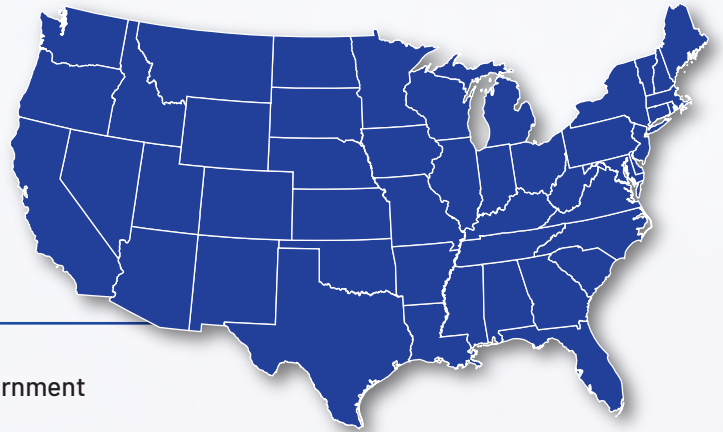


STATE PUBLIC RECORD LISTINGS



DELAWARE

State Public Record Listings (SPRLs) enable you to quickly reach government agencies and institutions that house public records.

SPRLs are an ideal tool for returning citizens looking to identify sources and repositories of public record documents and those seeking to conduct legal research.

State Public Record Listings Includes 28,000+ Agencies:

- **Agency Facts:** office hour; time zone; web sites, types of records held.
- **Search and Access Facts:** all methods of access; indexing; search requirements; how far back records are kept and available, online availability with comments on accuracy; when public access terminals are onsite; turnaround times.
- **Privacy Facts:** restrictions imposed on searchers or types of searchers; if signed releases or notarized statements are required.
- **All Fees:** access, copy; certification; expedited; if credit cards are accepted; if personal or business checks accepted.
- **Searching Tips and Idiosyncrasies:** inside information on what you need to know about a particular agency holding records.
- Plus Much More!

SPRLs are your direct connection to these six comprehensive categories:

1. County and Local Courts

- 75% of criminal and civil courts provide online access to an historical docket index - but how good are these sites? SPRLs includes analyzation of all state online judicial systems; if statewide, if on-site equivalent; all access methods.
- Nearly 80% of the courts now offer an onsite public access terminal (PAT).
- Know which courts will or will not perform a clerk name search.
- Besides criminal and civil, find out about probate, eviction, small claims, traffic, town infractions, and family court records, etc. - and more!

2. Federal Courts

- The counties assigned to each Federal Court - or when not assigned.
- How to obtain online records.
- All about Multi-Voice Case Information Systems (VCIS & McVCIS), Electronic Case Files (CFE), and Federal Record Centers, EDGAR, etc. - and more!

3. Local Recorder and Assessor Offices

- Which agencies provide online document images.
- When you need to hire your own onsite retriever.
- Direct phone lines to county/city/parish agencies, etc. - and more!

4. State Agencies with Public Records

- Permit purchase of databases or customized lists.
- Offer online access to records.
- Offer record access by phone.
- Require a signed release, offer expedited services, accept business checks, permit requesters to set up an account, etc. - and more!

5. Occupational Licensing Boards

- 5,466 Web sites with credential lookups by name.
- Direct phone lines for license status to complaints, violations, or disciplinary actions.

6. The County Locator

- Identifies the correct county location for 159,000 ZIP Code and place/city name combinations.
- Identifies 9,000+ ZIPs that cross county lines.

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STATE PUBLIC RECORD LISTINGS - LEGAL AND PUBLIC RECORD RESEARCH MADE EASY!

State Public Record Listings include thousands of local contacts for county, state and Federal agencies in every state. Each listing is divided into 6 individual categories to ensure ease of use. The below listing of categories and sub-categories is an example of the types of information provided and does not represent the entirety of each category or listing.

1. County and Local Courts

2. Federal Courts

3. Local Recorder and Assessor Offices

4. State Agencies with Public Records

- Criminal Records
- Sexual Offender Registry
- Incarceration Records
- Statewide Court Records
- Corporation, LP, LLC, LLP, Trade Names, Trademarks/Service Marks
- Uniform Commercial Code, Federal & State Tax Liens
- Sales Tax Registrations
- Birth Certificates
- Death Records

- Marriage Certificates
- Divorce Records
- Workers' Compensation Records
- Driver Records
- Vehicle Ownership & Registration
- Legislation Records
- Voter Registration, PACs, Lobbyists
- GED Certificates

5. State Occupational Licensing Boards

- Licensing Quick Finder
- Licensing Agency Information

6. County Locator

- City/County Cross Reference
- Zip/City Cross Reference

AVAILABLE STATE PUBLIC RECORD LISTINGS & PRICING

State Public Record Listings are available for the following states and territories. Each SPRL contains the aforementioned categories. However, due to variations in how state and territories manage their records, listings vary in size and complexity.

LOCATION	PRICE	ITEM #	LOCATION	PRICE	ITEM #	LOCATION	PRICE	ITEM #
Alabama	\$13.08	ALSPRL	Kentucky	\$14.68	KYSPRL	North Dakota	\$11.68	NDSPRL
Alaska	\$10.20	AKSPRL	Louisiana	\$12.28	LASPRL	Ohio	\$16.76	OHSPRL
Arizona	\$12.28	AZSPRL	Maine	\$10.76	MESPRL	Oklahoma	\$12.28	OKSPRL
Arkansas	\$14.12	ARSPRL	Maryland	\$11.12	MDSPRL	Oregon	\$11.24	ORSPRL
California	\$15.60	CASPRL	Massachusetts	\$13.20	MASPRL	Pennsylvania	\$14.44	PASPRL
Colorado	\$11.80	COSPRL	Michigan	\$15.96	MISPRL	Rhode Island	\$9.84	RISPRL
Connecticut	\$12.60	CTSPRL	Minnesota	\$13.52	MNSPRL	South Carolina	\$12.04	SCSPRL
Delaware	\$9.16	DESPRL	Mississippi	\$12.96	MSSPRL	South Dakota	\$11.92	SDSPRL
District of Columbia	\$8.60	DCSPRL	Missouri	\$14.68	MOSPRL	Tennessee	\$13.64	TNSPRL
Florida	\$13.52	FLSPRL	Montana	\$11.36	MTSPRL	Texas	\$23.32	TXSPRL
Georgia	\$16.64	GASPRL	Nebraska	\$14.56	NESPRL	Utah	\$10.44	UTSPRL
Hawaii	\$9.16	HISPRL	Nevada	\$10.76	NVSPRL	Vermont	\$11.80	VTSPRL
Idaho	\$11.00	IDSPRL	New Hampshire	\$11.24	NHSPRL	Virginia	\$16.52	VASPRL
Illinois	\$14.44	ILSPRL	New Jersey	\$11.68	NJSPRL	Washington	\$13.64	WASPRL
Indiana	\$13.76	INSPRL	New Mexico	\$11.12	NMSPRL	West Virginia	\$12.72	WVSPRL
Iowa	\$13.52	IASPRL	New York	\$16.64	NYSPRL	Wisconsin	\$12.84	WISPRL
Kansas	\$13.20	KSSPRL	North Carolina	\$13.64	NCSPRL	Wyoming	\$10.32	WYSPRL

ORDER YOUR PRINTED STATE PUBLIC RECORD LISTING TODAY!

Placing your order is quick and easy! Simply submit payment (specific to the state or territory requesting) along with your personal and mailing details to Reentry Essentials! Once processed, you'll receive your requested SPRL by USPS in 7 to 10 business days. All prices include postage.

☎ 347.973.0004

✉ info@ReentryEssentials.org

🌐 www.ReentryEssentials.org

Reentry Essentials, Inc., 2609 East 14 Street, Suite 1018, Brooklyn, NY 11235-3915

General Information:

Capital: Dover, Kent County
Time Zone: EST
Number of Counties: 3
Population: 925,749
Website: <http://delaware.gov>

Delaware



Governor's Office

820 N. French St
 Wilmington, DE 19801
<http://governor.delaware.gov/index.shtml>
 302-577-3210
 Fax 302-577-3118
 8AM-5:30PM

Legislative Records

Division of Research
 PO Box 1401
 Wilmington, DE 19903
<http://legis.delaware.gov/>
 302-744-4114
 Fax 302-739-3895
 8AM-4:30PM

Attorney General's Office

Carvel State Office Bldg
 820 N French St
 Wilmington, DE 19801
www.attorneygeneral.delaware.gov
 302-577-8600
 Fax 302-577-6499
 8:30AM-5PM

State Archives

121 Martin Luther King Jr Blvd, North
 Dover, DE 19901
<http://archives.delaware.gov/>
 302-744-5000
 Fax 302-739-6710
 8:30AM-4:15PM M-F
 (till 8PM on W, 5PM on SAT)

State Agencies

Criminal Records

Delaware State Police, State Bureau of Identification, PO Box 430, Dover, DE 19903-0430; 302-739-2134, Fax- 302-739-5888; 8AM-4PM.

<http://dsp.delaware.gov/StateBureauofIdentification.shtml>

The Delaware State Bureau of Identification (SBI) is the central repository for criminal history information in the state of Delaware. A Criminal History Background Check is obtained through fingerprints.

Indexing & Storage: Records available from 1935. New records available in up to 3 days.

Searching: Must have a signed release from the subject for the fingerprint search and release of information. You do not need to use the state's forms. Include in request- fingerprints, full name, signed release. Will not expedite requests; their policy is first come first served. This data not released: traffic ticket information. If the disposition is not known by this agency, the record will say "disposition not known." Will only release records with dispositions to pre-employment screeners. 99% of all arrests in database have final dispositions recorded.

Access by: mail, in person, .

Fee & Payment: The search fee is \$52.50 per request. For both a State and Federal Background Check (if mandated by law), the current fee is \$69.00 Fee payee: Delaware State Police. Prepayment required. Funds must be certified or

money order. Personal checks not accepted. Credit cards accepted for in person searches only.

Mail search: Turnaround time: 4 to 6 weeks. Must have a signed release and full set of fingerprints. A SASE is not requested.

In person search: There are three Troop Locations, one in each county. Details of locations and requirements are at <http://dsp.delaware.gov/StateBureauofIdentification.shtml>. The location in Kent County offers same day service.

Sexual Offender Registry

Delaware State Police, Sex Offender Central Registry, PO Box 430, Dover, DE 19903-0430; 302-739-5882, Fax- 302-739-5888; 8AM-4PM T-F; 8AM-7PM M.

