



# File & Serve *Delaware*™

Judge Review - User Guide

# File & Serve Delaware

## Judge 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:

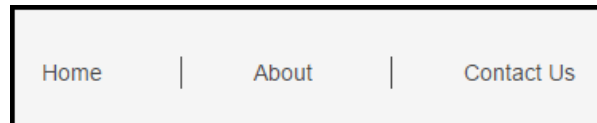
- **File & Serve Delaware Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Delaware Web Page** is available from the File & Serve Delaware homepage by clicking on the link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



## Judge Review Overview

This File & Serve Delaware User Guide provides a convenient source of information to help you efficiently utilize the features available within Judge Review in order to Review or Rule on File & Serve Delaware transactions submitted to the court 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.
2. If you need assistance, call our Client Support line at 1-888-529-7587.
3. Login URL: [www.fileandservedelaware.com](http://www.fileandservedelaware.com).
4. Your user name and password will be emailed to you once your File & Serve Delaware court administrator has created your account.

### Logging in to File & Serve Delaware

Email

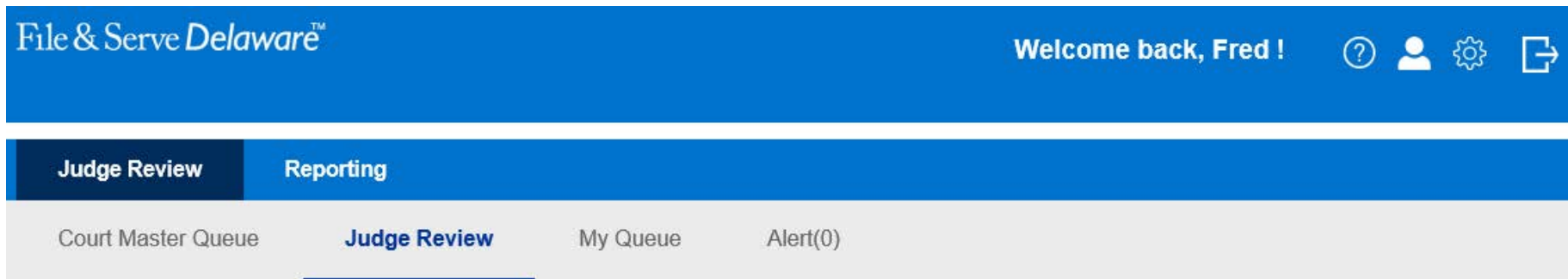
Password

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 to [www.fileandservedelaware.com](http://www.fileandservedelaware.com) to access the login page.
3. Enter your File & Serve Delaware (FSD) Logon ID (your State email address) and FSD password and click **Login**.

## Judge Review Overview (continued)



To access the *Judge Review* queue, simply login to File & Serve Delaware. Your page will immediately load into the *Judge Review* queue page. All transactions in your assigned Courts, pending Judge Review will be listed. This includes any transactions assigned to you, unassigned transactions and transactions assigned to other Judges. 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*, *My Queue* and *Alert*.

- Court Master Queue – access transactions in all cases in your assigned Courts, regardless of the transaction's status or Judge Review stage.
- My Queue – all transactions pending Judge Review that are assigned to you.
- Alert – any transaction in your queue beyond 72 hours, set email notifications, and select judge delegates.

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- FILTER OPTIONS**

## Filter Options

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

1 Received During

2 Date From

2 Date to

3 Court

Location

Case Type

Select

Select

Select

Select

Judge

Document Type

Other

Filing Status

Select Judge

Select

Select

Select

Apply Filter

Reset Filter

Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	RulingDocument	Action
<a href="#">DE00001781</a>	1/13/2017 10:20:02 PM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	<a href="#">Main Doc</a>	<a href="#">CPU5-17-000738</a>	Civil Case 1-13-2017 205082	ABANDON PROPERTY	Judge Ruling Done	<a href="#">Saba FSX Judge Ruling.pdf</a>	Select Action
<a href="#">DE00001780</a>	1/13/2017 9:37:54 PM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - BREACH OF CONTRACT	<a href="#">Breach doc for ruling</a>	<a href="#">CPU5-17-000737</a>	Judge ruling retest	BREACH OF CONTRACT	Judge Ruling Done	<a href="#">sample pdf4.pdf</a>	Select Action

The Court Master Queue, Judge Review, and My Queue are all laid out similarly. All queues contain a filter list section. The filter list allows you to search through your transactions using the filter criteria in order to populate your screen with only transactions that match your filter selections.

