

The New Way To File Court Documents in Washington DC



DC Superior Court Filings

- Civil One & Civil Two Cases – Mandatory
- Includes pending/active cases
- Case Initiation traditional filing method on paper
- Affidavits of service, sealed documents, and writs are not eFiled

Case Number Conversion

Old Case Number format: 05CA1234

New Case Number format: 2005 CA 001234 A

Please note: The new case number always contains a 4 digit year, 6 digit sequence number (leading zero) and case extender

Civil One Case Type Extensions

- Asbestos: 2006 CA 001234 A
- Medical Malpractice: 2006 CA 001234 M
- Real Property: 2006 CA 001234 R(RP)

Civil Two Case Type Extensions*

- Title 47: 2006 CA 001234 L(RP)
- Eminent Domain: 2006 CA 001234 E(RP)
- Collection/Ins Granted: 2006 CA 001234 C
- Merit Personnel Act: 2006 CA 001234 P(MPA)
- Other Administrative Review: 2006 CA 001234 O

*DC Superior Court Public Access: <https://www.dccourts.gov/pa>

Administrative Order

- Administrative Order 06-17. It sets forth efilng Rules (EF Rules 1 through 13). This Order can be found at:
<http://www.dccourts.gov/dccourts/docs/06-17.pdf>
- CFX filing is deemed filed & served upon submission
- 24x7 Filing
- Judges will send electronic orders

Administrative Order

- eMail copy of proposed order to judges email box (in native format, ie word or word perfect)
- judge[last name]eserve@dcsc.gov
magistratejudge[last name]eserve@dcsc.gov
- The subject line should contain only the case number followed by the case name
- Filing over 25 pages, mail a hard copy to the judge

Administrative Order

- Merge supporting documents & exhibits
- Filing with all documents under 25 pages can be in one pdf – “Lead Document”
- Filing with all documents greater than 25 pages:
 - Lead Document uploaded first
 - All supporting documents must be in separate pdf

Most Common Reasons for Filing Rejection

- Case number not found (Submitted Case Number not found in CourtView)
- Bar number not found (Filer_Missing)
- Motion must include a Proposed Order in one filing
- Missing Certificate of Service (sign & date)

Important Things to Remember

- Pro Hac bar number “999999”
- Select the correct document type
- Search for attorney & judge to add to the service list (DC Judge in Organizational Field will find all registered judges)
- Do not enter party information
- Save your documents with names that reflect the nature of the document - e.g., CRD, Witness List, Answer, Opposition

Acceptable Signatures

“/s/”, scanned image, or digital signature and must be above the signature line:

/s/
Brad Smith, DC Bar Number: 999999
Smith & Jones, LLC
1200 Pennsylvania Ave
Washington, DC 20006
(202) 879-0000
brad.smith@aol.com

* Please put email address, phone number, and bar number on all filings

360 Degrees of eFiling

Attorney eFiles – Pleadings, Motions, Exhibits and Attachments

Accesses the Internet

www.casefilexpress.com

Accepts Filing



Attorneys/Paralegals

EFSP

EFM

Clerk

Clerk emails – Acknowledgements and Confirmations

Filing Trace Number ED301J020007043 has been received by the eFiling for Courts - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Attachments Delete Undo Redo

Extra line breaks in this message were removed.

From: eFiling@efilingforcourts.com

To: tammy@cfxpress.com

Cc:

Subject: Filing Trace Number ED301J020007043 has been received by the eFiling for Courts

Sent: Tue 1/30/2007 3:19 PM

PLEASE DO NOT REPLY TO THIS E-MAIL.

This email acknowledges that a filing with the following information was received from the Electronic Filing Service Provider and has been transmitted successfully to eFiling for Courts:

eFiling for Courts Received Date/Time: Tuesday, January 30, 2007 4:18 PM Delivered to Court: Civil Actions Time Zone of Jurisdiction: (GMT-05:00) Eastern Time (US & Canada) Trace Number: ED301J020007043 EFSP Submission Date/Time: Tuesday, January 30, 2007 4:18 PM Cause Number: 2003 CA 001471 B
Style/Case Name: The Okie Dokie case
Title of Document: Test Sevenb.pdf

Thank you,
eFiling for Courts

Confidentiality Notice:

The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination, use or copying of this email and its attachments, if any, or the information contained herein is prohibited.



Filing Trace Number ED301J020056456, Case/Cause Number 2003 CA 001471 B, Praeipce Filed:, CONFIRMATION, Civil Actions - Message (Plain Te...

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Reply Reply to All Forward

From: notifications@cfxpress.com

Sent: Sat 10/13/2007 12:26 PM

To: tammy@cfxpress.com

Cc:

Subject: Filing Trace Number ED301J020056456, Case/Cause Number 2003 CA 001471 B, Praeipce Filed:, CONFIRMATION, Civil Actions

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This e-mail serves as your receipt.