<https://sexoffender.dsp.delaware.gov/>

There are three Tiers or Levels of offenders in the state. The public is only made aware of Tiers 2 and 3 via the Internet through public notification programs by local law enforcement. Door-to-door is used for Tier 3 notification.

Indexing & Storage: New records available for inquiry in up to 3 days.

Searching: Name searching is not available in the state except through the web page. Email questions to soffender@state.de.us. There are approximately 3,500 registered sex offenders in the State of Delaware. This data not released: victim data

Online search: Statewide registry can be searched at <https://sexoffender.dsp.delaware.gov/>. Be patient

as sometimes it takes a while for the page to open. There are a variety of searches available. The site gives the ability to search by last name, Development, and city or Zip Code. Any combination of these fields may be used; however, a search cannot be performed if both a city and Zip Code are entered.

Incarceration Records

Delaware Department of Corrections, Director of Central Offender Records, 245 McKee Rd, Dover, DE 19904; 302-739-5601, 302-857-5440 (Victim Services); 8AM-4:30PM.

<http://doc.delaware.gov/>

The Department of Correction does not offer the automated public access to offender information. But escapees and death row convicts are listed.

Indexing & Storage: Records available on current and former inmates. Records are archived after two years. Paper records maintained to 1989. New records available for inquiry in only minutes.

Searching: However, the public may receive basic information about an offender, including whether the individual is incarcerated in Delaware, where the individual is incarcerated and, how to contact an offender, by calling the number above. Include in request- name and DOB.

Access by: mail, fax, online.

Mail search: Turnaround time: 1 week. An SASE is not required.

Fax search: Fax requests are accepted, the agency will only give out information that is public record.

Online search: The state links to a vendor at <https://www.vinelink.com/vinelink/siteInfoAction.do?siteId=8000>.

Other access: Escapees and death penalty lists are available online at <http://doc.delaware.gov/escapees/escapees.shtml>.

Statewide Court Records

Administrative Office of the Courts, Supreme Court of Delaware, 500 N King St, #11600, Wilmington, DE 19801; 302-255-0088, 302-323-5369 (Judicial Information Center), Fax- 302-323-5399; 8:30AM-5PM.

<http://courts.delaware.gov>

Fax number is to the Judicial Information center located at 92 Reads Way, New Castle, DE 19720. Note that all trial court record access must be done at the local level. There is a second office in Georgetown, DE.

Online search: Trial court civil case information and judgments are searchable at http://courtconnect.courts.delaware.gov/public/ck_public_qry_main_cp_main_idx. Commercial use of data obtained through the site is strictly prohibited. No identifiers are shown. Chancery, Superior, Common Pleas, and Supreme Courts opinions and orders are available free online at <http://courts.delaware.gov/opinions/>. Supreme, Superior, and Common Pleas Courts calendars are available free at <http://courts.delaware.gov/calendars/>. Chancery and Supreme Courts filings are available from a vendor at www.virtualdocket.com. Registration and fees required. Search of Probate records at <http://archives.delaware.gov/collections/probate.shtml>.

Corporation, LLC, LP, LLP, General Partnerships, Trademarks/Service marks

Secretary of State, Corporation Records, PO Box 898, Dover, DE 19903 (Courier address- 401 Federal Street, #4, John G Townsend Bldg, Dover, DE 19901); 302-739-3073, Fax- 302-739-3812; 8AM-4:30PM.

www.corp.delaware.gov/

DBA's or Doing Business As names are registered in the Prothonotary's office at the county.

Indexing & Storage: Records available from the formation of the Division. Indexes are maintained on imaging system and in-house computer. Some Delaware Registered Agents have online access. New records available for inquiry immediately.

Searching: Include in request- full name of business. In addition to the articles of organization, business entity records available include: Annual Reports, Officers, Directors, Prior (merged) names, Inactive and Reserved names.

Access by: mail, phone, fax, in person, online.

Fee & Payment: Record search is \$50.00. Certification is \$50.00 (plus \$2.00 per document page), \$20.00 for trademarks. Plain copies are \$10.00 first page and \$2.00 each additional. Fee payee: Delaware Secretary of State. Prepayment required. Personal checks accepted. Visa, MasterCard, and Discover accepted.

Mail search: Turnaround time: 7-10 days. SASE not required.

Phone search: There is no fee for general information given over the phone.

Fax search: Fax requests can be received by fax, but are not returned by fax.

In person search: Requests are returned by regular mail unless a courier account # is provided.

Online search: Check an entity name for corporate status, file number, incorporation/formation date, registered agent name, address, phone number and residency from www.corp.delaware.gov/. A search of Trade, Business, or Fictitious names is found at www.courts.delaware.gov/tradenames/. Note this is from the courts, not from the Sec. of State. Also, the DE Department of Finance provides a free search of business licenses at <http://dorweb.revenue.delaware.gov/bussrch/>.

Expedited service: Expedited services available for mail, fax, phone, and in person. Add \$20.00 for 24 hour service for plain copies. Same day service is \$40.00, \$500 for 2-hour service, and \$1,000 for one-hour service.

Uniform Commercial Code, Federal Tax Liens

UCC Division, Secretary of State, 401 Federal Street #4, Townsend Bldg, Dover, DE 19901; 302-739-3073 x4, Fax- 302-739-3813; 8:30AM-4:30PM.

www.corp.delaware.gov/ucc.shtml

All non "Search to Reflect" UCC Searches are outsourced to a Delaware Authorized Searcher, who performs the search. The website maintains a list of these private vendors. All UCC searches performed by these agents are Certified UCC Searches.

Indexing & Storage: Records available from 1967. Records are computerized since 1992. New records available for inquiry immediately.

Searching: Use search request form UCC-11 for copy requests only. The copy request includes federal tax liens since 1976. All state tax liens are filed at the county level. Direct questions to corp@delaware.gov. Include in request- debtor name. The agency suggest the use of a Delaware Authorized Searcher found at www.corp.delaware.gov/uccauthsrch.shtml.

Access by: mail, in person

Fee & Payment: Search to Reflect fee is \$25.00 Plain copies are \$10.00 first page, \$2.00 each additional. Certified copies are \$10.00 for first page and \$2.00 each add'l. Fee payee: Delaware Secretary of State. Prepayment required. Volume users may establish an account. Personal checks and major credit cards accepted.

Mail search: Turnaround time: 5-7 days.

In person search: Immediate counter service is considered expedited and entails extra fee.

Other access: Bulk purchase of copies of financing statements is \$2.00 per page.

Expedited service: Expedited service fro copy requests is \$25 for 24-hour service and \$50.00 for same day service. Turnaround time- 24 hours.

State Tax Liens

Records not maintained by a state level agency.

Records are at the county level.

Sales Tax Registrations

Finance Department - Div. Rev., Gross Receipt Tax Registration, PO Box 8750, Wilmington, DE

19899-8750 (Courier address- 820 N French St, 9th Fl, Carvel State Office Bldg, Wilmington, DE 19801); 302-577-8778, Fax- 302-577-8203; 8AM-4:30PM.

<http://revenue.delaware.gov/>

This state has a gross receipts tax, not a sales tax per se. They will release the information found on the face of the business licensee.

Indexing & Storage: Records available for the past 3-5 years. New records available for inquiry in seconds.

Searching: This agency will do an alpha search for a business name and will provide the business name, address and business license number, type of business, and amount of license fee paid. They will not release business owner or officer names. Include in request- business name. The federal tax ID can also be used. This data not released: financial records, delinquencies.

Access by: mail, phone, fax, in person, online.

Mail search: Turnaround time: 1 week. A SASE is requested. No fee for mail request.

Phone search: No fee for telephone request. There is a limit of 3 searches per phone call.

Fax search: There is no fee for fax searches. Turnaround time is 2 days.

In person search: No fee for request.

Online search: Search for a business license at <http://dorweb.revenue.delaware.gov/bussrch/>. There is also a "door-to-door salesperson search."

Birth Certificates

Department of Health, Office of Vital Statistics, 417 Federal St, Dover, DE 19901 (Courier address- Jesse Cooper Bldg, William Penn & Federal Sts, Dover, DE 19901); 302-744-4549, 877-888-0248 (Order (via VitalChek)); 8AM-4:30PM (Counter closes at 4:15 PM).

www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html

The agency will also release an adoptee birth certificate.

Indexing & Storage: Records available from 1932 to present. Prior records are at the State Archives. New records available for inquiry in 1 month.

Searching: Must have a signed release from person of record or immediate family member. Others may only obtain records if they demonstrate the record is needed for the determination or protection of their personal property rights or for genealogical uses. Include full name, names of parents, mother's maiden name, date of birth, place of birth, reason for information request, relationship to person of record, photo ID of requester. See request form at www.dhss.delaware.gov/dhss/dph/ss/files/birth.pdf

Access by: mail, phone, in person, online.

Fee & Payment: Search fee is \$25.00 per name. using the vendor incurs additional fees. Fee payee: Office of Vital Statistics. Prepayment required. Personal checks accepted. Major credit cards accepted by VitalChek (not state).

Mail search: Turnaround time: 1 day to 1 week. SASE not required.

Phone search: Records may be ordered using the toll-free number above.

In person search: Records may be ordered in person at this agency or at the local county agency in New Castle or Sussex counties. The addresses

are found on the web. Turnaround time is generally 10 minutes or less.

Online search: Access available at <https://www.vitalchek.com/vital-records/delaware/delaware-vital-records-georgetown>, a state designated vendor. Additional fees incurred.

Expedited service: VitalChek offers expedited services when ordered online or by fax. Fees subject to change. Turnaround time- 3 to 5 days.

Death Records

Department of Health, Office of Vital Statistics, 417 Federal St, Dover, DE 19901 (Courier address- Jesse Cooper Bldg, William Penn & Federal Sts, Dover, DE 19901); 302-744-4549, 877-888-0248 (Order); 8AM-4:15PM.

www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html

Indexing & Storage: Records available from 1964 to present. Prior records are at the State Archives. New records available for inquiry in 3 days.

Searching: Must have a signed release from immediate family member. Include in request- full name, date of death, place of death, names of parents, reason for information request, relationship to person of record, photo ID. A request from is located at www.dhss.delaware.gov/dhss/dph/ss/files/death.pdf.

Access by: mail, phone, in person, online.

Fee & Payment: Search fee is \$25.00 per name. using the vendor incurs additional fees. Fee payee: Office of Vital Statistics. Prepayment required. Personal checks accepted. Major credit cards accepted by VitalChek (not state).

Mail search: Turnaround time: 1 day. SASE not required.

Phone search: Records may be ordered using the toll-free number above.

In person search: Records may be ordered in person at this agency or at the local county agency in New Castle or Sussex counties. The addresses are found on the web. Turnaround time is 10 to 15 minutes.

