CaseFileXpress®

The New CFX eFiling System
Washington, D.C. Superior Court

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PLEASE REMEMBER:

- ✓ Log in to new CFX system and update your email address under Your Profile
  ***** Must be completed by May 30th *****
- ✓ On or near June 4th, ***watch for email*** from CFX regarding your ***Temporary Password***
- ✓ Log in to new CFX system with your temporary password, ***Answer Challenge Questions*** *and* ***Create New Password*** of choice for your account. *If you did not receive the temporary password email, please contact CaseFileXpress at 877-433-4533.*
- ✓ ***Update*** Your Profile with ***Credit Card Number*** for individuals. Firm Managers enter credit card for each office through management system. *CFX will update accountholders.*
- ✓ Log in to legacy CFX system with old password to access filings until further notice
- ✓ If needed, ***Delegates*** can be added/removed by Firm Manager or CFX Customer Support

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EFILING REMINDERS:

- The court fee list is provided by the clerk's office.
- Payment is not processed for rejected filings.
- If the clerk rejects your filing, please correct based on the clerk's comments and resubmit immediately.
- The service list is created by our users. Always confirm it is correct before submitting your filing.
- The application is best viewed on IE 6+ for PC. Performance of the application cannot be guaranteed with other browsers and operating systems, such as Safari for Macintosh.

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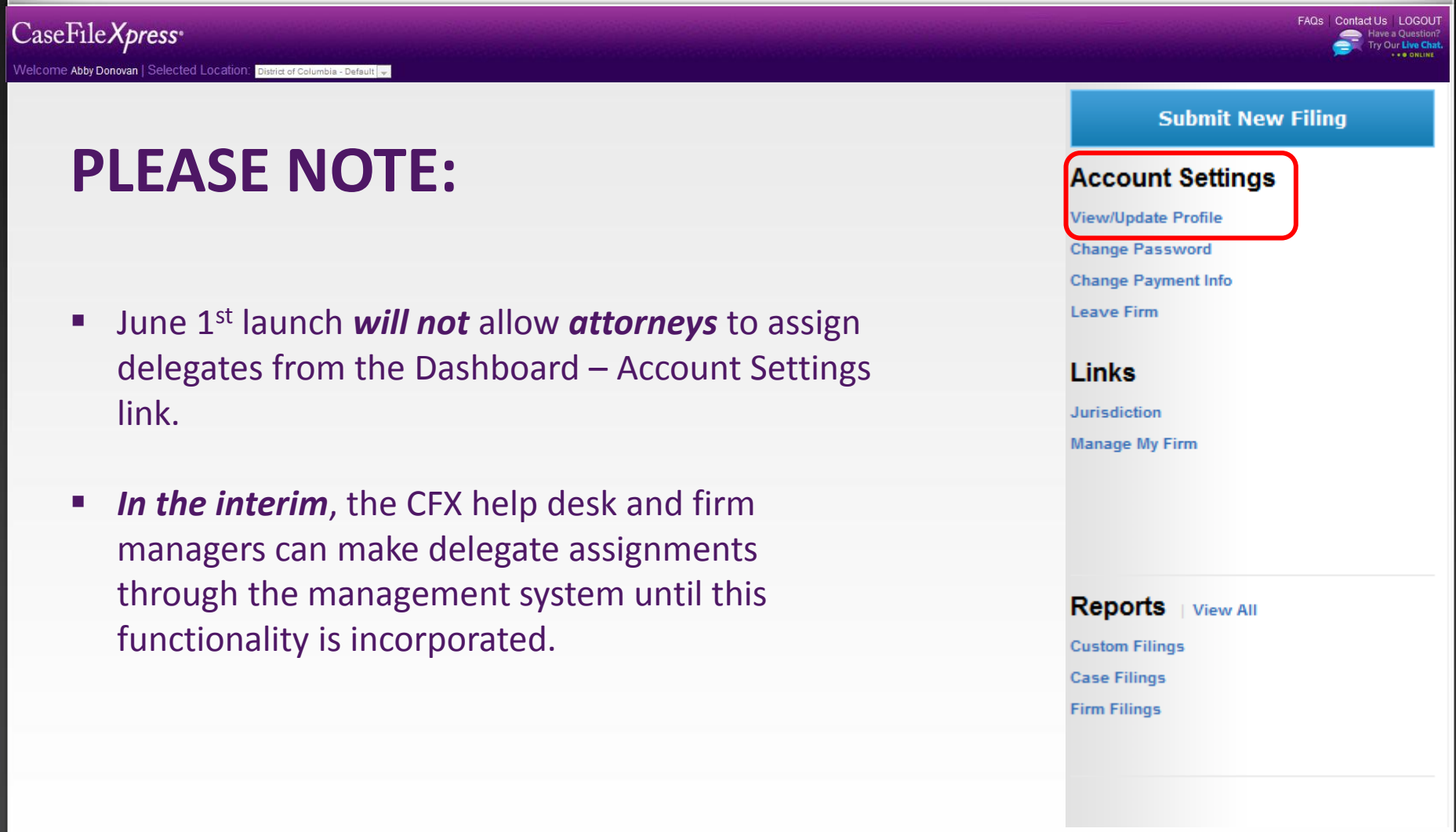
Assigning Delegates



