

ADMINISTRATIVE DIRECTIVE
OF THE
CHIEF JUDGE OF THE COURT OF COMMON PLEAS
FOR THE STATE OF DELAWARE
NO. 2017-3
PUBLICATION OF JUDICIAL OPINIONS

This 4th day of May, 2017,

IT IS HEREBY DIRECTED pursuant to *10 Del. C. §1302(d)*, the authority being vested in the Presiding Judge as the administrative head of the Court during the term of his or her appointment;

IT IS FURTHER DIRECTED, to ensure conformity in the timely and accurate posting of opinions, that:

1. After an opinion is issued, the Judicial Officer's Assistant shall publish the opinion on the court's website and email copies, in accordance with this directive, to all Judicial Officers, Judicial Assistants, and to the *CCP - Court Opinions Distribution List* by accessing Public Folders in Microsoft Outlook.
2. Judicial Assistants shall, within 5 days of the issue date, post the opinion on the Court's website, as follows:
 - a. access the Judiciary's Intranet site at <http://judicial.state.de.us>;
 - b. select the *Database Updates* option;
 - c. select the *Court Opinions and Orders Updater* option and log in to the database;
 - d. click on the *Add New* button on the right hand side;
 - e. browse the system to locate the file and double click on the file name;
 - f. click on the *Upload* button when the document is entered;

- g. to be consistent with the other courts, the *Availability* option shall not be selected, such that the opinion is available immediately upon posting;
 - h. click on the *Save* button when all fields are completed;
 - i. verify that each section has the required and appropriate information; and
 - j. confirm the upload.
3. The Judicial Information Center has prepared a *Court Opinions – User’s Manual*, which is appended hereto and is also available on the *Database Updates* page at <http://judicial.state.de.us/courtDox/Download?ID=85738>.
4. Each Judicial Assistant shall notify the Court’s staff attorney by email within 5 days of the issue date to verify the opinion was sent to the *CCP Court Distribution List* and posted to the Court’s website.

This Directive is effective May 4, 2017.

BY THE CHIEF JUDGE

/s/ Alex J. Smalls

Court Opinions – User’s Manual

March 16, 2016
Written by: Barbara Palo

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Court Opinions Updater









The address for the Delaware Judiciary Intranet is <http://judicial.state.de.us>.

Information Resource for Judicial Branch EmployeesSecurity Information | Employee Information



Judicial Branch of Delaware | intranet

CLICK on blue header link and a menu box will display.
A lock icon  indicates a log-in ID is required to access the information.

 CourtDox Searchable database of forms and documents used throughout the judicial branch.	 Contexte . A system combining case mgmt features and central mgmt capabilities to manage court operations.
 CRIS Daily courtroom calendar, DayWatch, Pocket Courts and Calendar Case List.	 Contexte Companion Applications . Reports, search and other tools to retrieve information out of Contexte.
 Database Updates . Portal for designated users to update the databases on the internet and intranet sites.	 E-Filing The Delaware Judicial Branch online e-filing system.
 Leave Request . Electronic leave request form for limited courts and agencies.	 Court Journals . Searchable database of courtroom audio recordings played using FTR Gold software.

Court Intranet Sites

- Court of Chancery
- Superior Court
- Family Court
- Court of Common Pleas
- Justice of the Peace Court
- Administrative Office of the Courts
- JIC Helpdesk
- Law Libraries

Employee Links

- Staff Training & Development
- Employee-Related Information
- Human Resources
- Security Tools and Information
- ListServ Email Notification
- 2015 Judicial Employee of the Year