Notes:

- If a column cuts off of the screen, use the scrollbar at the bottom of the list.
- Each row is one transaction and is equivalent to one filing.
- If there are multiple documents in the transactions, this will only show the first one.
- 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.

6/5/2020

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## 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)

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Judge

Document Type

Other

Filing Status

Apply Filter

Reset Filter

Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	RulingDocument	Action
<a href="#">DE00001781</a>	1/13/2017 10:20:02 PM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	<a href="#">Main Doc</a>	<a href="#">CPU5-17-000738</a>	Civil Case 1-13-2017 205082	ABANDON PROPERTY	Judge Ruling Done	<a href="#">Saba FSX Judge Ruling.pdf</a>	Select Action
<a href="#">DE00001780</a>	1/13/2017 9:37:54 PM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - BREACH OF CONTRACT	<a href="#">Breach doc for ruling</a>	<a href="#">CPU5-17-000737</a>	Judge ruling retest	BREACH OF CONTRACT	Judge Ruling Done	<a href="#">sample pdf4.pdf</a>	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 Judge

Judge

Select Judge

Select Judge

ALEX SMALLS

ALEX SMALLS

Bhushan\_judge

REIGLE

## Filter Options (continued)

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Select

Select

Select

Select

Judge

Document Type

Other

Filing Status

Select Judge

Select

Select

Select

Select

Apply Filter

Reset Filter

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

## Filter Options (continued)

7. Select a Document Type

Document Type

Select

Select

1ST PLURIES

PRAECIPE & SUMMONS

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

Case Name

Case Number

TransactionId

Select

Select

Begins With

End With

Equal

Contains

## Filter Options (continued)

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Select

Select

Select

Select

Judge

Document Type

Other

Filing Status

Select Judge

Select

Select

Select

Select

Apply Filter

Reset Filter

## Filter Options (continued)

9. Select a Filing Status

Filing Status

Select

Select

Judge Ruling Done

Judicial Review Complete – Pending

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

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

Transaction Id	Date / Time ▲	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	RulingDocument	Action
! <a href="#">DE00004438</a>	1/18/2017 12:02:00 PM	Court of Common Pleas	CCP - NEW CASTLE	Generic Judge	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001536</a>	STEELE VS TEST 9	DEBT	Pending For Judge Review		Select Action
<a href="#">DE00004437</a>	1/18/2017 11:59:02 AM	Court of Common Pleas	CCP - NEW CASTLE	Sheldon Rennie	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001537</a>	STEELE VS TEST 8	DEBT	Judicial Review Complete – Pending Clerk Approval		Select Action

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

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- TRANSACTION LIST OVERVIEW**

# Transaction List Overview

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Select

Select

Select

Select

Judge

Document Type

Other

Filing Status

Select Judge

Select

Select

Select

Select

Apply Filter

Reset Filter

Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	RulingDocument	Action
2 <a href="#">DE00001781</a>	1/13/2017 10:20:02 PM	Court of Common Pleas	CCP - KENT	SG Judge SMALLS	COMPLAINT - ABANDONED PROPERTY	3 <a href="#">Main Doc</a>	4 <a href="#">CPU5-17-000738</a>	Civil Case 1-13-2017 205082	ABANDON PROPERTY	Judge Ruling Done	3 <a href="#">Sebe FSX Judge Ruling.pdf</a>	Select Action 5
<a href="#">DE00001780</a>	1/13/2017 9:37:54 PM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - BREACH OF CONTRACT	<a href="#">Breach doc for ruling</a>	<a href="#">CPU5-17-000737</a>	Judge ruling retest	BREACH OF CONTRACT	Judge Ruling Done	<a href="#">sample pdf4.pdf</a>	Select Action

## 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 *Action* drop down to choose an action for the transaction\*\*\*

Select Action

Select Action

View Details

Download Document

Print Document

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 Overview (continued)

