

CaseFileXpress User's Manual
Washington, D.C.
Superior Court



CaseFile*Xpress*
secure legal efileing

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CaseFileXpress makes it easy to eFile and eServe court documents no matter where you are and no matter what time it is. The process is simple and we guide you every step of the way!

Please review the DC Superior Court's Administrative Order for further information about eFiling rules and requirements at www.dccourts.gov/efiling and the CaseFileXpress eFiling page at www.casefilexpress.com – click on “Jurisdictions” and select “Washington”.

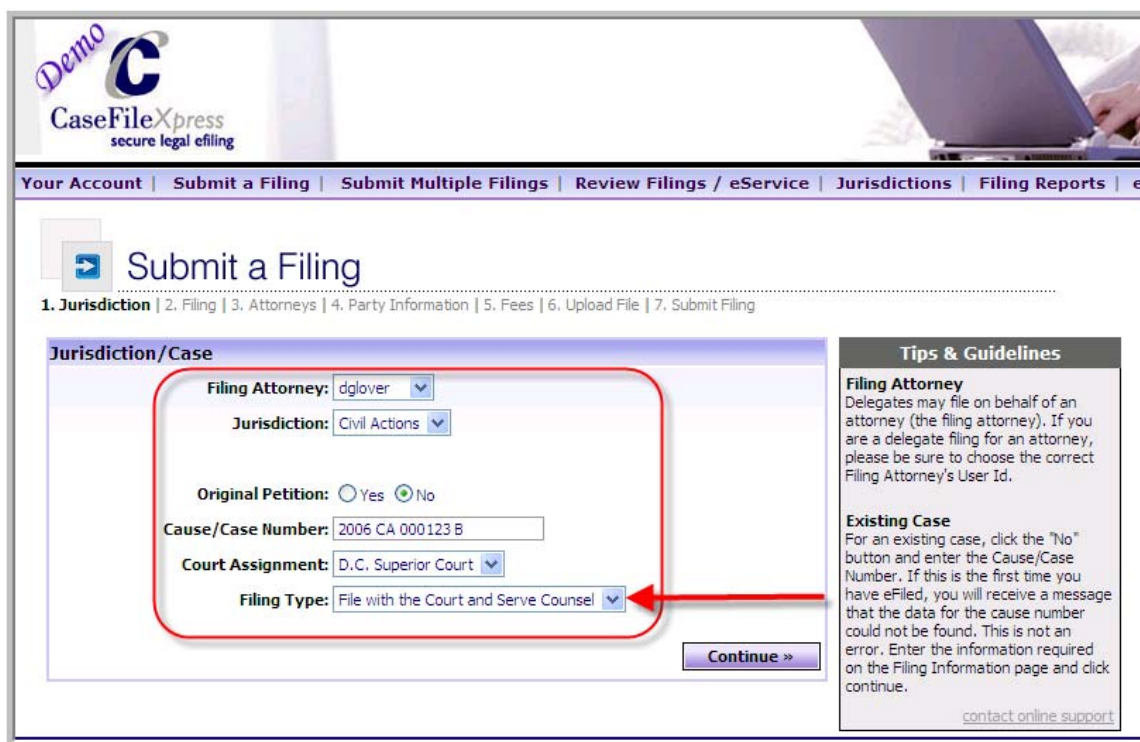
Submit a Filing

Screen: “Submit a Filing”

7 easy steps to submit an eFiling (all required fields are listed in bold face type)

Section: Jurisdiction (1.)

- 1) After login, click on the menu option **Submit a Filing**.
- 2) Click the drop down box to select the User ID to be designated as the **Filing Attorney**.
*Note: Delegates (legal staff) may file on behalf of an attorney. If you are a delegate filing for an attorney, please be sure to choose the correct **Filing Attorney's** User ID.
*Note: If you do not see your attorney in the drop down list, then the attorney must add you as a delegate from their login by selecting **Update Your Profile** from the **Your Account** Screen.
- 3) Click the drop down box for **Jurisdiction** and choose “Civil Action”
*Note: At this time, only existing cases can be filed electronically in the D.C. courts. All complaints, affidavits of service, sealed documents, and writs must be filed on paper with the court clerk.
- 4) Enter case number in the field **Cause / Case Number**.
court's docket at <https://www.dccourts.gov/pa>
- 5) Click the drop down box to choose **Court Assignment**.
- 6) Click the drop down box to choose **Filing Type**.
*Note: If you choose **File with the Court and Serve Counsel**, your filing will be submitted to the court clerk and eService will be sent to all counsel selected.
*Note: If you choose **Discovery – Service on Counsel Only**, eService will be sent to all counsel selected and your filing will **not** be submitted to the court.
*Note: To recall a case previously filed or saved, enter the information required in Step 1 and proceed to the following step.
Note: All case numbers must be entered in the following format: 4-Digit Year, Space, 6-Digit Docket Number, Space, “Extender Letter(s), i.e. 2005 CA 123456 B. You can look up your case number on the court's docket at <https://www.dccourts.gov/pa>. Be sure to have the correct docket extender letter(s) or you filing will be rejected.



7) Click *Continue*.

*Note: If this is the first time you have e-filed, you will receive the following message: *If this is the first time you are eFiling on this case through CFX, please proceed, otherwise please verify that your case/cause number is correct.* This is not an error. It is a way to notify you that our system will not pre-populate the case information. If you filed in this case before, the information entered in Step 1 is different from your previous entry. You can continue and re-enter the information in Steps 2 – 4 or you may return to Step 1 and modify your information.

Section: Filing (2.)

