

Delaware Supreme Court Special Instructions - FAMILY APPEAL TRANSACTIONS

1. Creating Your Case:

- When entering the case name into File & ServeXpress for a new Family appeal, use the parties' initials instead of names.
 - For example, a case name may look like: AJ vs PJ

2. Uploading Your Documents:

- Upload pleadings in an editable word processing format (i.e. .rtf, .doc or .wpd).
- Do not upload pleadings in PDF format.
- The File & ServeXpress system automatically converts them to .PDF for you.
- The PDF version is the official version of the Delaware Supreme Court.
- If you are concerned about metadata, save the document as a .rtf instead of a .doc or .wpd.
- Upload the main document first, then upload any supporting documents.
- Select "**In camera**" from the Access drop down for **ALL** documents filed in Family appeals.
- Document titles must include the following:
 - **Notice of Appeal:**
 - "Notice of Appeal from Order dated {insert Order date},
 - {insert court and county},
 - {insert judge's name from court below},
 - {insert case number from court below}
 - {insert whether or not transcript was designated}
 - **Other documents** include:
 - 1) **INITIALS** of party filing the document,
 - 2) full descriptive title of the document,
 - 3) nature of Relief sought, and
 - 4) **INITIALS** of party or parties against whom Relief is sought.
- Electronically 'staple' supporting document to the main document by using the Main/Supporting column in the Attached Documents list.

- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents.
- If the previously filed document is unavailable to 'link to', reference the previous documents transaction id in the "Document Title".

3. Entering Parties in File & ServeXpress:

- When entering party names into File & ServeXpress for a Family appeal, use **INITIALS** instead of names.
- Enter the first initial in the first name field and last initial in the last name field. The parties' full names should be included in your document(s).