

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 25-17**

**Administrative Order Regarding E-Filing Complaints and Petitions in the Civil  
Division, Civil Actions Branch**

**WHEREAS**, electronic filing (eFiling) is an essential aspect of the efficient operations of the Superior Court of the District of Columbia; and

**WHEREAS**, the Civil Division, Civil Actions Branch of the Superior Court seeks to provide a more efficient method for processing complaints and petitions eFiled with the Court; and

**WHEREAS**, the Civil Division, Civil Actions Branch of the Superior Court publishes its eFiling Requirements on the website of the District of Columbia Courts (<https://www.dccourts.gov/>); and

**WHEREAS**, a party represented by an attorney, or an attorney acting as a fiduciary or in another representative capacity must eFile complaints and petitions in the Civil Actions Branch in accordance with applicable Court Rules and eFiling Requirements; and

**WHEREAS**, a party not represented by an attorney may eFile complaints and petitions in the Civil Actions Branch in accordance with applicable Court Rules and eFiling Requirements;

**NOW, THEREFORE**, it is hereby

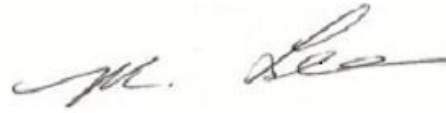
**ORDERED**, that if a complaint or petition eFiled in the Civil Action Branch does not conform to the requirements of an applicable Superior Court Rule or Administrative Order, the Clerk will notify the filer of the error and direct the filer to correct the error and refile the document by the end of the next business day; and it is further

**ORDERED**, that if the complaint or petition is not corrected and eFiled by the end of the next business day as directed, the Clerk will dismiss the original filing pursuant to Superior Court Civil Rule 41 for failure to comply with applicable rules, without any further notice from the Clerk; and it is further

**ORDERED**, that this Administrative Order for eFiling complaints and petitions in the Civil Division, Civil Actions Branch shall become effective on September 22, 2025.

**SO ORDERED.**

Date: September 5, 2025

A handwritten signature in dark ink, appearing to read "M. Lee", is positioned above a horizontal line.

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Milton C. Lee, Jr.  
Chief Judge

Copies to:

Judicial Officers  
Executive Officer  
Clerk of the Court  
Office of General Counsel  
Division Directors  
District of Columbia Bar  
Daily Washington Law Reporter  
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