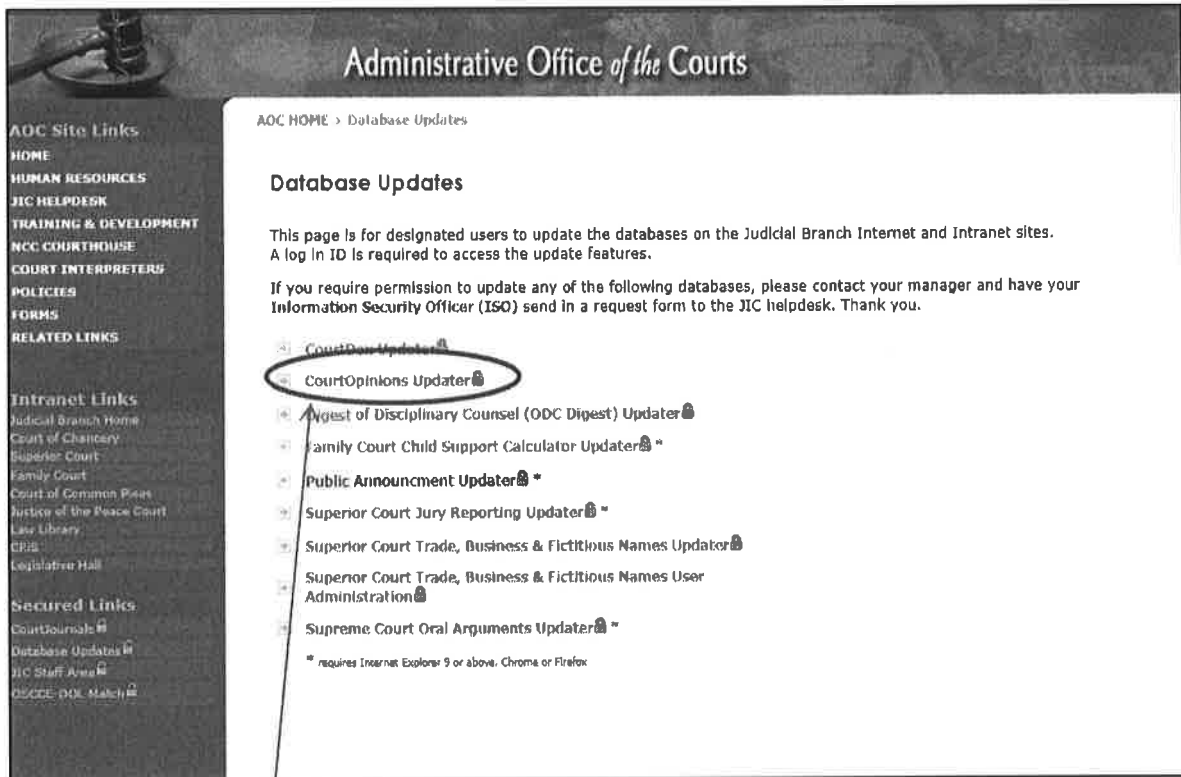
Documents/Links

- Bail Bond Companies
- Judicial Branch Phone List
- 2014 Annual/Statistical Reports
- Delaware Docket
- Mental Health Resource Book
- Outlook 2010 New User Guide
- Court Related Links
- Court Interpreter Program

The Judicial Branch prohibits discrimination in any of its activities or programs, or in employment, on the basis of sex, race, religion, national origin, age, physical or mental disability, sexual orientation, political affiliation, socioeconomic status, or other status protected by law. [More information.](#)

Select the 'Database Updates' option to display more options.

AOC screen will be displayed



Select 'Court Opinions Updater' for the following logon screen.



Use your Windows' User Name and Password (i.e.: "firstname.lastname").

If you are not an authorized person, you will receive an error message.

If you require access, please contact your manager and have your agencies Information Security Officer (ISO) send in a request form to the JIC helpdesk.

Adding opinions, Editing Opinions and Deleting Opinions are all available based upon the user's logon.

Here is a sample of the Court of Chancery's Opinions and Orders.