FILING INFORMATION

Cause/Case Number: 2003 CA 001471 B
Document Type: Praeipce Filed:
Filing Attorney: Tammy Carter
Client Matter #: 1
Style/Case Name: The Okie Dokie case
Judge(s): Brook Hedge
Sealed Document: No

Status: CONFIRMATION
Date of Status: Saturday, October 13, 2007 12:34 PM
Court Assignment: D.C. Superior Court
Filing Trace #: ED301J020056456
Comments:

*In order to have a copy of your filing, access the following URL and download your filing:
<https://www.casefilexpress.com/cfxDc/ReviewStatus.aspx>

PAYMENT INFORMATION

Payment Method: VISA
Amount: \$10.22
Payment Status: unpaid

Filing Trace Number ED301J020056459, Case/Cause Number 2003 CA 001471 B, Praeipce Filed:, ALERT, Civil Actions - Message (Plain Text)

File Edit View Insert Format Tools Actions Help

Reply Reply to All Forward Print Forward X

From: notifications@cfxpress.com

Sent: Sat 10/13/2007 1:18 PM

To: tammy@cfxpress.com

Cc:

Subject: Filing Trace Number ED301J020056459, Case/Cause Number 2003 CA 001471 B, Praeipce Filed:, ALERT, Civil Actions

DO NOT REPLY TO THIS E-MAIL.

FILING INFORMATION

Cause/Case Number: 2003 CA 001471 B

Document Type: Praeipce Filed:

Filing Attorney: Tammy Carter

Client Matter #: 1

Status: ALERT

Date of Status: Saturday, October 13, 2007 2:16 PM

Filing Trace #: ED301J020056459

Comments: Incorrect Case Number



Electronic Service of Copies for Case/Cause 2004 CA 005126 B - Message (Plain Text)

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Reply Reply to All Forward

You forwarded this message on 11/7/2007 4:53 PM.

From: notifications@cfxpress.com

Sent: Wed 11/7/2007 4:44 PM

To: Tammy Carter

Cc:

Subject: Electronic Service of Copies for Case/Cause 2004 CA 005126 B

DO NOT REPLY TO THIS E-MAIL.

Tammy Carter,

Electronic Service of Copies information follows for Cause/Case 2004 CA 005126 B:

EFSP Submission Date/Time: 2007-11-07T22:29:26.230+00:00

eFiling for Courts Received Date/Time:

eFiling for Courts Delivered to Court: Civil Actions

Name of Serving Party: Joan Zeldon

Cause/Case Number: 2004 CA 005126 B

Court Assignment: D.C. Superior Court

Style/Case Name: Edwin Anderson v. 1245 13th Street, N.W., Number 106 Trust

Filing Trace Number: OD301J020011884

Document Type:

Title of Document:

Attachment(s):

Access the following URL in order to view these documents:

<https://www.casefilexpress.com/cfxDc/ReviewStatus.aspx?tab=Inbox>

Adobe Reader - [ProofOfService_20061207145842685_2157 pdf.pdf]

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eFiling for Courts - Electronic Service of Copies

Proof of Service

Jurisdiction: Civil Actions
Cause Number: 2004 CA 000123 B
Trace Number: ED301J020150538
Court Assignment: D.C. Superior Court
Style/Case Name: John Smith v. ABC Corporation
Date and Time of Service: 12/07/2006 03:58:41 PM
Serving Party Name: Danny Glover
Documents:
John Smith MSJ.pdf
Exhibit A1.pdf

Parties of Record	Delivery Type
Lilly Tomlin CaseFile Xpress	Electronic
Jerry Seinfeld CaseFile Xpress	Electronic
Cicely Tyson CaseFile Xpress	Electronic
James Spader CaseFile Xpress	Electronic
Candace Bergen CaseFile Xpress	Electronic
Laurence Fishburne CaseFile Xpress	Electronic

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Review Filings - Microsoft Internet Explorer

