



File & Serve *Delaware*™

Subsequent Filings - User Guide

File & Serve Delaware

Subsequent Filings

TABLE OF CONTENTS

File & Serve Delaware Resources	3
File & Serve Delaware Navigation	4
Subsequent Filing Overview	5
Subsequent Filings	6
Subsequent Filings – Judgment Filings	22
Transaction & Summary Details	26
Transaction & Summary Details – Judgement Filings	34
Reporting	39

File & Serve Delaware Resources




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

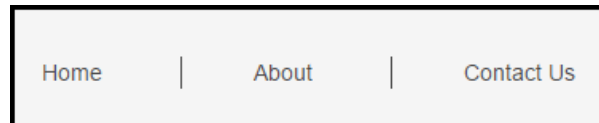
- **File & Serve Delaware Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587.
- **File & Serve Delaware Microsite** is available from the File & Serve Delaware homepage by clicking on the link in the center of your screen. The Microsite contains our training registration information, jurisdiction specific rules and procedures, user guides, pricing, and more. Click <http://www.fileandservexpress.com/demicrosite/> to access the Microsite.
- **File & Serve Delaware Login Page** is where you can find password help, a link to the registration page, and links for help and contact information. Click <https://www.fileandservedelaware.com/> to access the login page.
- **Court Resources Page** is where you can find the court's user guides for court specific processes and procedures. Click here to access the Court's Resources Page.

File & Serve Delaware Navigation

Below are some general tips for navigating through the File & Serve Delaware system:



- To get *Help*, click on the  icon.
- To view/edit your *Profile*, click on the  icon. You can view a guide on user profile on our microsite at www.fileandservexpress.com/demicrosite/.
- 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.



Subsequent Filing Overview

This File & Serve Delaware User Guide provides a convenient source of information to help you efficiently file a Subsequent filing using the File & Serve Delaware system.

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.

Logging in to File & Serve Delaware

Email

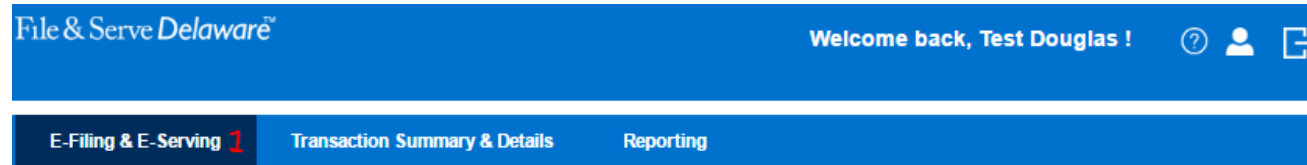
Password

Login

[Forgot Password](#) | [Register Now](#)

1. Before using File & Serve Delaware, you must have an ID and Password. If you do not have these, click the *Register Now* link on the Login page.
2. Open your internet browser and click [here](#) to access the login page.
3. Enter your ID and password and click **Login**.

Subsequent Filings

This screenshot shows a "Court Selection" form. It contains three dropdown menus, each with a red number indicating a step: "2" for "Select Filing Option", "3" for "Select Court", and "3" for "Select Location". At the bottom right of the form is a blue "Next" button with a red "4" next to it.

The first time you log into File & Serve Delaware, you will start on the E-Filing and E-Serving screen. The next time you login, you will be taken to the Transaction Summary and Details screen if you have any pending filings. If you need assistance, please click on "Contact Us" at the bottom of page and it will show the Customer Support contact information.

Note: As you complete each step, click Next to continue.

Note: Click the *Save* button at any time to save the transaction and return to it later.

Note: Click *Cancel* to delete your work and/or start over.

Subsequent Filings

To file a Subsequent Filing

1. Click on the E-Filing & E-Service Tab on the Homepage.
2. Under the Court Selection options, choose the *Filing Option* "File and Serve in an Existing".

This screenshot shows the "Court Selection" form with the "Select Filing Option" dropdown menu open. The menu lists four options: "Select", "File a New Case", "File and Serve in an Existing Case", and "Correct & Re-File a Rejected Transaction". A blue "Next" button is visible at the bottom right of the form.

3. Select your Court and Location.

This screenshot shows the "Court Selection" form with selections made in the dropdown menus. "File a New Case" is selected for the filing option, "Court of Common Pleas" is selected for the court, and "CCP - NEW CASTLE" is selected for the location. A blue "Next" button is visible at the bottom right of the form.

4. Click *Next*.

Subsequent Filings

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

1. Case Info 2. Case Parties 3. Case Documents 4. Review and Payment 5. Submit

Search Case Information

* Enter Case Number * Enter Last Name/Business Name

CPU4-17-000886 1 Donalds 2 3 Search

4 Additional Case Information

Case Title Claim Amount

5 DON DONALDS VS WILL WILLIAMS 6 2500

Full Case Caption

7 DONALDS VS WILLIAMS

8 Next Cancel

Step 1- Case Info Tab

1. Enter the Case Number.
2. Enter the Last Name/Business Name from the original filing.
3. Click *Search*.
4. Click on the banner to expand the field.
5. Case Title will be pre-populated*.
6. Claim Amount will be pre-populated*.
7. Full Case Caption will be pre-populated*.
8. Click *Next* to move to Step 2- Case Parties.