Court of Chancery - Opinions and Orders 17 Opinions

Court: Court of Chancery **Decision Date:** This year **Search:**

All Cases Civil Criminal CCLD Add New

Results per page 25

Parties/Caption	Date	File Number	Court	Type	Judicial Officer	Description	Edit	Delete
Gerald Lechliter v Delaware Department of Natural Resources, et al	03/08/2016	CA # 10430-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order		
Taghleeff Industries, Inc v Pantaleon Henriquez III	03/08/2016	CA # 11593-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order		
Mary Rinnier v Gracelawn Memorial Park Inc., et al	03/01/2016	CA # 8473-ML	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order		
Calesa Associates L.P., et al v American Capital Ltd., et al	02/29/2016	CA # 10557-VCG	Court of Chancery	Civil	Glasscock, V.C.	Memorandum Opinion		
Keith A. Fotta, et al v Charles D. Morgan, Esquire	02/29/2016	CA # 8230-VCG	Court of Chancery	Civil	Glasscock, V.C.	Memorandum Opinion		

Compatibility Mode

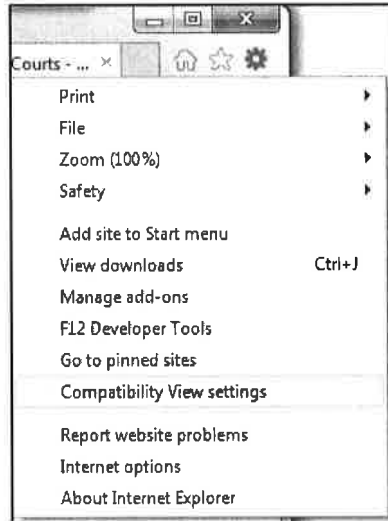
When using Internet Explorer, you must use version 9 or higher. The Compatibility View settings must also be set. If this is not completed, the icons will not be visible.

To set the Compatibility View settings:

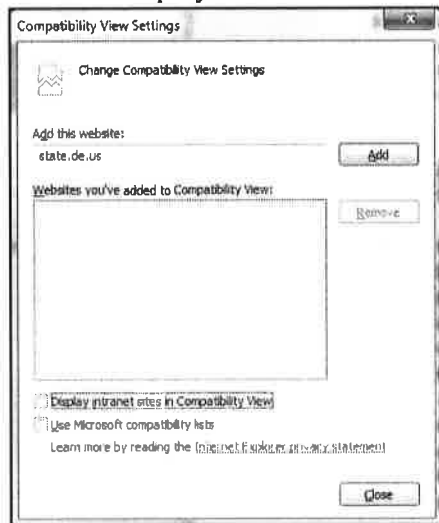
1. Click the settings  button



2. Click Compatibility View settings

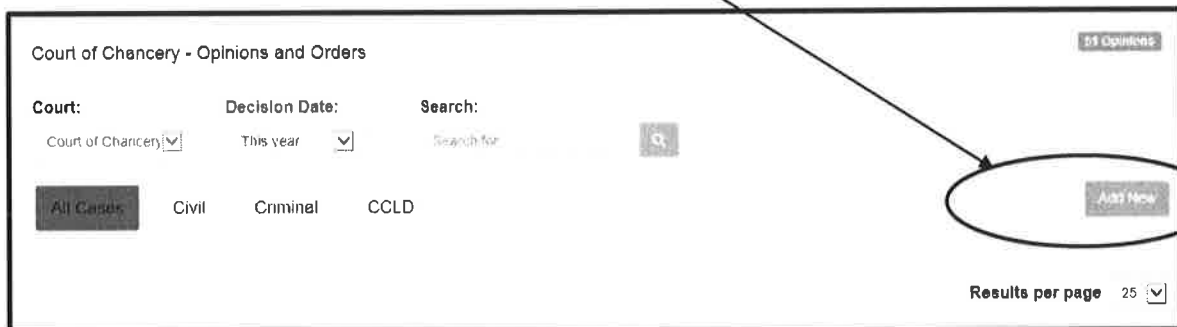


3. Make sure "Display intranet sites in Compatibility View" is unchecked



Add New

To add a file to Court Opinions select the 'Add New' button on the top right side.



