



CaseFile*Xpress*®

Batch Filing
Washington, D.C.
Superior Court



CaseFile*Xpress*

Tips & Guidelines

TIPS & GUIDELINES

- Login page located at <https://dc.casefilexpress.com/Login.aspx>
- Know your User-ID and Password – case sensitive
- The application is best viewed on Chrome, Firefox, and IE 11 (not IE Edge). Performance of the application cannot be guaranteed with other browsers and operating systems, such as Macintosh Safari
- To access filing information prior to June 2nd, 2012, contact the court
- Monitor your courtesy email notifications, as well as your dashboard daily for filing alerts or eservice received
- If needed, filing delegates can be added/removed by your Firm Manager, the Manage Delegates link on Dashboard, or CFX Customer Support


TIPS & GUIDELINES

- Know your case numbers – must be entered in an exact format. Check your case number on the court's website
<https://www.dccourts.gov/cco/>
(example: 2012 CA 001234 A)
- The Document Type listed for each filing must be an exact match with a Document Type listed on the spreadsheet guidelines found on CaseFileXpress
- For a brief video tutorial review of how to prepare for batch filing, use this URL:
<https://fileandservexpress.wistia.com/medias/tj8pc61q84#>
- To add a judge to your spreadsheet and to eliminate the need to change judge information because of rotations, enter the judge name as follows. For both landlord tenant and small claims enter **Clerk of the** in the box shown for the judge's first name, then enter last name as **Court LTB Judge** for landlord tenant and **Court SCB Judge** for small claims.
- Filers who wish to submit Complaints and Summons must use court forms. Please remember to use and submit both sides of forms which are two-sided.


TIPS & GUIDELINES

- Payment is not processed for rejected filings, **but they are not docketed**. Partial acceptance of documents filed as a batch will be charged as a batch filing. Applicable court fees will not be charged for rejected documents.
- If the clerk rejects all or part of your filing, please correct the rejected document(s) based on the clerk's comments and resubmit immediately
- When filing affidavits of service for Landlord Tenant cases each affidavit to be filed must be listed on a separate line on your batch filing spreadsheet and each affidavit must therefore be placed in a separate folder, named with the number corresponding to the line on the spreadsheet listing the filing, before using the zip file function to create your zipped file. Also note that the spreadsheet is designed to prevent duplicative rows so if filing multiple affidavits into a single case please use a unique client number for each row/filing.
- When part of a batch filing is rejected, that part will be shown on the user dashboard under the Cases section, see below. Each part of a batch filing receives a unique Trace Number, and the rejected part(s) can be corrected and resubmitted using the "Resubmit" link shown below.

Cases

Showing 5 of 79 | [View All Cases](#) 

▼ (Case: N/A) Gables Property Mgmt vs ABC Corp

Document Type	Status	Action	Clerk Comments	Trace Number	Case Number	File Type	Submit Date	Clerk Proc Date
 EComplaint for ...	Rejected	Resubmit	View Clerk Comments	ED301J000045053-005	N/A	eFiling	6/7/2018 12:18:29 PM	6/7/2018 12:54:28 PM

▶ (Case: N/A) Park Estates vs Long

▶ [Add New Filing](#) (Case: 2018 LTB 000285) Trainer Inc vs Harris

▶ [Add New Filing](#) (Case: 2018 LTB 000284) Pollack vs Leahy

▶ [Add New Filing](#) (Case: 2018 LTB 000283) Smith vs Jacobs

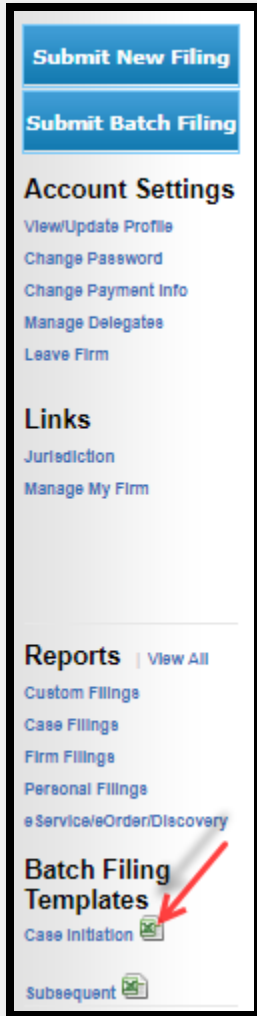
- Self-represented parties are able, but not required, to use CaseFileXpress to file and serve
- The Court will enforce all requirements contained in Super. Ct. Civ. R. 10-I. A pleading not in full compliance with the Rule will not be accepted
- The Court will enforce the verification requirement in DC Code §16-1501 (L&T) and DC Code §16-3902 (SCB). A complaint or statement of claim not verified under oath will not be accepted

- All complaints, statements of claim, motions and applications requiring a hearing must be submitted on the court's forms
- It is the responsibility of the filer to submit, along with the complaint, a summons, prepared by the filer, listing each defendant.
- No more than 25 filings may be submitted at one time
- Complaints/Statements of Claim accompanied by application for *In Forma Pauperis* or pre-payment of costs waived may not be filed electronically and must be filed on paper with the clerk
- Personal identifiers shall be redacted based on Super. Ct. Civ. R. 5.2



Case Initiation

CASE INITIATIONS BATCH WORKBOOK



- Batch Filing Templates are Provided at the bottom of the right margin on the CaseFileXpress Dashboard.
- You will need to complete the spreadsheet prior to starting your batch filing and upload it with your transaction.
- Instructions for completing the spreadsheet, document types, and zip codes are also provided on tabs 2-4 of the workbook.
- If additional “roles” (defendants) are needed on the spreadsheet please add them as detailed on the spreadsheet instructions

ZIP FILES

- Batch Filing requires that your documents for each case are placed in separate folders numbered by the line they correspond to on the spreadsheet (starting with line 3).
- Once all of the folders have been created, you must “zip” all of the folders into a single zip file.
- Most computers have a zip program pre-loaded. To zip your folders, highlight them all, right click on them, click on send to, and then click “Compressed (zipped) folder”. There are no rules regarding what the zipped file is named.

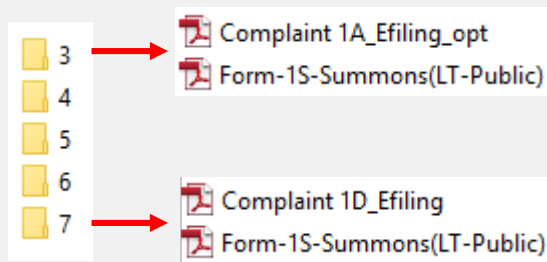


Fig. 1- Example of documents in separate folders 3-7

Note: The files in the numbered folders must be in the appropriate order (i.e. 1st document- lead document, 2nd document- supporting document, etc.). The lead must be the first document so that it is recognized as the “lead document” when the files are merged.

