



CaseFile*Xpress*[®]

USER GUIDE

New Case Initiation for
Civil and Tax Cases
Washington, D.C. Superior Court

Administrative Orders

- New **Civil** Cases: Administrative Order 15-03
- New **Tax Petitions**: Administrative Order 17-12
- Filing a New **Complaint** for Civil Cases or a New **Petition** for Tax Cases – Workflow has four tabs
 - Filing Information
 - Upload Documents
 - Services and Fees
 - Confirm and Submit
- Filing Details/Confirmation Email – Judge Assignments

Administrative Order 15-03

- Mandates eFiling of complaints for listed **Civil** case types
- Provides options for pro se filers
- Prohibits eFiling of complaints for listed situations
- Read the order: <http://fileandservexpress.com/dc>, click *Case Initiation Orders*.

Submitting a New Civil Complaint

- For New **Civil** Cases: Order of Documents Uploaded – Mandatory
 - **Complaint** including Title Page
 - **Exhibits**
 - **Summons**
 - **Information Sheet** – Available from Court website

Administrative Order 17-12

- Mandates eFiling of new **Tax Petitions**
- “Permissive” eFiling of new Tax Petitions begins **Sept. 1, 2017**
- Mandatory date to begin eFiling of new Tax petitions: **Sept. 28, 2017**
- Provides options for Pro Se filers
- Requires filers to identify related cases by filing an Addendum to the Petition identifying those cases.
- Provides that, once accepted, the filer will be served with a “Petition Package”, which includes the Petition, assigned case number and judge, and the Notice of Service and Mediation Procedures Document.
- Find the order: <http://fileandservexpress.com/dc>. Click *Case Initiation Orders*

Using the Filing Information Tab

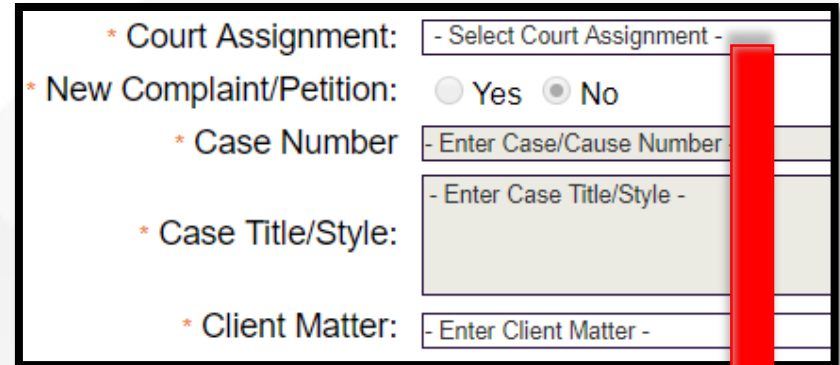
Choose **Civil Action** or **Tax Division** for Court Assignment

Select **“Yes”** File a New Complaint or New Petition. This will eliminate the Case Number box

Enter Case Title (200 character limit)

Note: This is not transmitted to the court and is only for CaseFileXpress display purposes so does not need to be official and can be a shortened version.

Enter a client matter number in the box provided. This is a mandatory field



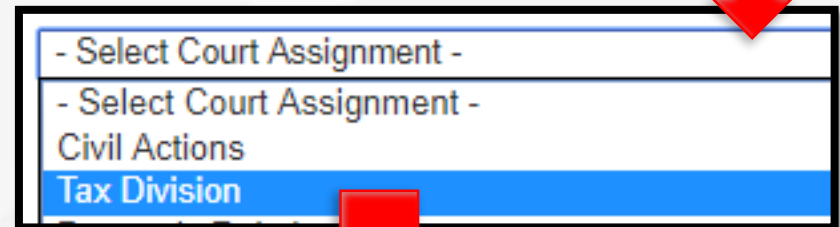
* Court Assignment: - Select Court Assignment -

* New Complaint/Petition: Yes No

* Case Number: - Enter Case/Cause Number -

* Case Title/Style: - Enter Case Title/Style -

* Client Matter: - Enter Client Matter -

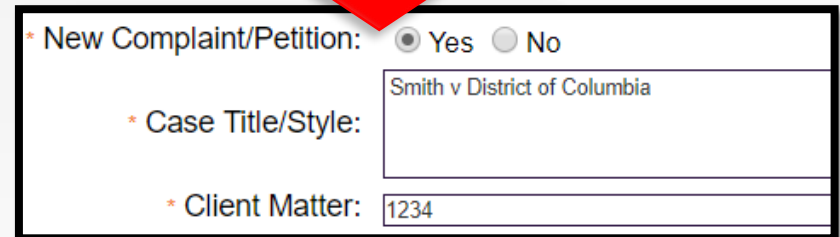


- Select Court Assignment -

- Select Court Assignment -

Civil Actions

Tax Division



* New Complaint/Petition: Yes No

* Case Title/Style: Smith v District of Columbia

* Client Matter: 1234

Add the Case Parties

- Note that the Filing Attorney is automatically added to the service list
- Before clicking on the **Add Case Parties** link, select the “role” for the attorney authorizing the filing. Typically “Plaintiff” for Civil cases, “Petitioner” for Tax cases.
- Under “Service List” – Click **Add Case Parties**.