PLEASE NOTE:

- June 1st launch ***will not*** allow ***attorneys*** to assign delegates from the Dashboard – Account Settings link.
- ***In the interim***, the CFX help desk and firm managers can make delegate assignments through the management system until this functionality is incorporated.

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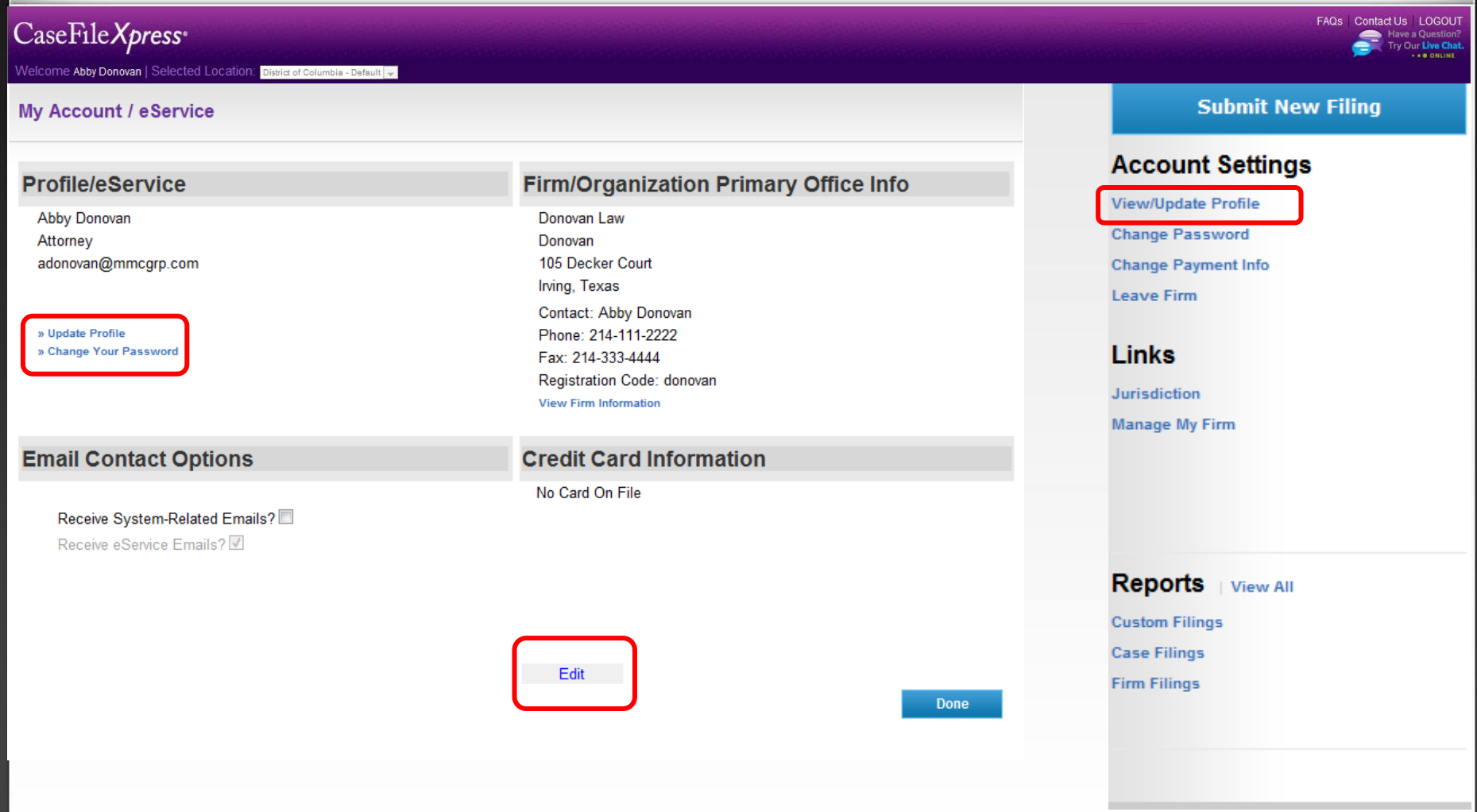
View/Update Profile
FILER