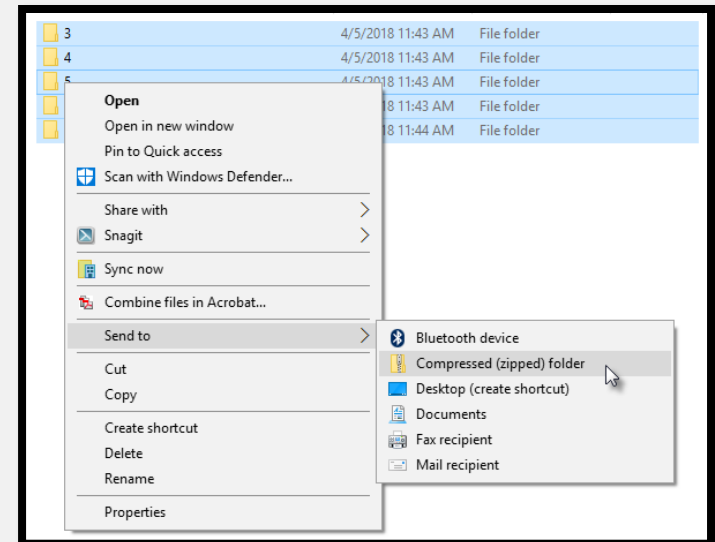
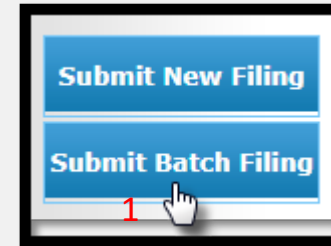


Fig. 2- Example of how to zip the folders

FILING INFORMATION TAB



1. Click on “Submit Batch Filing”.
2. Select the filing attorney as necessary.
3. D.C. Superior Court is the only and default jurisdiction.
4. Choose your Court Assignment (only Landlord Tenant or Small Claims for batch filing).
5. Select “Yes” File a New Complaint.
6. Enter Special Instructions (200 character limit). Filers are able to request a “day” but not a “date” for hearings, but are able to note dates when they are *not* available for hearings.
7. Select the attorney role.
8. Enter a promo code if you have one (provided by court).



Filing Type ?
☒ eFile

Filing Details ?

* Filing Attorney: jrogers **2**

* Jurisdiction: D.C. Superior Court **3**

* Court Assignment: - Select Court Assignment - **4**

* New Complaint/Petition: ☒ Yes ☐ No **5**

Special Instruction to the Clerk: - Enter Special Instructions - **6**

* Attorney Role: - Select Attorney Role - **7**

Use Promocode: ☐ Yes ☒ No **8**
 - Enter Promo Code -

Cancel

FILING INFORMATION TAB - UPLOADING DOCUMENTS

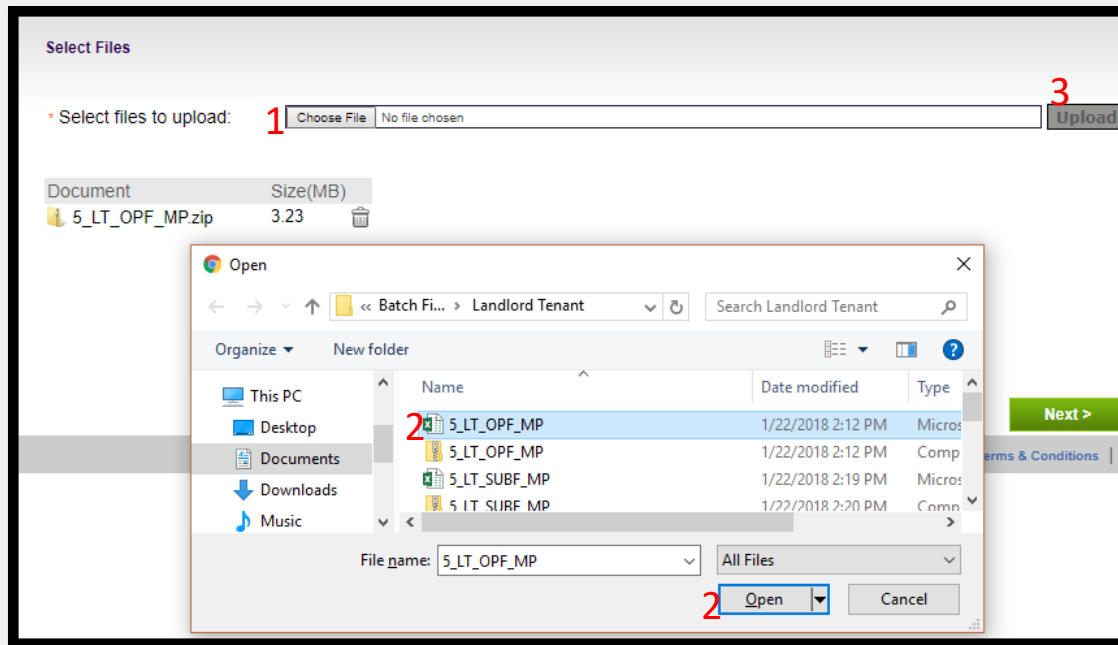
1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Click on “Choose File” to browse your computer for your documents.
2. Select your document by double clicking or highlighting and clicking “Open” (max 33 characters for file names).
3. Click “Upload”. The spreadsheet and zipped files can be uploaded in any order
4. Repeat steps 2 and 3 to add your additional document.



FILING INFORMATION TAB - UPLOADING DOCUMENTS *(continued)*

1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Your attachments will be listed on the page.
2. Click “Next” to move to step 2. There may be a short delay after clicking “Next” while documents are merged by the system





Select Files

* Select files to upload:

Choose File No file chosen

Upload

1

Document	Size(MB)	
 5_LT_OPF_MP.zip	3.23	
 5_LT_OPF_MP.xlsx	0.02	

2

Next >

BATCH FILING REVIEW TAB



Review the information on your spreadsheet (use the scroll bar to scroll right). All of the case information for each filing will be listed on this page. The number at the far left of the screen corresponds to the row where that information is found on the spreadsheet.

