

# A Guide to Electronic Filing

District of Columbia  
Court of Appeals



**August 8, 2016**

## Quick-Start Instructions

### **Browse and Search for Cases in Public Access**

From the homepage (<https://efile.dcappeals.gov>) consider performing the following searches:

1. In the “Appellate Case No.” field enter “16-“ and click the “Search” button. This will display all of the cases filed in 2016. Additionally, entering “16-cv” will display all of the Civil cases from 2016. Entering the full case number, such as “16-cv-XXXX” (where “XXXX” is an actual case number), will take you directly to the “Case View.”
2. Many of the columns in the Search Results area can be sorted by clicking on the up/down arrows next to the column heading.
3. In the Search Results area, click on a red “Case No.” link to view the details of the case.
4. Experiment with using the other search fields available on the “Case Search” screen.

More information about Searching can be found in [Chapter 4](#) of this manual.

### **Register for an eFiling Account**

From any page in the system:

1. In the upper right corner of the screen, click the “Login” link.
2. Underneath the username and password fields, click on the red link labelled “Become an E-File user.”
3. Enter the required information. A valid email address is required because that is how you will be notified of the status of your account registration and eFilings.

More information about registration and account maintenance can be found in [Chapter 3](#) of this manual.

### **Submit an eFiling**

After you have received email confirmation that your account request has been accepted:

1. Login to the system using the “Login” link in the upper right corner of the screen.
2. Search for a case where you wish to create an eFiling. Open the case to view the “Case Information.”
3. Because you are logged in, below the “Case Information” area, you will see a link called “E-File on this case.” Click this link to begin your eFiling.

More information about creating an eFiling can be found in [Chapter 5](#) of this manual.

### **Queues**

As an eFiler, it will be helpful to learn about the use of “Queues.” This area of the system allows you to save drafts of filings for later submission and review the status of past filings. More information can be found in [Chapter 7](#) of this manual.

### **Feedback**

Please give us your feedback at [efilehelp@dcapeals.gov](mailto:efilehelp@dcapeals.gov) and thank you for eFiling at the DCCA.

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## **CHAPTER 1: Technical Specifications for eFiling**

### **Web Browser Recommendation**

Recent web browser versions of Chrome, Internet Explorer 11 and Firefox work best.

### **Screen Resolution**

To ensure that the application is being viewed in the format in which it was intended, the screen resolution should be set to 1024 (w) x 768 (h) as the minimum acceptable value.

### **Upload documents**

Multiple documents may be uploaded with one eFiling. The supported file types are PDF, RTF, TIFF, DOC and DOCX. C-Track will convert all non-PDF files to PDF format.

### **Resolution of Scanned Documents**

Recommended scanning should be black and white, at 300 DPI (resolution). Setting the DPI higher than 300 is not recommended. This creates a file that is too large for easy viewing.

### **Limit on File Size**

The maximum file size for a single document is 60MB. All documents will be stamped with a watermark with the date and time the eFiling was submitted to court.

## CHAPTER 2: Common Business Rules and Processes

### Types of eFilers

Only registered users may electronically file and access cases in the D.C. Court of Appeals eFiling system. The following parties may eFile:

1. D.C. Bar Members
  2. Pro Se Litigants
- *D.C. Bar Members*  
 D.C. Bar Members are required to supply the Bar ID when registering to become an eFiler. C-Track will validate the number to ensure that there is a matching Bar ID and the attorney is a member in good standing within the C-Track CMS application.
  - *Student Attorneys*  
 Student Attorneys may not eFile. All filings must be performed through the supervising attorney. The supervising attorney may file on behalf of the student attorney.
  - *Pro Hac Vice Attorneys*  
 Pro hac vice attorneys may not eFile. They must perform all filings through their sponsoring attorney. If the sponsoring attorney is an eFiler, then he or she may file on behalf of the pro hac vice attorney.

### Confidential Cases, Sealed, and Closed Cases

- If documents are marked as “confidential” by the clerk, these documents will not be visible to the public, nor to any eFilers on the case.
- If a case is sealed (sealed flag is checked), the case and its documents will only be visible to eFilers who are listed as the attorney of record on that case (see chart below).
- Even if a case is closed, it *may* be eFiled on.

Below is a summary of the eFiler role and case type security.

E-Filer Type		Public Cases	Sealed Cases
DC Bar Member	View	All cases	Must be an attorney of record on the case.
	eFile	All cases	Must be an attorney of record on the case.
Pro Se	View	All cases	Must be listed as a party on the case.
	eFile	Must be listed as a party on the case.	Must be listed as a party on the case.