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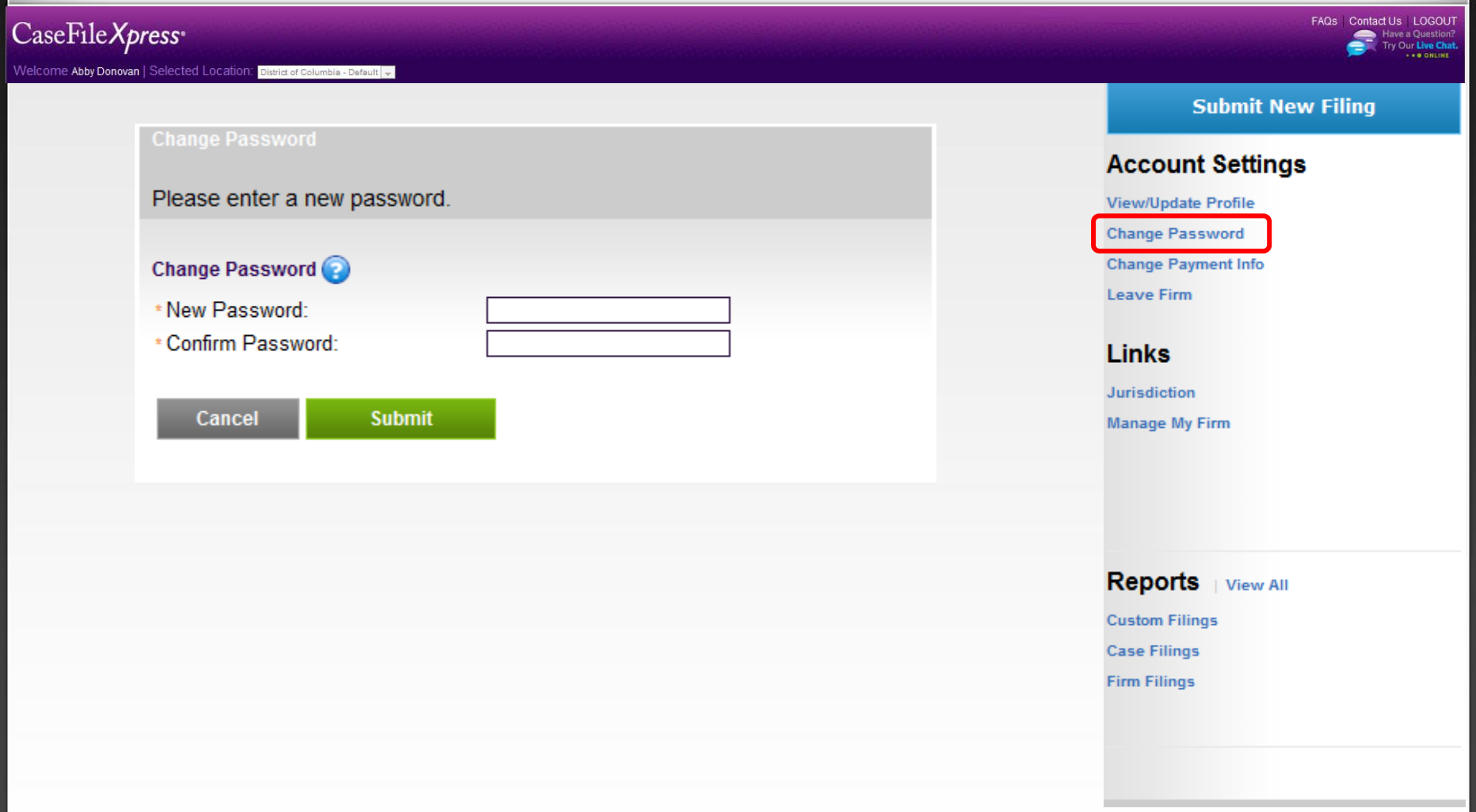
Change Password
FILER