Court of Chancery - Opinions and Orders 55 Opinions

Court: Court of Chancery

Decision Date: This year

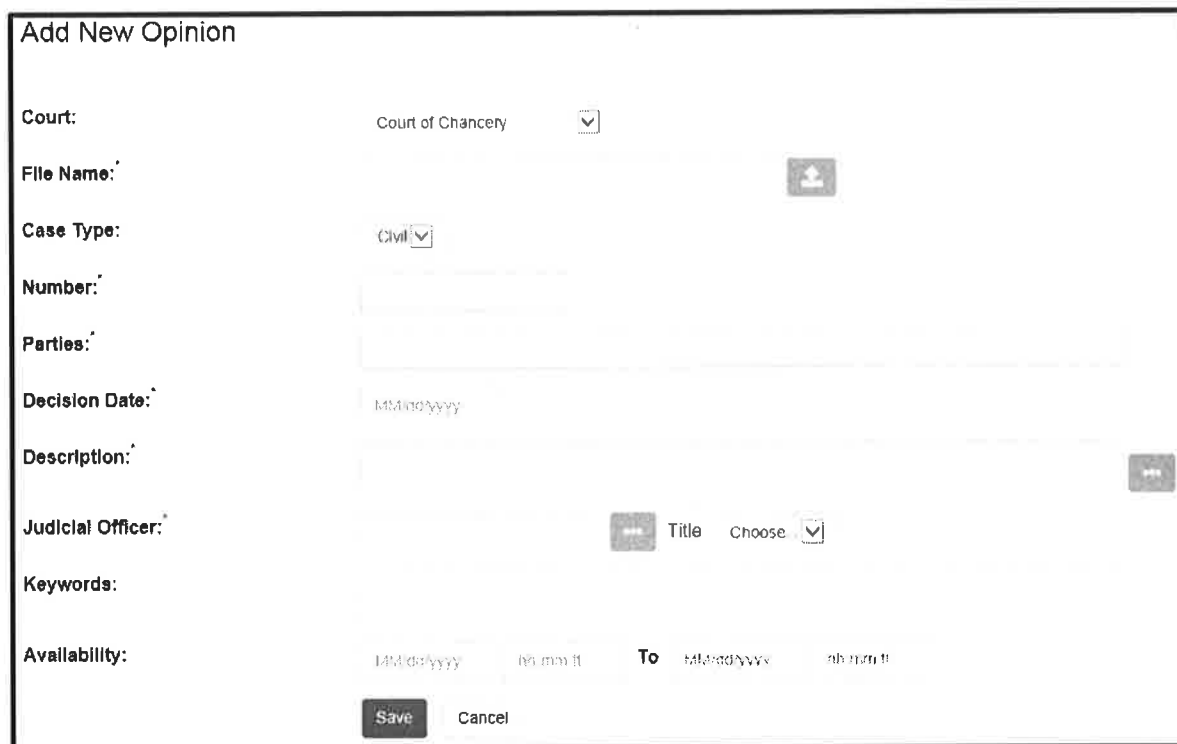
Search: Search for

All Cases: Civil Criminal CCLD

Add New

Results per page 25

The following input screen will be displayed.



Add New Opinion

Court: Court of Chancery

File Name:

Case Type: Civil

Number:

Parties:

Decision Date: MM/dd/yyyy

Description:

Judicial Officer: Title Choose

Keywords:

Availability: MM/dd/yyyy To MM/dd/yyyy

Save **Cancel**

All fields marked with a red asterisk (*) are required fields. The other fields are optional.

Court:

The Court displayed is based upon your user ID.

Court: Court of Chancery 

Remember, for Supreme Court; enter the appropriate 'Court' and 'Court Below'.