### Statuses and State Changes

eFilings, eFiled Documents, emails, and eFilers all have statuses. Below is a listing of each type of status, then a chart that indicates at what point those statuses change.

- *eFiling Statuses*

eFilings change status as they go through the submission process. Below are the statuses.

Status	
1	Draft
2	Submitted
3	Approved
4	Rejected
5	Error

- *eFiling Document Statuses*

Document statuses change during the submission, conversion, and watermarking process.

Status	
1	Pending Submission
2	Pending Conversion
3	Pending Approval
4	Error
5	Active

- *eFiling User Statuses*

A person applying to be an eFiler goes through the status changes below.

Status	
1	Pending
2	Approved
3	Rejected

If the person re-applies after being rejected, a new record is created for them.

- *eFiling Email Statuses*



Typically C-Track automatically sends out email notifications; however the clerk may want to resend an email to an eFiler. If the system can't connect to the email server, the status will be set to "Error". When a clerk resends an email, the status is set to "Pending".

Status	
1	Error
2	Pending
3	Sent

**Passwords**

All passwords in the system must be a minimum of 10 characters and have a combination of letters and numbers.

**Date Definitions**

The date and time a user clicks the "Submit to Court" button on the **Edit/Submit eFiling Screen** is considered the Received Date of that filing, even though it may not be accepted as Filed until later. The eService will occur at the time of submission of the eFiling to the Court. Please refer to the court rules for more information with regard to how eFilings are dated.

**Cases That Can be eFiled**

All case classifications can be eFiled.

**Emails**

Some emails sent by the eFiling system contains a hyperlink to an eFiling. If the eFiling user is not currently logged into the eFiling system, the user will be taken to the login screen and upon logging in, the eFiling will open.

- *Electronic Service Email*

All emails concerning eFilings go out to all the eFilers on the case (those served by electronic means).

Below is the text of the email received by the parties on the case when the eFiling has been accepted by the court.

The Subject of the email is: "D.C. Court of Appeals eFiling Notice".

This is a notice to inform you that a <Docket Entry Type/Subtype> was filed on <Case Number>.

This filing can be viewed at  
 <URL>

Do not respond to this system generated email notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@dcaappeals.gov](mailto:efilehelp@dcaappeals.gov). For technical help contact [efiletech@dcaappeals.gov](mailto:efiletech@dcaappeals.gov).

- *Accepting eFiling Email*

Below is the text of the email concerning the eFiling's acceptance.

The Subject of the email is: "D.C. Court of Appeals eFiling Approval Notice - <Case Number>".

This is a notice to inform you that the <Docket Entry Type/Subtype> filed on <Case Number> has been accepted by the Court Clerk. This filing can be viewed at <URL>.

This email was sent to [test@TRCMS.com](mailto:test@TRCMS.com) by the D.C. Court of Appeals EFiling website.

Do not respond to this system generated email notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov). For technical help contact [efiletech@dcappeals.gov](mailto:efiletech@dcappeals.gov).

- *Rejecting eFiling Email*

Below is the text of the email concerning the eFiling's rejections.

The Subject of the email is "D.C. Court of Appeals eFiling Rejection Notice - <Case Number>".

This is a notice to inform you that the <Docket Entry Type/Subtype> filed on <Case Number> has been rejected by the Court Clerk for the following reason(s):

<Reasons>

Clerk's Comments: <Clerk's comments>

Please see Clerk's comments. If appropriate you may resubmit it to the court as another eFiling. <URL>.

This email was sent to [clevy@ITRCMS.com](mailto:clevy@ITRCMS.com) by the D.C. Court of Appeals EFiling website.

Do not respond to this system generated email notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov). For technical help contact [efiletech@dcappeals.gov](mailto:efiletech@dcappeals.gov).

- *Change Password Email*

Below is the text of the email to the user who has been given a new password.

The Subject of the email is "D.C. Court of Appeals E-File Password Reset".

This is a notice to inform you that your password for the D.C. Court of Appeals EFiling website has been reset. You can login to the site here: <URL>.

Username: <userid>

Password: <generated password>

Please note that you will be required to change this temporary password after logging in.

This email was sent to [clevy@TRCMS.com](mailto:clevy@TRCMS.com) by the D.C. Court of Appeals website.

Do not respond to this system generated email notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov). For technical help contact [efiletech@dcappeals.gov](mailto:efiletech@dcappeals.gov).

- *Approved User Email*

Below is the text of the email to be sent to a newly approved eFiling User.

