

PROCEDURE TO REQUEST TO REVIEW A FILE/DOCUMENT OR REQUEST COPIES OF DOCUMENTS

I. Request to Review a File or document

A. To request to view a file or document an email must be sent to the following person in the appropriate county. If the requestor does not have access to email, a phone call to the following person in the appropriate county is permissible.

- New Castle County: Linda Coursey via email at Linda.Coursey@delaware.gov or (302) 255-0740
- Kent County: Carol Gondeck via email at Carol.Gondeck@delaware.gov or (302) 735-1902
- Sussex County: Leslie Rementer via email at Leslie.Rementer@delaware.gov or (302) 855-7399

B. The request to review a file or document should include as much information as possible to assist the Court in finding the correct file or document.

C. When a file or document is located, the Court will review the file or document for any needed redactions and then contact the requestor and schedule a date and time for the file or document to be reviewed in the Prothonotary's office.

D. The Court will send a confirming Microsoft Outlook Appointment via email indicating the date and time scheduled for the review. If you requested via telephone, you will receive a phone call which will provide information regarding the date and time scheduled for the review.

E. It is recommended that you bring your appointment confirmation or if you requested via telephone that you bring the information provided to avoid any possible confusion.

II. Request for a Copy of a Document

A. All request for copies shall be made in writing using the form provided on the Court's website at

<https://courts.delaware.gov/superior/pdf/AdministrativeDirective2000-5.pdf>.

Paper forms are available in each Prothonotary's Office.

B. Requests may be submitted via email, mail or hand delivery.

C. Requests are completed in the order in which they are received.

D. Prothonotary staff will contact the requestor to notify the requestor that the request is complete and schedule a time for pick-up.

E. Copy fees apply and must be paid at the time of pick-up unless other arrangements are in place.