- 1) Click on drop down box for *Document Type* and select the type of document you are filing.

*Note: Your selection determines the court filing fee. This is not a CFX list; it is supplied directly from the DC Superior Court Clerk. If you select the wrong document type and the actual court fee is higher or lower, the clerk will reject the filing and you will need to refile with the correct document type.

*Note: If you chose *Discovery – Service on Counsel Only* in Step 1, this option will be disabled.

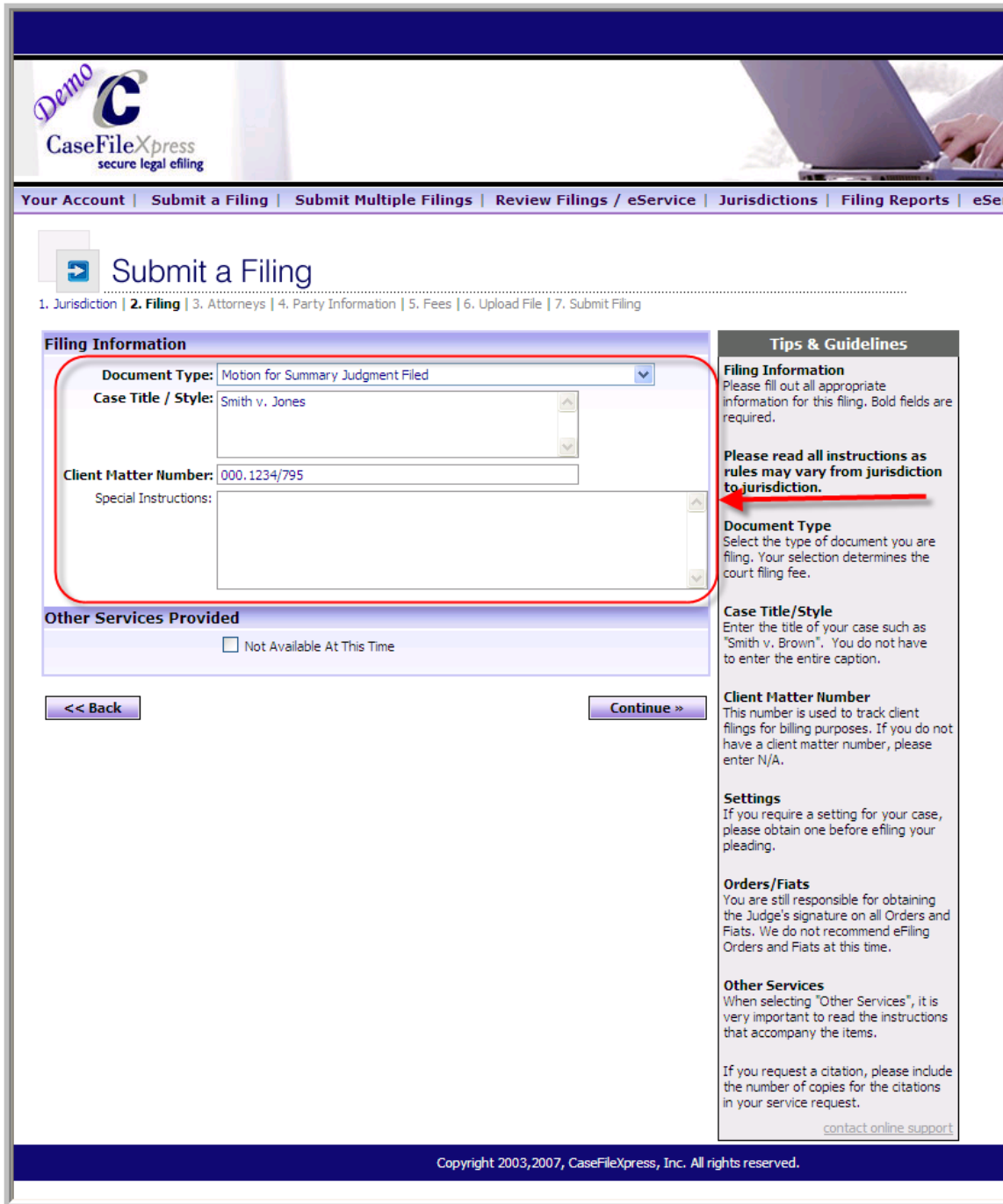
- 2) Enter the case title in the field *Case Title / Style*.

*Example: “John Smith vs. Exxon Corp.”. The full caption is not required.

- 3) Type in the firm’s internal client reference number in the field *Client Matter Number*.

*Note: Client matter number can be any combination of numbers or letters. If you do not use a client matter number then you can enter a “1” or a client name.

- 4) Instructions for the court clerk can be entered in the field **Special Instructions** (this field holds up to 4,000 characters).
- 5) The option **Other Services Provided** is not available at this time for D.C. Superior Court filers.



- 6) Click **Continue**.

Section: Attorneys (3.)

CaseFileXpress User Manual

- 1) Step 3 is used to create the service list – to add the judge and attorneys to the case click on the link “To Add an Attorney or Judge (**Click Here**)”.

*Note: you must add the judge to the case or you will not be able to proceed to the next step. You can look up your judge on the court’s docket at <https://www.dccourts.gov/pa>.

Case Attorneys

[To Add an Attorney or Judge \(Click Here \)](#)

Add an Unregistered Attorney (Unregistered Attorneys cannot receive eService)

First Name: Last Name: Email:

Current Case Attorneys - Service List

Attorney	Organization	Bar #	Role	Service?
Danny Glover	Law Firm of Julia Roberts	987654	Defendant Attorney	--- None ---

Tips & Guidelines

Registered Attorneys
If an attorney is registered for eFiling, you can add them to the service list by bar number of name, or law firm. Enter their bar number to search by bar number or click on the Show Search link to search by name or firm.