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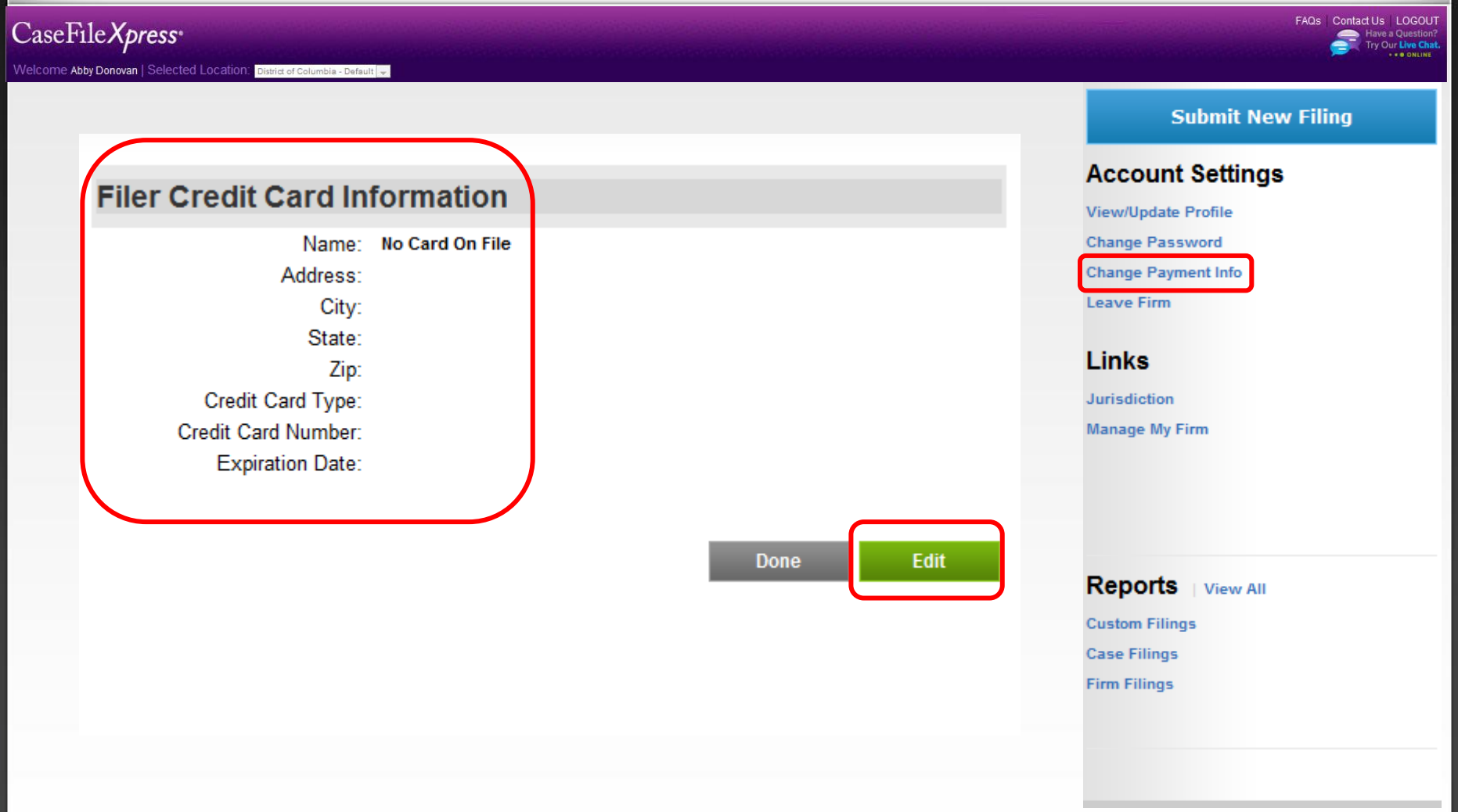
Change Payment Info. FILER



