

3 [Export Report \(PDF\)](#)
4 [Export Report \(XLS\)](#)
5 [Generate Report](#)
6 [Save my selection](#)

Report

Transaction Id	Created Date	Document Category	Document Type	Case Number	Case Name	Case Type	Filing Status	Document Fee	Court Fee	Tech Fee	File & Serve/Express E-Filing Fee	Total Fee	Filer Name	Clerk Name	Law Firm/Organization/Company	Organization/Company Type	Editable Clerk Fee	Payment Status
DE00002403	1/25/2017 1:58:44 PM	All Document Types	COMPLAINT-DEBT ACTION	CPU4-17-000886	Dan Daniels vs VIII Williams	CONSUMER DEBT	Clerk Accepted	75.00	10.00	1.25	2.00	88.25	Test Douglas Catts	Test Michael-JP Maitre	Decomb et Law Firm	Law Firm	No	Done
DE00002266	1/24/2017 4:21:21 PM	Initial Filings/Complaints	MERITOR DEBT FILED	CPU4-17-000885	Test Consumer of Debt	CONSUMER DEBT	Clerk Accepted	0.00	0.00	1.25	2.00	3.25	Test Nicholas Rodriguez	Test Michael-JP Maitre	Decomb et Law Firm	Law Firm	No	Done
DE00002247	1/24/2017 1:42:02 AM	All Document Types	MERITOR DEBT FILED	CPU4-17-000884	CD case in NC	CONSUMER DEBT	Clerk Accepted	0.00	0.00	1.25	2.00	3.25	BK George Pazunias	Test Michael-JP Maitre	BK's Mega Law Firm	Law Firm	No	Done
DE00002107	1/22/2017 4:09:32 PM	All Document Types	COMPLAINT-COMMISSION	CPU4-17-000882	Running vs Jogging	COMMISSIONS	Clerk Accepted	0.00	0.00	0.00	0.00	0.00	BK William Denman	BK's Premier Law Firm (Monthly)	Law Firm	Yes	Done	
DE00002069	1/21/2017 3:42:40 PM	Initial Filings/Complaints	APPEAL-DOG vs Small dog	CPU4-17-000880	Big dog vs Small dog	DOG PANEL APPEAL	Clerk Accepted	125.00	10.00	2.50	2.00	139.50	BK George Pazunias	BK Tanu White	BK's Mega Law Firm	Law Firm	No	Done
DE00002069	1/21/2017 3:42:40 PM	Initial Filings/Complaints	PUBLIC RECORDS VERGISO	CPU4-17-000880	Big dog vs Small dog	DOG PANEL APPEAL	Clerk Accepted	0.00	10.00	2.50	2.00	139.50	BK George Pazunias	BK Tanu White	BK's Mega Law Firm	Law Firm	No	Done
DE00002067	1/21/2017 3:11:09 PM	All Document Types	COMPLAINT-DECLARATORY	CPU4-17-000879	New declare case	DECLARATORY JUDG	Clerk Accepted	75.00	10.00	2.50	2.00	89.50	BK George Pazunias	BK Tanu White	BK's Mega Law Firm	Law Firm	No	Done

Design Your Own Report

1. Use check boxes to 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

Clerk Manager Court Users Court Profile Predefined Clerk Review **Reporting**

Design Your Own Report **ACH Report**

Date From 01/02/2017 1 

Date To 01/27/2017 1 

Court 2

Location 3

4 [Generate Report](#) 5 [Export Report\(XLS\)](#) [View Breakdown report](#)

Invoice Date	Organization Name	Transaction Id	Case Number	Case Title	Reviewer Name	Reviewer Id	Total Fee	ChargeBack
+ 1/25/2017 3:34:24 PM	BK's Mega Law Firm	DE00002418	CPU4-17-000883	EDITED BY CLERK	BK Tamu White	CPWHITAM	\$ 3.25	No
+ 1/25/2017 2:03:26 PM	December Law Firm	DE00002404	CPU4-17-000888	DON DONALDS VS WILL WILLIAMS	Test Michael-JP Mulrine	CPMULMIC	\$ 4.50	No
+ 1/25/2017 1:58:44 PM	December Law Firm	DE00002403	CPU4-17-000888	Don Donalds vs Will Williams	Test Michael-JP Mulrine	CPMULMIC	\$ 88.25	No
+ 1/24/2017 4:21:21 PM	December Law Firm	DE00002288	CPU4-17-000885	Test Consumer Debt OFF	Test Michael-JP Mulrine	CPMULMIC	\$ 3.25	No

ACH Report

1. Select a date range.
2. Choose a court by clicking in the field. (You can remove a selection by clicking on the "X").
3. Choose a location by clicking in the field*. (You can remove a selection by clicking on the "X").
4. Click *Generate Report* to use the selected filters.
5. Click to Export the report to an Excel document.