The Subject of the email is "D.C. Court of Appeals E-File Access Request Approved".

This is a notice to inform you that your request for access to the D.C. Court of Appeals E Filing website has been approved. You can login to the site here:<URL>. Username: <userid>  
This e-mail was sent to <email address> by the D.C. Court of Appeals E Filing website. Do not respond to this system generated e-mail notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@ dcappeals.gov](mailto:efilehelp@dcappeals.gov). For technical help contact [efiletech@ dcappeals.gov](mailto:efiletech@dcappeals.gov)

- *Rejected User Email*

Below is the text of the email to be sent to a rejected eFiling User.

The Subject of the email is "D.C. Court of Appeals E-File Access Request Rejected".

This is a notice to inform you that your request for access to the D.C. Court of Appeals E Filing website has been denied. Clerk's Comments: test  
This e-mail was sent to <email address> by the D.C. Court of Appeals E Filing website. Do not respond to this system generated e-mail notification. If you have questions or need assistance contact the Clerk's office at [efilehelp@ dcappeals.gov](mailto:efilehelp@dcappeals.gov). For technical help contact [efiletech@ dcappeals.gov](mailto:efiletech@dcappeals.gov)

## CHAPTER 3: User Registration/Log in

### User Registration

To register as an eFiler, the user must go to the login page of the eFiling system and click the hyperlink **Become an E-File User**. The **eFiling Login** screen can be reached clicking on the **login** link located in the header of each page.



To gain access to the eFiling system, the user needs to fill out a request form and submit it to the court clerk for approval.

- All required fields in the registration screen must be filled in.
- All passwords in the system must be a minimum of 10 characters and have a combination of letters and numbers.
- The Username, Email address, and Bar ID must not already be in use by another eFiler.
- Email and Confirm Email must match exactly.
- If the access type selected is D.C. Bar Member the Bar Number field will appear.
- If the access type selected is Pro Se the Case Number field will appear and a valid case number where the applicant is listed as a Pro Se party will need to be entered to qualify for access.
- All users must agree to the terms and conditions. By clicking on the hyperlink for terms and conditions the user can review these terms.

**E-Filing - Request Access**

First Name:\*

Middle Name/Initial:

Last Name:\*

Username:\*

Password:\*

Confirm Password:\*

Access Type:\*

Bar Number:\*

E-Mail:\*

Confirm E-Mail:\*

Phone Number:\*

Foreign Address:

Address Line 1:\*

Address Line 2:

City:\*

State:\*

Zip Code:\*

Comments:

I agree to the terms and conditions of the use of this website.

Once all required information is entered, the user clicks the SUBMIT button. The user will then be navigated to a page detailing the request confirmation. An email notification will be sent regarding acceptance or rejection. If the user has been accepted by the clerk, the user can then login to the system.

### **Forgot Password**

If a user has forgotten the password and needs to retrieve it, the user can navigate to the Login screen and click the **Forgot Password** hyperlink. The link will take the eFiler to the Forgot Password screen where the email address used to register can be entered and a new temporary password will be supplied via email.

The email will contain a link to the login page, the username and the temporary password. Once the user logs in with the temporary password they will be required to change the password immediately.


### **Account Maintenance**

The user can maintain his or her contact information and change his or her password by clicking on the Account tab on the home page. **Attorneys and Pro Se parties must still file a change of address notification with the Clerk's Office.**

Change password

## Change Password

In order to change the password, the user will navigate to the Account tab. At the bottom of the screen is a hyperlink to **Change Password**. Once selected the user will be taken to the Change Password screen where a new password can be entered. Clicking **Save** will save the new password.

A rectangular button with a small circular icon on the left and the text "Change password" in a light blue font.

## Request Confirmation

This screen shows a confirmation that the request to become an eFiler was successfully submitted to the court.

### E-Filing Request Confirmation

**Name:** Attorney Tilley

**Username:** attorneytilley

Your request has been successfully submitted to the District of Columbia Court of Appeals. You will receive notification via e-mail of the acceptance or rejection of this request from the Clerk's Office. Please allow one business day for your application to be processed.

Click [here](#) to return to the DCCA Public Access Site.

## CHAPTER 4: Cases

If a case is sealed (sealed flag is checked by the Clerk), the case will only be visible to logged in eFilers who are listed as the attorney of record on that case or is a pro se litigant on that case.

The screenshot shows the 'Search for Case' form with the following fields: Appellate Case No., Superior Court or Agency Number (E.G. CV70000-13), Appellate Case Caption, Appeal Filed Date From, Filed Date To, and Open Cases Only (checkbox). A 'Search' button is located at the bottom right.