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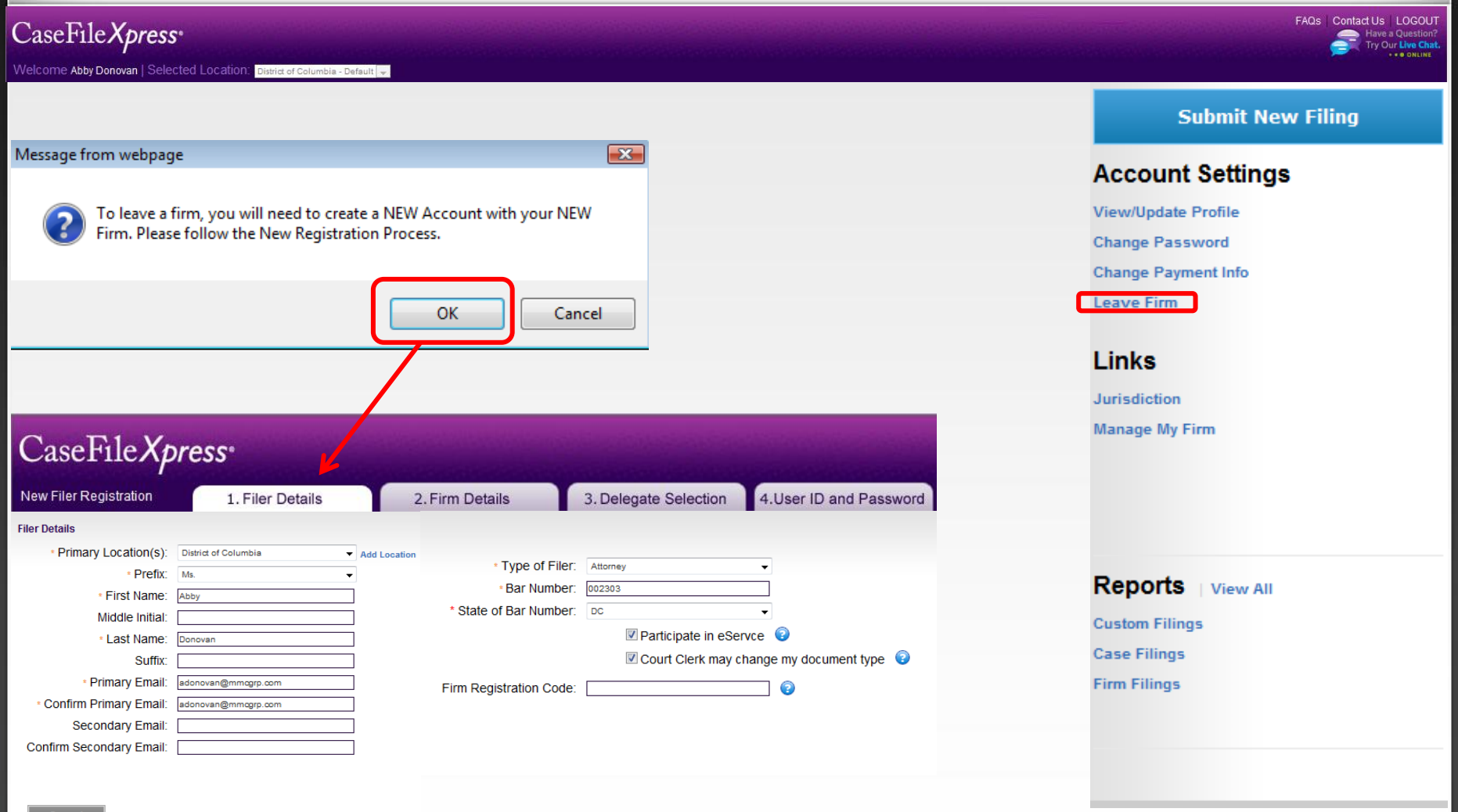
Leave Firm
FILER