Online search: Access available at <https://www.vitalchek.com/vital-records/delaware/delaware-vital-records-georgetown>, a state designated vendor. Additional fees incurred.

Expedited service: VitalChek offers expedited services when ordered online or by fax. Fees subject to change. Turnaround time- 3 to 5 days.

Marriage Certificates

Department of Health, Office of Vital Statistics, 417 Federal St, Dover, DE 19901 (Courier address- Jesse Cooper Bldg, William Penn & Federal Sts, Dover, DE 19901); 302-744-4549, 877-888-0248 (Order); 8AM-4:15PM.

www.dhss.delaware.gov/dhss/dph/ss/vitalstats.html

Indexing & Storage: Records available from 1964 to present. Prior records are in the State Public Archives. New records available for inquiry in 1 month.

Searching: Must have a signed release from person or persons of record or immediate family member. Include in request- names of husband and wife, date of marriage, place or county of marriage, relationship to person of record, reason for information request, wife's maiden name, photo

ID. A request from is located at www.dhss.delaware.gov/dhss/dph/ss/files/marriage.pdf.

Access by: mail, phone, in person, online.

Fee & Payment: Search fee is \$25.00 per name. using the vendor incurs additional fees. Fee payee: Office of Vital Statistics. Prepayment required. Personal checks accepted. Major credit cards accepted by VitalChek (not state).

Mail search: Turnaround time: 1 day. SASE not required.

Phone search: Records may be ordered using the toll-free number above.

In person search: Records may be ordered in person at this agency or at the local county agency in New Castle or Sussex counties. The addresses are found on the web. Turnaround time is 10 to 15 minutes.

Online search: Access available at <https://www.vitalchek.com/vital-records/delaware/delaware-vital-records-georgetown>, a state designated vendor. Additional fees incurred.

Expedited service: VitalChek offers expedited services when ordered online or by fax. Fees subject to change. Turnaround time- 3 to 5 days.

Divorce Records

Records not maintained by a state level agency.

Record not held by this agency, however a limited index is available. For actual copies of records go to the Family Court at the county; prior to 1976, go to the Prothonotary at the county level.

Workers' Comp. Records

Labor Department, Industrial Accident Board, 4425 N Market Street, 3rd Fl, Wilmington, DE 19809-9954; 302-761-8200 x2, Fax- 302-761-6601; 8AM-4:30PM.

<http://dia.delawareworks.com/workers-comp/>

Case records must have been adjudicated to be considered public. First reports of injury only (non-adjudicated) are not covered under FOIA.

Indexing & Storage: Records available from 1985. New records available for inquiry immediately.

Searching: Include in request- use copy request form which requires claimant name, SSN, employer, and date of accident. Call or write for the request form, it is not available on the web.

Access by: mail, fax, online.

Fee & Payment: There is no search fee. Copies are \$.25 each. Fee payee: DOL/IA. Prepayment required. Payment is for copies only. Personal checks accepted. No credit cards accepted.

Mail search: Turnaround time: 2 to 5 days. A SASE is requested.

Fax search: Requests accepted by fax if requester meets the criteria.

Online search: To check on an employer's insurance history visit <http://dia.delawareworks.com/workers-comp-search.php>.

Driver Records

Division of Motor Vehicles, Driver Services Department, PO Box 698, Dover, DE 19903; 302-

744-2506, Fax- 302-739-2602; 8AM-4:30PM (12-8PM W). www.dmv.de.gov/

Indexing & Storage: Records available for 3 years to present for public record purposes. New records available for inquiry in 2 to 3 weeks.

Searching: Records cannot be sold from one vendor to another unless approved. Casual requesters can obtain records only with MV703 Form requiring notarized signature of requester. Include in request- full name, driver's license number, date of birth, Form MV703. The form is found at

www.dmv.de.gov/forms/forms_manuals.shtml.

Authorized account holders must complete an Application and a Contract for Direct Access. This data not released: SSNs or medical information.

Access by: mail, in person, online.

Fee & Payment: The fee for all search modes is \$15.00 per request. Fee payee: Division of Motor Vehicles. Prepayment required. Personal checks and money orders accepted. No credit cards accepted.

Mail search: Turnaround time: 3 to 5 days. A SASE is requested.

In person search: Three requests will be processed while you wait, additional requests are processed overnight. Walk-in requesters may obtain records from centers in Wilmington, New Castle, Dover, and Georgetown.

Online search: The Direct Access Program is provided 24 hours via the web. The fee is \$15.00 per record. Searches are done by submitting the driver's license number. Requesters must be pre-approved, a signed contract application is required. Online searching is by single inquiry only; no batch request mode is offered. For more information about establishing an account, call 302-744-2723.

Vehicle Ownership & Registration

DMV - Administration, Vehicle Records, PO Box 698, Dover, DE 19903; 302-744-2500, Fax- 302-739-3152; 8AM-4:30PM M-T-TH-F; 12-8PM W.

www.dmv.de.gov/

Indexing & Storage: Records available for 3 years to present, new records in 2 to 3 weeks.

Searching: Requesters Those routinely seeking information must complete an Application and Contract for Direct Access to become an account holder. Casual requesters must use Form MV703 which requires notarized signature of subject. Include in request- valid reason for request. If request in writing, on letterhead. See request form at www.dmv.de.gov/forms/forms_manuals.shtml.

Access by: mail, in person, online.

Fee & Payment: The fee for ownership, plate, and registration searches is \$15.00 per record, \$20.00 if certified. Fee payee: Division of Motor Vehicles. Prepayment required. Personal checks accepted. No credit cards accepted.

Mail search: Turnaround time: 3 to 5 days. A SASE is requested.

In person search: The physical address is 303 Transportation Circle, Dover, across Hwy 113 from the Blue Hen Corporate Center. Turnaround time is while you wait.

Online search: The Direct Access Program is provided 24 hours via the web. The fee is \$15.00 per name. Requesters must be pre-approved; a signed contract application is required. Online

searching is by single inquiry only; no batch request mode is offered. For more information about establishing an account, call 302-744-2723. This program is strictly monitored and not available to those with a non-permissible use.

Accident Reports

Delaware State Police, Traffic Control Section, PO Box 430, Dover, DE 19903; 302-739-5931, Fax-302-739-5936; 8AM-4PM.

<http://dsp.delaware.gov/default.shtml>

Indexing & Storage: Records available from 1984. New records available for inquiry in 1 day to 2 weeks.

Searching: Access to records is restricted to insurance companies, attorneys, and those involved with the incident. Otherwise a signed release is necessary. Include in request- full names, date of accident, location of accident. If known, please give the Compliant Number.

Fee & Payment: The fee is \$25.00 per report, \$60.00 if fatal accident report. Fee payee: Delaware State Police. Prepayment required. Personal checks accepted. No credit cards accepted.

Mail search: Turnaround time: 5 to 10 days. A SASE is requested.

Phone search: You can only verify if a report exists.

Vessel Ownership & Registration

Division of Fish & Wildlife, Delaware Boat Registration Office, 89 Kings Highway, Dover, DE 19901; 302-739-9916, Fax- 302-739-1317; 8AM-4:30PM.

www.dnrec.delaware.gov/Pages/Portal.aspx

Indexing & Storage: All motorized craft are registered; this is not a title state. Records available from 1979 to present. Records are registration only, no titles, and are indexed on microfiche from 1978 to 1989. Records are computer indexed from 1990 to the present. All motorized craft are registered. New records available for inquiry in three days.

Searching: Records are very confidential. Although the agency will very certain records, copies and searches are granted to government

agencies. Otherwise to obtain file copies a subpoena must be presented - even if for DPPA permissible use. Either the owner's name, hull ID# or registration number must be submitted for a verification. Liens are filed with UCC filings, not at this location.

Fee & Payment: There is no search fee.

Mail search: Turnaround time: 3 days. SASE not required. Records are available by mail.

Phone search: They may verify information over the phone using "yes" and "no" only.

Fax search: If approved.

In person search: Verification only.

Legislation Records

Legislative Hall, Division of Research, PO Box 1401, Dover, DE 19903 (Courier address- 411 Legislative Avenue, Dover, DE 19901); 302-744-4114, 302-744-4308 (Library), Fax- 302-739-3895; 8AM-4:30PM.

<http://legis.delaware.gov/>

Direct questions to rochelle.yerkes@state.de.us.

Indexing & Storage: Records available from 1973 forward. Prior bills are archived.

Online search: Access bill information and bill tracking at the Internet site, no fee. State statutes and codes may be found at <http://delcode.delaware.gov/>.

Voter Registration, Campaign Finance

Commissioner of Elections, Voter Registration Records, 111 S West St #10, Dover, DE 19904; 302-739-4277 x2, Fax- 302-739-6794; 8AM-4:30PM. <http://elections.delaware.gov/>

There is no individual record searching permitted, except in person. Email questions to coe_vote@state.de.us.

Indexing & Storage: Records available for both active and inactive records. New records available for inquiry in 7 days.

Searching: This data not released: (for voter registration records) SSNs or telephone numbers. The DOB is not given, but the age is.

Access by: mail, in person, online.

Fee & Payment: For voter registration there is no search fee, the copy fee is \$.25 per copy. The

entire database can be purchased on CD for \$10.00.

See <http://elections.delaware.gov/services/candidate/pdfs/Statewide%20CD%20Order%20Form.pdf>. Fee payee: State of Delaware. Prepayment required. Personal checks accepted No credit cards accepted.

Mail search: Records, other than voter registration, may be requested by mail.

In person search: Counter service is offered.

Online search: View contributions: <https://cfrs.elections.delaware.gov/>. Ser PACs at <http://elections.delaware.gov/information/campaignfinance/pdfs/PAC%20List.pdf>. Find data on lobbyists at www.delawaregov.us/pic/index.cfm?ref=74391

Other access: As stated, the entire state voter registration database is available on CD for \$10. The file is provided in Access. Candidates who filed to run for office may request the Statewide CD at no cost.

GED Certificates

Department of Education, Adult Education - GED Testing, 35 Commerce Way, Ste#1, Dover, DE 19904; 302-857-3348, Fax- 302-739-1770; 8AM-4:30PM. www.doe.state.de.us

The office is located in the John W Collette Educational Resource Center.

Indexing & Storage: Records available since inception. New records in 8-12 weeks.

Searching: Consent of subject is needed for all third-party searches. Include in request- signed release, name, date of birth, Social Security Number, location of test center. Requests must be in writing. The year of the test is very helpful. A GED Transcript Request Form is available from the web page.

Fee & Payment: There is no fee for a verification. A duplicate certificate is available for \$5.00. Fee payee: Department of Education Must use a money order. Personal checks not accepted.