Unregistered Attorneys
You can add an attorney to the case by entering their name and email address.

Current Case Attorneys
Attorneys currently assigned to the case are listed in this section. For each attorney, select whether the attorney is a Plaintiffs or Defendants attorney. Attorneys can be added to the service list at anytime.

Serve Opposing Counsel
To serve counsel in the eService list you have multiple options. Click the drop down for service next for each attorney and select one of these options none no service is sent, Electronic CaseFileXpress will eServe the attorney, Filer will Fax the filer is responsible for faxing service, Filer will Mail- the filer is responsible for mailing service, Filer will Courier the filer is responsible for sending service via courier or Internet Fax CaseFileXpress will Internet Fax the attorney.

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- 2) You may search for the judge by entering their last name or first name. For a list of all DC Judges, you may also enter “dc judge” in the organization field and then click search.

*Note: The name of the judge must be the exact spelling that they used when registering including hyphen or no results will be returned.

- 3) Click the check box next to the name of the judge that you want to add then click *Add Selected Name(s)*.

Case Attorneys

▶ To Add an Attorney or Judge ([Click Here](#))

Enter the Last Name, First Name, Organization, or Bar Number as your search criteria and click Search.

Organization:

First Name:

Last Name:

Bar Number:

Select	Name	Organization	Address
<input type="checkbox"/>	Hedge, Brook	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Braman, Leonard	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Long, Cheryl	DC Judge	500 Indiana Ave N.W., Washington DC 20001
<input type="checkbox"/>	Weisberg, Frederick	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Alprin, Geoffrey	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Canan, Russell	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Combs Greene, Natalia	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Duncan-Peters, Stephanie	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Fisher, Gerald	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Kravitz, Neal	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Morin, Robert	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Retchin, Judith	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Ross, Maurice	DC Judge	500 Indiana Ave., N.W., Washington DC 20001
<input type="checkbox"/>	Terrell, Mary	DC Judge	500 Indiana Ave., N.W., Washington DC 20001

Tips & Guidelines

Registered Attorneys
If an attorney is registered for eFiling, the attorney must add the cause/case number to their eService profile before they can receive eService for that case. Once this is accomplished and if you know the attorneys bar number, you can add the attorney to the case for your filing on this screen and they will then receive eService.

Search for Registered Attorneys
If an attorney is registered for eFiling, the attorney must add the cause number to their eService profile before they can receive eService for that case. Once this is accomplished and if you do not know their bar number, you can search from a list of attorneys registered for this case by clicking on the Show Search link. Enter the requested information and select the appropriate attorney.

Unregistered Attorneys You can add an attorney to the case by entering their name and email address. If the attorney is not registered for eFiling, they will not be able to receive eService of documents.

Current Case Attorneys
Attorneys currently assigned to the case are listed in this section. For each attorney, select whether the attorney is a Plaintiffs or Defendants attorney.

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- 1) Add all attorneys to the case by using the search criteria. You may enter a first name, last name or bar number and click *“Search”*.
- 2) Check the box next to the attorney you want to add to the service list and click *“Add Selected Names”*.

Case Attorneys

► To Add an Attorney or Judge ([Click Here](#))

Enter the Last Name, First Name, Organization, or Bar Number as your search criteria and click Search.

Organization:

First Name:

Last Name:

Bar Number:

Select	Name	Organization	Address
<input checked="" type="checkbox"/>	Bergen, Candace	Law Office of Sean Penn, LLP	1147 Connecticut Ave, Washington DC 20036

► Add an Unregistered Attorney (Unregistered Attorneys cannot receive eService)

First Name: Last Name: Email:

Current Case Attorneys - Service List

Attorney	Organization	Bar #	Role	Service?	
Jerry Seinfeld	Law Firm of Julia Roberts	456124	Plaintiff Attorney	Electronic	<input type="button" value="Delete"/>
James Jones	DC Superior Court	0345987	Judge	Electronic	<input type="button" value="Delete"/>
Danny Glover	Law Firm of Julia Roberts	987654	Defendant Attorney	--- None ---	---

- 3) If the attorney name does not appear on the search list, you may add them to the case by entering their information under the section **Add an Unregistered Attorney**.
 - *Note: You will not be able to eServe an unregistered attorney. The email field is not required. If you have the email address, you may select the option to invite an attorney to eService and CaseFileXpress will send the attorney an email asking them to register. The next time you file on the case check to see if the attorney has registered since you filed last.
- 4) Under the section **Current Case Attorneys**, choose the role for each attorney or judge listed using the drop down list provided.
 - *Note: You may remove an attorney by clicking the **Delete** button next to their name. However, it's best to click "None" in the service option if you do not want

to serve the attorney on the list unless you are certain the attorney is no longer on the case.

*Note: Judges are to receive electronic copies of all documents filed with the court. Service type is disabled next to their name. A judge must be added to the case before you may proceed to the next step.

*Note: For the attorney that you are filing for the designation of “---None---“ will be in the list next to their name since you do not serve your attorney – they will receive a file stamped copy of the document(s) filed.

- 5) Click *Continue*.

Section: Party Information (4.)

No party information is required since complaints are done on paper the parties have already been added to the court's case management system. Click Continue.

Section: Fees (5.)

