

DelaFile E-Filing Quick Start Guide

1. Register the primary contact for your company.

This person will be act as a gatekeeper. All other users for your company must be approved/entered by the primary contact.

2. Primary contact must register your company.

Enter the address, website, and key contact information for your company.

3. Primary contact adds additional users.

Registration is necessary only if the user needs to e-file documents or view confidential documents. The primary contact adds new users by accessing the User Management menu and selecting User Information.

User Roles

Attorneys and Regulatory Contacts have access to ALL dockets and non-docketed reports filed by your company.

Consultants and Interveners only have access to specific dockets.

Tip: If you employ an external attorney and you want to limit access to one or more specific dockets, register that user as a consultant,

4. E-File

Until the payment gateway is operational, filings that require a filing fee must be filed using the current process (hardcopies sent via mail). Subsequent filings and any filings that do not require a filing fee – such as monthly financial reports – can be made via DelaFile. Go to the Menu link at the top left of the page, click the plus sign next to E-Filing and select either Subsequent Filing or Report Filing.

5. What can and cannot be E-filed

DOCKETED FILINGS:

- Until the payment gateway is operational, initial filings to open new dockets must be made using the current process.
- If the docket has been opened in DelaFile, you can make subsequent filings in that docket. If the docket has not been opened, contact delafileadmin@state.de.us and ask whether that docket will be converted. Some smaller dockets or dockets that will close soon have not been converted.
- Pro Hoc requests must continue to be filed manually since the PSC must deliver the check that accompanies the request to the Court.
- For now, Data Requests should be filed using the current process. In Phase II, there will be a data request module that can be accessed only by parties to the case.
- Reports that are filed as part of a docket should be filed as subsequent filings under that docket number. If the docket number has not been opened in DelaFile, contact delafileadmin@state.de.us and request that the docket be opened. Please provide the docket number in your email. Please provide 72 hours-notice to have new dockets opened.

NON-DOCKETED FILINGS:

- Reports that are not filed as part of a docket, such as the monthly required financial filings, should be filed using the Report option.