CaseFileXpress®

FILING REQUIREMENTS CHECKLIST
for Landlord & Tenant and Small Claims in Washington, DC Superior Court

✔ **Proper Template and Headers**

- Use a new template with each filing, this can be obtained f om the CaseFileXpress home page
- Do not edit column header titles from template
- No more than 25 filings m y be submitted in a single batch

✔ **Formatting Tips**

- When entering data into a cell do not include any extra space at the end of the data
- Begin entering data on the fi st row after the header, if there are blank rows before the data the system won't pick it up
- If you cut and paste data from other documents into the cells on the spreadsheet, ensure you paste without formatting the text. Only paste the text information into cell and ensure there are no extra spaces at the end of your data.

✔ **Document & Folder Tips**

- Non-PDF Documents are most successful through conversion
- For columns with no data leave them blank, do not hide the column
- Make sure the folder name in zip file ma ches the corresponding row in the excel spreadsheet
- Make sure there are no hidden or extra folders in your zip fil
- Accepted non-PDF formats: Word, JPEG, TIF, TIFF, RTF, TXT, and HTML

✔ **Hidden Files Tips**

- Hidden files cause i sues with the CFX batch process and may cause the batch to fail.

  When preparing a batch, if you select all files in a older (e.g. by pressing "ctrl+A"), then right-click the files, and select "Send o Compressed (zipped) folder", please be careful not to unintentionally include any hidden files such as desktop.ini" in your zip file

  You can see make hidden files visible in indows by following these steps:
  - Press "WindowsKey + R" simultaneously
  - In the "Run" box that appears type "control.exe folders" and press enter
  - Click the "View" tab in the File Explorer Options window
  - Select the radio button next to "Show hidden files, olders, and drives"

- Click the "OK" button

  Please note: if you're unable to follow the steps below, your Network Administrator may have disabled non-admin users from showing hidden files.

✓ **Correct Role Data Formatting and Spelling**

- Make sure party types are spelled correctly, ex. Plaintiff and De endant

  - Do not enter "trading as (T/A)" or "doing business as (D/B/A)" entities, the clerks will add the alias identity upon review of the complaint(s)

- Use state abbreviation with no punctuation, ex. for District of Columbia use "DC"

- Country should be spelled out as United States. Do not abbreviate

- If additional case participant roles are needed, copy the headers from Role1 (see below). Go to the end of the formatted columns on the template and paste the Role headers. Add as many additional Roles as needed. Make sure to update the role number, (e.g. change from Role1 to Role5).

  Role1 Headers to Copy:

D	E	F	G	H	I	J	K	L	M
Role1	Last Name1	First Name1	DateofBirth1	Organization1	Address1	City1	Country1	State1	Zip1

✓ **Document Type Requirements**

- When entering Document Types into the template use the exact Document Type option as listed on the spreadsheet guidelines. e.g. for a non-payment of rent complaint use "EComplaint for Non-Payment of Rent Filed($15.00)"

- Make sure to add all Defendant(s) in CaseFileXpress before submitting the filing o the Court

- Ensure you are using the complete and proper case number when filing in o existing cases

✓ **How to Add a Judge**

- When adding a judge to your spreadsheet enter the judge name as follows, see example below*:
  Judge's fi st name: Clerk of the
  Landlord tenant judge's last name: Court LTB Judge
  Small claims judge's last name: Court SCB Judge

  *This will eliminate the need to change judge information due to rotations

Last Name	First Name	Organization
COURT LTB JUDGE	CLERK OF THE	Washington DC Superior Court

For more information, please contact CaseFileXpress dedicated batch filing support line: (844) 557-5508 or by email at cfxfilings@fileandserve.com for any questions.