- 1) A detailed list of the fees associated with your filing is listed under the section *Fee Information*.
- 2) Click *Save Filing Information* if you do not want to proceed with this filing and the information you have entered will be stored in our system for future retrieval.
*Note: Only *Case Title / Style, Client Matter Number, Document Type, Attorney* and *Party* information will be stored.
- 3) To proceed with your filing, select one option *Use the stored credit card information for this account* or *Specify payment information for this transaction*.
*Note: The *Use the stored credit card information for this account* option will only appear if you have already stored payment information into your profile under the menu option *Your Account or through the Management System..*
*Note: If you select the *Specify payment information for this transaction* option, the information you enter will override any payment information stored in your profile.

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Your Account | **Submit a Filing** | Review Filings / eService | Jurisdictions | Filing Reports | eService Profile | Sign Out

Submit a Filing

1. Jurisdiction | 2. Filing | 3. Attorneys | 4. Party Information | **5. Fees** | 6. Upload File | 7. Submit Filing

Fee Information	
County: D.C. Superior Court	
Court Type: District	
Filing Type: Motion for Summary Judgment Filed	
Name	Amount
Filing Fees:	
Motion for Summary Judgment Filed	\$20.00
TexasOnline Fees:	
eFile Processing Fee*	\$6.72
eService Fee	\$4.00
CaseFileXpress Fees:	
eService Fee	\$1.00
Filing Fee	\$4.00
Total Fees:	\$35.72

* Includes \$6.00 for eFiling filing fees plus financial processing fees.

Payment Information
Please provide Credit Card information to pay for this filing. Court fees, eFiling service fees and CaseFileXpress fees will be charged as **three separate transactions**.

Use the stored credit card information for this account.
 Specify payment information for this transaction.

Save Filing Information **Continue »**

4) Click *Continue*.

Section: Upload file (6.)

1) To attach your documents click the ***Browse*** button next to the field ***Document File***.

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Your Account | Submit a Filing | Review Filings / eService | Jurisdictions | Filing Reports | eService Profile | Sign Out

Submit a Filing

1. Jurisdiction | 2. Filing | 3. Attorneys | 4. Party Information | 5. Fees | **6. Upload File** | 7. Submit Filing

Upload Documents

Document File:

Total Filing Size: 0.00 MB
Maximum Filing Size: 30 MB

Uploaded Documents

Lead Document File Name
No Lead Document has been Uploaded

Attachment File Names
No Attachments have been Uploaded

I have verified that all files have been converted correctly

Tips & Guidelines

Documents and exhibits uploaded to CaseFileXpress are automatically converted to .PDF files before being sent to the court.

Attach Documents
To attach your documents, click on the browse button and navigate through your folders. Click open on the document you want to attach, then click Attach Document. The first document attached is your main pleading. To upload one or more exhibits follow the same process.

Delete Documents
To delete uploaded documents, click on the red Delete button.

Merge Attachments
To merge one or more attachments, click on the check box next to each attachment to be merged. Once all documents have been selected, click "Merge selected Documents" to merge all uploaded PDF attachments into one document.

Verify Documents
After the upload process, you may review your document by clicking on the .PDF file name. Adobe Acrobat Reader must be installed on your PC to open the document. After reviewing the document close the Adobe window and continue.

Maximum Filing Size
The maximum filing size is 30MB. For filings larger than 30MB, you will need to submit multiple filings. Provide information the clerk in Step 2 Filing in the Special Instructions box that you are submitting multiple filings due to the filing size.

Valid Document Types
Documents and Text Files
Images
Spreadsheets
Adobe PDF files

[contact online support](#)

- 2) Navigate through your computer to locate your documents.
- 3) Highlight the document you want to attach and click **Open**.
- 4) Click **Upload Document**.

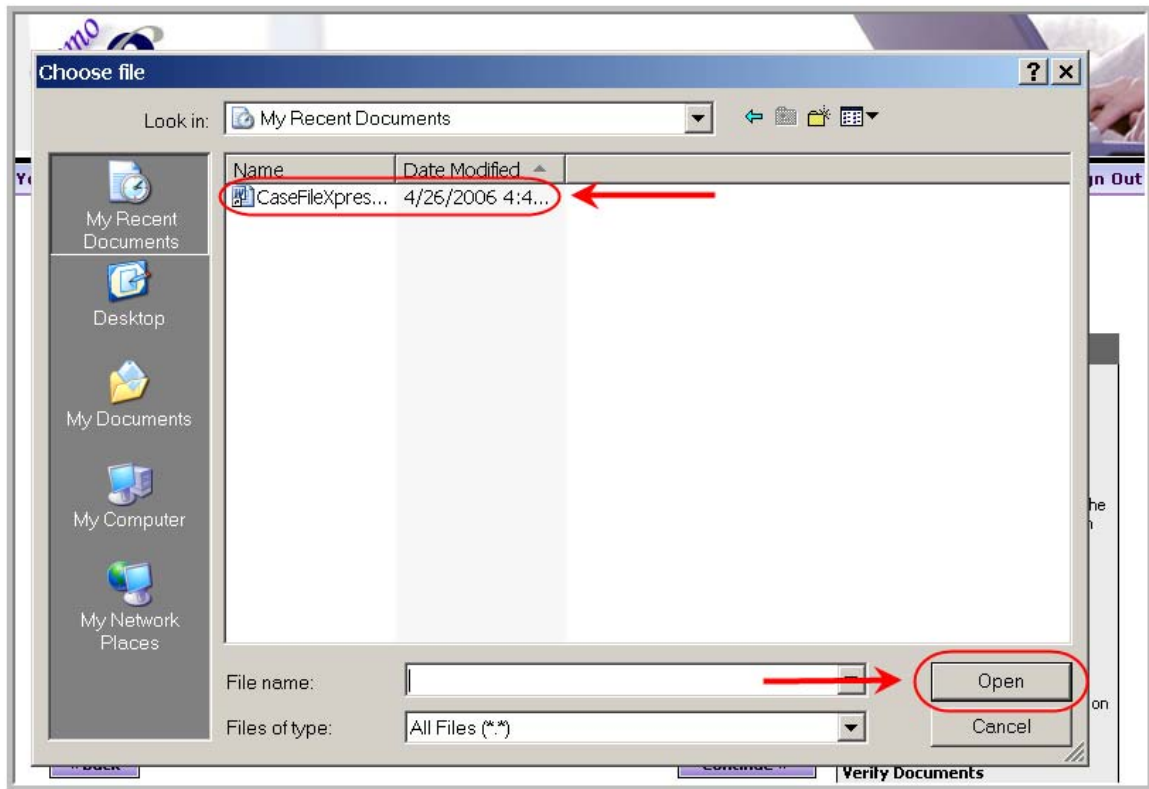
*Note: Documents and exhibits uploaded to CaseFileXpress are automatically converted to .PDF files before being sent to the court. You cannot browse from CFX to a document management system (DMS) such as Imanage, Hummingbird