*You will not be able to alter this field.

Note: Click *Cancel* to delete your work and/or start over.

Subsequent Filings

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

1. Case Info **2. Case Parties** 3. Case Documents 4. Review and Payment 5. Submit

1 Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
DON	DONALDS		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm		
WILL	WILLIAMS		DEFENDANT				

* Authorizing Attorney
Select **2** ▾

3 [Next](#) **4** [Cancel Transaction](#) **5** [Save Transaction](#)

Party Information

Address Information

Party Representation

[Add/View Attorney](#) [Add/View Address](#) [Save Party](#)

Step 2- Case Parties Tab

1. The “Parties” information will appear at the top of the screen and be pre-populated.
2. If you do not need to add or modify a party, select an authorizing attorney, and
3. Click *Next* to move to Step 3- Case Documents.
4. Click *Cancel Transaction* to end the session without saving your work.
5. Click *Save Transaction* to save your work and return to it later. (Saved transactions can be accessed and resumed in *Saved/Draft Transactions*-covered later in this guide).

Note: Any field with an asterisk (*) is a required field.

Note: You can click *Save Party* only after entering Party and Address information for a party.

Subsequent Filings

E-Filing & E-Serving

Transaction Summary & Details

Admin

Reporting

1. Case Info

2. Case Parties

3. Case Documents

4. Review and Payment

5. Submit

Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
DON	DONALDS		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm		
WILL	WILLIAMS		DEFENDANT			6	

* Authorizing Attorney

Select

Next

Cancel Transaction

Save Transaction

Party Information

* Entity Type

Individual

* Party Type

DEFENDANT

Party Contexte ID

@2486181

* First Name

WILL

(Maximum 15 Characters)

Middle Name

* Last Name

WILLIAMS

(Maximum 60 Characters)

Party Representation

7

Add/View Attorney

Add/View Alias

Add/View Address

Save Party

Step 2- Case Parties Tab

If you are an attorney or filing on behalf of an attorney and filing an Appearance for a party, you can add an Attorney of Record

- Click on the *Pencil* icon for the party you would like to add an attorney for.
- Click *Add/View Attorney*.

Subsequent Filings

Entity Type
Individual

First Name
WILL

Middle Name

Last Name
WILLIAMS

* Representation Type
Select **8** ▾

* Attorney Type
Select **9** ▾

* Attorney
Select **10** ▾

11 Add Representation

Current Party Representation

Attorney Name	Attorney Organization	Attorney Type	Remove
Scanlon STF&H	State Agency-Scanlon	ATTORNEY FOR DEFENDANT	12

13 Next Cancel

Step 2- Case Parties Tab (continued)

8. Select the *Representation Type**
9. Select the *Attorney Type*.
10. Select the *Attorney*.
11. Click Add representation. The Representation will appear at the bottom of the screen
12. Use the *Trashcan* icon to remove the representation.
13. Click *Next* to return to the Case Parties Tab.

*This example is for selecting an attorney from your own firm. Selecting an attorney from a different firm is discussed on the next page.

Subsequent Filings

E-Filing & E-Serving

Transaction Summary & Details

Admin

Reporting

1. Case Info

2. Case Parties

3. Case Documents

4. Review and Payment

5. Submit

Entity Type

Individual

First Name

WILL

Middle Name

Last Name

WILLIAMS

* Representation Type

From Other Firm

14

* Attorney Type

ATTORNEY FOR DEFENDANT

15

* Attorney Last Name

Catts

16

* Bar Number



000000

17

18

Add Representation

Current Party Representation

Attorney Name	Attorney Organization	Attorney Type	Remove
Scanlon STF&H	State Agency-Scanlon	ATTORNEY FOR DEFENDANT	
Test Douglas Catts	December Law Firm	ATTORNEY FOR DEFENDANT	19 

20

Next

Cancel

Step 2- Case Parties Tab (continued)

If you are adding an attorney from a different firm

14. Select the *Representation Type**
15. Select the *Attorney Type*.
16. Enter the attorney's last name.
17. Enter the attorneys bar number.
18. Click Add representation. The Representation will appear at the bottom of the screen
19. Use the *Trashcan* icon to remove the representation.
20. Click *Next* to return to the Case Parties Tab.

Subsequent Filings

Party Information


* Entity Type **21** Individual **21** | v

* Party Type **22** DEFENDANT **22** | v **20**

* First Name **23** Carl (Maximum 15 Characters)

Middle Name **23**

* Last Name **23** Carlson (Maximum 60 Characters)

* Date of Birth **23** 06/10/1980 

Party Information

* Entity Type **21** Organization **21** | v

* Party Type **22** PLAINTIFF **22** | v

* Organization Name **24** XYZ Corporation inc (Maximum 60 Characters)

Step 2- Case Parties Tab (continued)

To add additional parties

21. Select the *Entity Type* (individual or organization*) and the required information boxes will change accordingly.
22. Select a *Party Type*. You can type the Party Type in to find it faster.

