

## Superior Court of Washington D.C. – Civil Division Quick Guide- Civil Action New Case Initiation

### I. Submit New Filing – Filing Information Tab

1. Choose **Civil Action** from dropdown box -
2. Select **“Yes”** File a New Complaint
3. Enter Case Title/Style (200 character limit) \*Note: This is not transmitted to the court and is only for CaseFileXpress display purposes only.

**1. Enter Filing Information** \* Required

Please select the Filing Type and enter the required Filing Details. Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Filing Type**  
 eFile and eServe  Discovery Service

**Filing Details**

Filing Attorney: Kristen

Jurisdiction: D.C. Superior Court

Court Assignment: Civil Actions

New Complaint:  Yes  No

Case Title/Style: Olive Oil v. Acme Oil Company

Client Matter: 1234

Use Promocode:  Yes  No  
 Enter Promoc Code: \_\_\_\_\_

**Service List**

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Aziz	Kristen	CaseFileXpress, LP	999999	kaziz@mmcgrp.com	- Select -	None

**Case Parties**  
 +Add Case Parties

Name/Organization	Role	Representing Attorney
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Buttons: Cancel, Next >

### II. Add New Parties

1. On Service List – Click **Add Case Parties** (only parties named in Filing)

Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Service List**

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Aziz	Kristen	CaseFileXpress, LP	999999	kaziz@mmcgrp.com	- Select -	None

**Case Parties** ➔  
 \* +Add Case Parties

Name/Organization	Role	Representing Attorney
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2. Complete Add Case Parties information (must add at least one Plaintiff and one Defendant)

- (1) Select role
- (2) Enter Party or Organization Name
- (3) Click Add
- (4) Add Additional Parties, when done adding, Click the green Done button
- (5) If you do not know Party address, complete as follows:

City: UNKNOWN, State: NA, Zip Code: 00000

**Add Case Parties**

To add a plaintiff or defendant to a case, enter either their First and Last Name or Organization Name, and the party's address, then click Add.

\*Role **1**  Prefix  \*Last Name  \*First Name  Suffix  OR \*Organization   
- Select Role -  - Select Prefix -  \*City  Country  - Select Suffix -  \*State  \*Zip / Postal Code   
\*Address 1 **2**  Address 2  United States  - Select State -  **3**

**Added Names (2)**

	Role	Name/Organization	Representing Attorney	
<a href="#">+Edit</a>	Plaintiff	Olive Oil	Kristen Aziz	<input type="button" value="trash"/>
<a href="#">+Edit</a>	Defendant	Acme Oil Company	None/Unknown	<input type="button" value="trash"/>

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- (6) Verify parties entered on the Service list
- (7) Click green **Next** button

Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Service List**

Last Name	First Name	Organization	Bar Number	Email	* Role	* Service
Aziz	Kristen	CaseFileXpress, LP	999999	kaziz@mmcgrp.com	- Select -	None

**Case Parties**

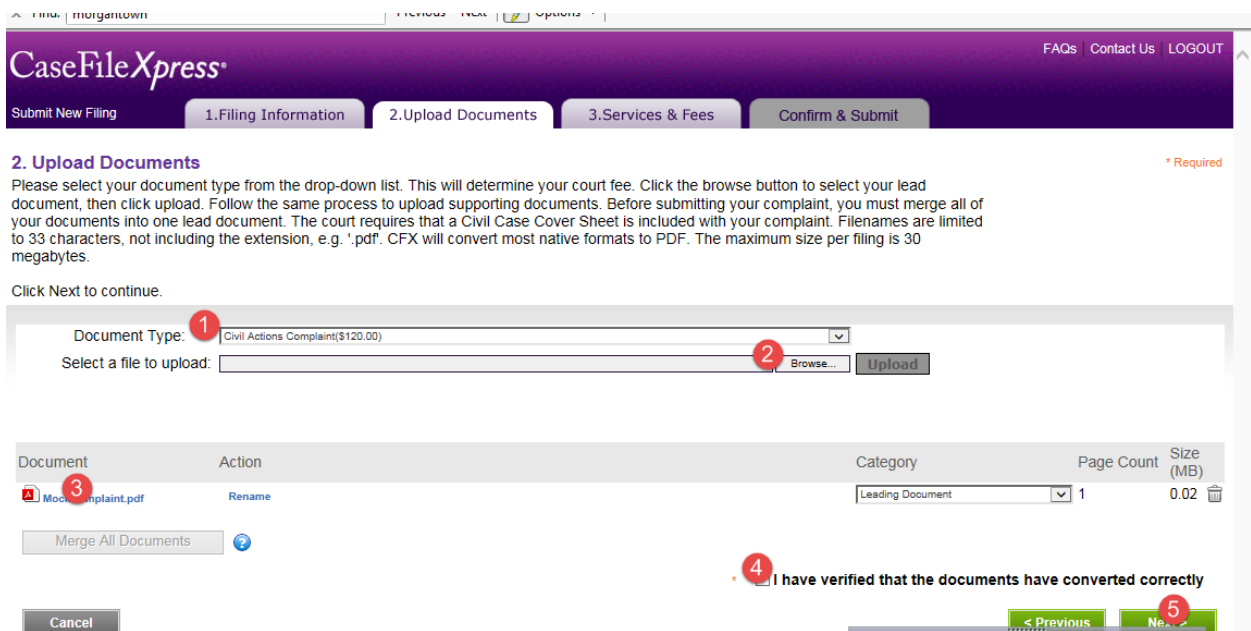
\* [+Add Case Parties](#)

Name/Organization	Role	Representing Attorney	
Olive Oil	Plaintiff	Kristen Aziz	<input type="button" value="trash"/>
Acme Oil Company	Defendant	None/Unknown	<input type="button" value="trash"/>

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### III. **UPLOAD DOCUMENTS** \*Note: All documents must be merged into one after upload

1. Two document types
  - a. There are only two types of documents available – Civil Action Complaints; Civil Action Complaint Cost Waived (if applicable)
2. Browse and upload Complaint – stored name can only be 33 characters or less
  - a. Court requires documents to be attached in the following order:
    - i. Complaint with title page including party names \*Note: This will be the page that gets stamped by the court.
    - ii. Exhibits
    - iii. Summons if prepared
    - iv. Information sheet with court required language from court website
3. Only one file can be sent to the court, upload all documents; then click “Merge All Documents” if you uploaded more than one.



4. Additional Summons(es) (“Alias Summons”) requests can be eFiled in subsequent filings as alternative to submitting with the complaint.
5. The process of Confirming and Submitting has not changed.

### IV. **FILING DETAILS AND CONFIRMATION OF eFILING**

1. Case number assigned
2. Judge assigned

NOTE: The Filing Detail page and the Confirmation Email will now contain the trace number, assigned case number, and judge assigned. Samples below:

NOTE: You may see the "Clerk of the Court CA Judge" account used in the system for purposes of the clerk's office eServing the Complaint Packages.

CONFIRMATION OF eFILING	
This email confirms that your filing with the following information has been confirmed by the clerk's office. Please do not respond to this email.	
<b>Case Number:</b>	2015 CA 000322 A
<b>Document Type:</b>	Civil Actions Complaint
<b>Filing Attorney:</b>	Lucy Chen
<b>Client Matter Number:</b>	test
<b>Case Title/Style:</b>	test
<b>Judge:</b>	MICHAEL L RANKIN
<b>Status:</b>	CONFIRMATION (Filing has been accepted by the clerk)
<b>Date of Status:</b>	2015-02-11 14:21:15
<b>Court Assignment:</b>	Civil Actions
<b>Jurisdiction:</b>	D.C. Superior Court
<b>Filing Trace Number:</b>	ED301J000036573

Filing Details for ED301J000036573			
Submitted Time Stamp:	Wednesday, February 11, 2015 2:00:19 PM (Eastern (U.S. and Canada))	Status:	Accepted
<b>Fee Information</b>		<b>Payment Information</b>	
CaseFileXpress Fees		Payment Method:	Credit Card
CFX eFiling Fee	\$11.00	Address:	150 decker irving, TX 75062
Court Fees		Credit Card Type:	Visa
Court Fee	\$120.00	Credit Card Number:	XXXX-XXXX-XXXX-0060
<b>Total: ( Includes NIC Processing Fee )</b>	<b>\$135.93</b>	Cardholder Name:	xiaolei
<b>Filing Information</b>			
Case Title:	test	Judge:	<b>MICHAEL L RANKIN</b>
Jurisdiction:	D.C. Superior Court	Petitioner(s) Plaintiff(s):	Betty Boop
Court Assignment:	<b>Civil Actions</b>	Respondent(s):	
Cause/Case Number:	<b>2015 CA 000322 A</b>	Defendant(s):	Mark Twain
Client Matter Number:	test	Plaintiff Attorney(s):	Lucy Chen
Document Type:	Civil Actions Complaint		
Hearing Date:	May 22, 2015 10:30 AM (Eastern (U.S. and Canada))		
Hearing Location:	Courtroom 516		
<b>Document Information</b>		<b>Personal Information</b>	
<a href="#">leading.pdf</a>	Lead Document	Attorney of Record:	Lucy X Chen