Mail search: Turnaround time: 2 to 3 weeks. SASE not required.

Fax search: Same criteria as mail searching.

In person search: Requester must showphoto ID.

Delaware State Licensing Agencies

For details about the agency responsible for licensing/certifying/registering an item below or in the Agency Quick Finder section, match an item's number with the number of the agency in the *Licensing Agency Information* section.

Delaware Licenses Searchable Online

The following licenses may be searched at <https://dpronline.delaware.gov/mylicense/weblookup/Search.aspx>

Accountant-CPA #11	Electrical Inspector #11	Pharmacist #11
Adult Entertainment #11	Electrician #11	Pharmacy/Pharmacy-related Business #11
Aesthetician #11	Electrologist #11	Physical Therapist/Assistant #11
Amateur Boxing-related #11	Emergency Medical Tech/Paramedic #11	Physician Assistant #11
Architect #11	Funeral Director #11	Physician/Medical Doctor/Surgeon #11
Athletic Agent #11	Gaming Control #11	Pilot, River #11
Athletic Trainer #11	Geologist #11	Plumber #11
Audiologist #11	Hearing Aid Dealer/Filter #11	Podiatrist #11
Barber #11	Landscape Architect #11	Psychological Assistant #11
Bodyworker #11	Massage #11	Psychologist #11
Boxer/Boxing Professional #11	Medical Practice #11	Real Estate Agent/Broker #11
Charitable Gaming Permittee #11	Mental Health Counselor #11	Real Estate Appraiser #11
Chiropractor #11	Midwife #11	Respiratory Care Practitioner #11
Cosmetologist #11	Nail Technician #11	Social Worker #11
Counselor, Professional #11	Nurse #11	Speech Pathologist/Audiologist #11
Deadly Weapons Dealer #11	Nursing Home Administrator #11	Surveyor, Land #11
Dental Hygienist #11	Nutritionist #11	Veterinarian #11
Dentist #11	Occupational Therapist/Assistant #11	
Dietician/Nutritionist #11	Osteopathic Physician #11	

The Rest

Counselor, Elem./Second'y School #04.....	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx
Engineer/Firm #12	www.dape.org/App/peRoster.asp
Insurance Adjuster/Advisor #08	https://sbs-de.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp?submit=Licensee+Look
Insurance Agent/Consultant #08.....	https://sbs-de.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp?submit=Licensee+Look
Insurance Broker/Dealer/Company #08	https://sbs-de.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp?submit=Licensee+Look
Insurance Entity #08	https://sbs-de.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp?submit=Licensee+Look
Investment Adviser/Firm #19	www.adviserinfo.sec.gov/IAPD/Content/Search/iapd_Search.aspx
Library/Media Specialist #04.....	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx
Liquid Waste Hauler #17.....	www.dnrec.delaware.gov/wr/Information/GWDInfo/Documents/Class F list.pdf
Lobbyist #18.....	www.delawaregov.us/pic/index.cfm?ref=74391
Optometrist #11	www.arbo.org/index.php?action=findanoptometrist
Pesticide Applicator #10	www.kellysolutions.com/de/Applicators/index.htm
Pesticide Business #10.....	www.kellysolutions.com/de/Business/index.htm
Pesticide Dealer #10.....	www.kellysolutions.com/de/Dealers/index.htm
Pesticide, Registered #10	www.kellysolutions.com/de/pesticideindex.htm
Public Officer #18.....	https://egov.delaware.gov/lob/
Radiation Technician #16	http://dhss.delaware.gov/dhss/dph/hsp/files/orcradtechreg.pdf
Radiologic Technologist #16.....	http://dhss.delaware.gov/dhss/dph/hsp/files/orcradtechreg.pdf
School Admin. Supervisor/Asst. #04	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx
School Counselor #04.....	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx
School Principal/Superintendent #04.....	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx
Surplus Lines Broker #08.....	https://sbs-de.naic.org/Lion-Web/jsp/sbsreports/AgentLookup.jsp?submit=Licensee+Look
Teacher #04.....	https://deeds.doe.k12.de.us/public/deeds_pc_findeducator.aspx

Delaware Licensing Quick Finder

Accountant-CPA #11	302-744-4500	Audiologist #11	302-744-4500	Cosmetologist #11	302-744-4500
Adult Entertainment #11	302-744-4500	Bail Enforcement Agent #03	302-739-5991	Counselor, Elem./Second'y School #04	302-735-4000
Aesthetician #11	302-744-4500	Barber #11	302-744-4500	Counselor, Professional #11	302-744-4500
Alarm Firm/Employee #03	302-739-5991	Bodyworker #11	302-744-4500	Deadly Weapons Dealer #11	302-744-4500
Alcoholic Beverage Establishment #01	302-741-2719	Boiler Inspector #14	302-744-2735	Dental Assistant #16	302-744-4556
Amateur Boxing-related #11	302-744-4500	Boxer/Boxing Professional #11	302-787-5720	Dental Hygienist #11	302-744-4500
Ambulance Attendant #13	302-739-3160	Charitable Gaming Permittee #11	302-744-4500	Dental Radiation Technician #16	302-744-4556
Architect #11	302-744-4500	Chiropractor #11	302-744-4500	Dentist #11	302-744-4500
Armored Car Agency/Employee #03	302-739-5991	Class "A" Contractor/Worker/Super#15	302-739-5644	Dietician/Nutritionist #11	302-744-4500
Athletic Agent/Trainer #11	302-744-4500	Class "B" Contractor/Worker/Super#15	302-739-5644	Electrical Inspector #11	302-744-4500
Attorney #02	302-739-4155	Constable #03	302-739-5991	Electrician #11	302-744-4500
Attorney/List of Passing Applicants #02	302-577-7038	Contractor, General #05	302-577-8200	Electrologist #11	302-744-4500

EMTParamedic #11	302-739-6637
EMT-B #13	302-739-3160
Engineer/Firm #12	302-323-4588
Fire Company #13	302-739-3160
Funeral Director #11	302-744-4500
Gaming Control #11	302-744-4500
Geologist #11	302-744-4500
Harness Racing (license type) #06	302-342-3007
Hearing Aid Dealer/Fitter #11	302-744-4500
Horse Racing (license type) #06	302-342-3007
Insurance Adjuster/Advisor #08	302-674-7390
Insurance Agent/Consultant #08	302-674-7390
Insurance Broker/Dealer/Company #08	302-674-7390
Insurance Entity #08	302-674-7390
Investment Adviser/Firm #19	302-577-8424
Landscape Architect #11	302-744-4500
Library/Media Specialist #04	302-735-4000
Liquid Waste Hauler #17	302-739-9946
Lobbyist #18	302-739-2399
Massage #11	302-744-4500
Medical Practice #11	302-744-4500
Mental Health Counselor #11	302-744-4500
Midwife #11	302-744-4500
Nail Technician #11	302-744-4500

Notary Public #09	302-739-4111
Nuclear Medicine Technologist #16	302-744-4556
Nurse #11	302-744-4500
Nursing Home Administrator #11	302-744-4500
Nutritionist #11	302-744-4500
Occupational Therapist/Assistant #11	302-744-4500
Optometrist #11	302-744-4500
Osteopathic Physician #11	302-744-4500
Pesticide Applicator #10	302-698-4571
Pesticide Business #10	302-698-4571
Pesticide Course #10	302-698-4571
Pesticide Dealer #10	302-698-4571
Pesticide, Registered #10	302-698-4571
Pharmacist #11	302-744-4500
Pharmacy/Pharmacy-related #11	302-744-4500
Physical Therapist/Assistant #11	302-744-4500
Physician Assistant #11	302-744-4500
Physician/Medical Doctor/Surgeon #11	302-744-4500
Pilot, River #11	302-744-4500
Plumber #11	302-744-4500
Podiatrist #11	302-744-4500
Private Investigator Firm/Employee #03	302-739-5991
Private Security Agency/Employee #03	302-739-5991
Professional Services Firm #15	302-739-5644

Project Monitor (Construction) #15	302-739-5644
Psychological Assistant #11	302-744-4500
Psychologist #11	302-744-4500
Public Officer #18	302-739-2399
Radiation Technician #16	302-744-4556
Radiation Therapist #16	302-744-4556
Radiologic Technologist #16	302-744-4556
Real Estate Agent/Broker #11	302-744-4500
Real Estate Appraiser #11	302-744-4500
Rental Car Insurer #08	302-674-7390
Respiratory Care Practitioner #11	302-744-4500
School Admin. Supervisor/Asst. #04	302-735-4000
School Counselor #04	302-735-4000
School Principal/Superintendent #04	302-735-4000
Social Worker #11	302-744-4530
Speech Pathologist/Audiologist #11	302-744-4500
Surplus Lines Broker #08	302-674-7390
Surveyor, Land #11	302-744-4500
Teacher #04	302-735-4000
Veterinarian #11	302-744-4500
Waste Water Operator #17	302-739-9946
Water Supply Operator #07	302-744-4700
X-Ray Technician #07	302-744-4700

Delaware Licensing Agency Information

#01 Alcoholic and Tobacco Enforcement Division, 820 N French St, 3rd Fl, Carvel State Bldg, Wilmington, DE 19801-; 302-741-2719, Fax- 302-739-4770.

<http://date.delaware.gov/> To obtain a list of licensees, write a letter to the OABCC requesting a list of the information. (Can be ordered by county, business type, zip code, license number, alphabetical, etc.) Submit a check in the amount of \$25.00 for the list.

#02 Board of Bar Examiners, 820 N French St. 11th Fl, Carvel State Office Bldg, Wilmington, DE 19801-3545; 302-577-7038, Fax- 302-577-7037.

www.courts.delaware.gov/bbe/

#03 State Police, State Bureau of Identification, Detective Licensing, PO Box 430 (1441 N DuPont Hwy), Dover, DE 19903-; 302-739-5991, Fax- 302-739-5888. Hours- 8AM-4PM.

<http://dsp.delaware.gov/StateBureauofIdentification.shtml> They suggest that if you need to contact them to email them.

#04 Department of Education, Certification Division, 401 Federal St, The Townsend Bldg, #2, Dover, DE 19901-; 302-735-4000, Fax- 302-739-4654. Hours- 8AM-4:30PM. www.doe.k12.de.us/site/default.aspx?PageID=1

#05 Division of Revenue, 820 N French St, Carvel State Office Bldg, Wilmington, DE 19801-; 302-577-8200, Fax- 302-577-8202. Hours- 8AM-4PM.

<http://revenue.delaware.gov/>

#06 Harness Racing Commission, 2320 S DuPont Hwy, Dover, DE 19901-; 302-342-3007, Fax- 302-342-3009. Hours- 2PM-8PM Sun-TH.