2. Batch Filing Review

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Title/Style	Client Matter	Role1	Last Name1	First Name1	Date of Birth1	Organization1	Address1	City1	State1	Country1	Zip1	Role2	Last Name2	First Name2	Date of Birth2	Organization2	Address2
3.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			169 Seaview Road	Washington DC		United States	20523	Defendant	Horton	Matthew			2903 Wis
4.	Pollack vs Leahy	552.68778	Plaintiff	Pollack	Margot			100 Constitution Avenue NW	Washington DC		United States	20004	Defendant	Leahy	Timothy			1002 Con
5.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			1501 Pennsylvania Avenue NW	Washington DC		United States	20006	Defendant	Horton	Matthew			2903 Wis
6.	Pollack vs Leahy	552.68778	Plaintiff	Pollack	Margot			7130 Smith Dr.	Washington DC		United States	20038	Defendant	Leahy	Timothy			1002 Con
7.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			902 Lake Forest Drive	Washington DC		United States	20208	Defendant	Horton	Matthew			2903 Wis

Cancel < Previous Next >
















Scroll Bar



BATCH FILING REVIEW TAB *(continued)*



Your documents are located on the right-hand side of the screen.

1. Click on the red icon to review your documents.
2. Click “Next” to move to step 3.

Document Type	Document	Delete
EComplaint for Non-Payment of Rent Filed	 Complaint 1A_Efiling_opt  Form-1S-Summons(LT-Public)	
EComplaint for Violations of Obligations of Tenancy or Other Grounds for Eviction - Terminated Employ	 Complaint 1B_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Violations of Obligations of Tenancy or Other Grounds for Eviction - Terminated Employ	 Complaint 1B_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Non-Payment of Rent and Other Grounds for Eviction Filed	 Complaint 1C_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Commercial Lease Filed	 Complaint 1D_Efiling  Form-1S-Summons(LT-Public)	

SERVICES AND FEES TAB

1.Filing Information

2. Batch Filing Review

3.Services & Fees

Confirm & Submit

Verify that the fees are accurate. (Please note that the filing fees in the screenshot below are for testing purposes only). Click “Confirm” to move to the Confirm and Submit tab.

Filing Fees

Jurisdiction: D.C. Superior Court

Court Assignment: Landlord Tenant

Court Fees for All DocumentTypes: \$75.00

CaseFileXpress Fees:

Batch Filing Fees	\$62.50
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Subtotal	\$137.50
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(Includes NIC Processing) Total:	\$141.94
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CONFIRM AND SUBMIT TAB

1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Choose the Enter Credit Card Information from the payment dropdown.
2. Enter your credit card information.
3. Click "Done".

Payment Information Edit

* Select Payment Option:

Payment Method:

Credit Card Type:

Credit Card #:

Cardholder Name:

Enter payment information for this transaction.

1

Payment Information

2 Enter credit card information below

* Name:

* Address:

* City:

* State:

* Zip:

* Credit Card Type:

* Credit Card Number:

* Expiration Date:

3

CONFIRM AND SUBMIT TAB *(continued)*

1. Filing Information	2. Batch Filing Review	3. Services & Fees	Confirm & Submit
-----------------------	------------------------	--------------------	------------------

1. Check your work on the summary page on the Confirm and Submit tab.
2. Click “Submit Filing” to send the filing to the court. You may also click “Cancel” to delete the filing. You may experience a short delay while files are transmitted to the court, after which your confirmation screen will appear.

Confirm & Submit
Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. Click Submit Filing to complete the transaction. *Required

Filing Information Edit
Jurisdiction: D.C. Superior Court
Court Assignment: Landlord Tenant

Payment Information Edit
* Select Payment Option:
Payment Method: Credit Card
Credit Card Type: Visa
Credit Card #: XXXX-XXXX-XXXX-1111
Cardholder Name: Jack Rogers

Personal Information
Filer ID: jrogers
Attorney of Record: Jack Rogers
Filer Name: Jack Rogers (jrogers)
Law Firm/Organization: DavidGrammier
Bar Number: 9999999
Address: 123 Easy St., Dallas , TX , 11111
Phone: (777) 777-7777
Fax:
Email: dgrammier@fileandserve.com

1

2

Cancel Filing documents conversion is complete. Submit Filing

CONFIRM AND SUBMIT TAB *(continued)*



Once the batch is submitted, a confirmation window will display. You will also receive an acknowledgement email after the batch is successfully submitted to the Court.

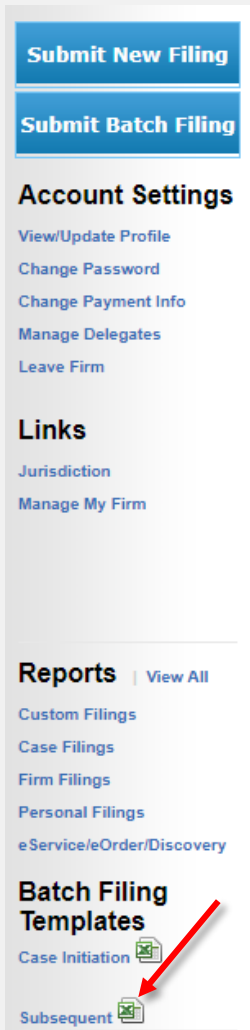
A confirmation window titled 'Filing Summary' with a purple header. The body contains a message and filing details. At the bottom right are 'Print' and 'OK' buttons.

Filing Summary	
The filing has been successfully received by CaseFileXpress. Below are the details.	
Trace Number:	ED301J000045053
Case Number:	Batch Filing
Filer Name:	Jack Rogers
AttorneyOfRecord Name:	Jack Rogers
Total fees:	\$141.94
<div>Print OK</div>	



Subsequent Filings

SUBSEQUENT FILINGS BATCH WORKBOOK



- Batch Filing Templates are Provided at the bottom of the right margin on the CaseFileXpress Home Page.
- You will need to complete the spreadsheet prior to starting your batch filing and upload it with your transaction.
- Instructions for completing the spreadsheet, document types, and zip codes are also provided on tabs 2-4 of the workbook.

ZIP FILES

- Batch Filing requires that your documents for each case are placed in separate folders numbered by the line they correspond to on the spreadsheet (starting with line 3).
- Once all of the folders have been created, you must “zip” all of the folders into a single zip file.
- Most computers have a zip program pre-loaded. To zip your folders, highlight them all, right click on them, click on send to, and then click “Compressed (zipped) folder”.

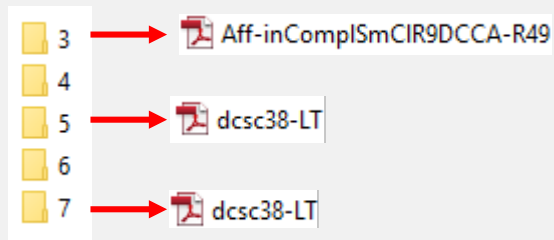


Fig. 1- Example of documents in separate folders 3-7

Note: The files in the numbered folders must be in the appropriate order (i.e. 1st document- lead document, 2nd document- supporting document, etc.). The lead must be the first document so that it is recognized as the “lead document” when the files are merged.