*You can make multiple selections by clicking in the field and making selections multiple times.

Reporting

Design Your Own Report

ACH Report

Date From

Date To



Court

Location

Select an option

Select an option

Generate Report

Export Report(XLS)

View Breakdown report

Invoice Date	Organization Name	Transaction Id	Case Number	Case Title	Reviewer Name	Reviewer Id	Total Fee	ChargeBack
+ 2/2/2017 1:20:29 AM	Tst BVT	DE00002932	CPU5-17-000942	Test	Kent clerk SWAFFORD	CPSWASHE	\$ 0.00	No

Invoice Date	Organization Name	Transaction Id	Case Number	Case Title	Reviewer Name	Reviewer Id	Total Fee	ChargeBack
- 2/2/2017 1:20:29 AM	Tst BVT	DE00002932	CPU5-17-000942	Test	Kent clerk SWAFFORD	CPSWASHE	\$ 0.00	No

Documents :

Doc Id	Document Title	Document Type	Statutory Fee
1517	test1	COMPLAINT - ABANDONED PROPERTY	\$ 0.00

Court Security Fee : \$ 0.00

Court Tech Fee : \$ 0.00

File & ServeXpress E-Filing Fee : \$ 0.00

ACH Report (continued)

- Click the "+" to see additional information for the line item.
- Click the "-" to view less details.
- Click the case number to view the case summary page.

Reporting

Clerk Manager

Court Users

Court Profile

Predefined Clerk Review

Reporting

Design Your Own Report

ACH Report

Date From

02/02/2017

1



Date To

01/31/2017

2



Court

Court of Common Pleas

Location

CCP - KENT

CCP - NEW CASTLE

ACH Report (continued)

If you need to clear the fields to run a new report

9. Choose a new date in the *Date From* field.
10. Choose a new date in the *Date To* field.
11. Click the “X” on your selected Court and selected Location to remove the selections.

Reporting

Clerk Manager Court Users Court Profile Predefined Clerk Review **Reporting**

Design Your Own Report **ACH Report**

Date From: 01/02/2017 Date To: 01/20/2017

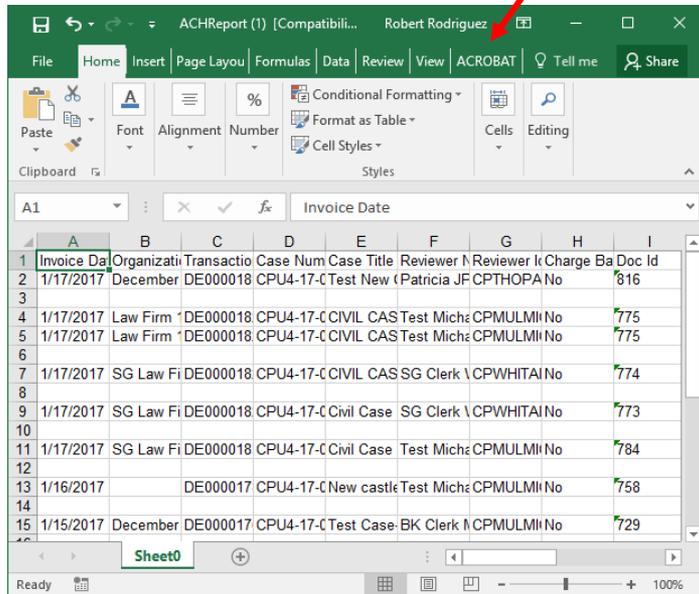
Court: Court of Common Pleas Location: CCP - NEW CASTLE

Generate Report **Export Report(XLS)** View Breakdown report

Invoice Date	Organization Name	Transaction Id	Case Number	Case Title	Reviewer Name	Reviewer Id	Total Fee	ChargeBack
+ 1/17/2017 11:35:33 PM	December Law Firm	DE00001880	CPU4-17-000875	Test New Castle Case- 20170117	Patricia J B Thomas	CPTHOPAT	\$ 88.25	No
+ 1/17/2017 10:54:38 AM	Law Firm 1-12-2017	DE00001828	CPU4-17-000873	CIVIL CASE 1-17-2017 204255	Test Michael-JP Mulrine	CPMULMIC	\$ 3.25	No

13

12



ACH Report (continued)

- Click to change the view to the breakdown report. This will change the column headers and values.
- Click to Export the Report to XLS.