<http://dda.delaware.gov/harness/index.shtml>

#07 Health & Social Services Department, Division of Public Health, 417 Federal St,

Jesse Cooper Bldg, Dover, DE 19901-; 302-744-4700, Fax- 302-739-6659. Hours- 8AM-4:30PM.

www.dhss.delaware.gov/dhss/dph/index.html

#08 Insurance Department, Producer Licensing, 841 Silver Lake Blvd, Dover, DE 19904-; 302-674-7390, Fax- 302-739-5280.

www.delawareinsurance.gov/default.shtml

#09 Notary Division, Office of Secretary of State, 401 Federal St, #4 (PO Box 898, 19903), Dover, DE 19901-; 302-739-4111 press 3, Fax- 302-622-4466.

<http://notary.delaware.gov/>

#10 Department of Agriculture, Pesticide Section, 2320 S DuPont Hwy, Dover, DE 19901-; 302-698-4571, Fax- 302-697-4483. Hours- 8AM-4:30PM.

<http://dda.delaware.gov/pesticides/index.shtml>

#11 Division of Professional Regulation, Department of Admin. Svcs., 861 Silver Lake Blvd, Cannon Bldg, #203, Dover, DE 19904-; 302-739-4500, Fax- 302-739-2711. Hours- 8:15AM-4:15PM.

<http://dpr.delaware.gov>

#12 Assoc. of Professional Engineers, Engineering Licensing Board, 92 Read's Way, #208, New Castle, DE 19720-; 302-323-4588, Fax- 302-323-4590. Hours- 8:30AM-4:30PM. <https://www2.dape.org/> Searchable rosters link is on left hand margin of web page.

#13 Fire Prevention Commission, 1463 Chestnut Grove Rd, Dover, DE 19904-; 302-739-3160, Fax- 302-739-4436.

<http://statefirecommission.delaware.gov>

#14 Department of Public Safety, Division of Boiler Safety, 655 S Bay Rd, #5N, Blue Hen Corporate Ctr, Dover, DE 19901-; 302-744-2735, Fax- 302-739-2526.

www.dnrec.delaware.gov/BoilerSafety/Pages/Default.aspx

#15 Division of Facilities Mgmt, 540 S Dupont Hwy, Thomas Collins Building, #1, Dover, DE 19901-; 302-739-5644, Fax- 302-739-3037/6148. Hours- 8AM-4:30PM.

<http://dfm.delaware.gov>

#16 Division of Public Health, Office of Radiation Control, 417 Federal St, Jesse S Cooper Bldg, Dover, DE 19901-; 302-744-4556, Fax- 302-739-3839. Hours- 8AM-4:30PM.

<http://dhss.delaware.gov/dhss/dph/hsp/orc.html>

#17 Department of Natural Resources & Environmental Control, Division of Water Resources, 89 Kings Hwy, Dover, DE 19901-; 302-739-9946, Fax- 302-739-8369. Hours- 8AM-4:30PM.

www.dnrec.delaware.gov/wr/Pages/Default.aspx

#18 Public Integrity Commission, Lobbyist, 410 Federal St, #3, Margaret O'Neill Bldg, Dover, DE 19901-; 302-739-2399, Fax- 302-739-2398.

#19 Department of Justice, Division of Securities, 820 N French St, 5th Fl, Carvel State Office Bldg, Wilmington, DE 19801-; 302-577-8424, Fax- 302-577-6987.

<http://attorneygeneral.delaware.gov/consumers/investments/> **#17** Department of Natural Resources & Environmental Control, Division of Water Resources, 89 Kings Hwy, Dover, DE 19901-; 302-739-9950, Fax- 302-739-8369. Hours- 8AM-4:30PM.

www.dnrec.state.de.us/water2000/

Delaware Federal Courts

Searching Standards for Federal Courts:

District Courts index by defendant, plaintiff, and by case number. Bankruptcy Courts usually index by debtor and case number. Most case files created prior to 1999 were maintained in paper format only. Since 2006, all cases are filed electronically. Paper case files may be stored at the courthouse or forwarded to a designated Federal Records Center (see <http://archives.gov/frc>), the timeframe determined by the Court. These case files may be obtained via the Court or directly from the FRC.

Case data may be viewed PACER, the online public access program. An account is required, the fee is \$.10 per page; there is no fee if a usage does not exceed \$15.00 in a quarter. For details about PACER see the Appendix or go to <https://www.pacer.gov> or call 800-676-6856.

The copy fee is \$.50; \$.10 if electronic document is printed from terminal. Certification fee is \$11.00 per document and \$21.00 for exemplification, if available. If a case is still available from the individual federal court, the search fee is \$30.00. If the case is at the Archives, the case can be ordered from the court. The fee to retrieve a paper file is \$64.00 for the first box and \$39.00 ea add'l box. Also, the public can order copies direct online from the National Archives. Copies can be delivered by mail, fax, or email. See more information, including fees, at www.archives.gov/research/court-records/55.

US District Court District of Delaware

Division Court Clerk, US Courthouse, 844 N King St, Unit 18, Wilmington, DE 19801 (In person: US Courthouse, Clerk's Office, 844 N King St, 4th Fl, Rm 4209, Wilmington, DE 19801), 302-573-6170; records-302-573-6451. Hours- 8:30AM-4PM. www.ded.uscourts.gov

Counties/Note: All counties in Delaware.

Searches/Indexing: Include full name and years. Results do not display SSN or DOB. Via phone, this court will search civil cases back to 1991 and criminal cases back to 1993; will only say if a case was found and a case number. **In person:** 2 public terminals available. No self-serve copier. For civil court document copies - court can recommend an outside vendor to so searches and copies.

E-Services: PACER records go back to 1/1991 (civil) and 1/1993 (crim). ECF at <https://ecf.ded.uscourts.gov>. CM/ECF dockets and documents available on PACER. **Opinions Online:** www.ded.uscourts.gov/judges-info/opinions. Search recent Standing Orders at www.ded.uscourts.gov/court-info/local-rules-and-orders/general-orders.

US Bankruptcy Court District of Delaware

Division Court Clerk, 824 N Market St, 3rd Fl, Wilmington, DE 19801 888-667-5530, 302-252-2900; records- 302-252-2887-helpdesk. Hours- 8AM-4PM. www.deb.uscourts.gov

Counties/Note: All counties in Delaware.

Searches/Indexing: Search request requires name, SSN helpful. Results include last 4 SSN digits. Via telephone, this court will only confirm case exists and releases case number. McVCIS available: 866-222-8029. **In person:** 8-9 public terminals available. Computer generated copies \$.10 each An in-house private copy service available.

E-Services: PACER records go back to 1991. ECF at <https://ecf.deb.uscourts.gov>. **Opinions Online:** www.deb.uscourts.gov/judges-info/opinions. **Online Note:** Chapter 11 filing monthly lists are free at www.deb.uscourts.gov/Chapter11/chapter11_filings.htm.

Delaware County Courts

Administration

Administrative Office of the Courts, Supreme Court of Delaware, 500 N King St, #11600, Wilmington, DE, 19801; 302-255-0090, Fax: 302-255-2217. 8:30AM-5PM.

The Supreme Court

The Delaware Supreme Court is the highest court in the State of Delaware. The Court has final appellate jurisdiction in criminal cases in which the sentence exceeds certain minimums, in civil cases as to final judgments and for certain other orders of the Court of Chancery, the Superior Court, and the Family Court. The Supreme Court has discretionary jurisdiction to issue writs of prohibition, quo warranto, certiorari, mandamus or to accept appeals of certain non-final orders or certified questions. See below about access to opinions.

Courts and Jurisdictions

Court	Type	How Organized	Jurisdiction Highpoints
Superior*	General	3 courts, one per county	Felony, Civil
Chancery*	General	3 courts, one per county	Equity Matters and Causes
Court of Common Pleas*		3 courts, one per county	Misdemeanor, Civil Actions under \$50,000,
Justice of the Peace		15 courts, per district	Misdemeanor, Civil Actions under \$15,000, Eviction, Traffic
Alderman's Court		7 courts	Traffic, Local Ordinances
Family	Special	3 courts, one per county	Domestic Relations, juvenile

* Profiled in this Sourcebook.

Details on the Court Structure

The **Superior Court** has original jurisdiction over criminal and civil cases except equity cases. The Superior Court has exclusive jurisdiction over felonies and drug offenses, except drug offenses involving minors, and offenses involving possession of marijuana.

The **Court of Common Pleas** has jurisdiction in civil cases where the amount in controversy, exclusive of interest, does not exceed \$50,000. In criminal cases, the Court of Common Pleas handles all misdemeanors occurring in the state except certain drug-related offenses and traffic offenses. Appeals may be taken to the Superior Court.

Court of Chancery cases consist largely of corporate matters, trusts, estates, and other fiduciary matters, disputes involving the purchase and sale of land, questions of title to real estate, and commercial and contractual matters in general.

The **Family Court** has jurisdiction over juvenile, child neglect, custody, guardianship, adoptions, divorces and annulments, property divisions, and separation agreements.

The **Justice of the Peace Court** jurisdiction will vary by court – not all courts have the same jurisdiction. Depending on the court, it may handle civil cases in which the disputed amount is less than \$15,000, landlord/tenant proceedings, certain misdemeanors including DUIs and Truancy, and most motor vehicle cases (excluding felonies). The Court may act as Committing magistrates for all crimes.

Alderman's Courts usually have jurisdiction over misdemeanors, municipal ordinances, and traffic offenses that occur within their town limits.

Record Searching Facts You Need to Know

Fees and Record Searching Tips Statewide Online Access is Only Offered for Certain Record Types

Search fees and copy fees vary widely by court or type of court. The Superior Courts will not perform criminal name checks, but do offer public access terminals for onsite research.

There is a free site to search trial court civil case information and judgments. Go to http://courtconnect.courts.delaware.gov/public/ck_public_qry_main.cp_main.idx. Note the site states *Any commercial use of data obtained through the use of this site is strictly prohibited*. Basically gives parties, case number, and status. There are no identifiers shown.

Chancery, Superior, Common Pleas, and Supreme Courts opinions and orders are available free online at http://courts.delaware.gov/opinions/?ag=all_courts. Supreme, Superior, Common Pleas Courts calendars are available free at <http://courts.delaware.gov/calendars>. Probate records are found at <http://archives.delaware.gov/collections/probate.shtml>.

In the Superior Court in each county there is a Prothonotary which is where the registration of Business, Trade and Fictitious Names must be filed. There is a free online access page to this data, go to http://courts.delaware.gov/Superior/trade_names.stm.