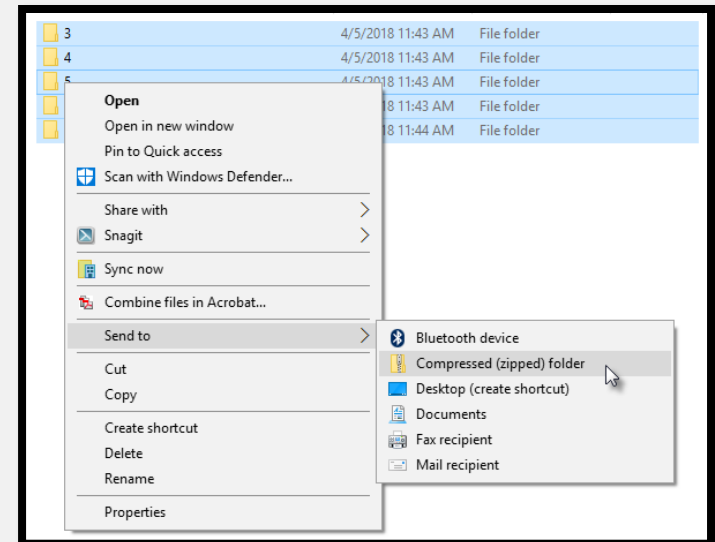


Fig. 2- Example of how to zip the folders

FILING INFORMATION TAB

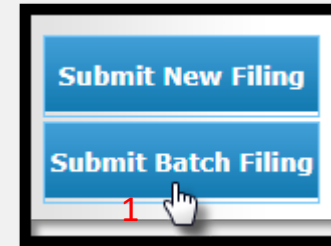
1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Click on "Submit Batch Filing".
2. Select the filing attorney as necessary.
3. D.C. Superior Court is the only and default jurisdiction.
4. Choose your Court Assignment (only Landlord Tenant or Small Claims for batch filing).
5. Select "**No**" File a New Complaint.
6. Enter Special Instructions (200 character limit). Filers are able to request a "day" but not a "date" for hearings, but are able to note dates when they are *not* available for hearings.
7. Select the attorney role.
8. Enter a promo code if you have one (provided by court).



Filing Type ?
☒ eFile

Filing Details ?

* Filing Attorney: jrogers **2**

* Jurisdiction: D.C. Superior Court **3**

* Court Assignment: Landlord Tenant **4**

* New Complaint/Petition: ☐ Yes ☒ No **5**

Special Instruction to the Clerk: - Enter Special Instructions - **6**

* Attorney Role: - Select Attorney Role - **7**

Use Promocode: ☐ Yes ☒ No **8**
 - Enter Promo Code -

Cancel

FILING INFORMATION TAB - UPLOADING DOCUMENTS

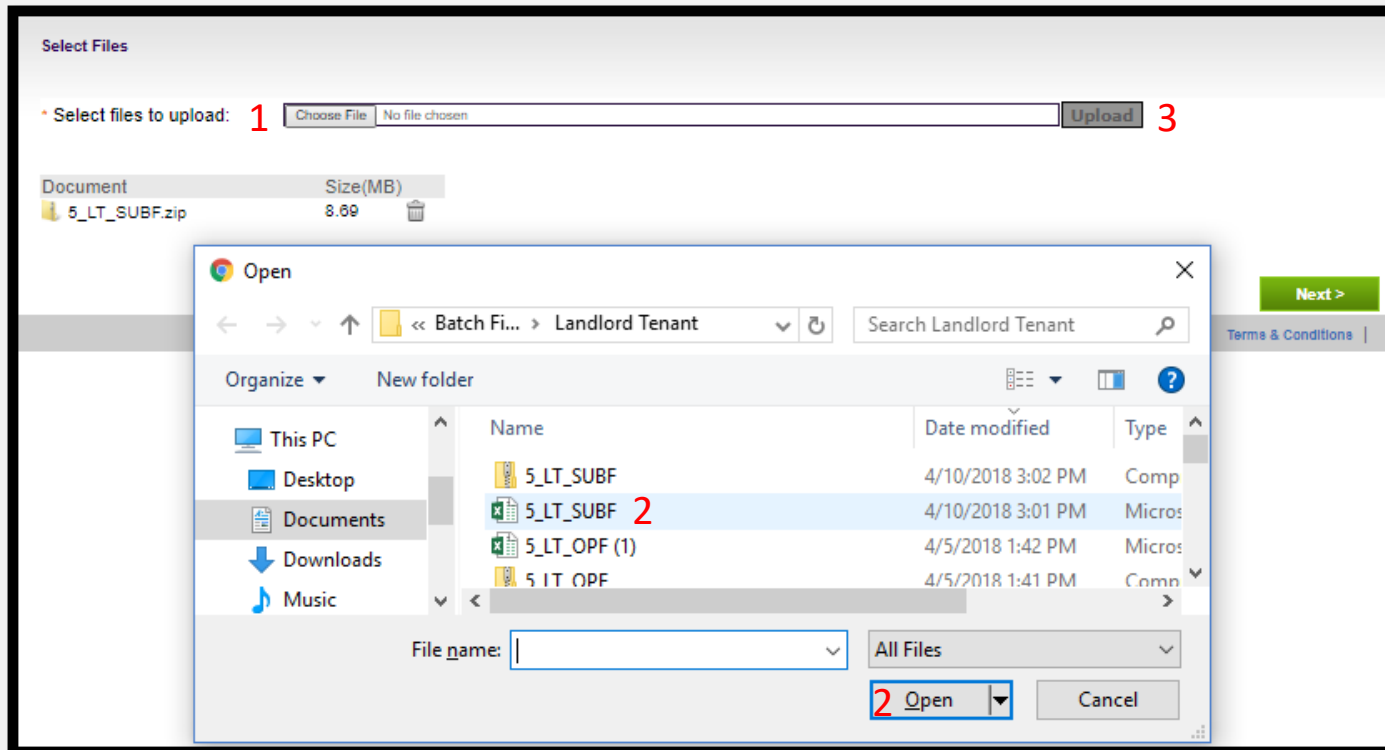
1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Click on “Choose File” to browse your computer for your documents.
2. Select your document by double clicking or highlighting and clicking “Open”.
3. Click “Upload”.
4. Repeat steps 2 and 3 to add your additional documents.



FILING INFORMATION TAB - UPLOADING DOCUMENTS *(continued)*

1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Your attachments will be listed on the page.
2. Click “Next” to move to step 2.