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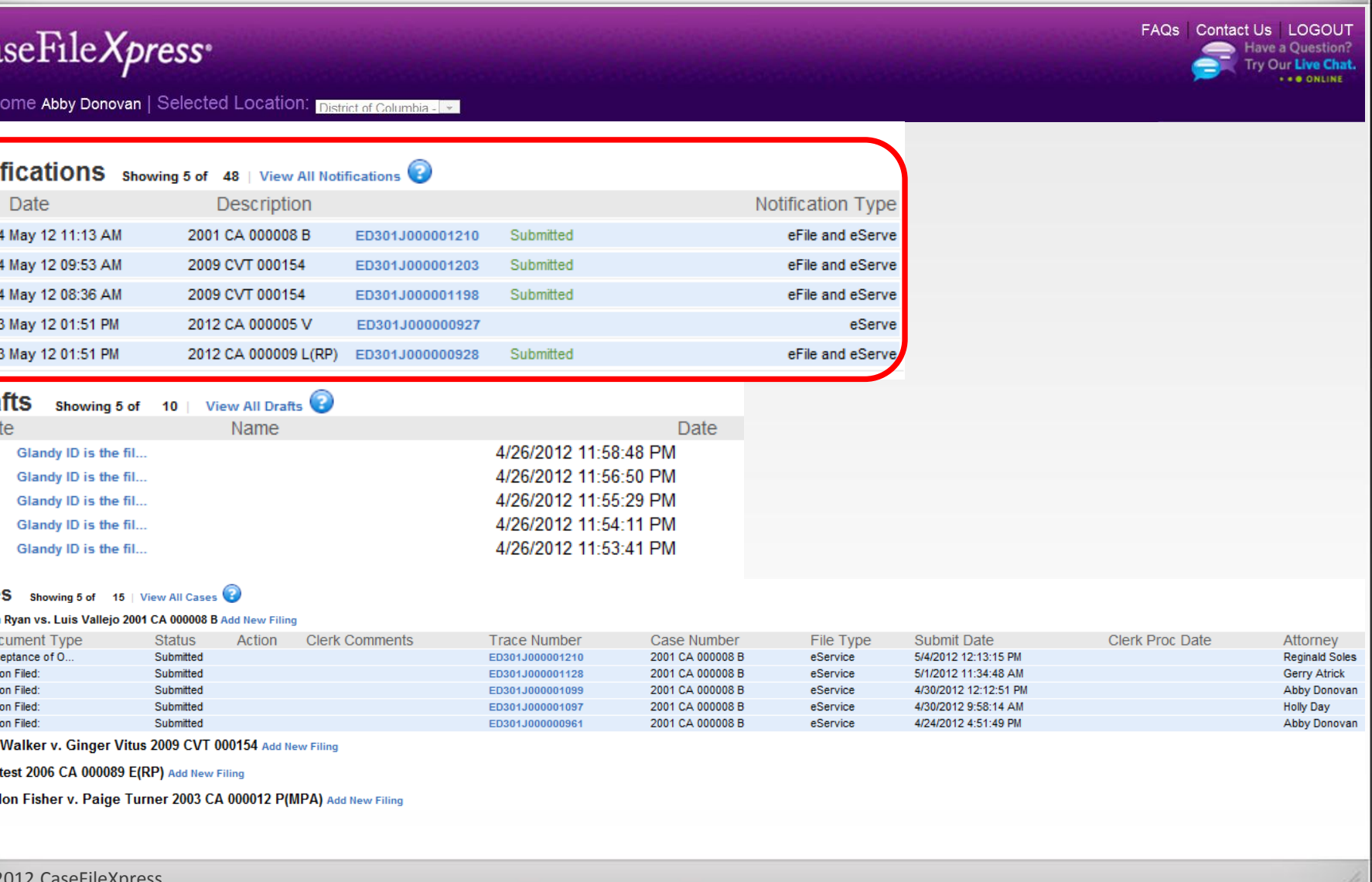
MY DASHBOARD - Notifications



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MY DASHBOARD - Drafts

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FAQs | Contact Us | LOGOUT

Have a Question? Try Our Live Chat. ONLINE

Welcome Abby Donovan | Selected Location: District of Columbia -

Notifications

Showing 5 of 48 | View All Notifications

Date	Description			Notification Type
04 May 12 11:13 AM	2001 CA 000008 B	ED301J000001210	Submitted	eFile and eServe
04 May 12 09:53 AM	2009 CVT 000154	ED301J000001203	Submitted	eFile and eServe
04 May 12 08:36 AM	2009 CVT 000154	ED301J000001198	Submitted	eFile and eServe
03 May 12 01:51 PM	2012 CA 000005 V	ED301J000000927		eServe
03 May 12 01:51 PM	2012 CA 000009 L(RP)	ED301J000000928	Submitted	eFile and eServe

Drafts

Showing 5 of 10 | View All Drafts

Delete	Name	Date
	Glandy ID is the fil...	4/26/2012 11:58:48 PM
	Glandy ID is the fil...	4/26/2012 11:56:50 PM
	Glandy ID is the fil...	4/26/2012 11:55:29 PM
	Glandy ID is the fil...	4/26/2012 11:54:11 PM
	Glandy ID is the fil...	4/26/2012 11:53:41 PM

Cases

Showing 5 of 15 | View All Cases

▼ John Ryan vs. Luis Vallejo 2001 CA 000008 B Add New Filing

Document Type	Status	Action	Clerk Comments	Trace Number	Case Number	File Type	Submit Date	Clerk Proc Date	Attorney
Acceptance of O...	Submitted			ED301J000001210	2001 CA 000008 B	eService	5/4/2012 12:13:15 PM		Reginald Soles
Motion Filed:	Submitted			ED301J000001128	2001 CA 000008 B	eService	5/1/2012 11:34:48 AM		Gerry Atrick
Motion Filed:	Submitted			ED301J000001099	2001 CA 000008 B	eService	4/30/2012 12:12:51 PM		Abby Donovan
Motion Filed:	Submitted			ED301J000001097	2001 CA 000008 B	eService	4/30/2012 9:58:14 AM		Holly Day
Motion Filed:	Submitted			ED301J000000961	2001 CA 000008 B	eService	4/24/2012 4:51:49 PM		Abby Donovan