<a href="#">1 DE00001692</a>	1/12/2017 7:18:28 PM	Court of Common Pleas	CCP - KENT	Test Kenneth JB Clark	COMPLAINT - ABANDONED PROPERTY	<a href="#">Main Doc</a>	<a href="#">CPU5-17-000715</a>	civil case 1-12-2017	ABANDON PROPERTY	Judge Ruling Done		Select Action ▾
------------------------------	----------------------	-----------------------	------------	-----------------------	--------------------------------	--------------------------	--------------------------------	----------------------	------------------	-------------------	--	-----------------

### Case Information

**Case Number:** CPU5-17-000715  
**Case Name:** civil case 1-12-2017  
**Filed on:** 1/12/2017 7:18:28 PM  
**Court:** Court of Common Pleas  
**Case Status:** Pending For Judge Review  
**Claim Amount:** \$20000.00

### Additional Information

**Transaction ID:** DE00001692  
**Transaction Comments:** 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.  
**Total Fees:** \$88.25

### Case Parties Information

Party	Party Contexte Id	Party Type	Attorney	Firm
Deborah Cooke	@2485704	5th PARTY PLAINTIFF	Robb Pearce	Law Firm 1-12-2017
Tracy Davis	@2485705	5th PARTY DEFENDANT		

**Authorizer:** Robb Pearce - Law Firm 1-12-2017

### Documents

Document ID	Document Type	Document Title	Document History	Document Review Status	Judicial Action	Comments from Judge	Fees	Ruling Document	Actions
<a href="#">2 881</a>	COMPLAINT - ABANDONED PROPERTY	Main Doc	<a href="#">3</a>	Clerk Accepted			\$75.00		No Action Req... <a href="#">4</a> ▾

### 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 Filer1

5

Judgment Information

Back

File & Serve Delaware

Welcome back, Firm A !



E-Filing & E-Serving

Transaction Summary & Details

Reporting

Judgment Information for Document ID 3825

Document Title Default Judgment		Party Name OMG	
Principal \$ 3.00	Other Judgment amount \$ 30.00	Pre Judgment Interest \$ 300.00	Filing Fee \$ 600.00
Process Service Fee \$ 750.00	Attorney Fee \$ 1000.00	Collection Cost \$ 1500.00	Court Cost \$ 375.00
Post Judgment Interest Rate \$ 33.30	Total \$ 3001.00		
Document Title Default Judgment		Party Name TYL INC	
Principal \$ 3.00	Other Judgment amount \$ 30.00	Pre Judgment Interest \$ 300.00	Filing Fee \$ 600.00
Process Service Fee \$ 750.00	Attorney Fee \$ 1000.00	Collection Cost \$ 1500.00	Court Cost \$ 375.00
Post Judgment Interest Rate \$ 33.00	Total \$ 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)

<a href="#">DE00001651</a>	1/11/2017 5:01:39 PM	Court of Common Pleas	CCP - KENT	Test Kenneth JB Clark	COMPLAINT - ABANDONED PROPERTY	<a href="#">Doc1</a>	<a href="#">CPU5-17-000702</a>	Test 201762 for SUBF	ABANDON PROPERTY	Judicial Review Complete - Pending Clerk Approval	<a href="#">Test.pdf</a>	Select Action ▾
----------------------------	----------------------	-----------------------	------------	-----------------------	--------------------------------	----------------------	--------------------------------	----------------------	------------------	---	--------------------------	-----------------



### Case Summary for Case: CPU5-17-000702 TEST 201762 FOR SUBF

#### Case Information

Case Number: CPU5-17-000702  
Case Type: ABANDON PROPERTY  
Opened: 01/11/2017 05:02:24 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

TEST

#### Show/Hide Full Participants

File Date	Case History
01/11/2017 05:02:24 PM	ABANDON PROPERTY FILED Filed by or in behalf of: HENRY HEIMAN <a href="#">2 ABANDON PROPERTY FILED</a> INITIAL FILINGS - 01/11/2017 05:02:24 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 where you clicked on the case number.