### Case Search

The main screen the user is first navigated to is the Case Search screen. This screen allows the user to search for a *specific* case.

The screenshot shows the 'Search for Case' form with '99-TX-1437' entered in the Appellate Case No. field. The other fields are empty. A 'Search' button is at the bottom right.

On this screen the user can narrow the results by using any of the fields or can do a search on any available case by just clicking **Search**. An open search is not recommended. The results will be sorted by case number descending. The user may click through the results by clicking the Next or Previous links to locate the desired case.

The screenshot shows the search results page. At the top, it says '1 to 50 of 52370 rows are displayed. Next'. Below is a table with the following columns: Case No., Short Caption, Group, Type, Subtype, Status, and Superior Court or Agency Number.

Case No.	Short Caption	Group	Type	Subtype	Status	Superior Court or Agency Number
99-TX-1437	DISTRICT OF COLUMBIA V. 1828 L STREET ASSOCIATES, L.P.	Appeals	Tax	Tax	Closed	TX6746-96
99-TX-1398	DISTRICT OF COLUMBIA V. 1828 L STREET ASSOCIATES, L.P.	Appeals	Tax	Tax	Closed	TX6746-96
99-TX-1387	1137 19TH STREET ASSOCIATES, L.P. V. DISTRICT OF COLUMBIA	Appeals	Tax	Tax	Closed	TX6745-96
99-TX-0543	NATIONAL PLACE LTD., PTNR V. DISTRICT OF COLUMBIA	Appeals	Tax	Tax	Closed	TX5292-92
99-SP-1744	MARVIN L. HOLT V. HON. ZINORA MITCHELL-RANKIN ET AL	Appeals	Special Proceedings	Pet. For A Writ Of Mandamus	Closed	F8825-92
99-SP-1689	ROBERT L. TAPER V. EDMUND P. WALSH, ET AL.	Appeals	Special Proceedings	Denial - Writ Of Habeas Corpus	Closed	SP697-99

### Search by Participant

A user may also search by participant to locate a specific case. Clicking on Participant Search in the left navigation box will take the user to the Participant Search screen.

The screenshot shows the 'Search for Case By Participant Information' form with fields for Last Name (or Company/Organization Name), First Name, and Middle Name. A 'Search' button is at the bottom right.

At least one search field is required to use this search method. If not applied, the user will receive a validation error.

Cases

Case Search

Participant Search

**Validation Error** ✕

- At least one search field is required.

**Search for Case By Participant Information**

Search

Last Name (or Company/Organization Name):  First Name:  Middle Name:

The search results will display any case that fits the criteria entered. The results may be sorted by any column heading that contains the up and down arrows. The user may click through the results by clicking the Next or Previous links to locate the desired case.

Cases

Case Search

Participant Search

**Search for Case By Participant Information**

Search

Last Name (or Company/Organization Name):  First Name:  Middle Name:

1 to 11 of 11 rows are displayed.

▲ Case No. ▼	▲ Participant ▼	▲ Appellate Role ▼	Short Caption	▲ Appeal Filed Date ▼	Case Subtype
14-CV-0222	Council of the District of Columbia	Appellee	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL	02/28/2014	General Civil (CAB)
14-CV-0147	Council of the District of Columbia	Appellee	PAUL ZUKERBERG V. DC BOARD OF ELECTIONS AND ETHICS, ET AL	02/12/2014	Other Civil
11-CV-1011	Council of the District of Columbia	Amicus Curiae	PHYLLIS WOODS V. DISTRICT OF COLUMBIA	08/15/2011	Malpractice (CAM)
09-CV-0900	Council of the District of Columbia	Amicus Curiae	PANELA B. STUART V. BARBARA J. WALKER	07/31/2009	Other Civil
09-CV-0893	Council of the District of Columbia	Amicus Curiae	COLIN ANDREW V. AMERICAN IMPORT CENTER, ETAL	07/31/2009	Other Civil
05-CV-1368	Council of the District of Columbia	Appellee	DANIEL CLAYTON V. DISTRICT OF COLUMBIA, ET AL	11/29/2005	Torts
05-CV-0693	Council of the District of Columbia	Appellee	RACHEL L. CLAY V. COUNCIL OF THE DISTRICT OF COLUMBIA	07/07/2005	Other Civil
98-CV-0380	Mayor & Council of the District of Columbia	Appellee	FAWNCREST ASSOCIATES, INC. V. MAYOR & COUNCIL OF THE D.C.	03/24/1998	Other Civil
96-OA-0595	Council of the District of Columbia	Respondent	THOMAS A. COUSAR V. MARION BARRY, MAYOR, ETAL	05/17/1996	Mandamus
95-CV-1062	Council of the District of Columbia	Appellant	COUNCIL OF THE DISTRICT OF COLUMBIA V. RACHEL L. CLAY	08/15/1995	Other Civil
95-AA-0595	Council of the District of Columbia	Intervenor-Respondent	SANDY ALLEN, ET AL. V. DC BD OF ELECTIONS & ETHICS	05/22/1995	Bd Elections & Ethics (BEE)

