File & Serve *Delaware*™

Judicial Staff- User Guide

File & Serve Delaware

Judicial Staff

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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:

File & Serve *Delaware*™   Welcome back, Test Douglas !   ⑦ 👤 ⤷

- To get *Help*, click on the ⑦ 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.

Home | About | Contact Us
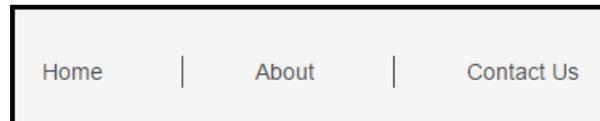
Judicial Staff Overview

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.
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

Email ID

Password

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 to access the login page.

3. Enter your State email address and password and click **Login.**

Judge Review Overview (continued)

To access the *Judicial Staff Queue*, simply login to File & Serve Delaware. Your page will immediately load into the *Judicial Staff* 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.
- **Judge 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- JUDGE DELEGATE

Alert- Judge Delegates

Judge Delegates in the Judge Profile:
1. Click on Alert to see Notification screen.
2. Click on the Judge Delegates banner to expand the options.
   a) Select a Court User from the drop down list.
   b) Click Add. The Court User will now show in

   c) Assign Access Level to Read only *or* Allow Ruling but not both access.
   d) Click 🗑 icon to remove a user from the list.
   e) Click Save Access Level to save your selection.

Note: A Judge must assign a Judge Delegate from her own profile in order for the Judicial staff to receive access and complete Judge Review on her behalf.
- Once access is given, Judicial Staff can log into their profile using their own login user id and password and complete Judge Review.

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File & Serve Delaware Court of Common Pleas

JUDGE REVIEW- FILTER OPTIONS

Filter Options

The Court Master Queue, and Judge 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

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

3. Select a Court

Filter Options (continued)

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

Filter Options (continued)

4. Select a Location

5. Select a Case Type

6. Select a Judge

Filter Options (continued)

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

Filter Options (continued)

7. Select a Document Type

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

Filter Options (continued)

Judge Review

| Court Master Queue | Judge Queue | Alert(3) |

Judge Review

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

| Judge | Document Type | Other | | 9 Filing Status |
| Select Judge | Select | Select | Select | Select |

10 11
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
DE00002266	9/20/2017 11:30:36 AM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - ABANDONED PROPERTY	d1	CPU5-17-002760	clk mgr stamp test	ABANDON PROPERTY	Judge Ruling Done	Judge ruling doc. pdf	Select Action
DE00002265	9/20/2017 10:38:12 AM	Court of Common Pleas	CCP - KENT	BK Judge Clark	COMPLAINT - ABANDONED PROPERTY	d1	CPU5-17-002759	New stamp case	ABANDON PROPERTY	Judge Ruling Done	Judge ruling doc. pdf	Select Action
DE00002261	9/19/2017 8:18:17 PM	Court of Common Pleas	CCP - KENT	BK Stamp Judge1 Clark	3RD PLURIES PRAECIPE & SUMMONS	SUBF using diff firm	CPU5-17-002753	TEST	ABANDON PROPERTY	Judicial Review Complete – Pending Clerk Approval	Judge ruling doc. pdf	Select Action
DE00002260	9/19/2017 8:14:07 PM	Court of Common Pleas	CCP - KENT	BK Stamp Judge1 Clark	2ND PLURIES PRAECIPE & SUMMONS	SUBF using own firm	CPU5-17-002753	TEST	ABANDON PROPERTY	Judge Ruling Done	Judge ruling doc. pdf	Select Action

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

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.

File & Serve Delaware Court of Common Pleas

JUDGE REVIEW- TRANSACTION LIST OVERVIEW

Transaction List Overview

The Court Master Queue and Judge 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***

Transaction List Overview (continued)

1 DE00001692	1/12/2017 7:18:28 PM	Court of Common Pleas	CCP - KENT	Test Kenneth JB Clark	COMPLAINT - ABANDONED PROPERTY	Main Doc	CPU5-17-000715	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
2 661	COMPLAINT - ABANDONED PROPERTY	Main Doc	**3** 🕐	Clerk Accepted			$75.00		No Action Req... **4** ⌄

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

No Action Req... ⌄
No Action Required
Download Document
Print Document

Transaction Details Page

Documents

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

4 **Back**

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

Document Id	Date/Time	Filing Status	Document Status	Reviewed By
3825	09/20/2017 12:21:30	Clerk Reviewed	Accepted	Clk Mgr Robert Swafford
3825	09/20/2017 12:11:35	Initially Filed	Pending	Firm A Filer1

5 **Judgment Information**   **Back**

File & Serve *Delaware*   Welcome back, Firm A !   ⑦ 👤 ⏻

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)

| DE00001651 | 1/11/2017 5:01:39 PM | Court of Common Pleas | CCP - KENT | Test Kenneth JB Clark | COMPLAINT - ABANDONED PROPERTY | Doc1 | 1 CPU5-17-000702 | Test 201762 for SUBF | ABANDON PROPERTY | Judicial Review Complete – Pending Clerk Approval | Test.pdf | 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 2 ABANDON PROPERTY FILED 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 you where you clicked on the case number.