File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- COURT MASTER QUEUE**

# Court Master Queue

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Judge

Document Type

Other

Filing Status

Apply Filter

Reset Filter

Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	RulingDocument	Action
<div>2</div> <div>DE00002420</div>	1/25/2017 4:09:48 PM	Court of Common Pleas	CCP - KENT	Generic Judge	COMPLAINT - ABANDONED PROPERTY	d1	CPU5-17-000865	fees test in sit	ABANDON PROPERTY	Pending For Judge Review		Select Action
<div>DE00002418</div>	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

## Reviewing Your Results

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

The Court Master Queue screen provides access to transactions in all cases in your assigned Courts, regardless of the transaction's status or Judge 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.

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- JUDGE REVIEW TAB**

# Judge Review

Judge Review

Reporting

Court Master Queue

**Judge Review**

My Queue

Alert(314)

Judge Review

Received During

Select

Date From

Date to

Court

Select

Location

Select

Case Type

Select

Judge

Select Judge

Document Type

Select

Other

Select

Select

Apply Filter

Reset Filter

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input type="checkbox"/>	<a href="#">DE00002380</a>	1/25/2017 3:26:55 AM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - ABANDONED PROPERTY	<a href="#">test</a>	<a href="#">CPU5-17-000857</a>	Notice e-mail check	ABANDON PROPERTY	Pending For Judge Review	Select Action
<input type="checkbox"/>	<a href="#">DE00002370</a>	1/25/2017 2:16:12 AM	Court of Common Pleas	CCP - KENT	Generic Judge	COMPLAINT - ABANDONED PROPERTY	<a href="#">1st</a>	<a href="#">CPU5-17-000858</a>	Test 202221	ABANDON PROPERTY	Pending For Judge Review	Select Action

## Reviewing Your Results

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

*Judge Review* lists all transactions in your assigned Courts that are pending Judge 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.

## Judge Review (continued)

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input type="checkbox"/>	<sup>1</sup> <a href="#">DE00004438</a>	1/18/2017 12:02:00 PM	Court of Common Pleas	CCP - NEW CASTLE	Generic Judge	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001538</a>	STEELE VS TEST 9	DEBT	Pending For Judge Review	Select Action
<input type="checkbox"/>	<a href="#">DE00004438</a>	1/18/2017 11:53:25 AM	Court of Common Pleas	CCP - NEW CASTLE	Generic Judge	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001538</a>	STEELE VS TEST 7	DEBT	Pending For Judge Review	Select Action
<input type="checkbox"/>	<a href="#">DE00004435</a>	1/18/2017 11:50:22 AM	Court of Common Pleas	CCP - NEW CASTLE	Generic Judge	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001539</a>	STEELE VS TEST 6	DEBT	Pending For Judge Review	View Details
<input type="checkbox"/>	<a href="#">DE00004420</a>	1/18/2017 10:27:47 AM	Court of Common Pleas	CCP - NEW CASTLE	Generic Judge	RESPONSE TO MOTION	<a href="#">Motion</a>	<a href="#">CPU4-17-001529</a>	ROBERT SURLS VS THOEDORE TED	DEBT	Pending For Judge Review	Download Document
												Print Document
												Assign to My queue
												Select Action
1 2 3 4 Next												

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

<sup>3</sup> Select Transactions

<sup>4</sup> Assign to my Queue

### Assigning a Transaction to *My Queue*

To rule on 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 judge (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*.

\*You can select more than one transaction at one time.

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- MY QUEUE**

# My Queue

Judge Review

Reporting

Court Master Queue

Judge Review

My Queue

Alert(314)

Judge Review

Received During

Date From

Date to

Court

Location

Case Type

Select

Document Type

Other

Select

Select

Select

Apply Filter

Reset Filter

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
2 <input type="checkbox"/>	<a href="#">DE00002370</a>	1/25/2017 2:16:12 AM	Court of Common Pleas	CCP - KENT	Test Kenneth JB Clark	COMPLAINT - ABANDONED PROPERTY	<a href="#">1st</a>	<a href="#">CPU5-17-000856</a>	Test 202221	ABANDON PROPERTY	Pending For Judge Review	Select Action
<input type="checkbox"/>	<a href="#">DE00002368</a>	1/25/2017 2:03:05 AM	Court of Common Pleas	CCP - KENT	Test Kenneth JB Clark	COMPLAINT - BREACH OF CONTRACT	<a href="#">sdfdsf</a>	<a href="#">CPU5-17-000701</a>	TEST	BREACH OF CONTRACT	Pending For Judge Review	Select Action