Court: Supreme Court Lower Court

File Name:

Type the name of the document or use the browse button icon, to open the Upload Document window.

File Name: 

Browse the File listing to locate the document.


Upload Document

File

Press the 'Upload' when the document is entered.

Upload Document

File

File Name: test for Opinions.pdf 

Case Types:

Chancery Court currently only posts Civil documents. All other courts have the option of selecting Civil or Criminal.

Case Type:	<input type="radio"/> Civil <input type="radio"/> Criminal
------------	---

Superior Court, must choose between "Case Type" of Civil or Criminal. They also have the option of "Complex Commercial Litigation Division". Enter a check mark if applicable.

Case Type:	<input type="radio"/> Civil <input type="radio"/> Criminal	<input type="checkbox"/> Chancery Complex Commercial Litigation Division
------------	---	--

Number:

Enter the number referencing this entry, the number may be either numbers or letters or a combination of both

Number:	<input type="text"/>
---------	----------------------

Parties:

Enter the parties on the document.

Parties:	<input type="text"/>
----------	----------------------

Decision Date:

The date of the decision may be typed or use the calendar picker to select the date.

Decision Date:	<input type="text"/>																																																																	
	<table border="1"><tr><td>«</td><td colspan="7">March 2016</td><td>»</td></tr><tr><td>Su</td><td>Mo</td><td>Tu</td><td>We</td><td>Th</td><td>Fr</td><td>Sa</td><td></td></tr><tr><td>28</td><td>29</td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td></td></tr><tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td></td></tr><tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td></td></tr><tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td></td></tr><tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td>1</td><td>2</td><td></td></tr><tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td></td></tr></table>	«	March 2016							»	Su	Mo	Tu	We	Th	Fr	Sa		28	29	1	2	3	4	5		6	7	8	9	10	11	12		13	14	15	16	17	18	19		20	21	22	23	24	25	26		27	28	29	30	31	1	2		3	4	5	6	7	8	9	
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27	28	29	30	31	1	2																																																												
3	4	5	6	7	8	9																																																												


Description:

Type the description of the document.

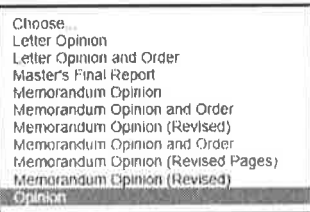
Description: 

- OR - Choose a description of the document by first choosing the icon to select a document.

Select from existing Descriptions

Description Opinion 

Cancel

Description 

Choose...
Letter Opinion
Letter Opinion and Order
Master's Final Report
Memorandum Opinion
Memorandum Opinion and Order
Memorandum Opinion (Revised)
Memorandum Opinion and Order
Memorandum Opinion (Revised Pages)
Memorandum Opinion (Revised)
Opinion

Cancel


This will indicate where the entry will be listed.

Judicial Officer:

Select the Judicial Officer associated to the document.

Judicial Officer:  Title Choose...

Select from existing Judicial Officers

Judicial Officer Choose... 

Cancel

The selections are filtered by court.

Select from existing Judicial Officers

Judicial Officer

Choose...

- Ayvazian M.
- Ayvazian M.
- Ayvazian M.
- Bouchar C.
- Chandler C.
- Gebelein J.
- Glasscock M.
- Glasscock, V.C.
- J. Wallace
- J. Wallace
- Jacobs J.
- Jacobs V.C.
- Lamb V.C.
- Laster, V.C.
- M. LeGrow
- M. Poppiti
- Noble V.C.
- Parsons, V.C.
- Steele J.
- Steele V.C.
- Strine C.
- Strine V.C.

Cancel

Select

If the Judicial Office is not listed, type the name last name in the field provided. Then choose the "Title" for the Judicial Officer.

Title

Choose...

- C.
- C.J.
- J.
- M.
- P.J.
- R.J.
- V.C.