* Party Type

PLAINTIFF | v

|

CROSS APPELLEE

CROSSCLAIM DEFENDANT

CROSSCLAIM PLAINTIFF

DEFENDANT

23. For individual, enter the First Name, Middle Name (optional), Last Name, and optional Date of Birth** (DOB is selected using the calendar icon).



24. For an organization, enter the Organization name.

*Organization Name character limit is 60 characters.

**Date of Birth may be required in some courts. If it is required, it will be noted on the screen with an asterisk (*).

Note: Instructions to add an alias follow in this guide.

Subsequent Filings

25 Address Information

* Address 1 Address 2

26 456 Imaginary Lane

* City * State * Zip Code Phone Number

26 Dover **26** Delaware **26** 11111

* Address Type

CURRENT **27** **28** Confidential Address?

Step 2- Case Parties Tab (continued)

25. Click on the *Address Information* banner to expand the fields.
26. Enter the required information including Address, and Address Type*.
27. You may only select an address type once for each party. *Note: you may add additional different address types for each party- instructions below.*

* Address Type

CURRENT

Select

CURRENT

DIVISION OF MOTOR VEHICLE

28. Select the check box to make the address confidential (i.e. the address will not be displayed in the system).

*Address 2 and Phone Number are optional fields.

Note: Instructions to add additional Addresses follow in this guide.

Subsequent Filings

Party Representation

29

Add/View Attorney

Add/View Address

Save Party

30

Subsequent Filings

Entity Type
Individual

First Name
WILL

Middle Name
WILLIAMS

Last Name
WILLIAMS

*Representation Type
Select 8

*Attorney Type
Select 9

*Attorney
Select 10

11 Add Representation

Attorney Name	Attorney Organization	Attorney Type	Remove
Steven STPAK	State Agency/Quorum	ATTORNEY FOR DEFENDANT	12

13 Next Cancel

*This example is for selecting an attorney from your own firm. Selecting an attorney from a different firm is discussed on the next page.

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Step 2- Case Parties Tab (continued)

8. Select the *Representation Type**
9. Select the *Attorney Type*.
10. Select the *Attorney*.
11. Click *Add representation*. The *Representation* will appear at the bottom of the screen
12. Use the *Trashcan* icon to remove the representation.
13. Click *Next* to return to the *Case Parties* Tab.

Subsequent Filings

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

1. Case Info 2. Case Parties 3. Case Documents 4. Review and Payment 5. Submit

Entity Type
Individual

First Name
WILL

Middle Name
WILLIAMS

Last Name
WILLIAMS

*Representation Type
From Other Firm 19

*Attorney Type
ATTORNEY FOR DEFENDANT 15

*Attorney Last Name
Cats 16

*Bar Number
000000 17

18 Add Representation

Attorney Name	Attorney Organization	Attorney Type	Remove
Steven STPAK	State Agency/Quorum	ATTORNEY FOR DEFENDANT	
Tim Douglas Cats	Delaware Law Firm	ATTORNEY FOR DEFENDANT	19

20 Next Cancel

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Step 2- Case Parties Tab (continued)

- If you are adding an attorney from a different firm
14. Select the *Representation Type**
 15. Select the *Attorney Type*.
 16. Enter the attorney's last name.
 17. Enter the attorneys bar number.
 18. Click *Add representation*. The *Representation* will appear at the bottom of the screen
 19. Use the *Trashcan* icon to remove the representation.
 20. Click *Next* to return to the *Case Parties* Tab.

Step 2- Case Parties Tab (continued)

29. Click on the *Add/View Attorney* to add representation. (This will not apply to Pro Se Litigants).
30. Follow the steps 8-20 on pages 10 & 11 in this guide for adding representation.

Subsequent Filings

Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
DON	DONALDS		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm		
WILL	WILLIAMS		DEFENDANT	Scanlon STF&H Test Douglas Catts	State Agency-Scanlon December Law Firm		
Carl	Carlson		DEFENDANT			31	

* Authorizing Attorney

Select

Next

Cancel Transaction

Save Transaction

Party Information

Address Information

Party Representation

Add/View Attorney

32

Add/View Alias

Add/View Address

Save Party

Step 2- Case Parties Tab (continued)

The party will appear at the top of the screen.

To add an Alias

31. Click on the *Pencil* icon next to the party.
32. Click *Add/View Alias**.

*Once you add representation, the party is automatically saved. If you do not add representation, you can follow steps 32-38 immediately after entering the party address information.

Subsequent Filings

Entity Type
Individual

First Name
Carl

Middle Name

Last Name
Carlson

* Alias Type
Select 33 ▾

* First Name 34

Middle Name 34

* Last Name 34

35 [Add Alias](#)

Aliases					
Alias Type	First Name	Middle Name	Last Name	Modify	Remove
Also known as	Carl		Karlson	36	37

38 [Next](#) [Cancel](#)

Step 2- Case Parties Tab (continued)

- 33. Select the *Alias Type*.
- 34. Enter the alias First Name, Middle Name (optional), and Last Name.
- 35. Click *Add Alias*. The alias will appear at the bottom of the screen*.
- 36. Use the *Pencil* icon to go back and modify the alias.
- 37. Use the *Trashcan* icon to delete the alias.
- 38. Click *Next* to return to the Case Parties Tab*.

