

Delaware Supreme Court Special Instructions - GENERAL

1. Cases subject to eFiling:

- Any brand new appeal from the Superior, Chancery or Family Courts is required to be filed electronically in the Supreme Court.
- If the case has already been appealed and is currently paper-based in the Supreme Court, it will remain paper.

2. Creating Your Documents:

- Be sure to include the appropriate Electronic Signature in your pleadings.
- Each document shall also include the typed name, address, and telephone number of the attorney or unrepresented party filing such document.
- Attorneys shall include their Delaware bar number.
- Sealed or In Camera documents may be filed through the File & Serve system but MUST be formatted with a footer stating the following:
 - THIS DOCUMENT IS CONFIDENTIAL AND FILED UNDER SEAL. REVIEW AND ACCESS TO THIS DOCUMENT IS PROHIBITED EXCEPT BY PRIOR COURT ORDER.
- All Proposed Orders should be created using an editable word processing format so that the Court can utilize the Proposed Order in creating any applicable Order.

3. Service of Documents:

- Every document that is eFiled shall be served upon every other party.
- Unless otherwise ordered, the electronic service of a document, in accordance with the eFile administrative procedures, shall be considered service under Rule 10.
- Service by electronic means shall be treated in the same manner as service by mail for the purpose of adding 3 days to the prescribed period to respond, as set forth in Rule 11(c).
- Your File & ServeXpress receipt is your proof of service.
- Please the File & ServeXpress receipt for your records.