

File & ServeXpress Special Instructions for DELAWARE FILERS:

1. 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.

2. Uploading proposed orders

- Proposed Orders should be separately uploaded within the transaction and should be in an editable format (i.e. .rtf, .doc or .wpd). The Judge will then be able to extract the Proposed Order from the transaction in order to issue a judicial action electronically.

3. 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 Transaction tab). This will allow you to conduct only ONE transaction while "e-filing" your document(s) into the multiple cases you have selected. Please remember to include all the civil action numbers on the caption of your document.

4. Creating associations between related documents

- Be sure to use the "main/supporting" feature, which electronically "staples" your documents together within the same transaction. If a document within your transaction directly relates to a document that has been e-Filed in a different transaction, be sure to use the "linking" feature.

5. 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). While you are not responsible for adding opposing counsel, you are responsible for listing all parties to the case, including opposing parties. This will assure the complete listing of all parties in the case.

6. Document Title field

- Remember to include the full descriptive title when entering the Document Title.

7. Review your uploaded and/or scanned documents before submitting

- Be sure to review your uploaded and/or 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.

8. Documents that Require Court Certification (added 12/20/2007)

- Documents requiring certification by the court such as the Certified Abstract should be electronically filed with the Court through the File and ServeXpress system. Upon acceptance of the documents by the Court, the required number of file stamped copies should be printed and brought to the court for Certification.

9. Documents Requiring Service by the Sheriff (added 12/20/2007)

- If you are filing a document that requires service by the Sheriff, please print the required number of file stamped copies from the File and ServeXpress system and deliver them to the court along with payment for service. The Court will forward the service copies to the Sheriff's department.

10. For more information on e-filing in Delaware:

- Refer to the Court's Administrative Directives and Orders adopting e-filing, which can be found on the Court's website and on the File & ServeXpress Resource Center, located within File & ServeXpress.
- FSX offers free online training classes and printed instructional guides!