1 to 11 of 11 rows are displayed.

### View Case

From the search results the user can click the case number hyperlink for the desired case and will be navigated to the Case View. This view allows the user to see the case information, party information and events on the case. A logged in eFiler will also be able to eFile a new document in the case.



**Appellate E-Filing System**  
C-Track, the browser based CMS for Appellate Courts

Case Information: 14-CV-0222

Short Caption:	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL	Classification:	Appeals - Civil - General Civil (CAB)
Superior Court or Agency Number:	Other Civil	Filed Date:	02/28/2014
Opening Event Date:	02/27/2014	Case Status:	Awaiting Completion of Record
Record Completed:		Post-Decision Matter Pending:	
Briefs Completed:		Next Scheduled Action:	Review Filings/Statements/Pleadings
Argued/Submitted:			
Disposition:			
Mandate Issued:	<b>Expedited</b>		

[E-File on this case](#)

Appellate Role	Party Name	IFP	Attorney(s)	Arguing Attorney
Appellant	Paul Zukerberg	N		
Appellee	D.C. Board of Elections and Ethics	N	Todd S. Kim Richard S. Love	N N
Appellee	Council of the District of Columbia	N	Todd S. Kim Richard S. Love	N N

Event Date	Status	Description	Result
02/27/2014	Filed	Notice Of Appeal	
03/10/2014	Filed	Initial Order	
03/10/2014	Filed	Motion To Expedite Appeal (Appellant)	Granted
03/11/2014	Filed	TMC//MOTION TO EXPEDITE APPEAL	
03/13/2014	Filed	Opposition (Appellee D.C. Board of Elections and Ethics)	
03/14/2014	Filed	Reply in support of motion for an expedited appeal (Appellant)	
03/14/2014	Filed	Order Granting appellant's motion to expedite and this appeal shall be placed on the May Calendar and DIRECTING APPELLANT TO HAVE THE TRANSCRIPTS TRANSMITTED FORTHWITH and DIRECTING APPELLEE'S BRIEF TO BE FILED by 4/14/14...	
03/14/2014	Filed	Brief (Appellant)	
03/14/2014	Filed	Appendix (Volumes I - II) (Appellant)	
03/14/2014	Filed	Letter To Counsel/Party Re Future Calendaring	
03/14/2014	Filed	Statement Regarding Transcript(s) (Appellant)	

## CHAPTER 5: Create/Edit a Filing on Existing Cases

### Create eFiling

From the Case View screen, the user will click the **E-File on This Case** hyperlink. This will take the user to the Create E Filing screen.

**Appellate E-Filing System**  
C-Track, the browser based CMS for Appellate Courts

Case Information: 14-CV-0222

Short Caption:	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL	Classification:	Appeals - Civil - General Civil (CAB)
Superior Court or Agency Number:	Other Civil	Filed Date:	02/28/2014
Opening Event Date:	02/27/2014	Case Status:	Awaiting Completion of Record
Record Completed:		Post-Decision Matter Pending:	
Briefs Completed:		Next Scheduled Action:	Review Filings/Statements/Pleadings
Argued/Submitted:			
Disposition:			
Mandate Issued:	<b>Expedited</b>		

[E-File on this case](#)

The type and subtype are required fields. The user must also select either Filed on Behalf of or Filed by Other. Once the required fields are selected, click **Continue**.

**E-Filing**

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

**Case Information: 14-CV-0222**

Short Caption: PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL      Classification: Appeals - Civil - General Civil (CAB)

Superior Court or Agency Number: Other Civil      Filed Date: 02/28/2014

**Create E-Filing**

Type: MOTIONS

Subtype:

Filed on Behalf of: Paul Zukerberg, D.C. Board of Elections and Ethics, Council of the District of Columbia

Filed by Other: (If not in "Filed on Behalf of")

Comments:

**Continue** **Cancel**

## Upload a Document

This screen allows the user to upload documents to the filing. At least one document is required.