File Edit View Favorites Tools Help



Address <http://demo.cfexpress.com/cfxdc/ReviewStatus.aspx>

Support: (877) 433-4533



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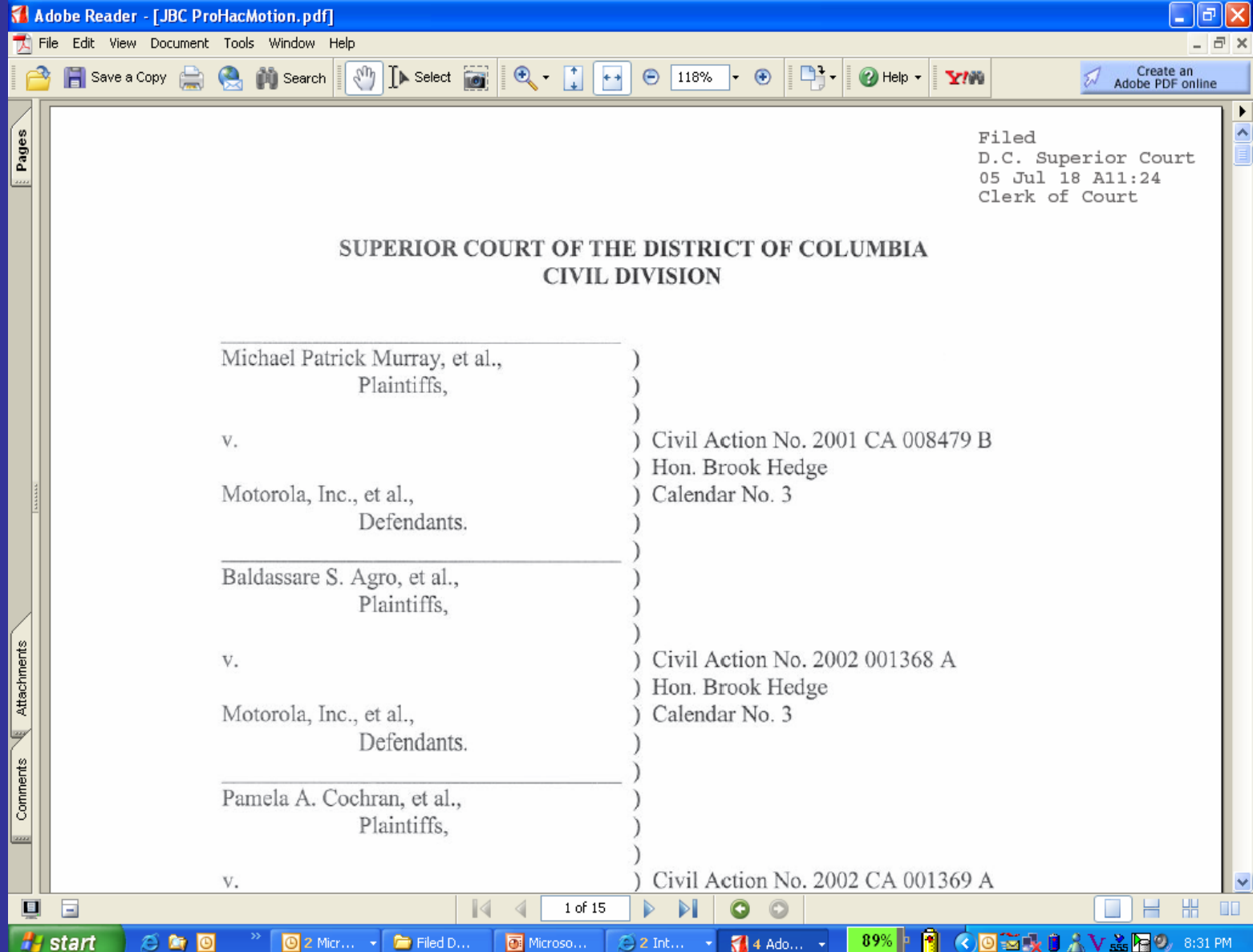
Review Filing Status

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Displaying records 1 to 4 of 4

<< < Page 1 of 1 > >>

Jurisdiction/Court	Case Number	Serving Party	Filing Trace #	Date Serviced
DCSC - Civil 1 D.C. Superior Court	2002 CA 000123 B	Glover, Danny	ES002500000185	03/24/2006 10:08 PM
DCSC - Civil 1 D.C. Superior Court	2002 CA 001234 A	Glover, Danny	ES002500000177	03/20/2006 10:08 AM
DCSC - Civil 1 D.C. Superior Court	2002 CA 001234 B	Glover, Danny	ES002500000173	03/20/2006 10:07 AM
DCSC - Civil 1 D.C. Superior Court	2006 CA 000123 A	Glover, Danny	ED301J000004744	02/24/2006 9:18 PM



Adobe Reader - [JBC ProHacMotion.pdf]

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Create an Adobe PDF online

Pages

Attachments

Comments

Filed
D.C. Superior Court
05 Jul 18 11:24
Clerk of Court

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CIVIL DIVISION**

Michael Patrick Murray, et al.,
Plaintiffs,)
)
)
v.) Civil Action No. 2001 CA 008479 B
) Hon. Brook Hedge
Motorola, Inc., et al.,) Calendar No. 3
Defendants.)
)

Baldassare S. Agro, et al.,
Plaintiffs,)
)
)
v.) Civil Action No. 2002 001368 A
) Hon. Brook Hedge
Motorola, Inc., et al.,) Calendar No. 3
Defendants.)
)

Pamela A. Cochran, et al.,
Plaintiffs,)
)
)
v.) Civil Action No. 2002 CA 001369 A

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Prices for eFiling

- Traditional filing fees remain the same
- \$6.00 eFiling fee
- \$4.00 CaseFileXpress fee
- \$5.00 eService fee (no matter how many parties)
- \$8.00 *eServe Discovery* (no matter how many parties)

Court Information for eFiling

DC Superior Court Contact

Judge Hedge

Email: efile@dcsc.gov

www.dccourts.gov/efiling (FAQs)

CaseFileXpress Information

- Toll Free – 877-433-4533; (877-I-eFiled)
(24x7 phone support)
- info@cfxpress.com (during business hours 8am – 6pm ET)
- www.casefilexpress.com

Practice Website: <http://demo.cfxpress.com>

Password: “password2”

User-ids

dglover

maggie

janiston

courtneycox

mgibson

ltomlin

User-ids

jseinfeld

glopez

morganf

kbates

lfishburne

shoffman

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bwhite

spader

cbergen

wshatner

ctyson