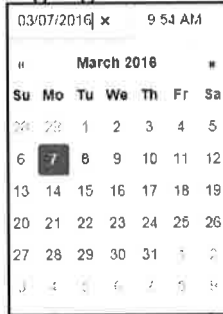
Keyword:

This is an optional field. Enter words used in the document to assist in searching for the document on the internet.

Keywords:

Availability:

Availability will allow the opinion to be available only during that timeframe. Leaving the 'Expired Date/Time' will leave the opinion available indefinitely. Clicking in the date field will open a calendar. **Highlight the date** desired or type the date in the field.



By clicking the time field, the specific time may be typed. Preset times are available by

- 12:00 AM ^
- 12:30 AM
- 01:00 AM
- 01:30 AM
- 02:00 AM v

clicking in the field.

However, specific times may be entered

When all fields are completed, save entry by clicking on the "Save" button.



The "Cancel" button will cancel the entry.

The system will verify the entry to accuracy.

Add New Opinion

Please correct the following information before saving:

- A record already exists for Court 'Court of Chancery', Number '123 test', Decision Date '03/10/2016' and Description 'Opinion'

Edit

Information for a particular opinion may be modified at any time. The following is a sample of the list that will be displayed based upon your ID and security.

Court of Chancery - Opinions and Orders 52 Opinions

Court: Court of Chancery **Decision Date:** This year **Search:** [Search for] [Q]

All Cases Civil Criminal CCLD Add New

Results per page 25

Parties/Caption	Date	File Number	Court	Type	Judicial Officer	Description	Edit	Delete
me vs you	03/10/2016	123 test	Court of Chancery	Civil	Jacobs V.C.	Opinion	[Edit]	[Delete]
Gerald Lechliter v Delaware Department of Natural Resources, et al	03/08/2016	CA # 10430-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order	[Edit]	[Delete]
Taghleeif Industries, Inc v Pantaleon Henriquez III	03/08/2016	CA # 11593-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order	[Edit]	[Delete]

Select the document by clicking once on the icon under the 'Edit' column to the right of the file name.

Court of Chancery - Opinions and Orders 52 Opinions

Court: Court of Chancery **Decision Date:** This year **Search:** [Search for] [Q]

All Cases Civil Criminal CCLD Add New

Results per page 25

Parties/Caption	Date	File Number	Court	Type	Judicial Officer	Description	Edit	Delete
me vs you	03/10/2016	123 test	Court of Chancery	Civil	Jacobs V.C.	Opinion	[Edit]	[Delete]
Gerald Lechliter v Delaware Department of Natural Resources, et al	03/08/2016	CA # 10430-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order	[Edit]	[Delete]
Taghleeif Industries, Inc v Pantaleon Henriquez III	03/08/2016	CA # 11593-VCG	Court of Chancery	Civil	Glasscock, V.C.	Letter Opinion and Order	[Edit]	[Delete]

The edit screen will be displayed with that particular file's data. This screen is similar to the 'Add New' input screen.

Update Document Details - 237950

Court: Court of Chancery

File Name: test for opinions.pdf 

Case Type: Civil

Number: 123 test

Parties: IN RE: THE FIRST CASE FOR THE AMERICAN DREAM

Decision Date: 3/10/2016

Description: Opinion 

Judicial Officer: Jacobs  Title v.c.

Keywords:

Availability: 3/10/2016 12:00 AM To 3/10/2016 12:00 AM

Created By STATE:barbara.palo on 3/10/2016 9:02:58 AM

Last Modified By N/A on N/A

Notice the new fields "Created By" and "Last Modified By". These fields will display the history of the entry.

Make the changes to this screen as necessary.

Remember if the Opinion was added by Supreme Court the selection of the 'Court' and 'Court Below' are available. If the Opinion was added by Superior Court, the selection of 'Complex Commercial Litigation Division' is available.

Parties: IN RE: THE FIRST CASE FOR THE AMERICAN DREAM

Press the 'Save' button to update the record. To cancel this process, select 'Cancel'.