Select Files




* Select files to upload:

Choose File

No file chosen

Upload

1

Document	Size(MB)	
 5_LT_SUBF.zip	8.69	
 5_LT_SUBF.xlsx	0.07	

2

Next >

BATCH FILING REVIEW TAB

1. Filing Information











2. Batch Filing Review

3. Services & Fees

Confirm & Submit

Review the information on your spreadsheet. All of the case information for each filing will be listed on this page. The number at the far left of the screen corresponds to the row where that information is found on the spreadsheet.

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Number	Case Title/Style	Client Matter	Judge First Name	Judge Last Name	Document Type Document	Delete
3.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Application to Late File Notice to Tenant of Payment Required to Avoid Eviction Filed 	
4.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application For Termination Of Stay And Notice To Defendant 	
5.	<input type="text" value="2017 LTB 000003"/>	Clay vs Green	15682.23	Judge	Turner	Motion for Additional Discovery Filed 	
6.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Notice to Tenant of Plaintiffs Intention to Seek Writ of Restitution Filed 	
7.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application to Late File Notice to Tenant of Payment Required to Avoid Eviction Filed 	

Cancel

< Previous

Next >

BATCH FILING REVIEW TAB *(continued)*

1. Filing Information

2. Batch Filing Review





3. Services & Fees

Confirm & Submit

Your documents are located on the right-hand side of the screen.

1. Click on the red icon to review your documents.
2. Click "Next" to move to step 3.

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Number	Case Title/Style	Client Matter	Judge First Name	Judge Last Name	Document Type Document	Delete
3.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Application to Late File Notice Payment Required to Avoid Eviction Filed Application to Late File Form 6	
4.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application for Termination Of Stay And Notice To Defendant Appl-term-stay-and-notice form	
5.	<input type="text" value="2017 LTB 000003"/>	Clay vs Green	15682.23	Judge	Turner	Motion for Additional Discovery Filed Motion-LT (2)	
6.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Notice to Tenant of Plaintiffs Intention to Seek Writ of Restitution Filed Application to Late File Notice to Tenant of Payment Required to Avoid Eviction Filed Application to Late File Form 6	
7.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner		

Cancel

< Previous

Next >

SERVICES AND FEES TAB

1.Filing Information

2. Batch Filing Review

3.Services & Fees

Confirm & Submit

Verify that the fees are accurate. (Please note that the filing fees in the screenshot below are for testing purposes only). Click “Confirm” to move to the Confirm and Submit tab.

Filing Fees

Jurisdiction:

D.C. Superior Court

Court Assignment:

Landlord Tenant

Court Fees for All DocumentTypes:

\$10.00

CaseFileXpress Fees:

Batch Filing Fees

\$65.00

Subtotal

\$75.00

(Includes NIC Processing) Total:

\$77.88

< Previous

Confirm >

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CONFIRM AND SUBMIT TAB

1. Filing Information

2. Batch Filing Review

3. Services & Fees

Confirm & Submit

1. Choose the Enter Credit Card Information from the payment dropdown.
2. Enter your credit card information.
3. Click "Done".

Payment Information Edit

* Select Payment Option:

Payment Method:

Credit Card Type:

Credit Card #:

Cardholder Name:

Enter payment information for this transaction.

1

Payment Information

2 Enter credit card information below

* Name:

* Address:

* City:

* State:

* Zip:

* Credit Card Type:

* Credit Card Number:

* Expiration Date:

3

Cancel Done

CONFIRM AND SUBMIT TAB *(continued)*



1. Check your work on the summary page on the Confirm and Submit tab.
2. Click “Submit Filing” to send the filing to the court. You may also click “Cancel” to delete the filing.

Confirm & Submit

Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. Click Submit Filing to complete the transaction. *Required

Filing Information

Jurisdiction:

D.C. Superior Court

Court Assignment:

Landlord Tenant

Edit

Payment Information

* Select Payment Option:

Enter payment information for this transaction.

Payment Method:

Credit Card

Credit Card Type:

Visa

Credit Card #:

XXXX-XXXX-XXXX-1111

Cardholder Name:

Jack Rogers

Edit

Personal Information

Filer ID

jrogers

Attorney of Record:

Jack Rogers

Filer Name:

Jack Rogers (jrogers)

Law Firm/Organization:

DavidGrammier

Bar Number:

9999999

Address:

123 Easy St., Dallas , TX , 11111

Phone:

(777) 777-7777

Fax:

Email:

dgrammier@fileandserve.com

Cancel

Filing documents conversion is complete.

2

Submit Filing

CONFIRM AND SUBMIT TAB *(continued)*



Once the batch is submitted, a confirmation window will display. You will also receive an acknowledgement email after the batch is successfully submitted to the Court.

A confirmation window titled 'Filing Summary' with a purple header. The body contains a message and a list of details. At the bottom right are 'Print' and 'OK' buttons.

Filing Summary	
The filing has been successfully received by CaseFileXpress. Below are the details.	
Trace Number:	ED301J000043331
Case Number:	Batch Filing
Filer Name:	Jack Rogers
AttorneyOfRecord Name:	Jack Rogers
Total fees:	\$77.88
<div>Print OK</div>	

FOR MORE INFORMATION

Make sure to visit the CaseFileXpress web page for more information at <http://fileandservexpress.com/dc>

The screenshot displays the File & ServeXpress website interface. At the top, the logo 'File & ServeXpress™' is on the left, and navigation links 'JURISDICTIONS', 'ABOUT US', 'SERVICES', and 'CONTACT US' are on the right. The main content area is divided into two columns. The left column, titled 'Washington D.C.' in a dark blue header, contains a list of links: 'Welcome', 'Getting Started', 'Avoid Rejected Filing', 'Training', 'Court Calendar', and 'Frequently Asked Questions'. The right column features a prominent blue headline: 'The Washington DC Superior Court Launched eFiling in Mental Health and Paternity & Support on December 14, 2015.' Below this headline, a paragraph states: 'The Washington D.C. Superior Court now allows eFiling in existing mental health and paternity and support cases as of December 14, 2015 through CaseFileXpress, the electronic filing portal of the court. eFiling will be mandatory in these case types beginning February 14, 2016.' This is followed by a link: 'To learn more read the Court's latest eFiling Order.' Below this, another blue headline reads: 'The Washington DC Superior Court Launched Case Initiation in Civil cases on May 4, 2015.' At the bottom of the right column, a section is labeled 'DOWNLOAD THE COURT'S ANNOUNCEMENTS:'.

File & ServeXpress™

JURISDICTIONS | ABOUT US | SERVICES | CONTACT US

Washington D.C.