Kent County

Superior Court Office of Prothonotary, 38 The Green, Dover, DE 19901; 302-735-1901; criminal phone: x6; civil phone: x7; fax: 302-739-6717; 8AM-4:30PM (EST). Felony, Misdemeanor, Civil Actions over \$50,000.

<http://courts.delaware.gov/Superior/>

General Information: Access to e-filed records is available online by subscription through LexisNexis File and Serve system. See the lower portion of the page at <http://courts.delaware.gov/efiling/index.stm>. Court refers records request to State Agency-302-739-5961. No sealed or psychological evaluation records released. Will not fax documents. Court makes copy: \$1.50 per page; same for copies off the computer. Self serve copy: same. Certification fee: \$6.00 fee for 3 pages; add copy fee for add'l pages. Exemplification fee- \$10.00. Payee: Prothonotary. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Judgments on computer from 1996, on books from 1918. Civil PAT goes back to 7/1996. Terminal shows no identifiers - only the name.

Search civil case and judgment information at http://courtconnect.courts.delaware.gov/public/ck_public qry_main.cp_main.idx.

Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Criminal Search: Access: In person only. Both court and visitors may perform in person name searches. Search fee: None, but \$25.00 search fee for retrieval of closed cases. Required to search: name, years to search, DOB. Judgments on computer from 1996, on microfiche from 1918. Note: Contact Dept of Records for search assistance. Criminal PAT goes back to 1987. Terminal results show DOB.

Court of Chancery 38 The Green, Dover, DE 19901; 302-736-2242; probate phone: 302-744-2330; fax: 302-736-2240; 8AM-4:30PM (EST). Civil, Probate.

<http://courts.delaware.gov/Chancery/>

General Information: This is an Equity Court only. The Court of Chancery oversees corporate and equity matters and guardianship. The Register of Wills oversees estate. No juvenile, sealed or mental health records released. Fee to fax out file \$10.00 1st page, \$2.00 each add'l. Court makes copy: \$1.50 per page. Certification fee: \$25.00 per doc plus copy fee. Payee: Register in Chancery. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Search fee: Archival retrieval fee is \$25.00 per box.. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil index on docket books. Public use terminal has civil records back to 1997. Terminal shows no identifiers - only the name. Access to e-filed records is available by subscription through LexisNexis eFlex system, see <http://courts.delaware.gov/efiling/index.stm>.

Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Court of Common Pleas 414 Federal Street, Dover, DE 19901; 302-735-3900; criminal phone: x3; civil phone: x4; criminal fax: n/a; civil fax: 8AM-4:30PM; 8AM-4:30PM (EST). Misdemeanor, Civil Actions under \$50,000.

<http://courts.delaware.gov/CommonPleas/>

General Information: Superior Court has most of the records. No sealed records released. Will fax documents to local or toll free line. Court makes copy: \$1.00 per page for docket copy. Certification

fee: \$10.00. Payee: Court of Common Pleas. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 1992, on microfiche from 10/85, archived prior. Civil PAT goes back to 1992. Terminal shows no identifiers - only the name. Access to e-filed records is available online by subscription via LexisNexis eFlex system, see <http://courts.delaware.gov/efiling/index.stm>.

Criminal Search: Access: In person. Visitors must perform in person searches themselves. Required to search: name, years to search, DOB, offense, date of offense. Criminal records computerized from 1980, on microfiche from 10/85, archived prior. Criminal PAT goes back to 1980. Only identifier shown on terminal is the name.

Dover Justice of the Peace #16 480 Bank Ln, Dover, DE 19904; 302-739-4316; fax: 302-739-6797; 8AM-4PM (EST). Civil Actions under \$15,000, Eviction, Small Claims.

<http://courts.delaware.gov/Locations/jp16.stm>

General Information: Access to e-filed records is available online by subscription through LexisNexis File and Serve system. See the lower portion of the page at <http://courts.delaware.gov/efiling/index.stm>. Will not fax documents. Court makes copy: \$25 per page. Certification fee: \$10.00 per doc. Payee: JCP Court 16. Personal checks accepted. Major credit cards accepted. Prepayment required. Mail requests: SASE requested for civil.

Civil Search: Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: None. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records computerized since 10/98. Mail Turnaround time varies. Access to e-filed records is available online by subscription through LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>.

Access to Delaware State CourtConnect free at http://courtconnect.courts.delaware.gov/public/ck_public qry_main.cp_main.idx.

Dover Justice of the Peace #7 480 Bank Ln, Dover, DE 19903; 302-739-4554; fax: 302-739-6797; Open 24 hours (EST). Misdemeanor, Traffic.

<http://courts.delaware.gov/Locations/jp07.stm>

General Information: Search requests must include charge/ov/disposition; name searches without charge are referred to the State Bureau of Investigation. Will fax most documents. Court makes copy: \$25 per page. Certification fee: \$7.00 per charge. Payee: State of Delaware. Personal checks accepted. Major credit cards accepted. Prepayment required.

Criminal Search: Access: Mail, fax, in person. Only the court performs in person name searches; visitors may not. Required to search: name, charge info, DOB, signed release, offense, date of offense; also helpful: address. Record computerized since 1992, manually searched 1967-1992 (30 years retention). Note: Technically, this court does not do 'name only searches' so, in requests, it is necessary to provide as much case info and identifiers as possible.

Harrington Justice of the Peace #6 35 Cams Fortune Way, Harrington, DE 19952; 302-422-5922; fax: 302-422-1527; 8AM-4PM (EST). Misdemeanor, Traffic.

<http://courts.delaware.gov/Locations/jp06.stm>

General Information: Also holds records for JP #5 which has been closed. Will fax out documents no fee. Court makes copy: \$1.00 per page. Certification fee: \$7.00 per doc includes copies. Payee: State of Delaware. Personal checks accepted. Visa/MC/Discover accepted. Prepayment required.

Criminal Search: Access: Mail, fax, in person. Only the court performs in person name searches;

visitors may not. Search fee: None. Required to search: name, years to search, DOB. Criminal records go back to 2004. Note: Best to use court form for search requests.

Smyrna Justice of the Peace #8 100 Monrovia Ave, Smyrna, DE 19977; 302-653-7083; fax: 302-653-2888; 8AM-4PM, closed Tues (EST). Misdemeanor, Traffic.

<http://courts.delaware.gov/Locations/jp08.stm>

General Information: Will fax documents to local or toll-free number. Court makes copy: \$.25 per page. Certification fee: \$7.00 per doc includes copies. Payee: State of Delaware. Personal checks accepted. Visa/MC accepted. Prepayment required.

Criminal Search: Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: None. Required to search: name, years to search; also helpful: DOB. Criminal records go back to 1992. Note: Search requests must be on court's form. Mail Turnaround time is 1 week.

New Castle County

Superior Court Office of the Prothonotary, 500 N King St, #500, Wilmington, DE 19801; 302-255-0800; fax: 302-255-2264; 8:30AM-5PM (EST). Felony, Misdemeanor, Civil Actions over \$50,000.

<http://courts.delaware.gov/Superior/>

General Information: Access to e-filed records is available online by subscription through LexisNexis File and Serve system. See the lower portion of the page at <http://courts.delaware.gov/efiling/index.stm>. No psychological evaluation, sealed records released. Will fax documents \$6.00 for 1st 3 pages, \$1.50 each add'l page. Court makes copy: \$1.50 per page. Certification fee: \$10.00 for 1st 3 pages; \$1.50 each add'l. Exemplification fee- \$25.00 for 1st 3 pages; \$1.50 each add'l. Payee: Prothonotary's Office. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 1991, prior in docket books or on microfilm. Civil PAT goes back to 1991. Terminal shows no identifiers - only the name. Search civil case and judgment information at http://courtconnect.courts.delaware.gov/public/ck_public qry_main.cp_main.idx. Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Required to search: name, years to search. Criminal records computerized from 4/80, prior on microfilm. Criminal PAT goes back to 1980. Terminal results usually include DOB and address.

Chancery Court 500 N King St, #1551, Attn: Register in Chancery, Wilmington, DE 19801; 302-255-0544; probate phone: 302-395-7800; fax: 302-255-2213; 8:30AM-5PM (EST). Civil, Probate, Guardianship.

<http://courts.delaware.gov/Chancery/>

General Information: Probate records in a separate index in separate office. Probate fax- 302-395-7801. No guardianship records released. Will fax documents \$10.00 1st page, \$2.00 each add'l. Court makes copy: \$1.50 per page. \$2.00 if from microfilm. Self serve copy: same. Certification fee: \$25.00; if exemplification then \$50.00. Payee: Register in Chancery (Register of Wills for Probate). Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Will bill fax requests. Mail requests: SASE not required.

Civil Search: Access: Phone, fax, mail, in person, online. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name; also helpful: years to search. Civil cases indexed by defendant, plaintiff. Civil records

indexed on computer since 1963, in books prior to 1963. The civil records for the Court of Chancery deal with corporate and equity matters. Note: Court staff must search records prior to 10/20/2003. Mail Turnaround time 2 days. Public use terminal has civil records back to 10/20/2003. Terminal shows identifiers, if available. Access to e-filed records is available online by subscription through LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>. Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Court of Common Pleas 500 N King St, Wilmington, DE 19801-3704; 302-255-0900; criminal phone: x3; civil phone: x4; criminal fax: 302-255-2244; civil fax: 8:30AM-4:30PM; 8:30AM-4:30PM (EST). *Misdemeanor, Civil Actions under \$50,000, Traffic.*

<http://courts.delaware.gov/CommonPleas/>

General Information: No closed records released. Will fax documents \$1.00 per page. Court makes copy: \$1.00 per page. Certification fee: \$10.00. Payee: Court of Common Pleas. No personal checks accepted for record searches. Prepayment required. Mail requests: SASE required for civil.

Civil Search: Access: Phone, fax, mail, in person, online. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 1989; prior records on docket books. Mail Turnaround time up to 3 weeks. Civil PAT goes back to 1974. Access to e-filed records is available online by subscription through LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Search fee: None, unless need to pull from storage or microfilm then \$10.00. Required to search: name, charge year of offense; also helpful: DOB. Criminal records computerized from 1993; prior records on docket books. Note: Court does not do name searches; you must know the charge or arrest date for court response. Criminal PAT goes back to 1988.

Justice of the Peace #10 210 Greenbank Rd, Wilmington, DE 19808; 302-995-8640; fax: 302-995-8642; 8AM-4PM (EST). *Misdemeanor, Traffic.* <http://courts.delaware.gov/Locations/jp10.stm>

General Information: Court refers records request to State Agency-302-739-5961.