**E-Filing**

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

**Case Information: 14-CV-0222**

Short Caption: PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL      Classification: Appeals - Civil - General Civil (CAB)

Superior Court or Agency Number: Other Civil      Filed Date: 02/28/2014

**Upload Document**

The maximum upload size for a single document is 60 MB. Break up a large document into several small documents or scan in black & white to reduce file sizes.

Document Name: MOTIONS - Motion      Comments: Test Comments      Choose File: Test Page.pdf

**Attach Another Document**      **Continue** **Cancel**

The document name will be generated based on the filing type & subtype. The user may use the **Choose File** hyperlink to replace the document that was uploaded.

The user may also add additional documents by clicking **Attach Another Document** hyperlink. On additional documents the user must enter a name for the document. The user is not restricted to the number of files to attach, but each file cannot be larger than 60MB. The user should break up large documents (large appendix) that exceed 60MB into smaller documents or scan in black and white to reduce file sizes.

## Service List

The Service List screen displays any parties that will be served electronically and also shows parties that must be served by conventional means.

**E-Filing**

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

**Case Information: 14-CV-0222**

Short Caption: PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL      Classification: Appeals - Civil - General Civil (CAB)

Superior Court or Agency Number: Other Civil      Filed Date: 02/28/2014

**Service List**

The following parties will be served electronically:  
No records were found.

The following parties must be served by conventional means:

Todd S. Kim Solicitor General 441 4th Street NW Ste 600s Washington DC 20001	Attorney • Council of the District of Columbia: Appellee / D.C. Board of Elections and Ethics: Appellee	Service Type: Hand-Delivered
Richard S. Love 441 4th St NW 6th Flr South Washington DC 20001	Attorney • Council of the District of Columbia: Appellee / D.C. Board of Elections and Ethics: Appellee	Service Type: Mail
		Service Date: 08/03/2015

**Continue** **Cancel**

Any parties that are to be served by conventional means must have the service type selected from the drop down menu and the service date set. Once these fields have been filled in, the user can click the **Continue** button to move to the next screen.

## Filing Summary

The last screen is a filing summary screen and the final step before submitting the filing to the court. This is a review of all of the information entered and a last opportunity to make any changes.

**Appellate E-Filing System**  
C-Track, the browser-based CMS for Appellate Courts

Case Information: 14-CV-0222

Short Caption: PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL. Classification: Appeals - Civil - General Civil (CAB)  
Superior Court or Agency Number: Other Civil Filed Date: 02/28/2014

Buttons: Save as Draft, Submit to Court, Cancel

**Edit E-Filing** Edit

Type: MOTIONS  
Subtype: Motion  
Filed on Behalf of: Council of the District of Columbia

E-Filer Comments:  
Submission Information  
Confirmation No.: 56  
Submission Date/Time:  
Status: Draft  
Clerk's Comments:

**Documents** Add Document

Date	Document Name	Status	Comments
08/13/2015	MOTIONS - Motion	Pending Submission	Text Comments

Buttons: Edit, Remove

**Service List** Edit

The following parties will be served electronically:  
No records were found.

The following parties must be served by conventional means:

Name	Address	Role	Service Type	Service Date
Todd S. Kim	441 4th Street NW Ste 600s Washington DC 20001	Attorney	Hand-Delivered	08/03/2015
Richard S. Love	441 4th St NW 4th Flr South Washington DC 20001	Attorney	Mail	08/03/2015

TERMS AND CONDITIONS TO BE DETERMINED.  
 I agree

Buttons: Save as Draft, Submit to Court, Cancel

- Case Information**  
The case information is at the top of the screen followed by the **Save as a Draft**, **Submit to Court** and **Cancel** buttons.
- Edit eFiling**  
The eFiling information follows. In the right corner there is an Edit hyperlink to make any necessary changes to the filing.
- Documents**  
The Documents section is next and allows the user to view, edit or remove the document. If additional documents need to be added the user can click the Add Document hyperlink in the right corner.
- Service List**  
The Service List is next and lists the parties on the case and how and when they will be served. If changes are required, the user can click the Edit hyperlink in the right corner.
- Terms and Conditions**  
The last section is the terms and conditions. These must be agreed to before the user can submit the filing to the court. If the user attempts to submit without having checked the "I Agree" checkbox, a validation error will appear.
- Save as a Draft**  
The filing can be saved as a draft without agreeing to the terms and conditions. The filing will be saved for later editing and submission.