*When you return to the Case Parties tab, click *Save Party* to re-save the party information.

Subsequent Filings

Parties							
First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
DON	DONALDS		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm		
WILL	WILLIAMS		DEFENDANT	Scanlon STF&H Test Douglas Catts	State Agency-Scanlon December Law Firm		
Carl	Carlson		DEFENDANT			39	

* Authorizing Attorney
Select

[Next](#) [Cancel Transaction](#) [Save Transaction](#)

Party Information

Address Information

Party Representation

[Add/View Attorney](#) [Add/View Alias](#) ⁴⁰ [Add/View Address](#) [Save Party](#)

Step 2- Case Parties Tab (continued)

The party will appear at the top of the screen.

To add an Address

- 39. Click on the *Pencil* icon next to the party.
- 40. Click *Add/View Address**.

*Once you add representation, the party is automatically saved. If you do not add representation, you can follow steps 40-44 immediately after entering the party address information.

Subsequent Filings

Entity Type
Individual

First Name Middle Name Last Name
Carl Middle Name Carlson

* Address 1 ⁴¹ Address 2

* City ⁴¹ * State ⁴¹ * Zip Code ⁴¹ Phone Number

* Address Type
Select ⁴² ⁴³ Confidential Address?

⁴⁴ Add Address

Addresses					
Address Type	Address 1	City	State	Modify	Remove
CURRENT	466 Imaginary Lane	Dover	DE	⁴⁵	⁴⁶
MAILING	466 Imaginary Lane	Dover	DE		

⁴⁷ Next Cancel

Step 2- Case Parties Tab (continued)

41. Enter the required information including Address, and Address Type*.
42. Select the *Address Type*.
43. Select the check box to make the address confidential (i.e. the address will not be displayed in the system).
44. Click *Add Address*. The address will appear at the bottom of the screen.
45. Use the *Pencil* icon to go back and modify the alias.
46. Use the *Trashcan* icon to delete the alias.
47. Click *Next* to return to the Case Parties Tab**.

*Follow steps 41-44 again to add additional addresses.

**When you return to the Case Parties tab, click *Save Party* to re-save the party information.

Subsequent Filings

48 Parties

First Name	Last Name	Organization Name	Party Type	Attorney(s) of Record	Attorney Firm/Agency	Modify	Delete
DON	DONALDS		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm		
WILL	WILLIAMS		DEFENDANT	Scanlon STF&H Test Douglas Catts	State Agency-Scanlon December Law Firm		
Carl	Carlson		DEFENDANT			49	50

* Authorizing Attorney

Select 51 ▾

52

Next
Cancel Transaction
Save Transaction

Party Information

Address Information

Party Representation

Add/View Attorney
Add/View Alias
Add/View Address
Save Party

Step 2- Case Parties Tab (continued)

- Follow steps 6-13 in this section to add all of your additional parties.
 - Follow steps 22-28 above to add an alias for your additional parties.
 - Follow steps 30-37 above to add additional addresses for your additional parties.
48. All of your parties will appear in the *Parties* list.
 49. Use the *Pencil* icon to modify party information (process and screenshots will be similar to instructions in this section).
 50. Use the *Trashcan* icon to delete the alias.
 51. If you are an attorney or are filing on behalf of an attorney, select an *Authorizing Attorney* . (This will not apply to Pro Se Litigants).
 52. Click *Next* to move to Step 3- Case Documents tab.

Subsequent Filings

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

The following documents must be submitted as Main documents only:

- Initial Summons: Service by Sheriff
- Initial Summons: Service by Special Process Server
- Amended Praecept and Summons

(The aforementioned documents must be submitted as Main document to avoid a rejection from the CCP) 10/2/2017

Step 3- Case Documents Tab

1. Select the *Document Category*.

2. Select the *Document Type*.

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*.*

Subsequent Filings

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

1. Case Info 2. Case Parties 3. Case Documents 4. Review and Payment 5. Submit

* Document Category:

* Document Type:

* Document Title:

* Choose File: (.PDF Formats only up to 2MB)

Main Supporting?

* Please fill out the required fields.

Attached Document(s)

SL # or Doc ID	Document Type	Document Title	Access	Main/ Supporting Document	Edit	Delete
1	COMPLAINT - DEBT ACTION	7 Complaint	Private	Main	8	9

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 E-Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$88.25

10

Step 3- Case Documents Tab (continued)

7. Click the *Document Title* to view the document.
8. Use the *Pencil* icon to edit an existing document*.
9. Use the *Trashcan* icon to delete an document.
10. Click *Next* to move to Step 4-Review.

*If you choose to edit an existing document, the document information will populate the top of the screen. Follow steps 1-6 on the previous page to make changes to the existing document. Note: Fees will be generated on the screen depending on the document type that is selected.

Subsequent Filings

1. Case Info 2. Case Parties **3. Case Documents** 4. Review and Payment 5. Submit

* Document Category: All Document Types **1**

* Document Type: DEFAULT JUDGMENT **2**

* Document Title: Default Judgment **3**

* Choose File **4**
 Default Judgment.pdf
(.PDF Formats only up to 2MB)

5 Main Supporting?
 Main Supporting

6

* Please fill out the required fields.