Middletown Justice of the Peace #9 757 N Broad St, Middletown, DE 19709; 302-378-5221; fax: 302-378-5220; 8AM-4PM M,T,TH,F, N-8PM W (EST). *Civil Actions under \$15,000, Misdemeanor, Eviction, Small Claims, Traffic.*

<http://courts.delaware.gov/Locations/jp09.stm>

General Information: Due to a court fire, criminal cases 7/24/2000 to 5/1/2001 were held at New Castle JP Court 11, 323-4450. Civil cases were held at Prices Corner JP Court 12, 995-8646. Now, all new cases are back here at Middletown. Will fax documents to local or toll-free number. Court makes copy: \$.25 per page. Certification fee: \$10.00 per Civil doc includes copies; \$7.00 per criminal doc. Payee: State of Delaware. Personal checks accepted. Major credit cards accepted. Prepayment required.

Civil Search: Access: In person, online. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name, years to search. Civil cases indexed by defendant. Due to fire, records on computer only back to mid-1990s. Note: The Court said they will not do name searches, but will search if a civil action # is presented. Online access is not available for all records, but the E-Flex filing system does give access to those records. Access to e-filed records is available online by subscription through LexisNexis eFlex

system for filing. See

<http://courts.delaware.gov/efiling/index.stm>.

Criminal Search: Access: In person only. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name, years to search, DOB. Due to fire, records on computer only back to mid-1990s. Note: This office prefers that you search through the state agency, though this office did not say they would refuse all search requests.

New Castle Justice of the Peace #11 2 Penns Way #100-A, New Castle, DE 19720; 302-323-4450; fax: 302-323-4452; Open 24 hours (EST). *Misdemeanor, DUI Traffic.*

<http://courts.delaware.gov/Locations/jp11.stm>

General Information: In December 2009, Court #11 consolidated with the closed Court #15 from Claymont. Claymont case files are located here. Court makes copy: \$.25 per page. Certification fee: \$7.00 per doc. Cert fee includes copies. Payee: State of Delaware. Cashiers checks and money orders accepted. Credit cards accepted.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Required to search: name, years to search. Records indexed on computer to 1966, older records hand written in log book. Public use terminal has crim records.

Wilmington Justice of the Peace #13 1010 Concord Ave, Concord Professional Ctr, Wilmington, DE 19802; 302-577-2550; fax: 302-577-2526; 8AM-4PM (EST). *Civil Actions under \$15,000, Eviction, Small Claims.*

<http://courts.delaware.gov/Locations/jp13.stm>

General Information: Justice of the Peace Court #12 is now located here as well. No sealed, juvenile, adoption or mental health records released. Will not fax out documents. Court makes copy: \$.25 per page. Certification fee: \$10.00 per case includes copies. Payee: Justice of the Peace Court #13. Personal checks accepted. Visa/MC/Discover accepted. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records are computerized since 9/01/99. Note: The court will pull specific case data if CA# given, if and when time permitting. Access to e-filed records is available online by subscription through LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>.

Wilmington Justice of the Peace #20 Public Safety Bldg, 300 N Walnut St, Wilmington, DE 19801; 302-577-7234; fax: 302-577-7237; 24 hours (EST). *Misdemeanor, traffic.*

<http://courts.delaware.gov/Locations/jp20.stm>

General Information: This court now also maintains the case records from the former JP Court #18. Records Department phone is 302-255-0000. Search requests may also be directed to Dover - 800-464-4557 for information. Will not fax documents. Court makes copy: \$7.00 per disposition. Certification fee: Copies include certification. Payee: Justice of the Peace Court #13. Only cashiers checks and money orders accepted. Major credit cards accepted. Prepayment required.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Required to search: name, years to search. Note: The court will not perform name searches for the public, you must do it yourself or hire a retriever.

Prices Corner Justice of the Peace #12 - Closed

General Information: This court consolidated with the at Justice of the Peace Court #13.

Wilmington Justice of the Peace #15 Closed

General Information: This court closed in December 2009 and case files were moved to the new Consolidated Court #11 location in New Castle.

Sussex County

Superior Court 1 The Circle #2, Georgetown, DE 19947; 302-855-7055; criminal fax: 302-856-5739; civil fax: 8:30AM-4:30PM; 8:30AM-4:30PM (EST). *Felony, Misdemeanor, Civil Actions.* <http://courts.delaware.gov/Superior/>

General Information: Access to e-filed records is available online by subscription through LexisNexis File and Serve system. See the lower portion of the page at <http://courts.delaware.gov/efiling/index.stm>. No divorce, victim info, sealed records, expungements, or CCDW permit records released. Will fax documents for \$3.00 plus \$1.00 per page. Court makes copy: \$.50 per page. Self serve copy: same. Certification fee: \$6.00 plus \$1.00 per page after 1st three. Payee: Prothonotary. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil records on computer from 6/91 or as far back as 1980 if case was pending in 1991; microfiche prior. Civil PAT goes back to 1980s. Search case and judgment data at http://courtconnect.courts.delaware.gov/public/ck_public_qry_main_cp_main_idx. Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Required to search: name, years to search, DOB. Criminal records on manual index; computerized records since 1983. Criminal PAT goes back to 1983.

Court of Chancery Register in Chancery, 34 The Circle, Georgetown, DE 19947; 302-856-5775; probate phone: 302-855-7875; fax: 302-856-5778; 8:30AM-4:30PM (EST). *Civil, Probate.*

<http://courts.delaware.gov/Chancery/>

General Information: Fees charged by Register of Wills for Probate are separate. All records public except for guardianship cases. Will fax documents \$10.00 plus \$2.00 each add'l page. Court makes copy: \$1.50 per page. Self serve copy: same. Certification fee: \$25.00 per cert plus copy fee. Exemplifications fee- \$50.00 per doc. Payee: Register in Chancery (or Register of Wills for Probate). Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE required.

Civil Search: Access: In person, online. Visitors must perform in person searches themselves. Search fee: \$25.00 or more to retrieve a file from the archives, depending on size of file, otherwise n/a. Required to search: name, years to search. Civil cases indexed by defendant, plaintiff. Civil index on docket books; on computer back to 1999. Note: Court personnel will not perform a name search. Public use terminal has civil records back to 1999.

Access to e-filed records is available online by subscription through eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>. Although not a court record, Trade, Business and Fictitious Names can be searched at www.courts.delaware.gov/tradenames/.

Court of Common Pleas 1 The Circle #1, Georgetown, DE 19947; 302-858-5700; 8:30AM-4:30PM (EST). *Misdemeanor, Civil Actions under \$50,000.* <http://courts.delaware.gov/CommonPleas/>

General Information: Fees for archive or closed file retrieval is \$25.00. No closed case records released. No fee to fax documents. Court makes copy: \$1.00 per page. Certification fee: \$10.00. Payee: Court of Common Pleas. Personal checks accepted. Visa/MC, Discover accepted. Prepayment required. Mail requests: SASE required.

Civil Search: Access: Phone, fax, mail, in person, online. Both court and visitors may perform in

person name searches. Search fee: None. Required to search: name, years to search. Civil cases indexed by defendant. Civil records on computer from 1993, on microfiche from 9/53, archived prior. Mail Turnaround time 1-2 weeks. Civil PAT goes back to 1993. Access to e-filed records is available online by subscription through LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>.

Criminal Search: Access: Phone, fax, mail, in person. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name, years to search, DOB, offense, date of offense. Criminal records computerized from 1994, on microfiche from 10/65, archived prior. Mail Turnaround time 1-2 weeks. Criminal PAT goes back to 1994. Criminal PAT results include name and case number only.

Georgetown Justice of the Peace #17 23730 Shortly Rd, Georgetown, DE 19947; 302-856-1447; fax: 302-856-4654; 8AM-4PM (EST). *Civil Actions under \$15,000, Eviction, Small Claims.* <http://courts.delaware.gov/Locations/jp17.stm>

General Information: Hold records for former Court 19 in Seaford. Will fax documents to local or toll-free number. Court makes copy: \$.25 per page. Certification fee: \$10.00. Payee: State of Delaware. Personal checks accepted. No credit cards accepted for record copies or searches, etc. Prepayment required. Mail requests: SASE requested.

Civil Search: Access: Mail, in person, online. Only the court performs in person name searches; visitors may not. Search fee: None. Required to search: name, years to search, parties in case. Civil cases indexed by defendant, plaintiff. Civil index on docket books from 1966 to present. Mail Turnaround time 1-2 days. Access to e-filed records is available online by subscription through

LexisNexis eFlex system for filing. See <http://courts.delaware.gov/efiling/index.stm>.

Georgetown Justice of the Peace #3 23730 Shortly Rd, Georgetown, DE 19947; 302-856-1445; fax: 302-856-5844; 24 hours daily (EST). *Misdemeanor, Traffic.*

<http://courts.delaware.gov/Locations/jp03.stm>

General Information: Will fax documents to local or toll-free number. Court makes copy: \$.25 per page. Certification fee: \$7.00 per case. Payee: State of Delaware. Personal checks accepted. Debit cards accepted in person only. Visa/MC, Discover accepted. Prepayment required. Mail requests: SASE requested.

Criminal Search: Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: \$7.00 per case. Search fee includes certification. Required to search: name, years to search, DOB; also helpful: SSN. Records are here from 2007 to present. On microfilm 1966-1983. From 1984-2006 records archived. Mail Turnaround time 3-10 days.

Justice of the Peace #1 9 Main St, Frankford, DE 19945; 302-732-9580; fax: 302-732-9586; 8AM-4PM (EST). *Misdemeanor, Traffic.*

<http://courts.state.de.us/Locations/jp01.stm>

General Information: Will fax documents to local or toll-free number only if an emergency situation. Court makes copy: \$.25 per page. Certification fee: \$7.00 per case. Payee: State of Delaware. Personal checks accepted. Credit cards accepted. Prepayment required.

Criminal Search: Access: Mail, in person. Only the court performs in person name searches; visitors may not. Search fee: None. Required to search: name, years to search, DOB. Records available from 1983, computerized since 1990. Mail Turnaround time same day.

Rehoboth Beach Justice of the Peace #2 35252 Hudson Way, #1, Rehoboth Beach, DE 19971-9738; 302-645-6163; fax: 302-645-8842; 8AM-Midnight (EST). *Misdemeanor, Traffic.*

<http://courts.delaware.gov/Locations/jp02.stm>

General Information: Will fax documents to local or toll-free number. Court makes copy: \$1.00 per page. Certification fee: \$7.00. Payee: State of Delaware. Personal checks accepted. Major credit cards accepted. Prepayment required. Mail requests: SASE required.

Criminal Search: Access: Mail, in person. Both court and visitors may perform in person name searches. Search fee: None. Required to search: name, years to search, DOB. Records available since 1990, computerized since 1992. Mail Turnaround time 3 weeks.

