File & ServeXpress

TIPS AND TRICKS FOR DELAWARE FILERS:

Signature requirements

- All e-filed documents MUST contain a signature by a member of the Delaware Bar. Sample signature is: /s/ Adam Attorney. The signature block must also contain the Delaware Bar number, firm name, address & telephone number of the attorney.

Uploading proposed orders

- Proposed Orders should be separately uploaded within the transaction. The Judge will then be able to easily extract the Proposed Order from the filing in order to issue a judicial action electronically.

Filing the same document into multiple cases

- If you are e-filing the same document(s) in multiple cases and/or trial groups, please use the "File in Multiple Cases" option (found in the Start Filing tab). This will allow you to conduct only ONE filing transaction, but yet your document will be "e-filed" in the multiple cases you have chosen in the process. Please remember to include all the civil action numbers on the caption of your document.

Creating associations between related documents

- Be sure to use the "main/supporting" feature, which electronically "staples" your documents together in a single transaction. If your filing directly relates to another electronically filed document, be sure to use the "linking" feature.

Filing new cases

- When e-filing a new case (original petition), be sure to include ALL the case parties under the "Case Parties" tab (not just the plaintiffs' names). You will not be requested to enter the defendants' attorneys' names, just the party names. This will assure the complete listing of all parties in the case.

Improvements to the Document Title field

- You can now use all characters and symbols in the Document Title field when entering all your documents! Remember to include the full descriptive title when entering the Document Title.

Review your scanned documents before submitting

- Be sure to review your scanned documents before transmitting your filing. Just click on the document title link after uploading to review your document(s). For additional scanning tips, please go to our website, and after logging on, click the Support button/Best Practices.

Using Alerts to monitor case activity

- You can set up "Alerts" to monitor your cases. We scan the online case files and notify you when new activity matches search criteria that you define. Use Alerts as both a case management and client development tool. Alerts can be set up under the My Cases button. Charges apply.

Generate reports

- Be sure to check out our Reports section, after logging on. You can generate reports on billing information, daily dockets, and get lists of filings, attorneys, law firms, parties and courts involved in a case.

Track key cases

- You can "track" your key cases and see an at-a-glance view of developments in cases you want to track. Click "Advanced Setup" on the MyCases page.