## Reviewing Your Results

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

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

## My Queue (continued)

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input checked="" type="checkbox"/>	<a href="#">1 DE00004444</a>	1/19/2017 11:17:30 AM	Court of Common Pleas	CCP - NEW CASTLE	Fred Silverman	RESPONSE TO MOTION	<a href="#">Motion with Order</a>	<a href="#">CPU4-17-001542</a>	ROBERT RODRIGUEZ VS FRANK FRANKLES	DEBT	Pending For Judge Review	<div> Select Action </div>
<input type="checkbox"/>	<a href="#">! DE00004382</a>	1/13/2017 4:24:52 PM	Court of Common Pleas	CCP - NEW CASTLE	Fred Silverman	COMPLAINT - DEBT ACTION	<a href="#">Complaint</a>	<a href="#">CPU4-17-001521</a>	James Jameson vs Don Donalds	DEBT	Pending For Judge Review	<div> Select Action </div>

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

3 Select Transactions

4 Release to Master Queue

2 Release to Master Queue

### Releasing a Transaction to *Master Queue*

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

# **JUDGE REVIEW- MY QUEUE: COMPLETING JUDGE REVIEW**

# My Queue- Completing Judge Review

Assign	Transaction ID	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
<input type="checkbox"/>	<a href="#">1 DE00002404</a>	1/25/2017 2:03:26 PM	Court of Common Pleas	CCP - NEW CASTLE	Test Kenneth JB Clark	MOTION FOR ENLARGEMENT OF TIME	<a href="#">Motion</a>	<a href="#">CPU4-17-000886</a>	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select Action <input type="button" value="v"/>

**Case Information**

**Case Number:** CPU4-17-000886  
**Case Name:** DON DONALDS VS WILL WILLIAMS  
**Filed on:** 1/25/2017 2:03:26 PM  
**Court:** Court of Common Pleas  
**Approving Clerk:** Test Michael-JP Mulrine  
**Case Status:** Pending For Judge Review  
**Claim Amount:** \$2500.00

**Additional Information**

**Transaction ID:** DE00002404  
**Transaction Comments:**  
**Total Fees:** \$4.50

**Case Parties Information**

Party	Party Contexte Id	Party Type	Attorney	Firm
DON DONALDS	@2498180	PLAINTIFF	Test Nicholas Rodriguez	December Law Firm
WILL WILLIAMS	@2498181	DEFENDANT		

**Authorizer:** NICHOLAS RODRIGUEZ - December Law Firm

**Documents**

Document ID	Document Type	Document Title	Document History	Document Review Status	Judicial Action	Comments from Judge	Fees	Ruling Actions
<a href="#">1288</a> 2	MOTION FOR ENLARGEMENT OF TIME	Motion	3	Clerk Accepted			\$04	No Action Req... <input type="button" value="v"/>
<a href="#">1290</a>	MOTION FOR ENLARGEMENT OF TIME	Order		Clerk Accepted			\$0	No Action Required

Select the Clerk  
Test Michael-JP Mulrine

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

6/5/2020

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## Completing Judge 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. Click on the *Document ID(s)* number to view the document(s).
3. Click on the *Document History* icon to view document details including filing status and reviewer information.
4. Here, may choose to:
  - a) Print the document so you can sign it, scan it, and re-upload in the next step.
  - b) Download it to your computer to electronically sign it.

Rule on this d...

5. In the *Ruling Actions* column select *Rule on this Document*.
6. Click *Next*.

# My Queue- Completing Judge Review (continued)

Judicial communication options

Transaction ID	Document Type	Document Title	Judicial Action Code	Ruling order	View
<a href="#">DE00001722</a>	COMPLAINT - DEBT ACTION	Complaint		2 <a href="#">Rule Order</a>	<a href="#">View</a> 2 <a href="#">Edit</a>

Clerk who reviewed: Robert Mulrine

Send Ruling document(s) to

Select the Clerk

Robert Mulrine 1

[Back](#)

[Submit](#)

## Completing Judge Review (continued)

1. Select a clerk for final review. The default will be the clerk who originally reviewed the case. Select *Generic Clerk* if you do not want to assign it to a specific clerk.
2. Click *Rule Order* or *Edit* to open the ruling options.