- Welcome
- Getting Started
- Avoid Rejected Filing
- Training
- Court Calendar
- Frequently Asked Questions

The Washington DC Superior Court Launched eFiling in Mental Health and Paternity & Support on December 14, 2015.

The Washington D.C. Superior Court now allows eFiling in existing mental health and paternity and support cases as of December 14, 2015 through CaseFileXpress, the electronic filing portal of the court. eFiling will be mandatory in these case types beginning February 14, 2016.

To learn more read the [Court's latest eFiling Order](#).

The Washington DC Superior Court Launched Case Initiation in Civil cases on May 4, 2015.

DOWNLOAD THE COURT'S ANNOUNCEMENTS:

Contact CaseFileXpress

- ✓ Toll Free: 877-433-4533 or 877-I-eFiled
(24x7 phone support)
- ✓ LiveChat
(during business hours 8am – 6pm ET)
- ✓ Send us an email:
info@fileandserve.com
- ✓ Our Home Page:
http://fileandservexpress.com/dc
- ✓ Login Here:
https://dc.casefilexpress/

Presenter: Milt Stafford
mstafford@fileandserve.com



CASEFILEXPRESS REGISTRATION

Registering New Users


- New users needing an ID and Password for CaseFileXpress need to click the “Register Now” link on the CaseFileXpress Login page.

<https://dc.casefilexpress.com/Login.aspx>

CaseFileXpress Login

User ID:

Password:

☐ Remember Me 

[Forgot User ID](#) | [Forgot Password](#)

[Login](#)

Not registered with CaseFileXpress?

You must register with CaseFileXpress before eFiling with the District of Columbia Superior Court and the Texas State Courts. Our website is best viewed with Internet Explorer 8+ and requires the use of cookies. If you attempt to login and are returned to the login page without seeing an error message, you need to enable cookies. For more information on enabling cookies, click here: [\(Link to enabling cookies.\)](#)

Looking for more information about CaseFileXpress?

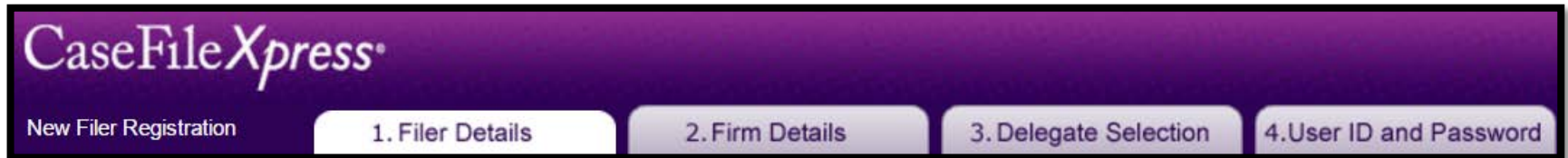
[Check out the CaseFileXpress latest Tips and Guidelines.](#)

[Register Now](#)

- After clicking on “Register Now” a series of four tabs open.

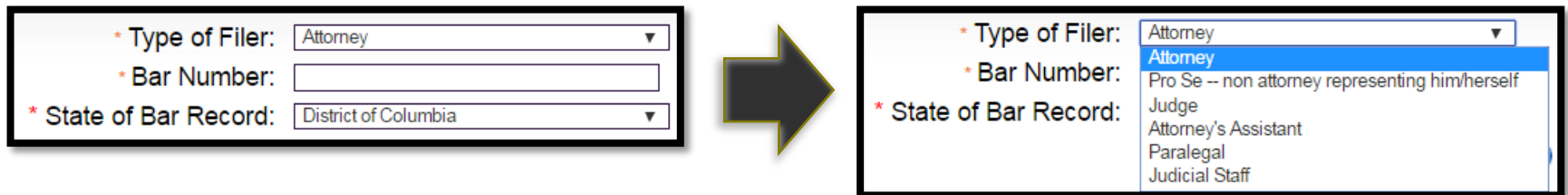
User Types

- The first tab is for **Filer Details**



The image shows the 'CaseFileXpress' logo and a navigation bar with four tabs: 'New Filer Registration', '1. Filer Details', '2. Firm Details', '3. Delegate Selection', and '4. User ID and Password'. The '1. Filer Details' tab is currently selected and highlighted.

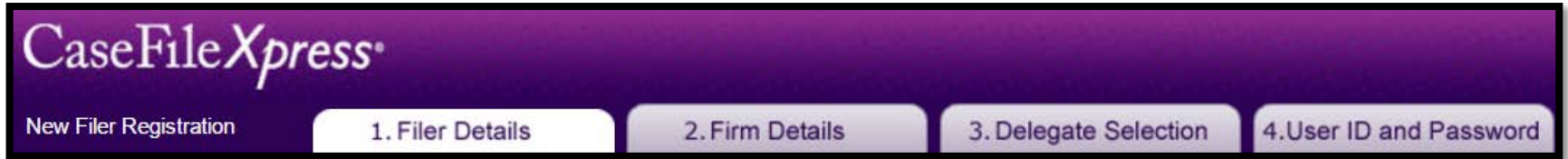
- After entering their name and email address, users will designate the type of filer they wish to register as.



The image shows a registration form with three fields: 'Type of Filer', 'Bar Number', and 'State of Bar Record'. The 'Type of Filer' dropdown menu is open, showing options: 'Attorney', 'Pro Se -- non attorney representing him/herself', 'Judge', 'Attorney's Assistant', 'Paralegal', and 'Judicial Staff'. A large yellow arrow points from the initial state to the state where the dropdown is open.

- If registering as an **Attorney**, a DC Bar Number must be entered.
- If registering as an **Attorney's Assistant** or **Paralegal**, a Bar Number is not needed, but the user will need to be designated as a **Delegate** for another user who is designated as an **Attorney** in order to be able to file.
- Each case will have a "Filing Attorney". **Delegates are able to file into that case if they are designated as a Delegate for the Filing Attorney on the case.**

Firm Registration Code

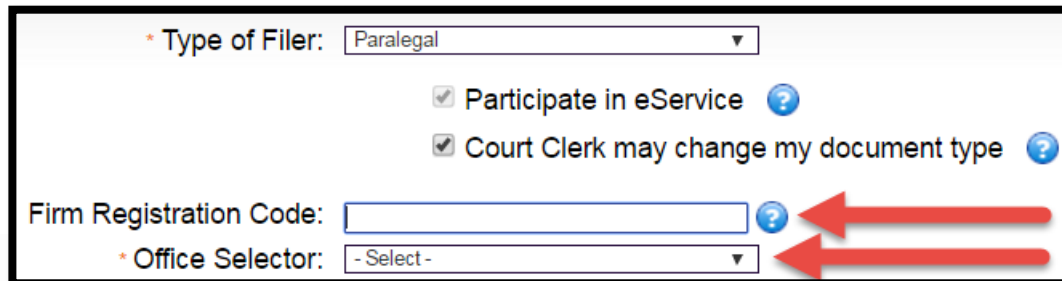


CaseFileXpress®

New Filer Registration

1. Filer Details 2. Firm Details 3. Delegate Selection 4. User ID and Password

- Each Organization creates a Firm Registration Code. ***It is crucial for each user in that Organization to enter the Firm Registration Code during the registration process.*** This ensures that the user will be associated with the correct Organization. Client Support can provide the Code if the new user cannot find it. Once the code is entered, press the Tab key for validation, and once validated the “Office Selector” pull down menu will appear. The appropriate office must be selected.
- If the user fails to enter the Firm Registration Code they may end up creating a *personal* account for which they will be billed accordingly.