**Messages** X

- Your E-Filing has been saved in the Drafts Folder.

Case Information: 14-CV-0222			
Short Caption:	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL.	Classification:	Appeals - Civil - General Civil (CAB)
Superior Court or Agency Number:	Other Civil	Filed Date:	02/28/2014

Case No.	Document Type/Subtype	Filed on Behalf of	Status
14-CV-0222	MOTIONS - Motion	Council of the District of Columbia	Draft

- **Submit to Court**  
Once the filing is approved by the user, it can be submitted by clicking the **Submit to Court** button.
- **Cancel**  
This will return the user to the Edit Service List Screen without saving.

### Submit Confirmation

Once a filing has been submitted to the court the user is navigated to the confirmation screen. The screen will list the confirmation number, submission date and time, and some of the case and filing information.

**Messages** x

- Your e-filing has been successfully submitted to the District of Columbia Court of Appeals and your submitted document(s) e-mailed to those who receive electronic service. You will receive notification of the acceptance or rejection of this document from the Clerk's Office.

**Case Information: 14-CV-0222**

<b>Short Caption:</b>	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL	<b>Classification:</b>	Appeals - Civil - General Civil (CAB)
<b>Superior Court or Agency Number:</b>	Other Civil	<b>Filed Date:</b>	02/28/2014

Case No.	Document Type/Subtype	Filed on Behalf of	Status
14-CV-0222	MOTIONS - Motion	Council of the District of Columbia	Submitted
<b>Confirmation No.:</b>	56		
<b>Submission Date:</b>	08/13/2015		
<b>Submission Time:</b>	1:38 PM		

Please [print this](#) page for your records.

There is a hyperlink at the bottom of the screen so the user can print the page for record keeping. When the link is clicked it will pull up the user's printer information.

8/13/2015

Filing Confirmation (Submitted to Court)

**Appellate E-Filing System**

C-Track, the browser based CMS for Appellate Courts

**Test Attorney**

**Logout**

Cases

**E-Filing**

Account

Find Case...

**E-Filing**

- Draft Filings
- Pending Filings
- Rejected Filings
- Approved Filings

**Messages**

- Your e-filing has been successfully submitted to the District of Columbia Court of Appeals and your submitted document(s) e-mailed to those who receive electronic service. You will receive notification of the acceptance or rejection of this document from the Clerk's Office.

**Case Information: 14-CV-0222**

<b>Short Caption:</b>	PAUL ZUKERBERG V. D.C. BOARD OF ELECTIONS AND ETHICS, ET AL	<b>Classification:</b>	Appeals - Civil - General Civil (CAB)
<b>Superior Court or Agency Number:</b>	Other Civil	<b>Filed Date:</b>	02/28/2014

Case No.	Document Type/Subtype	Filed on Behalf of	Status
14-CV-0222	MOTIONS - Motion	Council of the District of Columbia	Submitted
<b>Confirmation No.:</b>	56		
<b>Submission Date:</b>	08/13/2015		
<b>Submission Time:</b>	1:38 PM		

Please [print](#) this page for your records.

### Save Confirmation

If the user opts to save the filing as a draft, a different confirmation screen will be displayed. The save confirmation will contain limited information regarding the case and filing.

**Messages** ✕  
• Your E-Filing has been saved in the Drafts Folder.

**Case Information: 14-SP-0117**

<b>Short Caption:</b>	CHERYL RIVERA V. JACK LEW, ET AL	<b>Classification:</b>	Appeals - Special Proceedings - Certified Question Of Law
<b>Superior Court or Agency Number:</b>	Clerk, U.S District Court of District of Columbia	<b>Filed Date:</b>	01/31/2014

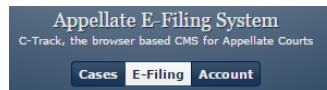
Case No.	Document Type/Subtype	Filed on Behalf of	Status
14-SP-0117	BRIEF - Brief	Cheryl Rivera	Draft

## CHAPTER 6: Types of Statuses

### Status & State Changes

eFilings, eFiled documents, emails, and eFilers all have statuses. Below is a list of each item and the statuses associated with it.