## My Queue- Completing Judge Review (continued)

\* Ruling Document Type 2 Select

\* Judicial Action Code 2 Select

Choose from my Stamps 3 Select

\* Choose the ruling document 4 Choose File No file chosen

Additional information (Include the following in the Judgment order)

☒ Case Number ☐ Court ☒ Transaction Id ☐ Judge Signature

☒ Case Name ☐ Judge ☐ Current Date

Other Comments:

[Preview the Order document](#)

8 Save Cancel

\*Note: The *Stamp* will appear as an overlay on the document you uploaded in step 4 of the first page of the Completing Judge Review section above.

\*\*Note: *Choose File* will open your computer's hard drive and allow you to find the folder where you have stored your ruling document. When you find your document you can either double-click on it or highlight and click *Open* (Note: the file must be in pdf format).

### Completing Judge Review (continued)

1. Select the *ruling Document Type*

Select

Select

CCP - CONTINUANCE DENIED

CCP - CONTINUANCE GRANTED

2. Select the *Judicial Action Code*

\* Judicial Action Code

Select

Select

Denied in Part

Deny

3. Select the *Stamp\**

Choose from my Stamps

Select

Select

Deny

Grant

4. Click *Choose File* to open your computer's hard drive and select the document\*\*.

## My Queue- Completing Judge Review (continued)

The screenshot shows a web form titled "Completing Judge Review (continued)". At the top, there are two dropdown menus: "\* Ruling Document Type" and "\* Judicial Action Code", both with "Select" as the current choice. Below these are two more dropdowns: "Choose from my Stamps" (with "Select") and "\* Choose the ruling document" (with "Choose File" and "No file chosen"). A section titled "Additional information (Include the following in the Judgment order)" is highlighted with a red box and a red "5" to its left. Inside this box are six checkboxes: "Case Number" (checked), "Court" (unchecked), "Transaction Id" (checked), "Judge Signature" (unchecked), "Case Name" (checked), and "Judge" (unchecked). Below this is a text area labeled "Other Comments:". A red "6" is to the left of a blue link "Preview the Order document". At the bottom, there are two blue buttons: "Save" (with a red "7" to its left) and "Cancel" (with a red "8" to its right).

### Completing Judge Review (continued)

5. Choose the *Additional Information* to Include. This information will appear on a separate page at the end of the document.
6. Preview the ruled on document to make sure the selected options appear as you would like.
7. Click *Save* to save your changes.
8. Click *Cancel* to discard your changes.

# My Queue- Completing Judge Review (continued)

Judicial communication options

Transaction ID	Document Type	Document Title	Judicial Action Code	Ruling order	View
<a href="#">DE00004362</a>	COMPLAINT - DEBT ACTION	Complaint	Grant	<a href="#">Rule Order</a>	<a href="#">View</a> <a href="#">Edit</a>

Clerk who reviewed: Joseph Wright

Send Ruling document(s) to

Select the Clerk

Joseph Wright

▼

Back

Submit

## Completing Judge Review (continued)

Click *Submit*. This will send it back to the Clerk for review before being released to the filer.

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- ALERT TAB**

# Alert- Email Notifications, Judge Delegates & Alert List

Judge Review	Reporting		
Court Master Queue	Judge Review	My Queue	Alert(3)

## 1 Email Notification options

- ☒ Receive daily email with the cases that are pending for my Review (No attachments)
- ☐ I do not want to receive email notifications.

## 2 Email Forwards

Forward my emails to:

Select a b Add

Name	Court and Location	Remove
Alex Smalls	CCP - KENT	<span>C</span>

## 3 Judge Delegates

Choose from the list below to designate court personnel from your court to review transactions for judicial action on your behalf.