Service List

Last Name	First Name	Organization	Bar Number	Email	* Role
Stafford	Milt	CaseFileXpress, LP	999999	mstafford@fileandservexpress.com	- Select -

Case Parties ?
* +Add Case Parties

Adding Party Information

- You must add *at least one* Plaintiff or Petitioner and one Defendant or Respondent
- Select a Role for each party entered
- Enter EITHER Person or Organization information (NOT both) along with Name and address* for each
- Click Add to build your list. Parties added will be listed under Added Names
- Add additional parties, when done adding click the Done button

***NOTE:** If you do not know a Party's full address, complete as follows:
Address: UNKNOWN, City: UNKNOWN, State: NA, Zip Code: 00000

Adding Party Information, cont'd

The diagram illustrates the process of adding party information for two types of cases: Tax Petition and Civil Complaint. It features two 'Add Case Parties' forms and a detailed input form at the bottom.

Tax Petition Form: This form has a purple header and a white body. It contains a dropdown menu for '*Role' with options '- Select Role -', '- Select Role -', 'Petitioner', and 'Respondent'. There are also input fields for 'Prefix' (with a '- Select P' dropdown), '*City', and 'Address'.

Civil Complaint Form: This form is identical in layout to the Tax Petition form but has a different role selection. The '*Role' dropdown menu includes '- Select Role -', '- Select Role -', 'Plaintiff', and 'Defendant'.

Input Form: This form is located at the bottom and provides a detailed view of the input fields. It includes fields for '*Role' (dropdown), 'Prefix' (dropdown), '*Last Name', '*First Name', 'Suffix' (dropdown), 'Date of Birth', 'OR', '*Organization', '*Address', '*City', '*Country' (dropdown with 'United States' selected), '*State' (dropdown), '*Zip / Postal Code', and an 'Add' button.


Red arrows indicate the flow of information: one arrow points from the 'Add Case Parties' form to the 'Tax Petition' label, another points from the 'Add Case Parties' form to the 'Civil Complaint' label, and a third points from the 'Add Case Parties' form to the 'Add' button in the input form.

- Select a Role for each party, e.g. Plaintiff or Defendant for Civil cases, Petitioner or Respondent for Tax cases. When entering party names, enter EITHER a person's name OR an organization name, NOT BOTH.



Verify Party Information


Service List

Last Name	First Name	Organization	Bar Number	Email	* Role	* Service
Stafford	Milt	CaseFileXpress, LP	999999	mstafford@fileandservexpress.com	Plaintiff Attorney ▼	None ▼

Case Parties 

* +Add Case Parties

Name/Organization	Role	Representing Attorney
john smtih	Plaintiff	Milt Stafford 
acme corporation	Defendant	None/Unknown 

After adding the parties, click Done to return to the Service List, which will now display the parties you have added. Civil case example above, Tax petition example below. Click the  box at the bottom right of the screen to proceed.

Service List

Last Name	First Name	Organization	Bar Number	Email	* Role	* Service
Karns-Gierek	Sheila	Sheila Law Firm	123456	sgierek@fileandserve.com	Petitioner Attorney ▼	None ▼

Case Parties 

* +Add Case Parties

Name/Organization	Role	Representing Attorney
James Jones	Petitioner	Sheila Karns-Gierek 
DISTRICT OF COLUMBIA Tax and Finance Section	Respondent	None/Unknown 

Upload the Documents to File

- Click **Document Type** Box – Select ONCE, for your “lead” document only

Document Type:	Civil Actions Complaint(\$120.00)	Upload
Select a file to upload:	- Select a document type -	
	Civil Actions Complaint(\$120.00)	
	Civil Actions Complaint Cost Waived(\$0.00)	
	E-Complaint for Merit Personnel Act(\$60.00)	
	E-Complaint for Merit Personnel Act Costs Waived(\$0.00)	