▶ Jay Walker v. Ginger Vitus 2009 CVT 000154 Add New Filing

▶ IFP test 2006 CA 000089 E(RP) Add New Filing

▶ Marlon Fisher v. Paige Turner 2003 CA 000012 P(MPA) Add New Filing

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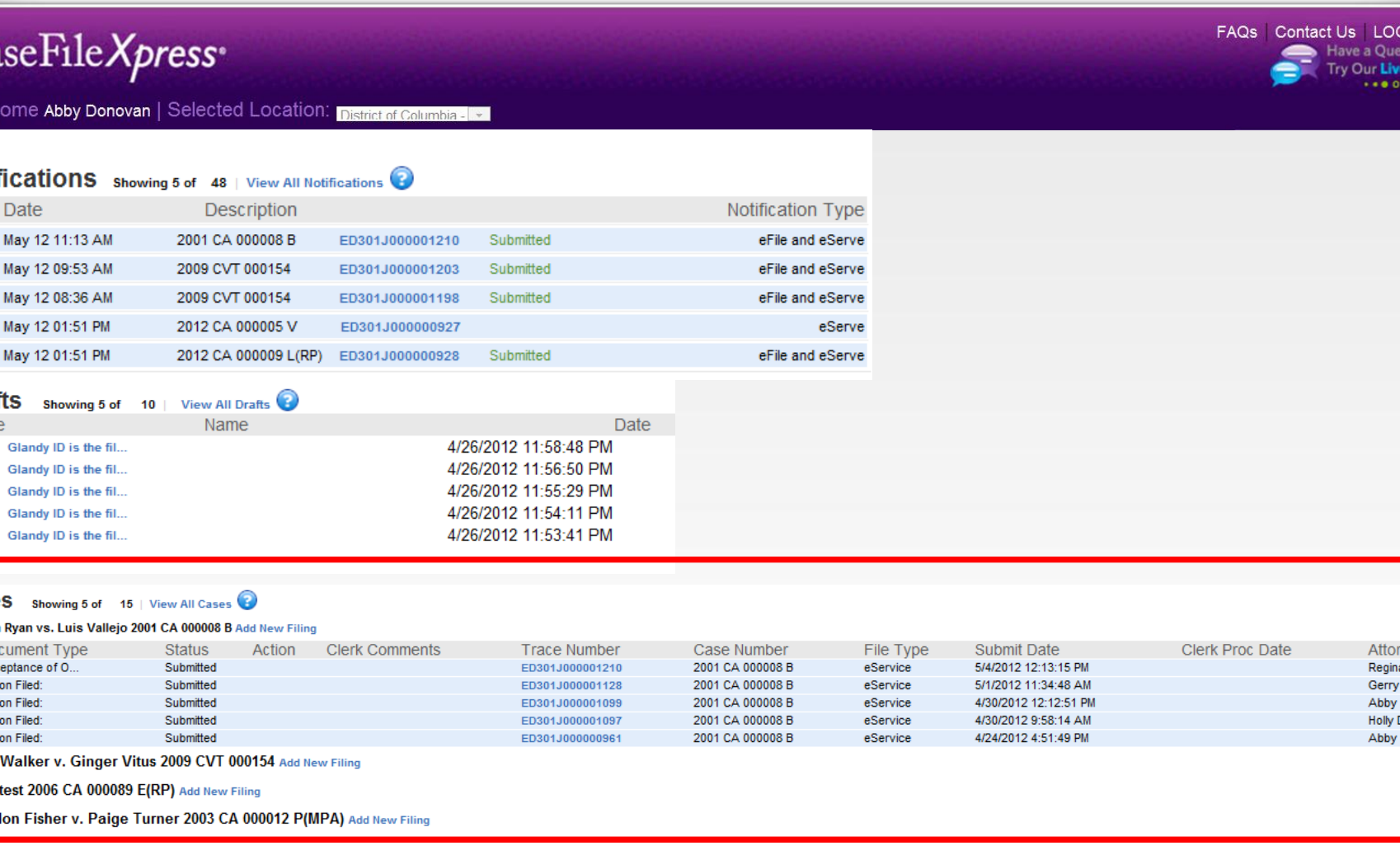
MY DASHBOARD - Cases