Court User:

Select a b Add

Name	Type	Court and Location	Access Level	Remove
BK Clerk Mulrine	Clerk Manager	CCP - NEW CASTLE	<span>C</span> <input checked="" type="checkbox"/> Read only <input type="checkbox"/> Allow Ruling	<span>d</span>

## Email Notifications, Judge Delegates, & Alert List

- Click on the banner to expand the options.
  - Select email notifications option.
- Click on the banner to expand the options.
  - Select user

Forward my emails to:

Select ▼

Select

ALEX SMALLS

ALEX SMALLS

- Add user.
  - Remove User.
- Click on the banner to expand the options.
    - Select user

Court User:

Select ▼

Alex Smalls

ALEX SMALLS


Bhushan SWAFFORD

- Add user.
- Select access level.
- Remove User.



## Alert Email Notifications, Judge Delegates & Alert List

### Alert List

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

### Email Notifications, Judge Delegates, & 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 rule on transactions from your Alert List.

The *Alerts* screen displays any items pending Judge Review within your queue for more than 72 hours. These items are notated on the *Judge Review* and *My Queue* screens by a red exclamation point (!) next to the Transaction ID number.

File & Serve Delaware Court of Common Pleas

# **JUDGE REVIEW- REPORTING TAB**

## Reporting

Judge Review

Reporting

Design Your Own Report

Select Table Columns	Select Parameters
<input type="checkbox"/> Transaction Id	
<input checked="" type="checkbox"/> 1 Filing Date	<div>2 Date From</div> <div>01/01/2017</div> <div>Date To</div> <div>01/13/2017</div>
<input type="checkbox"/> Filer	Select an option
<input type="checkbox"/> Law Firm/Organization/Company/ State Agency	Select
<input type="checkbox"/> Organization/Company Type	Select
<input type="checkbox"/> Case Number	
<input type="checkbox"/> Case Name	
<input type="checkbox"/> Case Type	Select an option
<input checked="" type="checkbox"/> 1 Filing Status	<div>2</div> <div><input checked="" type="checkbox"/> Clerk Accepted</div>
<input type="checkbox"/> Document Category	Select an option
<input type="checkbox"/> Document Type	Select an option
<input type="checkbox"/> Document Fees	Select an option
<input type="checkbox"/> Court Fees	
<input type="checkbox"/> Tech Fees	
<input type="checkbox"/> File & Serve/Express E-Filing Fees	
<input type="checkbox"/> Total Fees	
<input type="checkbox"/> Payment Status	Select an option
<input type="checkbox"/> Clerk Name	Select an option
<input type="checkbox"/> Fee Modified by Clerk	Select

Report

Created Date

1/13/2017 7:12

1/12/2017 11:15

1/12/2017 10:2

1/11/2017 7:38

1/11/2017 2:23

1/10/2017 4:36

1/8/2017 1:29

1/8/2017 1:29

1/8/2017 1:29

1/8/2017 1:14

1/8/2017 1:38

1/7/2017 6:44

1/7/2017 4:51

1/7/2017 4:45

1/7/2017 2:51

1/7/2017 2:46

1/7/2017 2:16

1/7/2017 1:24

1/7/2017 1:23

1/7/2017 1:50

3 Export Report (PDF)

4 Export Report (XLS)

5 Generate Report

6 Save my selection

## Reporting

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

# Report

Created Date	Filing Status
1/13/2017 7:12:10 AM	Clerk Accepted
1/12/2017 11:59:25 PM	Clerk Accepted
1/12/2017 10:20:42 AM	Clerk Accepted
1/11/2017 7:38:09 PM	Clerk Accepted
1/11/2017 2:27:55 PM	Clerk Accepted
1/10/2017 4:36:25 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:29:35 PM	Clerk Accepted
1/8/2017 1:14:54 PM	Clerk Accepted
1/8/2017 1:38:16 AM	Clerk Accepted
1/7/2017 6:44:34 PM	Clerk Accepted
1/7/2017 4:51:27 PM	Clerk Accepted
1/7/2017 4:45:51 PM	Clerk Accepted
1/7/2017 2:51:14 PM	Clerk Accepted
1/7/2017 2:46:36 PM	Clerk Accepted
1/7/2017 2:16:52 PM	Clerk Accepted
1/7/2017 1:24:28 PM	Clerk Accepted
1/7/2017 1:23:53 PM	Clerk Accepted
1/7/2017 1:50:47 AM	Clerk Accepted