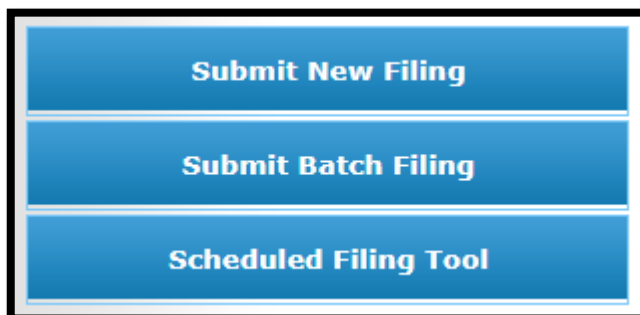


## FINDING AND FILING INTO LANDLORD TENANT SEALED CASES

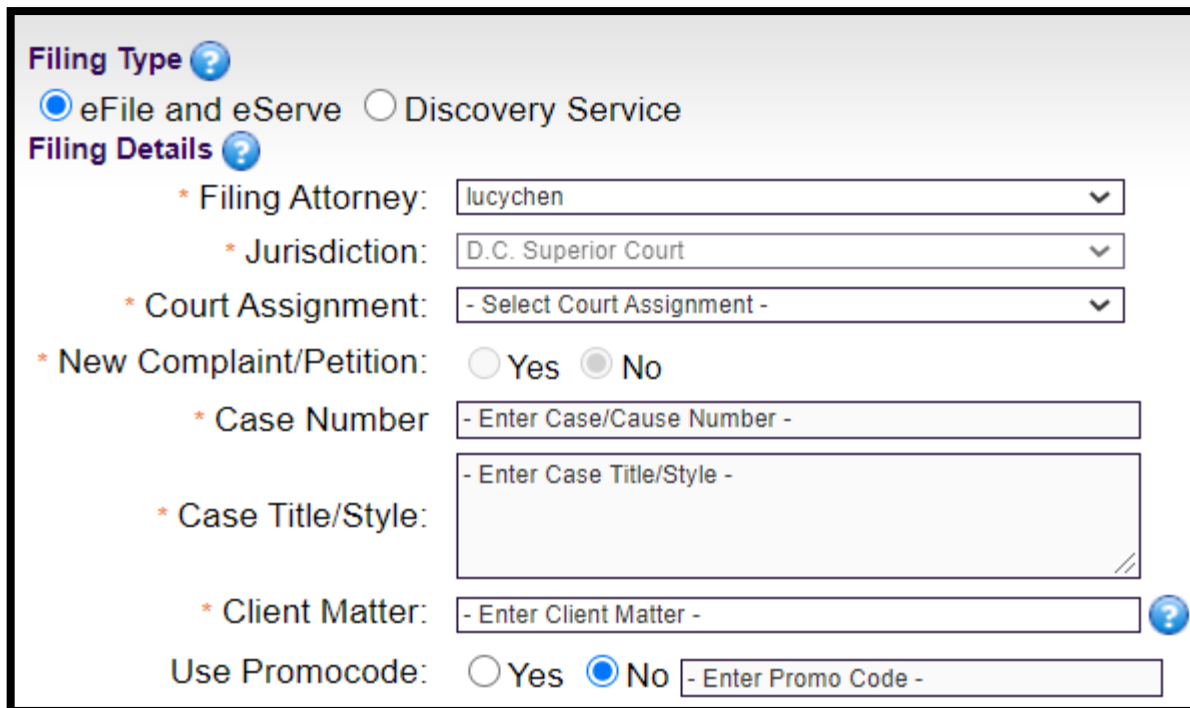
STEP 1 - Log into CaseFileXpress and select the “Submit New Filing” option on your Dashboard



STEP 2 – Find your case using the first tab, Filing Information



Select the Court Assignment for Landlord Tenant cases.