Seaford Justice of the Peace #4 408 Stein Hwy, Seaford, DE 19973; 302-628-2036; fax: 302-628-2049; 8AM-4PM (EST). *Misdemeanor, Traffic.* <http://courts.delaware.gov/Locations/jp04.stm>

General Information: Court refers criminal records request to a State Agency-302-739-5961. This court considers criminal records as non-public. One may not obtain a record on someone else. Will not fax documents. Court makes copy: \$.25 per page. Certification fee: \$7.00 per cert plus copy fee. Payee: JP Court 4. Prepayment required.

Criminal Search: Access: In person only. Visitors must perform in person searches themselves. Required to search: name, years to search. Criminal records go back to 2000. Note: This court considers the records non-public. One may not obtain a record on someone else.

Seaford Justice of the Peace #19 (Closed)

General Information: Court closed, records now at Georgetown JP Court #17.

Delaware Recording Offices

- Organization:** Delaware has 3 counties and 3 recording offices. The recording officer is the County Recorder. Delaware is in the Eastern Time Zone (EST).
- What Can be Recorded:** Recorded documents include all legal documents pertaining to land, mortgages, appointments, etc.
- Recorded Document Search:** Search criteria and search or copies fees vary by county.
- Searching Tax Lien and UCC Records:** Federal tax liens on personal property of businesses are filed with the Secretary of State. Other federal and all state tax liens on personal property are filed with the County Recorder.
- UCC financing statements are filed at the state level - Secretary of State, UCC Division - except for real estate related collateral which are filed only with the County Recorder. All counties perform UCC searches. Copy fees vary. Each of the 3 Delaware counties handle UCC search fees differently.
- Online Access:** There is no statewide online system for county recorded documents. However each county has an affiliated site. Searching is free, but each site requires registration and a monthly fee to access documents.

Kent County

County Recorder of Deeds, Recorder of Deeds; 555 Bay Rd, Dover, DE 19901. 302-744-2314; fax-302-736-2035; 8AM-5PM. (EST)

www.co.kent.de.us/recorder-of-deeds-office.aspx

Index: Separate indices to search include Real property, financial statements. Records indexed on a public use terminal back to 1873. Clerks or public may search. No fee for search if completed on public computers in office. Copy fee \$1.00 per page, if mailed then \$2.00 per page. If data is fixed there is a charge of \$1.00 for 2st page and \$.50 ea add'l. Certification is \$7.00. Payee- Kent County Recorder of Deeds. Online: Search Land/Deed Record Data at <https://de.uslandrecords.com/delr/DelrApp/index.jsp>. Registration is required with a \$50 monthly fee.

ASSESSOR INFO: 555 Bay Rd, Dover, DE 19901; 302-744-2401, assessor fax- 302-736-2271. <http://www.co.kent.de.us/Departments/Finance/assessment.htm> Online: Locate parcels on the GIS-mapping site free at <http://www.co.kent.de.us/Apps/KentCountyMapping/> but no name searching and you must chose a 'hundred.'

New Castle County

County Recorder of Deeds, 800 N French St, 4th Fl; Louis L Redding County Bldg, Wilmington, DE 19801. 302-395-7700; fax-302-395-7732; 8:30AM-4:30PM. (EST) <http://www.nccde.org/136/Recorder-of-Deeds>

Index: Separate indices to search include deed, mortgage, assignments, fed liens, UCCs, satisfactions. Records indexed on computer back to 1945. Office will perform a UCC search but public must search other records themselves. Clerk search fee-\$16.00 per debtor name. Copy fee \$.50 per page; \$1.00 if printed by ROD Staff; \$2.00 per page if mailed; \$.25 per page if long distance faxed; \$.25 1st page local fax, \$.10 each add'l page. Payee- New Castle County Recorder of Deeds. Bulk data available for purchase of recorded docketts for a monthly subscription for \$100.00. Online: Searches to the Recorder of Deeds database at <http://www.nccde.org/144/Document-Search>. Must sign up with a credit card to view images. Fee is \$1.00 per page or \$100.00 per month per user, unlimited use.

ASSESSOR INFO: NCC Government Center, 87 Reads Way, New Castle, DE 19720; 302-395-5520, assessor fax- 302-395-5587. hours- 8AM-4PM. <http://www.nccde.org/181/Assessment> Online: County property data is found at <http://www3.nccde.org/parcel/search/>. No name searching. Also, access to tax maps for free at <http://www.nccde.org/576/Tax-Assessment-Maps>.

Sussex County

County Recorder of Deeds, PO Box 827, Georgetown, DE 19947-0827. 302-855-7785; fax-302-855-7787; 8:30AM-4PM. (EST) <http://www.sussexcountyde.gov/recorder-deeds>

Index: All recorded documents are in one master index. Records indexed on a public use terminal back to 1952. Office will perform a UCC search but public must search other records themselves. Clerk search fee-\$10.00 per name/\$2.00 per page copy. Copy fee is \$.40; \$1.00 if for 11x17 page. If mailed then \$5.00 1st page; \$.50 each add'l page. Certification is \$5.00. Will expedite document return for add'l \$25.00 per instrument + \$2.00 per page. Payee- Sussex County Recorder of Deeds.

Online: Search the Land/Deed Record Data free at <https://de.uslandrecords.com/delr/DelrApp/index.jsp>. There is a \$1.00 fee per page to print. A subscription account is also available at \$50.00 per month and \$.25 per page. Search the Marriage Bureau at <https://www.sussexcountyde.gov/marriage-licenses>.

ASSESSOR INFO: PO Box 589, 2 The Circle, Rms 270 & 249, Georgetown, DE 19947; 302-855-7824, assessor fax- 302-855-7828. hours- <http://www.sussexcountyde.gov/assessment> Online: Search parcels on GIS-mapping site free at <http://map.sussexcountyde.gov/>. Search current sheriff sale list free at <http://www.sussexcountyde.gov/sheriff-sales>. Search county tax data free at <http://www.sussexcountyde.gov/zoning-and-sales-information>.

Delaware County Locator

You will usually be able to find the city name in the City/County Cross Reference below. In that case, it is a simple matter to determine the county from the cross reference. However, only the official US Postal Service city names are included in this index. There are an additional 40,000 place names that people use in their addresses. Therefore, we have also included a ZIP/City Cross Reference immediately following the City/County Cross Reference.

If you know the ZIP Code but the city name does not appear in the City/County Cross Reference index, look up the ZIP Code in the ZIP/City Cross Reference, find the city name, then look up the city name in the City/County Cross Reference. For example, you want to know the county for an address of Menands, NY 12204. There is no "Menands" in the City/County Cross Reference. The ZIP/City Cross Reference shows that ZIP Codes 12201-12288 are for the city of Albany. Looking back in the City/County Cross Reference, Albany is in Albany County.

Delaware City/County Cross Reference

BEAR New Castle	FRANKFORD Sussex	MAGNOLIA Kent	REHOBOTH BEACH Sussex
BETHANY BEACH Sussex	FREDERICA Kent	MARYDEL Kent	ROCKLAND New Castle
BETHEL Kent, Sussex	GEORGETOWN Sussex	MIDDLETOWN New Castle	SAINT GEORGES New Castle
BRIDGEVILLE Sussex	GREENWOOD Sussex	MILFORD Kent, Sussex	SEAFORD Sussex
CHESWOLD Kent	HARBESON Sussex	MILLSBORO Sussex	SELBYVILLE Sussex
CLAYMONT New Castle	HARRINGTON Kent	MILLVILLE Sussex	SMYRNA Kent, New Castle
CLAYTON Kent, New Castle	HARTLY Kent	MILTON Sussex	TOWNSEND New Castle
DAGSBORO Sussex	HOCKESSIN New Castle	MONTCHANIN New Castle	VIOLA Kent
DELAWARE CITY New Castle	HOUSTON Kent, Sussex	NASSAU Sussex	WILMINGTON New Castle
DELMAR Sussex	KENTON Kent	NEW CASTLE New Castle	WINTERTHUR New Castle
DOVER Kent	KIRKWOOD New Castle	NEWARK New Castle	WOODSIDE Kent
ELLENDALE Sussex	LAUREL Sussex	NEWPORT New Castle	YORKLYN New Castle
FARMINGTON Kent, Sussex	LEWES Sussex	OCEAN VIEW Sussex	
FELTON Kent	LINCOLN Sussex	ODESSA New Castle	
FENWICK ISLAND Sussex	LITTLE CREEK Kent	PORT PENN New Castle	

Delaware ZIP/City Cross Reference

19701-19701 BEAR	19735-19735 WINTERTHUR	19943-19943 FELTON	19983-19983 MILFORD
19702-19702 NEWARK	19736-19736 YORKLYN	19944-19944 FENWICK ISLAND	19984-19984 MARYDEL
19703-19703 CLAYMONT	19800-19899 WILMINGTON	19945-19945 FRANKFORD	19986-19986 MILLSBORO
19706-19706 DELAWARE CITY	19901-19901 DOVER	19946-19946 FREDERICA	19987-19987 MILLVILLE
19707-19707 HOCKESSIN	19902-19902 DOVER AFB	19947-19947 GEORGETOWN	19988-19988 MILTON
19708-19708 KIRKWOOD	19903-19906 DOVER	19950-19950 GREENWOOD	19989-19989 NASSAU
19709-19709 MIDDLETOWN	19930-19930 BETHANY BEACH	19951-19951 HARBESON	19970-19970 OCEAN VIEW
19710-19710 MONTCHANIN	19931-19931 BETHEL	19952-19952 HARRINGTON	19971-19971 REHOBOTH BEACH
19711-19718 NEWARK	19933-19933 BRIDGEVILLE	19953-19953 HARTLY	19973-19973 SEAFORD
19720-19721 NEW CASTLE	19934-19934 CAMDEN WYOMING	19954-19954 HOUSTON	19975-19975 SELBYVILLE
19725-19728 NEWARK	19936-19936 CHESWOLD	19955-19955 KENTON	19977-19977 SMYRNA
19730-19730 ODESSA	19938-19938 CLAYTON	19956-19956 LAUREL	19979-19979 VIOLA
19731-19731 PORT PENN	19939-19939 DAGSBORO	19958-19958 LEWES	19980-19980 WOODSIDE
19732-19732 ROCKLAND	19940-19940 DELMAR	19960-19960 LINCOLN	
19733-19733 SAINT GEORGES	19941-19941 ELLENDALE	19961-19961 LITTLE CREEK	
19734-19734 TOWNSEND	19942-19942 FARMINGTON	19962-19962 MAGNOLIA	