SL # or Doc ID	Document Type	Document Title	Access	Main/ Supporting Document	Edit	Delete
There are no items to display						

Court Filing Fee(s)	
Court Security Fee	\$0
Tech Fee	\$0
Total Filing Fees	\$0
Other Fees	
File & ServeXpress E-Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$2.00

Step 3 Document Types for Judgment Filing Type with Additional Judgment Information:

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

1. Select the *Document Category* to All Document Types
2. Choose the *Document Type*:
 - Default Judgment
 - Consent Judgment
 - Foreign Judgment Entered or
 - Stipulation of Judgment
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*.
6. Click *Provide Additional Judgment Information and Attach Document* to move to the next screen.

Subsequent Filings

1. Case Info 2. Case Parties **3. Case Documents** 4. Review and Payment 5. Submit

* Judgment Against Please Select Party	Principal	Other Judgment amount	Party name	Modify	Delete
Pre Judgment Interest	Filing Fee	Process Service Fee	There are no items to display		
Attorney Fee	Collection Cost	Court Cost			
Post Judgment Interest Rate	* Total				

7 Save **8** Cancel **9** Done

Step 3 Document Type - Judgment Filings Continue.

7. Click Save to save the judgment information that has been entered for the party. The filer will still be shown the Additional Judgment Information screen.

8. Click Cancel to not save the entered judgment information and will not upload the filing. The filer will be taken back to the Case Documents tab with no filing uploaded.

9. Click Done to complete the judgment entries process and attach the document to the filing. The filer is taken back to the Case Documents tab.

Note: A filer can enter only one judgment against a specific party for each Additional Judgment Information filing type. Filer can enter multiple judgments with the same document, but must be for separate parties in the case.

Subsequent Filings

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

1. Case Info 2. Case Parties 3. Case Documents 4. Review and Payment 5. Submit

1+ Case Information 2 ✎

1+ Case Parties 2 ✎

1+ Case Documents 2 ✎

4 I am requesting a Fee Waiver (In forma Pauperis Document attached).

4 I am filing these documents as an "Exempt or Deferred State Agency".?

Payment

Amount Payable - 88.25

6 Pay through monthly invoice process
 7 Pay by Credit Card

* Card Type

7 Visa Card

* Card Number

4444444444444448

* Name as it appears in the Card

Nicholas Rodriguez

* Expiration Month

12

* Expiration Year

2017

* CVV Number

123

Back

8

Next

Cancel

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 E-Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$88.25

Step 4- Review and Payment Tab

1. Use the (-) or (+) buttons to expand the sections to view the information.
2. Use the *Pencil* Icon to go back in the system to make any needed updates by following the steps above for that tab*.
3. Check boxes are provided for "In forma Pauperis" and "Exempt or Deferred State Agency". Selecting either of these boxes will zero out the fees.
5. All fees can be reviewed in the Fees section.
6. If your firm has chosen monthly invoicing, choose the radio button for *Pay through monthly invoice process* (Note: does not apply to Pro Se litigants).
7. If not, select *Pay by Credit Card* and enter the appropriate credit card information in the *Payment* section*.
8. Click *Next* to move to Step 5-Submit.

*An acceptance hold will be put in place at the time the transaction is submitted and payment will be captured when the clerk accepts the filing.

Subsequent Filings

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

1. Case Info | 2. Case Parties | 3. Case Documents | 4. Review and Payment | 5. Submit

1+ Case Information 2 ✎

1+ Case Parties 2 ✎

1+ Case Documents 2 ✎

4 I am requesting a Fee Waiver (In forma Pauperis Document attached).

4 I am filing these documents as an "Exempt or Deferred State Agency".?

Payment

Amount Payable - 88.25

6 Pay through monthly invoice process 7 Pay by Credit Card

* Card Type * Card Number

* Name as it appears in the Card * Expiration Month * Expiration Year * CVV Number

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 E-Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$88.25

8

- Step 3- Case Documents Tab**
1. Use the (-) or (+) buttons to expand the sections to view the information.
 2. Use the *Pencil* Icon to go back in the system to make any needed updates by following the steps above for that tab*.
 3. Check boxes are provided for "In forma Pauperis" and "Exempt or Deferred State Agency". Selecting either of these boxes will zero out the fees.
 5. All fees can be reviewed in the Fees section.
 6. If your firm has chosen monthly invoicing, choose the radio button for *Pay through monthly invoice process* (Note: does not apply to Pro Se litigants).
 7. If not, select *Pay by Credit Card* and enter the appropriate credit card information in the *Payment* section*.
 8. Click *Next* to move to Step 5-Submit.

*An acceptance hold will be put in place at the time the transaction is submitted and payment will be captured when the clerk accepts the filing.

Subsequent Filings

E-Filing & E-Serving

Transaction Summary & Details

Reporting

1. Case Info

2. Case Parties

3. Case Documents

4. Review and Payment

5. Submit

* Add Billing Reference. This reference will appear on your invoice ?

1

2

Expedite my e-Filing.

Note to Clerk (Optional)

If you wish to send a note to the court along with your transaction, please enter it in the space provided. Please note that this field is not to be used as an official method of communication with the court. This field will only be viewable by you and the court users.