or DocsOpen. In order to browse to your document, you must move the document from your DMS to your desktop or a folder on your computer or network

*Note: Scanning documents creates images which create larger files. Larger documents take longer to upload. Most new scanners have a default resolution setting of 800 dots per inch (DPI). If a large document must be scanned, you can lower your resolution to 200 which will create a smaller file. The total filing size allowed per filing is 30MB. The total filing size is provided each time a document is uploaded or removed. To file documents that are larger than 30MB, please contact customer support at 877-433-4533.

*Note: Valid document types are:

- Microsoft Word and WordPerfect documents
- text files
- images
- spreadsheets
- .TIF, .JPEG, BMP
- Adobe .PDF files

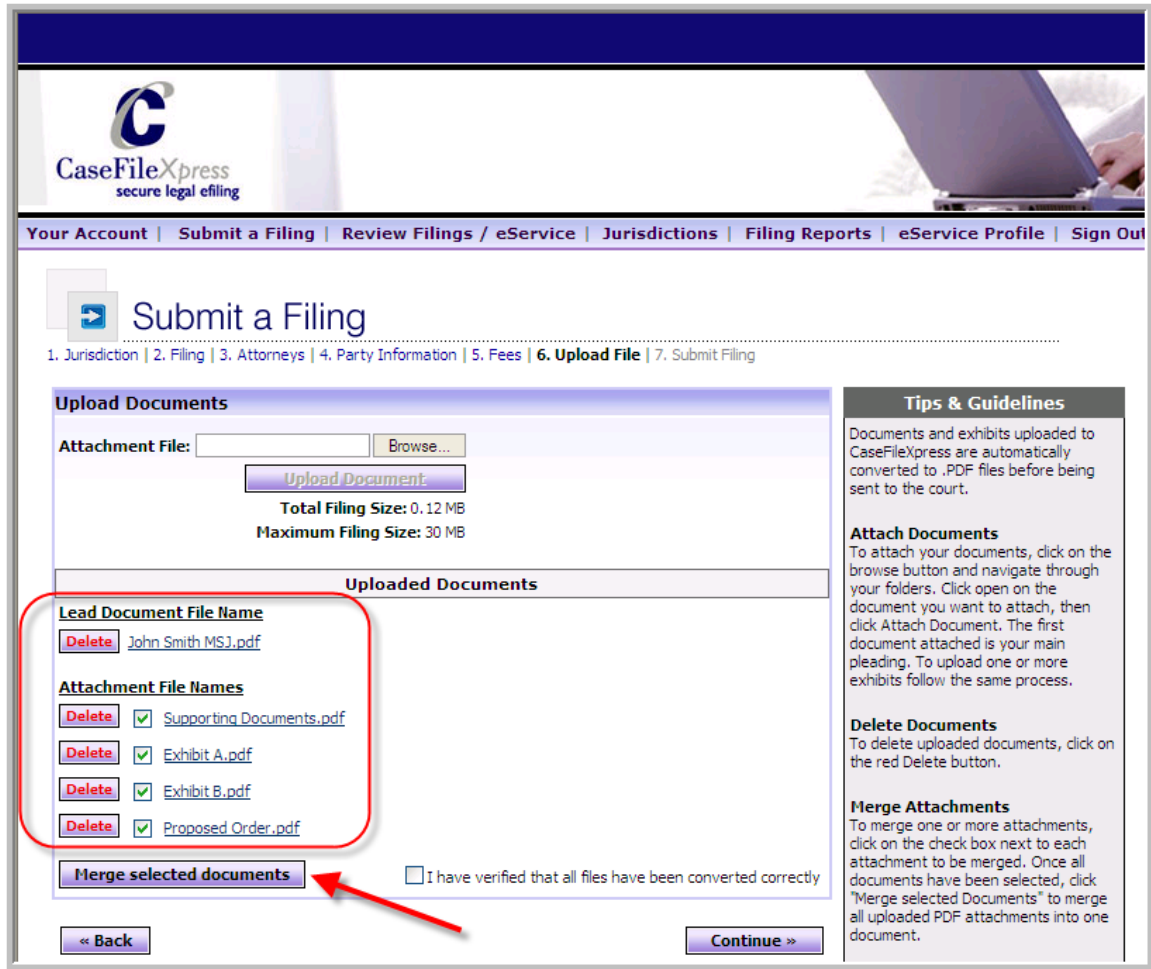


5) The first uploaded document will become the lead document.