A screenshot of the CaseFileXpress filing form. The form is titled 'Filing Type' and has two radio buttons: 'eFile and eServe' (selected) and 'Discovery Service'. Below this is the 'Filing Details' section with several fields: 'Filing Attorney' (dropdown menu with 'lucychen'), 'Jurisdiction' (dropdown menu with 'D.C. Superior Court'), 'Court Assignment' (dropdown menu with '- Select Court Assignment -'), 'New Complaint/Petition' (radio buttons for 'Yes' and 'No'), 'Case Number' (text input field with '- Enter Case/Cause Number -'), 'Case Title/Style' (text input field with '- Enter Case Title/Style -'), 'Client Matter' (text input field with '- Enter Client Matter -'), and 'Use Promocode' (radio buttons for 'Yes' and 'No' selected, with a text input field for the promo code).

Please note the following when filing into a Landlord Tenant *sealed* case:

1. The case number will have changed, and the court assignment abbreviation will now be “LTBSLD”, not “LTB”. If you enter the previous case number the system will display an error message indicating that the case cannot be found.
2. Once you have entered the new case number, press your Tab key, and you will notice that the case Title/Style will not be displayed unless another party has already filed into the case and entered a Title. The case Title will not be carried over from previous docket entries for the case. The first party to file into the case will need to enter the case Title, which can be edited by any party filing into the case.
3. The Client Matter field will not be populated. Once you have entered a client matter into the box shown it will appear when filing into the case in the future.
4. The Service List will show only your name. The previous names, including the presiding Judge, will not be carried over from the previous docket entries. To add party names and the Judge’s name, click the “Add Attorneys and Judges” link shown. The box below will appear next.

Step 3 – Make any necessary changes or additions to the service list

**Add Attorneys & Judges**

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number.

Last Name First Name Organization Bar Number Search

Select	Last Name	First Name	Organization	Email	Bar Number
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Added Names

Cancel Done

When using the Add Attorneys & Judges box, remember:

1. To add an Attorney, you may use any or all of the four boxes shown above, but you do not need to enter information into each box.
2. To add the Landlord Tenant Judge, enter “Clerk” in the first name box, and “Court LTB Judge” in the last name box.

- After you have entered information into one or more of the boxes, click Search to find the Attorney or Judge.

**Add Attorneys & Judges**

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number.

Last Name	First Name	Organization	Bar Number	Search
stafford	milton			

- From the list of Attorneys/Judges which is returned, click "+Add" next to the Attorney/Judge name you wish to add to the service list.

Select	Last Name	First Name	Organization	Email	Bar Number
+Add	Stafford	Milton	CaseFileXpress, LP	mstafford@fileandserve.com	999999

- After clicking to add the Attorney or Judge, the name will show "Added" to the left, and the name will also appear at the bottom of the search box. Click "Done" to return to the Filing Information page, where the Attorney or Judge will now be added to the service list.

**Add Attorneys & Judges**

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number.

Last Name	First Name	Organization	Bar Number	Search
stafford	milton			

Select	Last Name	First Name	Organization	Email	Bar Number
Added	Stafford	Milton	CaseFileXpress, LP	mstafford@fileandserve.com	999999

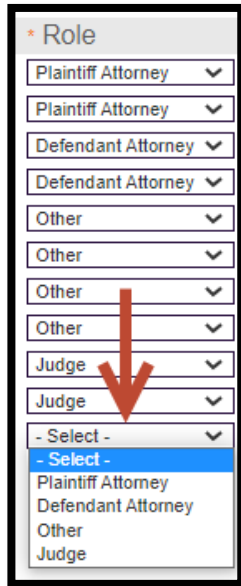
  

**Added Names**

+Remove	Stafford	Milton	CaseFileXpress, LP	mstafford@fileandserve.com	999999
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Cancel Done

- When adding an attorney, judge, etc. to the service list you must choose their "Role" in the appropriate column.



## Step 4 – Proceed with the filing as before

Once you have confirmed that the case number and Title are entered correctly, added your Client Information and made any changes to the service list which are necessary, you will proceed with the filing as before, moving to the Upload Documents, Services and Fees, and Confirm and Submit Tabs as before.