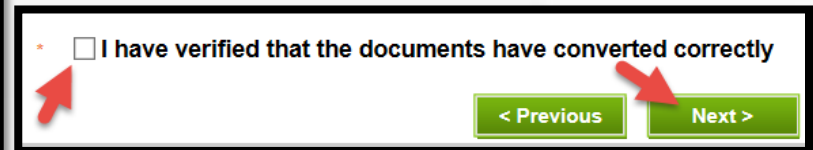
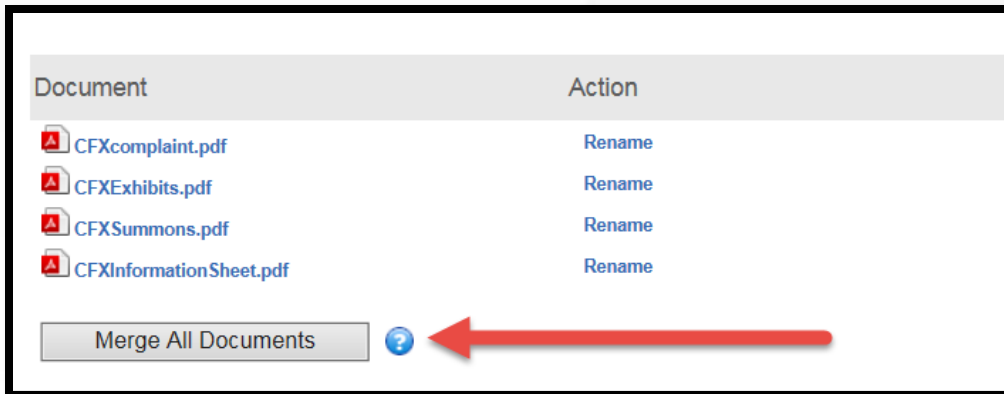
- Example for a Civil case above, Tax petition below

Document Type:	- Select a document type -	Upload
Select a file to upload:	- Select a document type -	
	E-Petition for Civil Tax(\$120.00)	

- Click **“Choose File”** to open your computer to find the document
- Double click on document file name (filename cannot exceed 33 characters)
- Click **“Upload”** to upload the document to CaseFileXpress. This will also convert non-PDF documents to PDF format. To upload additional documents to file with your lead document go through steps above starting with “Choose File”. Remember, ***Document Type is chosen only once for each filing.***

Merge all Documents

- After uploading your documents to CaseFileXpress, notice that each will be listed on the left below the word “Document”.
- Since only one file can be sent to the court, click **“Merge All Documents”** to combine multiple documents into one file. To confirm that they have merged, right click on the remaining file name, then click Open to view. You must click the “I have verified...” box before proceeding, click Next to move to the next Tab..



The Services and Fees Tab

- Verify that the fees are accurate. Fee amount will depend on the document type you selected for the lead document so to change the fee you must change the document type by returning to the previous step. Click Confirm to proceed

Filing Fees	
Jurisdiction:	D.C. Superior Court
Court Assignment:	Civil Actions
Document Type:	Civil Actions Complaint \$120.00
CaseFileXpress Fees:	
eFiling Fees	\$15.00
Subtotal	\$135.00
(Includes NIC Processing) Total: \$139.38	

- Example above for a Civil Case, example below for a Tax Petition

Filing Fees	
Jurisdiction:	D.C. Superior Court
Court Assignment:	Tax Division
Document Type:	E-Petition for Civil Tax \$120.00
CaseFileXpress Fees:	
eFiling Fees	\$15.00
Subtotal	\$135.00
(Includes NIC Processing) Total: \$139.38	

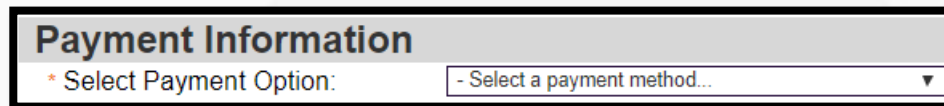
The Confirm and Submit Tab

- Check your work on the summary page on the Confirm and Submit tab.
- Add a note or instructions to the clerk in the box provided if needed.



Special Instruction to the Clerk:

- Choose your payment option from the drop down menu.



Payment Information
* Select Payment Option:

- Click “Submit Filing” to send the filing to the court. You may also choose to “Save as Draft” to name the draft and save to your dashboard, or “Cancel” to delete the filing.