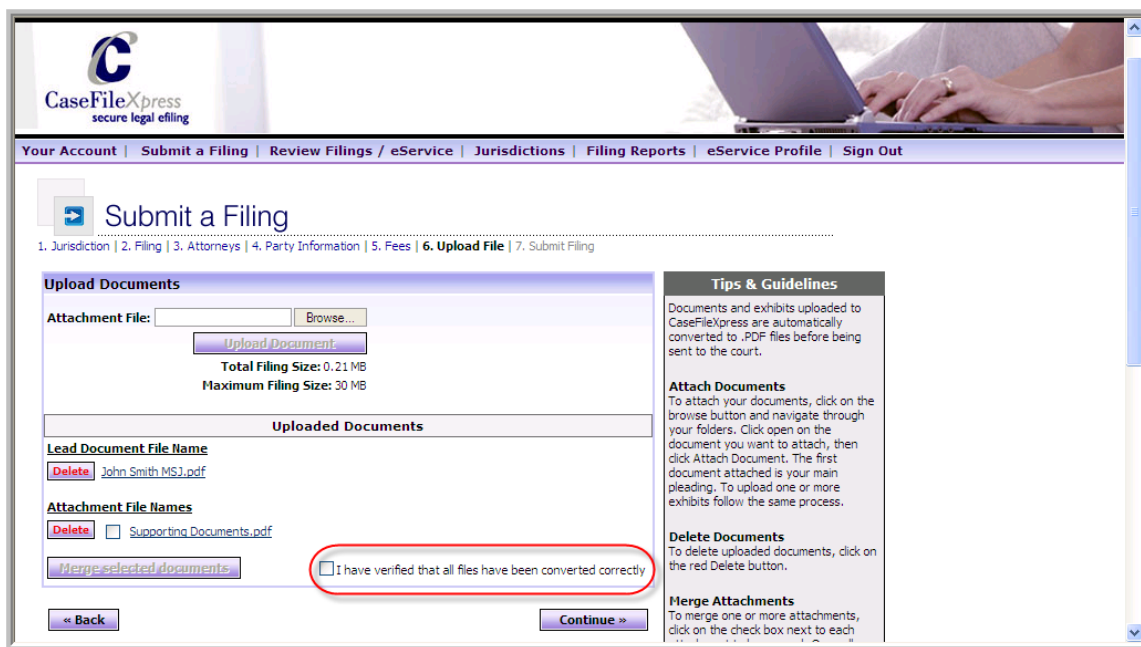
*Note: The lead document will be the only document that is given a filing time stamp. Only the first page will be stamped.

*Note: If you lead document is greater than 25 pages, the court requires that you upload any remaining support documents, attachments, exhibits, proposed order, etc. under "Attachment File Name"

- 6) To upload one or more documents follow the same process.
- 7) To delete uploaded documents, click on the red “delete” button.



- 8) To merge two or more supporting documents, click the check box next to each document to be merged and click **Merge selected documents**.
*Note: Selected documents will be merged to form a single pdf document in the order they were uploaded and with an automatic page break between each document.
- 9) To review your document(s) click on the .PDF file name.
*Note: Adobe Acrobat Reader must be installed on your PC to open the document. Older versions of Acrobat Reader can cause problems when viewing your PDF documents. If you have problems opening the document to review, you can save it to your computer and review it.
- 10) After reviewing the document close the Adobe window and check the box **I have verified that all files have been converted correctly**.



11) Click *Continue*.

Section: Submit Filing (7.)

1) Review all filing information.