3

Note: Selecting Expedite assumes the appropriate emergency application is included. Failure to include documentation to justify an expedited request could result in your filing being rejected.

Choose to submit transaction now, or schedule the transaction for later release.

4 File Now

File with a Future date and Time

4



EST

5

I hereby affirm to the best of my knowledge and belief that the information and documents filed are accurate and correct. I duly affirm that I have authorization to file said information to the courts. I understand that by submission of the filing I accept the Court's policies regarding requirements to redact (remove) personal information in any attached documentation. Further by submission of this filing, I agree to receive all future service of Court Orders and notifications related to this filing electronically. I also hereby acknowledge my financial obligation resulting from this submission.

Back

6

Submit

Cancel

*If your credit card does not process, check the card number/information and try to submit it again. If the card still does not work, try a different credit card.

Note: If a filer is performing a subsequent filing, eService is automatic and any active users of FSD that are already on the case will receive eService as soon as the transaction is submitted.

Step 5- Submit

1. Add the mandatory *Billing Reference* in the type field.
2. To "Expedite" your filing, select the check box provided. Note: documentation must be provided to expedite the filing.
3. Use the *Note to Clerk* type field to communicate directly with the court.
4. Choose to file the transaction now, or a future date. If it needs to be sent on a future date, enter the date and time (screenshot to the right).

December - 2016

Sun	Mon	Tue	Wed	Thu	Fri	Sat	00:00
27	28	29	30	1	2	3	01:00
4	5	6	7	8	9	10	02:00
11	12	13	14	15	16	17	03:00
18	19	20	21	22	23	24	04:00
25	26	27	28	29	30	31	05:00

5. Read the acknowledgement at the bottom of the page.
6. Click *Submit* to complete your filing*.

Subsequent Filings

E-Filing & E-Serving

Transaction Summary & Details

Reporting

8

Print this page

E-File/ E-Service Confirmation

You have successfully e-Filed / e-Served with Courts of Delaware.
Please note if you requested for a Fee Waiver and if it gets rejected you will be responsible to pay up to the Total fees listed

7 Transaction Number: DE00002453

Case Information

Case Class	Case Type	Case Title	Claim Amount	Full Case Caption
Civil	DEBT	George Jorges vs Frank Franklin	5000.00	Jorges vs Franklin

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 E-Filing Fees	\$2.00
Other Fees Total	\$2.00
Total Fees	\$88.25

Case Parties

First Name	Middle Name	Last Name	Organization Name	Party Type
Geroge		Jorges		PLAINTIFF
Frank		Franklin		DEFENDANT

Case Documents

Doc Id	Document Type	Access
1	COMPLAINT - DEBT ACTION	Private

Payment

Amount Paid - \$88.25

9

Next

Cancel

Step 5- Submit

7. You will be taken to a confirmation page and provided with a transaction identification number.
8. Click the *Print this Page* button to print or save the page for your records.
9. Click *Next* to return to your dashboard.

Transaction & Summary Details

E-Filing & E-Serving	Transaction Summary & Details	Reporting	
<u>Saved/Draft Transactions</u>	Sent Transactions	Case Activity/Served Transactions	Rejected Transactions

The Transaction & Summary Details Contains the following queues:



- Saved/Draft Transactions- any transactions that you have saved as drafts or the system has automatically saved and have not been submitted/completed.
- Sent Transactions*- all transactions that you submitted that are pending court approval or that have been clerk approved. You can view your own sent transactions, or your Organization/company's sent transactions.
- Case Activity/Served Transactions- includes all approved transactions you submitted along with transactions submitted by the court.
- Rejected Transactions- any transactions that have been submitted/completed, but have been rejected by the court.

*Sent Transactions will not have a separate section because the details of the functionality of Sent Transactions is covered in the Filter List and Transaction List Overview pages that follow.

Filter Options

Filter List

Sent During: Last 7 Days **1**

Date From: **2**  Date To: **2** 

Court: Select **3**

Document Type: Select **4**

Case Type: Select **4**

Filing Status: Select **5**

6 Other: Select **6**

7 My Sent Transactions
 My Organization / Company's Sent Transactions

8 Apply Filter **9** Reset Filter

All of the tabs under Transaction and Summary Details are laid out similarly. They all will have a filter list with similar functionality.

Filter List

1. Select a number of past dates.
2. Select a date range.

« January 2017 »						
Su	Mo	Tu	We	Th	Fr	Sa
25	26	27	28	29	30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

3. Select a Court,
4. Select a Document Type.
5. Select a case type.
6. Select Other, choose a parameter, and enter a value.

Other

Select **6**

|

Select

Case Name

Case Number

TransactionId

7. Select to view your filings or your firm's filings.
8. Click *Apply Filter*.
9. Click *Reset Filter* to clear selected filter options.

Transaction List Overview

Select	Transaction Id	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
1	DE00002453	1/26/2017 6:52:04 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	2 Complaint			George Jorge vs Frank Franklin	DEBT	Pending for Clerk review	4 Select ▾
	DE00002404	1/25/2017 2:03:26 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	Motion		3 CPU4-17-0 00886	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select ▾
	DE00002404	1/25/2017 2:03:26 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	Order		CPU4-17-0 00886	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	Select ▾
	DE00002403	1/25/2017 1:58:44 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	Complaint		CPU4-17-0 00886	Don Donalds vs Will Williams	DEBT	Clerk Accepted	Select ▾
	DE00002402	1/25/2017 1:54:09 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	Complaint			Roy Royson vs Harry Harrison	DEBT	Pending for Clerk review	Select ▾

All of the tabs under Transaction and Summary Details are laid out similarly. They all will have a transaction list with similar functionality.

Transaction List Overview

1. Click to view transaction details.
2. Click to view document.
3. Click to view Case Summary (including complete docket).
4. Select an action.

A screenshot of a dropdown menu. At the top is a 'Select' button with a downward arrow. Below it is a search input field. Underneath the search field is a 'Select' button. Below that are four menu items: 'View Details', 'Print Document', 'Download Document', and 'Document'.

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

Note: If there are multiple documents in a transaction there will be multiple Rows (e.g. if there are 3 documents in a transaction, there will be 3 rows).

Transaction Details Page

Case Information

Case Number:
Case Name: George Jorge vs Frank Franklin
Filed on: 1/26/2017 6:52:04 PM
Court: Court of Common Pleas
Filing Status: Pending for Clerk review
Claim Amount: \$5000.00
Notes to Clerk:

Additional Information

Transaction ID: DE00002453
Transaction Comments:
Total Fees: \$88.25

Case Parties Information

Party	Party Contexte Id	Party Type	Attorney(s)	Firm	File & Serve Delaware Subscriber
Geroge Jorge		PLAINTIFF	Test Nicholas Rodriguez	December Law Firm	X
Frank Franklin		DEFENDANT			

Authorizer: Test Nicholas Rodriguez - December Law Firm

Documents

Document ID	Document Type	Document Title	Document History	Document Review Status	Comments from Judge	Fees	Judicial Action	Ruling Document	Actions
1 1328	COMPLAINT - DEBT ACTION	Complaint	2			\$75.00			3 -Action-

[4](#) **Back**

Transaction Details Page

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 to return to the last queue you were in.

Case Summary

Case Summary for Case: CPU4-17-000886
DON DONALDS VS WILL WILLIAMS

Case Information

Case Number: CPU4-17-000886
Case Type: DEBT
Opened : 01/25/2017 01:59:37 PM
Status : ACTIVE

Additional Information

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

Show/Hide Full Case Caption

DONALDS VS WILLIAMS

Show/Hide Full Participants

File Date	Case History
01/25/2017 02:04:34 PM	<p>MOTION FOR ENLARGEMENT OF TIME Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p>1 MOTION FOR ENLARGEMENT OF TIME MOTION FOR ENLARGEMENT OF TIME FILED BY MOTIONS - 01/25/2017 02:04:34 PM</p>
01/25/2017 02:04:34 PM	<p>MOTION FOR ENLARGEMENT OF TIME Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p>MOTION FOR ENLARGEMENT OF TIME MOTION FOR ENLARGEMENT OF TIME FILED BY MOTIONS - 01/25/2017 02:04:34 PM</p>
01/25/2017 01:59:37 PM	<p>DEBT FILED Filed by or in behalf of: NICHOLAS RODRIGUEZ</p> <p>DEBT FILED PRAECIPE - SUMMONS - COMPLAINT - CERTIFICATE OF VALUE - EXHIBITS FILED FILING DATE 25-JAN-17 CLAIM VALUE 2500 INITIAL FILINGS - 01/25/2017 01:59:37 PM</p>

2 [Back](#)

Case Summary

1. Click to view document.
2. Click to return to the last queue you were in.

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.

Saved/Draft Transactions

Saved/Draft Transactions

Sent Transactions

Case Activity/Served Transactions

Rejected Transactions

Filter List

Saved/Draft During

Last 7 Days

Date From



Date To



Court

Select

Document Type

Select

Case Type

Select

Other

Select

Select

Apply Filter

Reset Filter



Remove Selected Items

Remove	Transaction Id	Date / Time	Court	Document Type	Document Title	Case Number	Case Name	Case Type	Filing Status
1	2 DE00002485	1/26/2017 7:01:17 PM	Court of Common Pleas				John Johnson vs Kelly Kellie	DEBT	Saved/Draft Since - -1 Days

Saved/Draft Transactions

1. Select the checkbox(es) in the *Remove* column and then click *Remove Selected Items* to delete the transaction from this queue.
2. Click on the transaction ID to resume transaction.

Case Activity/Served Transactions

[E-Filing & E-Serving](#) |
 Transaction Summary & Details |
 [Reporting](#)

[Saved/Draft Transactions](#) |
 [Sent Transactions](#) |
 Case Activity/Served Transactions |
 [Rejected Transactions](#)

Filter List

Received During: |
 Date From: |
 Date To:

Court: |
 Document Type: |
 Case Type: |
 Filing Status:

Other: |
 Served on Me |
 Served on My Organization / Company

|

Transaction Id	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
1 DE00002404	1/25/2017 2:03:28 PM	Court of Common Pleas	MOTION FOR ENLARGEMENT OF TIME	Order		CPU4-17-000888	DON DONALDS VS WILL WILLIAMS	DEBT	Pending For Judge Review	<input type="text" value="Select"/>
2 DE00002403	1/25/2017 1:58:44 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	Complaint		CPU4-17-000886	Don Donalds vs Will Williams	DEBT	Clerk Accepted	<input type="text" value="Select"/>

Case Activity/Served Transactions

1. Read items will not be in bold text.
2. Unread items will be in bold text.

Rejected Transactions

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

[Saved/Draft Transactions](#) |
 [Sent Transactions](#) |
 [Case Activity/Served Transactions](#) |
 [Rejected Transactions](#)

Filter List




Received During: |
 Date From: |
 Date To:

Court: |
 Document Type: |
 Case Type: |
 Filing Status:

Other: |
 My Rejected Filings |
 My Organization / Company's Rejected Filings

|

Transaction ID	Date / Time	Court	Document Type	Document Title	Appealed Case Number	Case Number	Case Name	Case Type	Filing Status	Action
 DE00002467 ¹	1/26/2017 8:05:37 PM	Court of Common Pleas	COMPLAINT - DEBT ACTION	Complaint			Laurie Lori vs Greg Gregory	DEBT	Clerk Rejected	<input type="text" value="Select"/>

-  - Represent Fees Edited by Clerk
-  - Represent Fee waiver filing
-  - To refile with corrections

Case Information		Additional Information	
Case Number:		Transaction ID:	DE00002467
Case Name:	Laurie Lori vs Greg Gregory	¹ Transaction Comments:	FILING SUBMITTED TO WRONG JURISDICTION. PLEASE FILE IN RIGHT COURT/LOCATION.
Filed on:	1/26/2017 8:05:37 PM	Total Fees:	\$88.25
Court:	Court of Common Pleas		
Filing Status:	Clerk Rejected		
Claim Amount:	\$2500.00		
Notes to Clerk:			

Refile with Corrections

- Click on the *Transaction ID* to view the transaction details, including any comments from the clerk.
- When you are ready to refile the document(s), click on the Backward Turning Arrow icon. This will bring you into the transaction, beginning on Step 1 of the 5 Step Filing Process provided earlier in this guide to make your needed edits and resubmit the filing.

If a rejected item includes a Backward Turning Arrow icon next to the transaction identification number, that document can be refiled with corrections.

Reporting

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

Design Your Own Report Our Case Dockets

Select Table Columns	Select Parameters
<input checked="" type="checkbox"/> 1 Transaction Id	
<input checked="" type="checkbox"/> 1 Filing Date	Date From: 01/02/2017 <input type="text"/> <input type="calendar"/> Date To: 01/26/2017 <input type="text"/> <input type="calendar"/>
<input type="checkbox"/> Filer	<input type="text" value="Test Douglas Catts"/>
<input type="checkbox"/> Law Firm/Organization/Company/ State Agency	<input type="text" value="December Law Firm"/>
<input type="checkbox"/> Case Number	
<input type="checkbox"/> Case Name	
<input type="checkbox"/> Case Type	<input type="text" value="Select an option"/>
<input checked="" type="checkbox"/> 1 Filing Status	<input checked="" type="checkbox"/> Electronic Notification Received
<input type="checkbox"/> Document Category	<input type="text" value="Select an option"/>
<input type="checkbox"/> Document Type	<input type="text" value="Select an option"/>
<input type="checkbox"/> Document Fees	<input type="text" value="Select an option"/>
<input type="checkbox"/> Court Fees	
<input type="checkbox"/> Tech Fees	
<input type="checkbox"/> File & ServeXpress E-Filing Fees	
<input type="checkbox"/> Total Fees	
<input type="checkbox"/> Payment Status	<input type="text" value="Select an option"/>

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 2:48:36 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

3 Export Report (PDF) 4 Export Report (XLS) 5 Generate Report 6 Save my selection

Design Your Own Report

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.

Reporting

E-Filing & E-Serving

Transaction Summary & Details

Reporting

* Available Users

Test Nicholas Rodriguez 1

2

Find Dockets

3 Court

Select

Case Number

Location

Select

Case Name

Apply Filter

Reset Filter

Court Name	Location Name	Case Number	Case Name
Court of Common Pleas	CCP - NEW CASTLE	4 CPU4-17-000888	TEST 1
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000887	TEST 1
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000888	JOHN JOHNSON VS CLAY CLAYTON
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000889	TESTING CASE 20170115
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000870	TEST CASE 20170115-TRY 2
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000871	TESTING CASE 3 - 20170115
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000872	TEST CASE-20170115
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000875	TEST NEW CASTLE CASE- 20170117
Court of Common Pleas	CCP - NEW CASTLE	CPU4-17-000888	DON DONALDS VS WILL WILLIAMS
Court of Common Pleas	CCP - KENT	CPU5-09-000037	ASHLEY DOBIES VS PHILADELPHIA INDEMNITY INSURANCE

5 1 2 Next

Our Case Dockets

1. Select a user.
2. Click *Find Dockets*.
3. Filter Options- refer to Filter List section above.
4. View Case Summary- refer to Case Summary section above.
5. Click page numbers or *Next* to view additional pages.