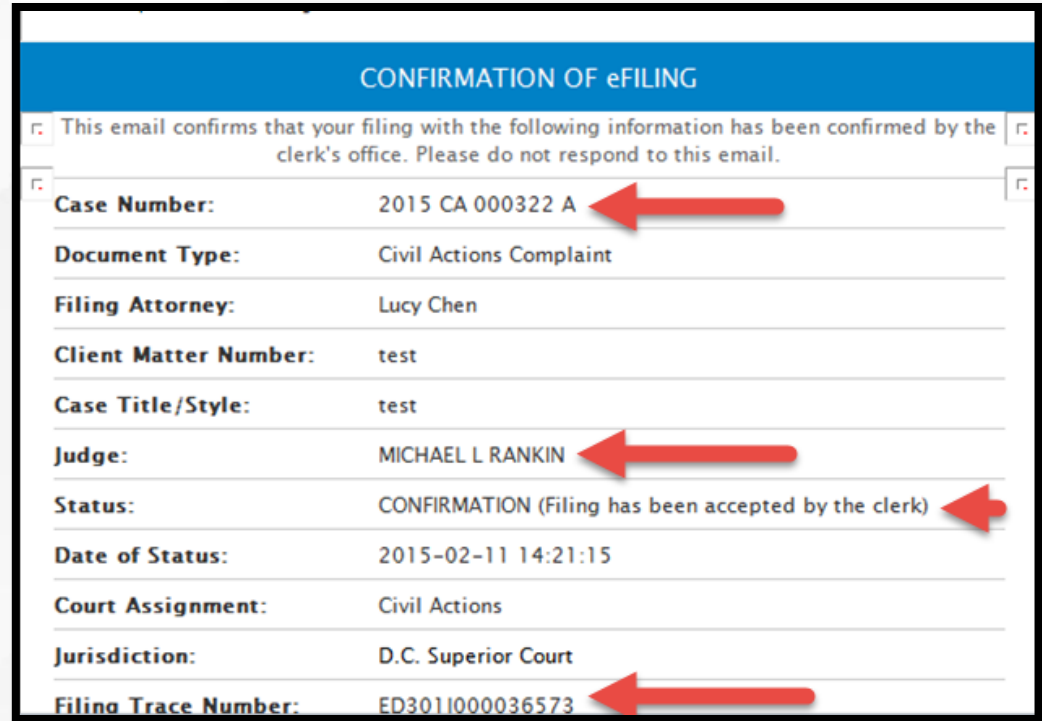
Cancel



Save as Draft Submit Filing

Email Notifications

- An **Acknowledgment** email will confirm that your filing has been submitted to the court
- Your **Confirmation** email will show the case number, judge assignment, trace number and clerk review status (accepted or rejected).
- The **Trace number** is used for tracking and if there is a problem with your filing or if you have a question about it, contact Client Support and give them the trace number.



Viewing your Filing Details

- Access filing details for any filing to view the date and time of filing, case number, judge assignment, clerk review status, documents filed or served, and additional case and filing information. Click on a Trace Number under the Notifications or Cases Section on your CaseFileXpress Dashboard.

Date	Description	Trace Number	Status	Notification Type
6/16/2017 12:31:00 AM	2013 CA 000001 4	ED301J000837675	Rejected	eService
2/24/2017 1:55:00 AM	2013 CA 000001 4	ED301J000738592	Accepted	eService

- From the Filing Details screen which follows, click on the “eService delivered” link to view a list of parties served with the filing, click the link under Document Information to open the document to view, print, download, etc.

Filing Information	
Case Title:	101CHARWARRANTY BENEFICIARY1WARRANTY BENE FICIARY2WARRANTY BENEFICIARY3WARRANTY BENE FICIARY4WARRANTY BENEF11231231231234234234 PROD Test Nov 15 5pm
Jurisdiction:	D.C. Superior Court
Court Assignment:	Civil Actions
Cause/Case Number:	2013 CA 000001 4
Client Matter Number:	Case
Document Type:	Affidavit of Service of Summons & Complaint Filed
Plaintiff Attorney(s):	Bob Attorney, Max Test
Defendant Attorney(s):	Robert Rodriguez, ba 2005, Xiaolei Chen, Milt Stafford, Government Filer, Kristen Aziz
	eService Delivered

Document Information	
Counterclaim.pdf	Leading Document

Return Package from the Court

For New Civil Cases: Complaint Package eServed by the Court

Once a new civil case filing is accepted, the clerk will eServe the filer with a completed “complaint package,” which includes the complaint with assigned case number, executed summons(es), and the initial order and addendum. In Title 47 cases, the package also will include the executed order of publication, and in mortgage foreclosure/judicial sale cases, the package will include the notice to homeowners.

For New Tax Petitions: Petition Package eServed by the court

Once a new Tax Petition is accepted, the clerk will eServe a completed “Petition Package” on the filer, the Attorney General for DC, and the Department of Finance and Revenue. It will include the Petition, assigned case number and judge, and the Notice of Service and Mediation Procedures document.

Subsequent Civil Filing - Alias Summons

- **For Civil Cases**, If additional summonses (alias summons) are required, you may submit a subsequent filing choosing the document type to correspond with the number of summonses needed.
- The Document Types list will show Alias Summons priced by the number needed.



FOR MORE INFORMATION

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

File & Serve Xpress™

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CaseFile Xpress®

WELCOME TO EFILING & ESERVICE FOR THE

Washington, DC Superior Court

WELCOME GETTING STARTED AVOID REJECTED FILINGS TRAINING & RESOURCES COURT CALENDAR FAQs CONTACT US

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@fileandservexpress.com
- ✓ Our Home Page:
http://fileandservexpress.com/dc
- ✓ Login Here:
https://dc.casefilexpress/