* Type of Filer: Paralegal ▼

☒ Participate in eService ?

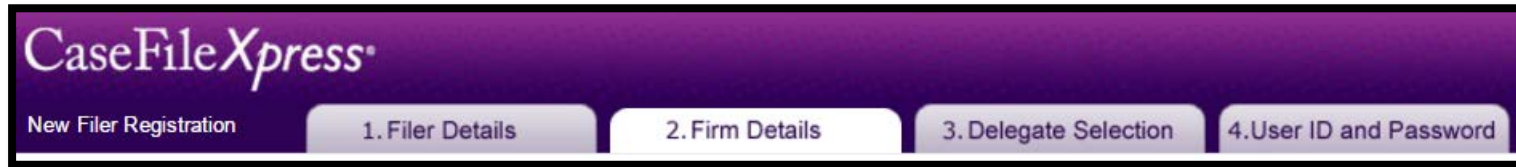
☒ Court Clerk may change my document type ?

Firm Registration Code: ?

* Office Selector: - Select - ▼

Two red arrows point to the Firm Registration Code input field and the Office Selector dropdown menu.

Firm Details

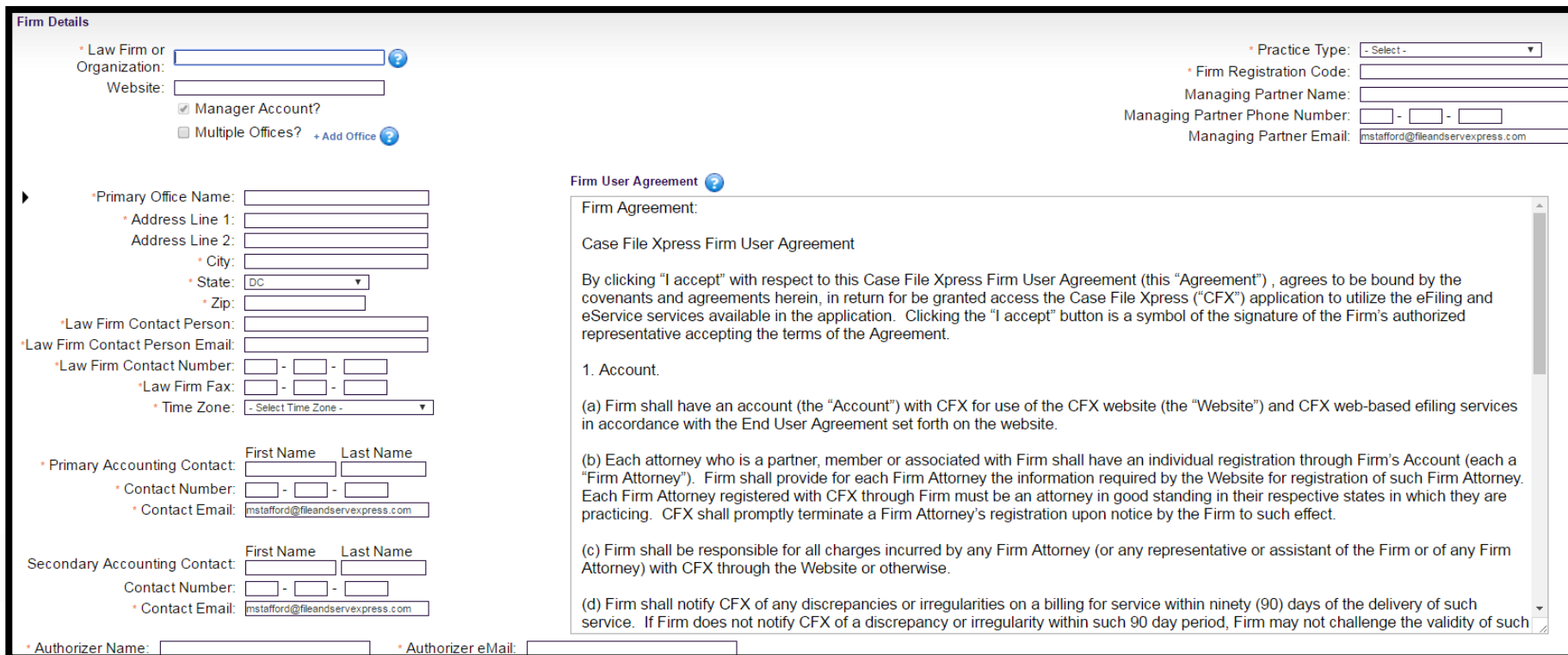


CaseFileXpress®

New Filer Registration

1. Filer Details 2. Firm Details 3. Delegate Selection 4. User ID and Password

- If the new user is registering as part of an Organization which already has an account, and if they enter the Organization's Firm Registration Code, the Firm Details tab will be skipped. If the user registering is the first to register for their Organization they will need to enter the firm details on this screen.



Firm Details

* Law Firm or Organization: ?

Website:

☒ Manager Account?

☐ Multiple Offices? [Add Office](#) ?

* Practice Type:

* Firm Registration Code:

Managing Partner Name:

Managing Partner Phone Number: - -

Managing Partner Email:

► * Primary Office Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip:

* Law Firm Contact Person:

* Law Firm Contact Person Email:

* Law Firm Contact Number: - -

* Law Firm Fax: - -

* Time Zone:

* Primary Accounting Contact: First Name Last Name

* Contact Number: - -

* Contact Email:

Secondary Accounting Contact: First Name Last Name

Contact Number: - -

* Contact Email:

* Authorizer Name: * Authorizer eMail:

Firm User Agreement ?

