

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 09-16**

**eFiling in Tax Division**

**WHEREAS**, the Superior Court implemented a comprehensive integrated case management system ('IJIS'); and

**WHEREAS**, both the docket and case files are maintained electronically; and

**WHEREAS**, electronic filing (eFiling) is an essential aspect of IJIS, so that filings can be transmitted to the court and documents and data received into the case management system more effectively, timely and accurately and to provide the public and the legal community with easy and inexpensive access to the Court, electronic filing will be implemented in all divisions and branches of the Superior Court where technologically feasible and consistent with legal requirements; and

**WHEREAS**, the Superior Court is now ready to expand eFiling to civil cases within the Tax Division;

**NOW, THEREFORE**, it is hereby,

**ORDERED**, that eFiling shall extend to civil case types in the Tax Division of the Superior Court; and it is further

**ORDERED**, that attorneys appearing in Tax Division civil cases shall register forthwith with the court's eFile vendor (<http://www.casefilexpress.com>) so that they may begin to be served with court orders; and it is further

**ORDERED**, that eFiling by attorneys shall begin on a voluntary basis commencing January 11, 2010; and it is further

**ORDERED**, that attorneys who eFile during the voluntary period shall also eServe during this period all other attorneys and the judge on the case; and it is further

**ORDERED**, that eFiling and eServing by attorneys shall be mandatory as of April 5, 2010, 12:01:02 a.m.; and it is further

**ORDERED**, that parties who are unrepresented may eFile, but are not required to do so, and may receive eService if they so state in writing and register, and may receive eService without also eFiling; and it is further

**ORDERED**, that if the party to be served is not represented by counsel, then service shall be accomplished as provided in court rules for *pro se* litigants, unless the

*pro se* litigant has agreed in writing (which may be communicated electronically) to participate in the eFile and eService program; and it is further

**ORDERED**, that court orders may be eServed on attorneys of record starting January 11, 2010, unless the attorney is already registered, in which case the order may be eServed as of the effective date of this Order; and it is further

**ORDERED**, that, in addition to those procedures and requirements specified in the Super. Ct. Tax Rules, the following procedures shall be followed for submitting documents electronically for filing:

**1. Format of Electronically Filed Documents.**

All electronically filed materials shall, to the extent practicable, be formatted in accordance with the applicable rules governing formatting of paper pleadings, and in such other format as the Court may require from time to time.

Filers may submit pleadings and other filings in any recognized electronic format for eFiling such as Word, Microsoft Works, Word Perfect or PDF. If PDF software is used, it must be Adobe compliant.

**2. Proposed Orders**

Proposed orders shall be included with eFilings and the judge presiding in the case shall be selected as a person to be eServed with the filing through the vendor. In addition, an electronic copy of the proposed order shall be separately emailed to the case judge's email address reserved for eService. The format for the case judges' email service address is: "Judge[last name of judge]eserve@dcsc.gov"

The proposed order shall include, after the signature block for the judge, a list of all attorneys who are to be eServed, the method of service used, the party they represent, as well as, the name and address of any *pro se* party to be served and the method of service used.

Proposed orders shall not be write-protected (i.e. are capable of being edited).

**3. Courtesy Copies.**

Courtesy copies of filings shall be eServed through the vendor. If the entire filing including exhibits exceeds twenty-five pages, then a paper courtesy copy should be mailed or hand-delivered to Chambers in addition to eservice.

Service on the judge does not constitute filing with the Court.

**4. Petitions**

At this time, only documents filed after the initial Petition shall be eFiled and eServed. Until further notice, cases shall continue to be initiated as they are now and the Petitions filed in paper form; and it is further