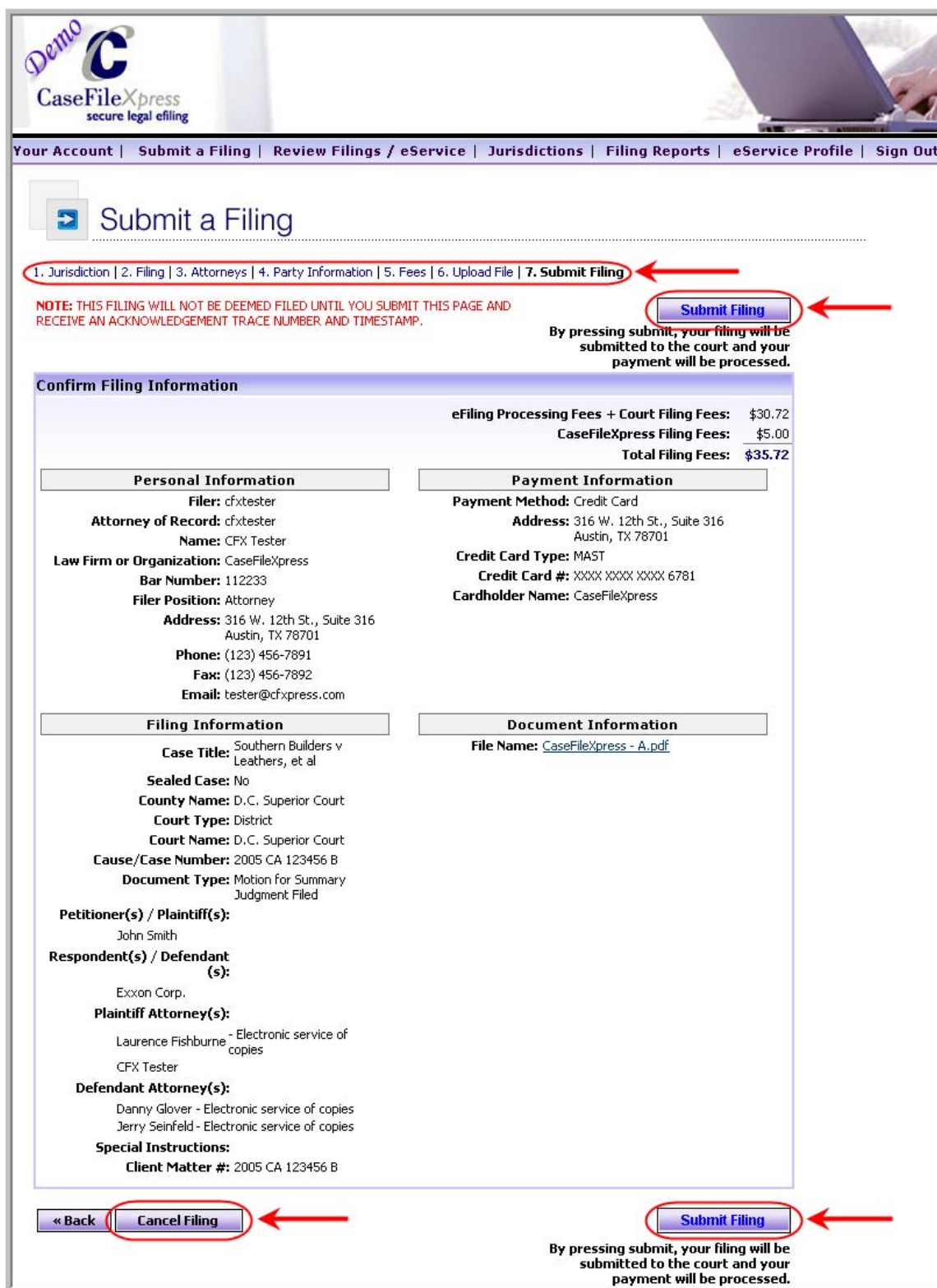
NOTE: THIS FILING WILL NOT BE DEEMED FILED UNTIL YOU SUBMIT THIS PAGE AND RECEIVE AN ACKNOWLEDGEMENT TRACE NUMBER AND TIMESTAMP.

2) Use the links at the top of the page to go back and make any corrections to steps 1 through 6.

*Note: Do not use your browser's *Back* button. To cancel the filing, click *Cancel Filing*.

3) To submit this filing click *Submit Filing*.

*Note: By pressing *Submit Filing*, your payment will be processed.



Demo
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Your Account | [Submit a Filing](#) | [Review Filings / eService](#) | [Jurisdictions](#) | [Filing Reports](#) | [eService Profile](#) | [Sign Out](#)

Submit a Filing

1. Jurisdiction | 2. Filing | 3. Attorneys | 4. Party Information | 5. Fees | 6. Upload File | 7. **Submit Filing**

NOTE: THIS FILING WILL NOT BE DEEMED FILED UNTIL YOU SUBMIT THIS PAGE AND RECEIVE AN ACKNOWLEDGEMENT TRACE NUMBER AND TIMESTAMP.

Submit Filing

By pressing submit, your filing will be submitted to the court and your payment will be processed.

Confirm Filing Information

eFiling Processing Fees + Court Filing Fees: \$30.72	
CaseFileXpress Filing Fees: \$5.00	
Total Filing Fees: \$35.72	

Personal Information	Payment Information
Filer: cfxtester	Payment Method: Credit Card
Attorney of Record: cfxtester	Address: 316 W. 12th St., Suite 316 Austin, TX 78701
Name: CFX Tester	Credit Card Type: MAST
Law Firm or Organization: CaseFileXpress	Credit Card #: XXXX XXXX XXXX 6781
Bar Number: 112233	Cardholder Name: CaseFileXpress
Filer Position: Attorney	
Address: 316 W. 12th St., Suite 316 Austin, TX 78701	
Phone: (123) 456-7891	
Fax: (123) 456-7892	
Email: tester@cfxpress.com	

Filing Information	Document Information
Case Title: Southern Builders v Leathers, et al	File Name: CaseFileXpress - A.pdf
Sealed Case: No	
County Name: D.C. Superior Court	
Court Type: District	
Court Name: D.C. Superior Court	
Cause/Case Number: 2005 CA 123456 B	
Document Type: Motion for Summary Judgment Filed	
Petitioner(s) / Plaintiff(s): John Smith	
Respondent(s) / Defendant(s): Exxon Corp.	
Plaintiff Attorney(s): Laurence Fishburne - Electronic service of copies CFX Tester	
Defendant Attorney(s): Danny Glover - Electronic service of copies Jerry Seinfeld - Electronic service of copies	
Special Instructions: Client Matter #: 2005 CA 123456 B	

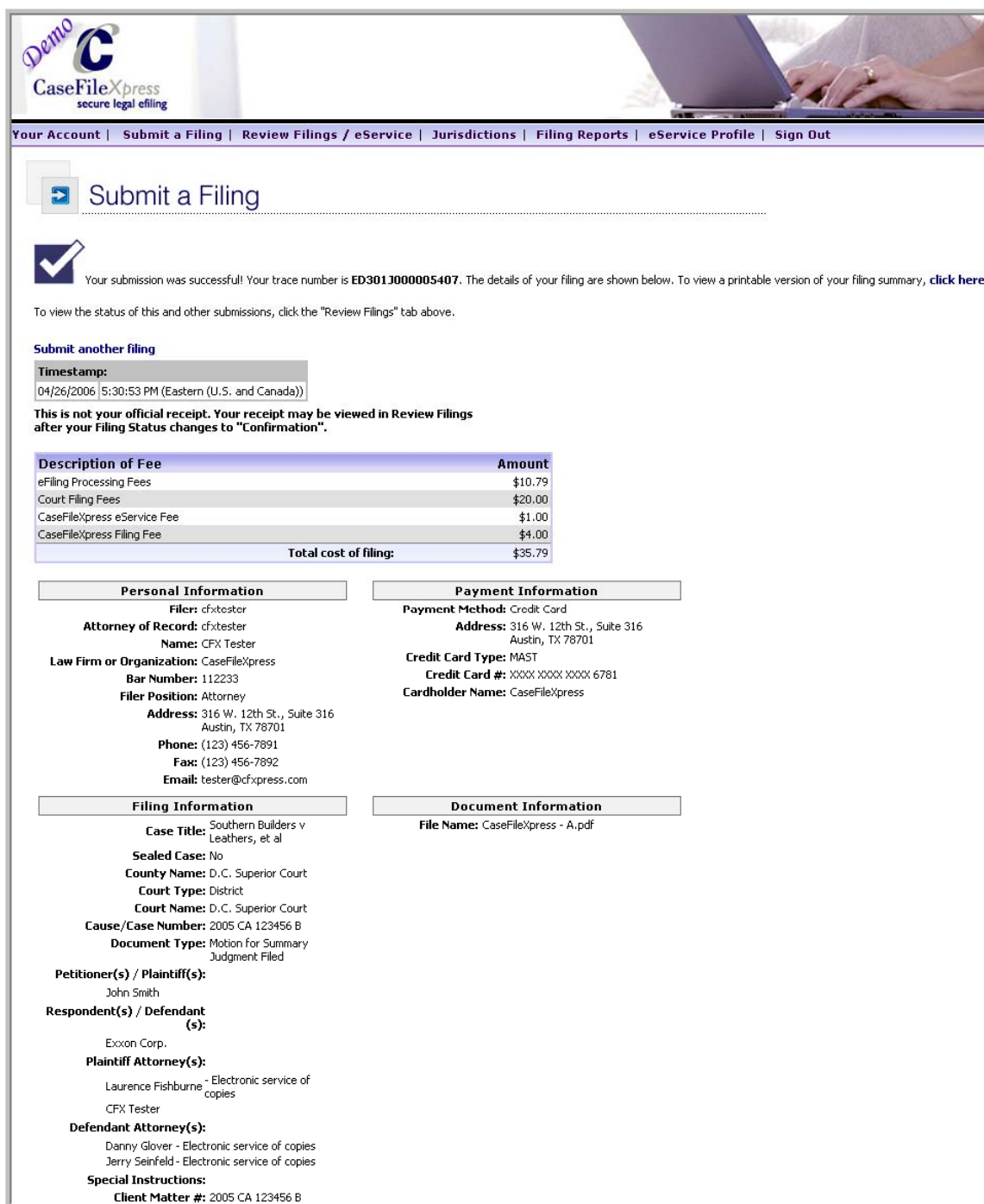
[« Back](#) | **Cancel Filing** | **Submit Filing**

By pressing submit, your filing will be submitted to the court and your payment will be processed.



- 4) Print out the confirmation page for your records or screen print to maintain an electronic copy.

CaseFileXpress User Manual



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Your Account | Submit a Filing | Review Filings / eService | Jurisdictions | Filing Reports | eService Profile | Sign Out

Submit a Filing

Your submission was successful! Your trace number is **ED301J000005407**. The details of your filing are shown below. To view a printable version of your filing summary, [click here](#).

To view the status of this and other submissions, click the "Review Filings" tab above.

Submit another filing

Timestamp:
04/26/2006 5:30:53 PM (Eastern (U.S. and Canada))

This is not your official receipt. Your receipt may be viewed in Review Filings after your Filing Status changes to "Confirmation".

Description of Fee	Amount
eFiling Processing Fees	\$10.79
Court Filing Fees	\$20.00
CaseFileXpress eService Fee	\$1.00
CaseFileXpress Filing Fee	\$4.00
Total cost of filing:	\$35.79

Personal Information Filer: cfxtester Attorney of Record: cfxtester Name: CFX Tester Law Firm or Organization: CaseFileXpress Bar Number: 112233 Filer Position: Attorney Address: 316 W. 12th St., Suite 316 Austin, TX 78701 Phone: (123) 456-7891 Fax: (123) 456-7892 Email: tester@cfxpress.com	Payment Information Payment Method: Credit Card Address: 316 W. 12th St., Suite 316 Austin, TX 78701 Credit Card Type: MAST Credit Card #: XXXX XXXX XXXX 6781 Cardholder Name: CaseFileXpress
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Filing Information Case Title: Southern Builders v Leathers, et al Sealed Case: No County Name: D.C. Superior Court Court Type: District Court Name: D.C. Superior Court Cause/Case Number: 2005 CA 123456 B Document Type: Motion for Summary Judgment Filed Petitioner(s) / Plaintiff(s): John Smith Respondent(s) / Defendant(s): Exxon Corp. Plaintiff Attorney(s): Laurence Fishburne - Electronic service of copies CFX Tester Defendant Attorney(s): Danny Glover - Electronic service of copies Jerry Seinfeld - Electronic service of copies Special Instructions: Client Matter #: 2005 CA 123456 B	Document Information File Name: CaseFileXpress - A.pdf
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- 5) Choose any menu option to continue.
- 6) To Retrieve your file stamped copy, eService documents from opposing counsel or judge's orders click on "**Review Filings / eService**"