Firm Agreement:

Case File Xpress Firm User Agreement

By clicking "I accept" with respect to this Case File Xpress Firm User Agreement (this "Agreement"), I agree to be bound by the covenants and agreements herein, in return for being granted access to the Case File Xpress ("CFX") application to utilize the eFiling and eService services available in the application. Clicking the "I accept" button is a symbol of the signature of the Firm's authorized representative accepting the terms of the Agreement.

1. Account.

(a) Firm shall have an account (the "Account") with CFX for use of the CFX website (the "Website") and CFX web-based eFiling services in accordance with the End User Agreement set forth on the website.

(b) Each attorney who is a partner, member or associated with Firm shall have an individual registration through Firm's Account (each a "Firm Attorney"). Firm shall provide for each Firm Attorney the information required by the Website for registration of such Firm Attorney. Each Firm Attorney registered with CFX through Firm must be an attorney in good standing in their respective states in which they are practicing. CFX shall promptly terminate a Firm Attorney's registration upon notice by the Firm to such effect.

(c) Firm shall be responsible for all charges incurred by any Firm Attorney (or any representative or assistant of the Firm or of any Firm Attorney) with CFX through the Website or otherwise.

(d) Firm shall notify CFX of any discrepancies or irregularities on a billing for service within ninety (90) days of the delivery of such service. If Firm does not notify CFX of a discrepancy or irregularity within such 90 day period, Firm may not challenge the validity of such

Delegate Selection

CaseFileXpress®

New Filer Registration

1. Filer Details 2. Firm Details 3. Delegate Selection 4. User ID and Password

- If the new user is registering as a non-"Attorney", they will be able to select the "Attorney(s)" they wish to be Delegates for. A list of Attorneys will appear. The new user will click on the Attorney(s) name(s) for whom they wish to be Delegates for to create/add them to a list.

Below is a list of all eligible filers from all of your defined Locations.

Search: Last Name First Name Office Go

Available Attorneys ?

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, LP

Can't find who you are looking for? Enter email below to send them an invitation to register with CaseFileXpress.

Enter Email:

Attorneys List

Select	Name >>	Filer Type >>	Office >>
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Add >>

<< Remove

Delegate Selection

CaseFileXpress®

New Filer Registration

1. Filer Details 2. Firm Details 3. Delegate Selection 4. User ID and Password

- If the new user is registering as an "Attorney", they will be able to select the other "Attorney(s)" they wish to be Delegates for and the Delegates who will be able to file on their behalf. A list of Attorneys and a list of Delegates will appear. The new user will click on the Attorney(s) name(s) for whom they wish to be Delegates for and the Delegates who they wish to be able to file on their behalf, to create/add them to a list.

Select Firm Delegates ?

Below is a list of all eligible filers from all of your defined Locations.

Search: Last Name First Name Office Go

Available Attorneys ?

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, LP

Available Delegates ?

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, LP

Can't find who you are looking for? Enter email below to send them an invitation to register with CaseFileXpress.
Enter Email:

Attorneys List

Select	Name >>	Filer Type >>	Office >>
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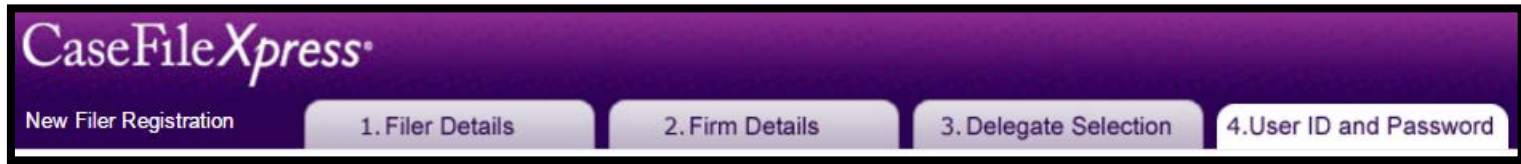
Delegates List

Select	Name >>	Filer Type >>	Office >>
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Buttons for moving items between lists:

- Add >>
- << Remove

User ID and Password

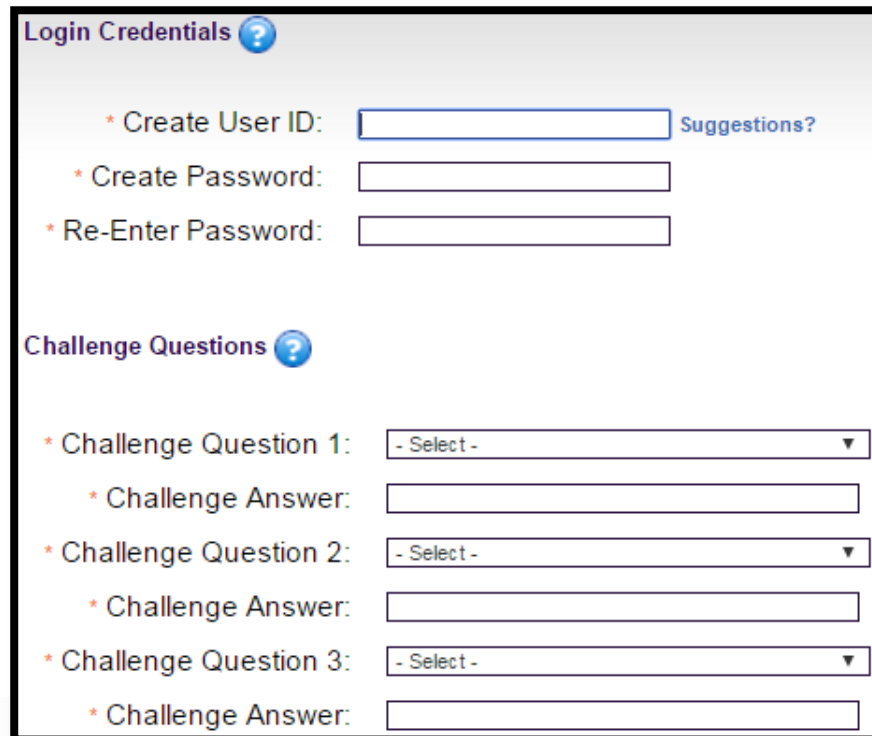


CaseFileXpress®

New Filer Registration

1. Filer Details 2. Firm Details 3. Delegate Selection 4. User ID and Password

- Users are able to create their own User ID and Password. If uppercase letters are used they must also be entered to login. Users will also pick challenge questions to be able to retrieve their login credentials.



Login Credentials ?

* Create User ID: [Suggestions?](#)

* Create Password:

* Re-Enter Password:

Challenge Questions ?

* Challenge Question 1:

* Challenge Answer:

* Challenge Question 2:

* Challenge Answer:

* Challenge Question 3:

* Challenge Answer: