

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 18-08**

**Mandatory eFiling in the  
Landlord and Tenant and Small Claims and Conciliation Branches**

**WHEREAS**, pursuant to Administrative Order 05-04, the Superior Court of the District of Columbia implemented a comprehensive case management system, the Integrated Justice Information System (IJIS); and

**WHEREAS**, electronic filing (eFiling) is an essential aspect of IJIS, so that filings are transmitted to the court and documents and data are received into the case management system more effectively, timely and accurately, and the public and the legal community are provided with easy and inexpensive access to the court; and

**WHEREAS**, eFiling will provide the public and legal community with streamlined access to the clerk's office and an efficient method to file documents and receive services; and

**WHEREAS**, eFiling is being implemented in all divisions and branches of the court where technologically feasible and consistent with legal requirements; and

**WHEREAS**, pursuant to Administrative Order 06-17 (modified by Administrative Order 16-07, which superseded Administrative Order 07-14), the court implemented eFiling in the Civil Division; and

**WHEREAS**, eFiling will commence in the Landlord and Tenant and Small Claims and Conciliation Branches of the Civil Division;

**NOW, THEREFORE**, it is by the Court,

**ORDERED**, that in addition to the procedures and requirements specified in Administrative Orders 05-04, 06-17, and 16-07, the following procedures must be followed for submitting complaints, statements of claim, and subsequent filings electronically within the Landlord and Tenant and Small Claims and Conciliation Branches of the Civil Division:

*1. Application:*

Parties represented by counsel are required to eFile all filings as provided below. Self-represented parties are not required to eFile or eServe, but may do so if they choose. A self-represented party must be served as provided in court rules.

2. *Effective Dates and Transition Procedures for Complaints, Statements of Claim, and Subsequent Filings:*

- a. Commencing August 13, 2018 to October 13, 2018, voluntary eFiling of all documents unless otherwise specified in this Order.

All lawyers practicing in the Landlord and Tenant and Small Claims and Conciliation Branches must register with CaseFileXpress by August 13, 2018 whether or not they choose to eFile during the voluntary transition period, so they may receive court orders issued from chambers and service of any filings that other lawyers choose to eFile.

Parties may voluntarily eFile and eServe during the transition period.

- b. Commencing October 14, 2018, mandatory eFiling of all documents unless otherwise specified in this order.

3. *Electronically Filed Documents:*

The court will enforce all requirements in Super. Ct. Civ. R. 10-I, made applicable to the Small Claims and Conciliation Branch by Super. Ct. Sm. Cl. R. 2, and to Landlord and Tenant Branch by Super. Ct. L&T R. 2. A pleading not in compliance with the rule will not be accepted for filing.

The court will enforce the verification requirement contained in D.C. Code § 16-1501 (L&T) and D.C. Code § 16-3902 (SCB). A complaint or statement of claim not verified under oath will not be accepted by the clerk.

All electronically filed materials must, to the extent practicable, be formatted in accordance with the applicable rules governing formatting of paper pleadings, or 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.

4. *Submission by Filer:*

- a. All new complaints and statements of claim must be submitted on the court's forms.
- b. In landlord and tenant cases, it is the responsibility of the filer to submit a copy of the complaint and a summons for each defendant. The filer must complete all fields in the summons, except for the date and case number. *See* Super. Ct. L&T R. 3(a).

- c. For small claims cases, it is the responsibility of the filer to indicate the requested method of service on the information sheet submitted with the statement of claim. An application for approval of special process server in a small claims case may be submitted with the statement of claim, or as a subsequent filing.

5. *Bulk Filing Requirements and Limitations:*

- a. No more than 25 filings may be submitted at one time.
- b. Case initiation requests:
  - 1) *Landlord Tenant Branch:* New complaints and the accompanying summons(es) may be submitted together in one batch. No other filing may be included in a case initiation bulk submission.
  - 2) *Small Claims and Conciliation Branch:* New statements of claim may be submitted together in one batch. No other filing may be included in a case initiation bulk submission except for the information sheet, any exhibits that accompany the statement of claim, and any application for approval of special process server.
    - a) *Debt Collection:* Bulk filings of statements of claim that assert a debt collection claim must not be included within the bulk submission of any other type of statement of claim. Bulk filings of statements of claim that assert a debt collection claim must be submitted together in their own batch submission.
    - b) *Insurance Subrogation:* Bulk filings of statements of claim that assert an insurance subrogation claim must not be included within the bulk submission of any other type of statement of claim. Bulk filings of statements of claim that assert an insurance subrogation claim must be submitted together in their own batch submission.
    - c) *Other Claims:* Statements of claim asserting claims other than debt collection or insurance subrogation may be submitted together in one batch.
- c. Subsequent filings:
  - 1) Any filing subsequent to a Statement of Claim in Small Claims cases may be submitted together in one batch.
  - 2) Any filing subsequent to a Complaint in Landlord and Tenant cases may be submitted together in one batch.

6. *Exclusions from Electronically Filed Documents:*

The following may not be filed electronically and must be filed in paper with the clerk:

- a. Complaints/statements of claim accompanied by an application to proceed *in forma pauperis* or to proceed without prepayment of costs, fees, or security;
- b. All writs of restitution and applications to stay writs of restitution;
- c. Landlord and tenant consent judgment agreements and consent judgment praecipes;
- d. Requests for foreign judgment or international foreign judgment;
- e. Writs of attachment before judgment;
- f. Any filing in a sealed case or document under seal.

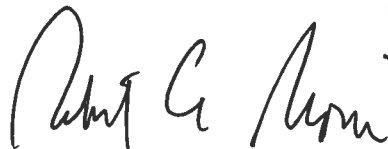
And it is further

**ORDERED**, that this Administrative Order shall become effective immediately; and it is further

**ORDERED**, that all Administrative Orders regarding electronic filing, as well as any subsequent listing of designated eFile case types and the listing of e-Filing vendors will be displayed on the Superior Court's web page regarding electronic filing, the current address of which is <http://www.dccourts.gov/efiling>.

**SO ORDERED.**

Date: July 24, 2018

  
Robert E. Morin, Chief Judge

Copies to:

Judicial Officers  
Executive Officer  
Clerk of the Court  
Division Directors  
District of Columbia Bar  
Daily Washington Law Reporter  
Library