

United States District Court for the District of Delaware

Emergency Filing and After-Hours Procedures

PLEASE NOTE: The after-hours email address is not intended for routine filings and may not be used as a vehicle to circumvent the Court's Administrative Procedures Governing Filing and Service by Electronic Means (Rev. 1/2023) in any way.

To the greatest extent possible, any emergency filings intended for a case pending before the Court should be filed electronically through CM/ECF, which is available 24 hours a day.

Filers who have not been granted electronic filing access by the Court may not use this after-hours email as a vehicle for document submission or to circumvent the Court's Administrative Procedures Governing Filing and Service by Electronic Means (Rev.1/2023). Non-compliant submissions will not be considered.

In the event an emergency matter is filed in a case in UNA status requiring expedited attention by a District Judge, notice should be provided to the Clerk's Office as soon as possible by dialing 302-573-6170 or via email at Delaware_Intake@ded.uscourts.gov.

Emergent requests for docket modifications occurring outside of normal business hours (8:30 a.m. to 4:00 p.m.) should be emailed to the following after hours support address: DED_Emergency_After_Hours_Filing@ded.uscourts.gov. If the case is assigned to a District Judge, that judge's chambers should also be copied on the request. The person sending the notification should include their name, telephone number, and any relevant information regarding the emergency matter.

In the event it is not possible to submit documents electronically due to technical issues (i.e. PACER or CM/ECF are offline), a description of the emergency matter and any relevant documents (in pdf format) should be provided. Messages received will be periodically monitored outside of normal business hours.