Delete

Documents may need to be deleted for a number of reasons. It could be the document is no longer needed or it was replaced or uploaded incorrectly. Access the Court Opinions for your Court following the standard logon procedures.

Locate the document that should be deleted.

Court of Chancery - Opinions and Orders 52 Opinions

Court: Decision Date: Search:

Results per page 25

Parties/Caption	Date	File Number	Court	Type	Judicial Officer	Description	Edit	Delete
IN RE: THE FIRST CASE FOR THE AMERICAN DREAM	03/10/2016	123 test	Court of Chancery	Civil	Jacobs V C	Opinion	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

Click on the icon under the 'Delete' to the column to the right of the document title.

The delete confirmation screen will be displayed.

Confirm Delete Opinion

Are you sure you want to delete the selected opinion?

To delete the document from Court Opinions, select 'Yes'.

Frequently asked questions

How do I upload and amended Opinion?

Remember, if the original document that was stored on the PC has been modified, those changes will not be available on Court Opinions until the newest version of the document has been uploaded. Even if the newest version of the document has the same name as the existing document in Court Opinions, the newest version must be uploaded.

- Access judicial.state.de.us and select Data Base Updates.
- Select Court Opinions Updater
- Sign in
- Locate the document that was changed.
- Select that document by clicking on the 'Edit' icon to the right of the document's title.
- To Change the attachment:
 - click on the upload icon in the "File Name" field
 - Click on the 'Browse' button to display all available documents
 - Select the document from the list displayed
- Click on the 'Save' button.

How do I change the displayed information for the Opinion?

- Access judicial.state.de.us and select Data Base Updates.
- Select Court Opinions Updater
- Sign in
- Locate the document that was changed.
- Select that document by clicking on the 'Edit' icon to the right of the document's title.
- When the update screen is displayed, move the cursor to the 'Description' field.
- Type the new name for the document.
- Make other necessary changes to the other fields.
- Locate and press the 'Save' button.

How do I add additional information to the entry?

- Access judicial.state.de.us and select Data Base Updates.
- Select Court Opinions Updater
- Sign in
- Locate the document that was changed.
- Select that document by clicking on the 'Edit' icon to the right of the document's title.
- When the Update screen is displayed, move the cursor to the desired field and type the additional information.

- Locate and press the 'Save' button.

What if I selected the wrong document for update?

- Scroll down to the bottom and select the 'Cancel' button. No changes will be recorded and the previous list of documents will be displayed.

Quick Reference Guide

Court Opinions Upload

1. Access the Intranet <http://judicial.state.de.us>
2. Select the 'Database Updates' option from the menu.
3. Select 'Court Opinions Updater'.
4. Enter "*firstname.lastname*".
5. Enter your Outlook password.
6. Select "Add New" button on right side of screen.
7. Browse the system to locate the file.
8. Double click on the file name.
9. Complete the form.
10. Click the 'Save' button to copy the document into Court Opinions.
11. Confirm the upload.

Court Opinions Edit

1. Access the Intranet <http://judicial.state.de.us>
2. Select the 'Database Updates' option from the menu.
3. Select 'Court Opinions Updater'
4. Enter "*firstname.lastname*".
5. Enter your Outlook password.
6. Locate the document requiring the edit.
7. Click on the 'Edit' icon to the right of the document.
8. Make necessary changes to the various fields as needed.
9. Click the 'Save' button when changes are completed.
10. Confirm the changes.

Court Opinions Delete

1. Access the Intranet <http://judicial.state.de.us>
2. Select the 'Database Updates' option from the menu.
3. Select 'Court Opinions Updater'
4. Enter "*firstname.lastname*".
5. Enter your Outlook password.
6. Locate the document to be deleted.
7. Click on the 'Deleted' icon to the right of the document.
8. Confirm the deletion on the confirmation screen.