### eFiling Statuses



eFilings change status as they go through the submission process. The statuses are:

E-Filing		My E-Filings		
	Draft Filings	Pending Filings	Rejected Filings	Approved Filings
Status	Description	Count		
Draft	E-Filings created but not sent to Court	4		
Pending	Court has received E-Filings but has not approved	3		
Rejected	Court rejected E-Filings	0		
Approved	Court accepted E-Filings	0		

- Draft
  - eFilings created but not sent to Court
- Submitted
  - Court has received eFilings but has not approved
- Approved
  - Court accepted eFilings
- Rejected
  - Court rejected eFilings
- Error
  - System error

### eFiling Document Statuses

Document statuses change during the submission, conversion and watermarking process. The statuses are:

- Pending Submission
- Pending Conversion
- Pending Approval
- Error
- Active

### Email Statuses

C-Track typically sends out email notifications automatically. However, the clerk may want to resend an email to an eFiler. If the system can't connect to the email server, the status will be set to 'Error'. When a clerk resends an email the status is set to 'Pending'. The available statuses are:

- Error
- Pending
- Sent

### **eFiler Statuses**

A person applying to be an eFiler goes through the status changes below.

- Pending
- Approved
- Rejected

## CHAPTER 7: eFiling Queues

### eFilings

The eFilings queue displays all of the queues and the number of filings in each. By clicking on the eFiling tab at the top-center of the screen, the user will navigate to this page.

Each of the queues has a hyperlink the user can click on to navigate to the queue. There is also a left navigation menu that the user can click on to go directly to a queue.

### Draft eFilings

The draft eFilings queue allows the user to review all filings saved as a draft and make edits or remove the draft.

E-Filing		Draft E-Filings			
		Case No.	Type/Subtype	Filed on Behalf of	
<a href="#">Draft Filings</a>		14-SP-0117	BRIEF - Brief	Cheryl Rivera	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Pending Filings</a>		15-CV-0006	BRIEF - Brief	asdf	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Rejected Filings</a>		14-PR-0167	BRIEF - Brief	John Doe	<a href="#">Edit</a> <a href="#">Remove</a>
<a href="#">Approved Filings</a>		14-CV-0222	MOTIONS - Motion	Council of the District of Columbia	<a href="#">Edit</a> <a href="#">Remove</a>

The case number hyperlink will navigate the user to the case view.

The Edit hyperlink navigates the user to the filing summary screen where edits can be made or the filing can be submitted to court.

If the user clicks the Remove hyperlink, a popup will display “Are you sure you want to remove this filing?”

If the user selects OK, the filing will be removed from the queue and the screen will be refreshed.

### Pending eFilings

The pending eFilings queue displays all filings which have been submitted to court but have not yet been approved or rejected.

E-Filing		Pending E-Filings				
		Case No.	Type/Subtype	Filed on Behalf of	Conf. No.	Status
<a href="#">Draft Filings</a>		14-SP-0117	BRIEF - Brief	ZACH	19	Submitted
<a href="#">Pending Filings</a>		14-PR-0078	BAR FILING - Report And Recommendation Of Board On Prof. Resp.	asdf	49	Submitted
<a href="#">Rejected Filings</a>		14-FM-0211	BRIEF - Brief	Leigh Slaughter	51	Submitted

The case number hyperlink navigates the user to the case view screen.

The confirmation number will navigate the user to the filing summary screen. No changes can be made once the filing has been submitted. This will be a view only screen.

### Rejected eFilings

The rejected eFilings queue will display all filings which have been submitted to the court and rejected.

E-Filing		Rejected E-Filings				
		Case No.	Type/Subtype	Filed on Behalf of	Conf. No.	Rejection Reason
<a href="#">Draft Filings</a>		No records were found.				

The case number hyperlink will navigate the user to the case view screen. The Edit hyperlink will navigate the user to the filing summary screen where edits can be made or the filing can be submitted to the court. The Remove hyperlink will remove the filing from the queue and refresh the screen.



Please note that if the clerk adds comments these will display below the filing on a separate line.

### **Approved eFilings**

The approved eFilings queue will display all of the filings that the user has submitted and have been approved by the court.

The screenshot shows the 'E-Filing Queue' interface. On the left is a navigation menu with 'E-Filing' selected, containing sub-items: Draft Filings, Pending Filings, Rejected Filings, and Approved Filings. The main area has a search bar with 'From Date:', 'To Date:', and 'Confirmation No.:' fields, each with a calendar icon, and a 'Search' button. Below the search bar is a table titled 'Approved E-Filings' with columns: Case No., Type/Subtype, Filed on Behalf of, and Conf. No. The table currently displays 'No records were found.'

The default view will display all existing filings. The user can narrow the search by selecting the “from” and “to” date or entering the confirmation number.

The case number hyperlink navigates the user to the case view screen. The Details hyperlink will navigate the user to the filing summary screen. This will be a read only screen.