File & Serve Delaware Court of Common Pleas

JUDGE REVIEW- COURT MASTER QUEUE

Court Master Queue

Judge Review

Court Master Queue   Judge Queue   Alert(3)

Judge Review

1

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 DE00002420	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
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

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.

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

JUDGE REVIEW- JUDGE QUEUE

Judge Queue

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

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

Judge Queue (continued)

Assign	Transaction Id	Date / Time	Court	Location	Judge	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status	Action
☑	1 DE00004444	1/19/2017 11:17:30 AM	Court of Common Pleas	CCP - NEW CASTLE	Fred Silverman	RESPONSE TO MOTION	Motion with Order	CPU4-17-001542	ROBERT RODRIGUEZ VS FRANK FRANKLES	DEBT	Pending For Judge Review	Select Action ⌄
☐	! DE00004362	1/13/2017 4:24:52 PM	Court of Common Pleas	CCP - NEW CASTLE	Fred Silverman	COMPLAINT - DEBT ACTION	Complaint	CPU4-17-001521	James Jameson vs Don Donalds	DEBT	Pending For Judge Review	

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

3 Select Transactions   4 **Release to Master Queue**

Action dropdown:
- Select Action
- View Details
- Download Document
- Print Document
- 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- JUDGE QUEUE: COMPLETING JUDGE REVIEW WITH RULING ACCESS

Judge 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
☐	1 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	CPU4-17-000886	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select Action ▾

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	@2486180	PLAINTIFF	Test Nicholas Rodriguez	December Law Firm
WILL WILLIAMS	@2486181	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
2 1288	MOTION FOR ENLARGEMENT OF TIME	Motion	3 🕑	Clerk Accepted			$0	No Action Req... 4 ▾
1290	MOTION FOR ENLARGEMENT OF TIME	Order	🕑	Clerk Accepted			$0	No Action Req... ▾

Select the Clerk

Test Michael-JP Mulrine ▾

5 **Next**

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

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... ▾
Rule on this document
No Action Required
Print Document
Download Document

5. In the *Action* column select *Rule on this Document,* click *Next*.

Judge Queue- Completing Judge Review (continued)

Judicial communication options

Transaction ID	Document Type	Document Title	Judicial Action Code	Ruling order	View
DE00001722	COMPLAINT - DEBT ACTION	Complaint		2 [Rule Order]	[View] 2 [Edit]

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.

Judge Queue- Completing Judge Review (continued)

*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*

2. Select the *Judicial Action Code*

3. Select the *Stamp**

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

Judge Queue- Completing Judge Review (continued)

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.

Judge Queue- Completing Judge Review (continued)

Judicial communication options

Transaction ID	Document Type	Document Title	Judicial Action Code	Ruling order	View
DE00004362	COMPLAINT - DEBT ACTION	Complaint	Grant	Rule Order	View Edit

Clerk who reviewed: Joseph Wright

Send Ruling document(s) to

Select the Clerk

Joseph Wright ▼

[Back]   [Submit]

File & Serve Delaware Court of Common Pleas

JUDGE REVIEW- JUDGE QUEUE: COMPLETING JUDGE REVIEW WITH READ ONLY ACCESS

Judge 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
☐	1 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	CPU4-17-000886	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select Action ∨

File & Serve Delaware™

Welcome back, FSDE-Judstaff !

Judge Review

Case Information

Case Number: CPU5-17-002620
Case Name: Clerk Upload test
Filed on: 8/29/2017 10:26:54 AM
Court: Court of Common Pleas
Approving Clerk: PC-Clerk-All lo SWAFFORD
Case Status: Pending For Judge Review
Claim Amount: $878987.00

Additional Information

Transaction ID: DE00002070
Transaction Comments:
Total Fees: $88.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney	Firm
Mickey	@2504792	5th PARTY PLAINTIFF	CHARLES GRUVER	BVT LAW Frim
Mouse	@2504793	5th PARTY DEFENDANT		

Authorizer: CHARLES GRUVER - BVT LAW Frim

Documents

Document ID	Document Type	Document Title	Document History	Document Review Status	Judicial Action	Comments from Judge	Fees	Ruling Actions
3513 2	COMPLAINT - ABANDONED PROPERTY	OPF	⊚ 3	Clerk Accepted			$75.00	No Action Req... ∨ 4

5 **Back**

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

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... ∨
Rule on this document
No Action Required
Print Document
Download Document

5. Click Back to go back to Transaction list.

File & Serve Delaware Court of Common Pleas

JUDGE REVIEW- ALERT TAB

Alert- Email Notifications, Email Forward & Alert List

Judge Review

Notification

1 Email Notification options

a ☑ Receive daily email with the cases that are pending for my Review (No attachments)

☐ I do not want to receive email notifications.

Save Email Options

2 Email Forwards

Forward my emails to:

| Select | a ∨ | b **Add** |

Name	Court and Location	Remove
Alex Smalls	CCP - KENT	c 🗑

3 Alert List

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

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

Email Notifications, Email Forward, & Alert List

1. Click on the banner to expand the options.
    a) Select email notifications option.
    b) Click Save Email Options to save your selection.
2. Click on the banner to expand the options.
    a) Select user

Forward my emails to:

| Select | ∨ |
| | |

| Select |
| ALEX SMALLS |
| ALEX SMALLS |

    b) Add user.
    c) Remove User.
3. 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.
4. Return to My Queue to rule on transactions from your Alert List.