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MY DASHBOARD Symbols

Yellow Exclamation Mark - Filing was submitted to the court and is awaiting review by the Court Clerk

Green Check Mark - Filing was accepted by the Court Clerk

Red Exclamation Mark – Filing was rejected by the Court Clerk. You must correct and resubmit your filing; payment is not processed

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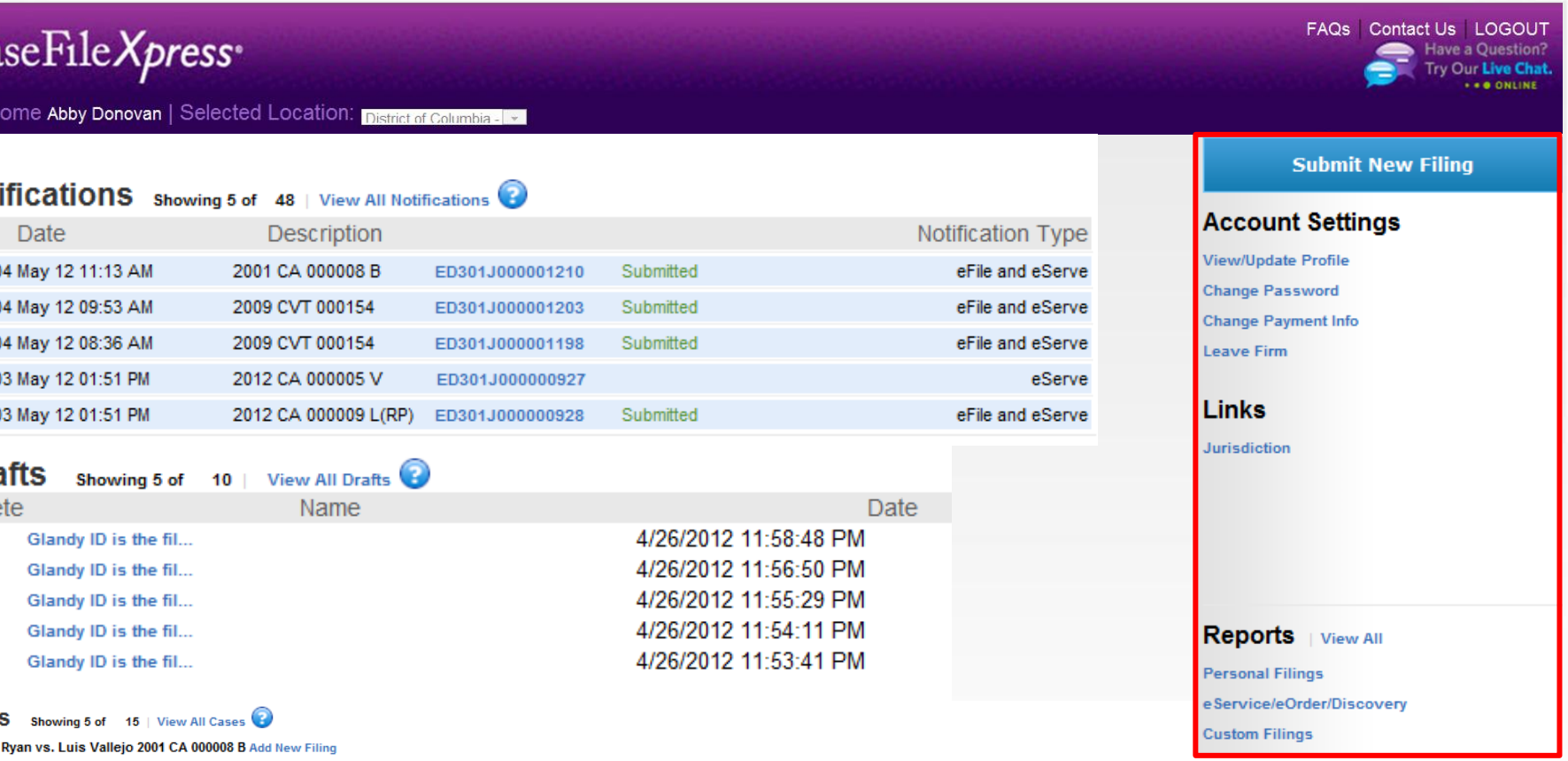
MY DASHBOARD

Submit New Filing / Account Settings / Links / Reports



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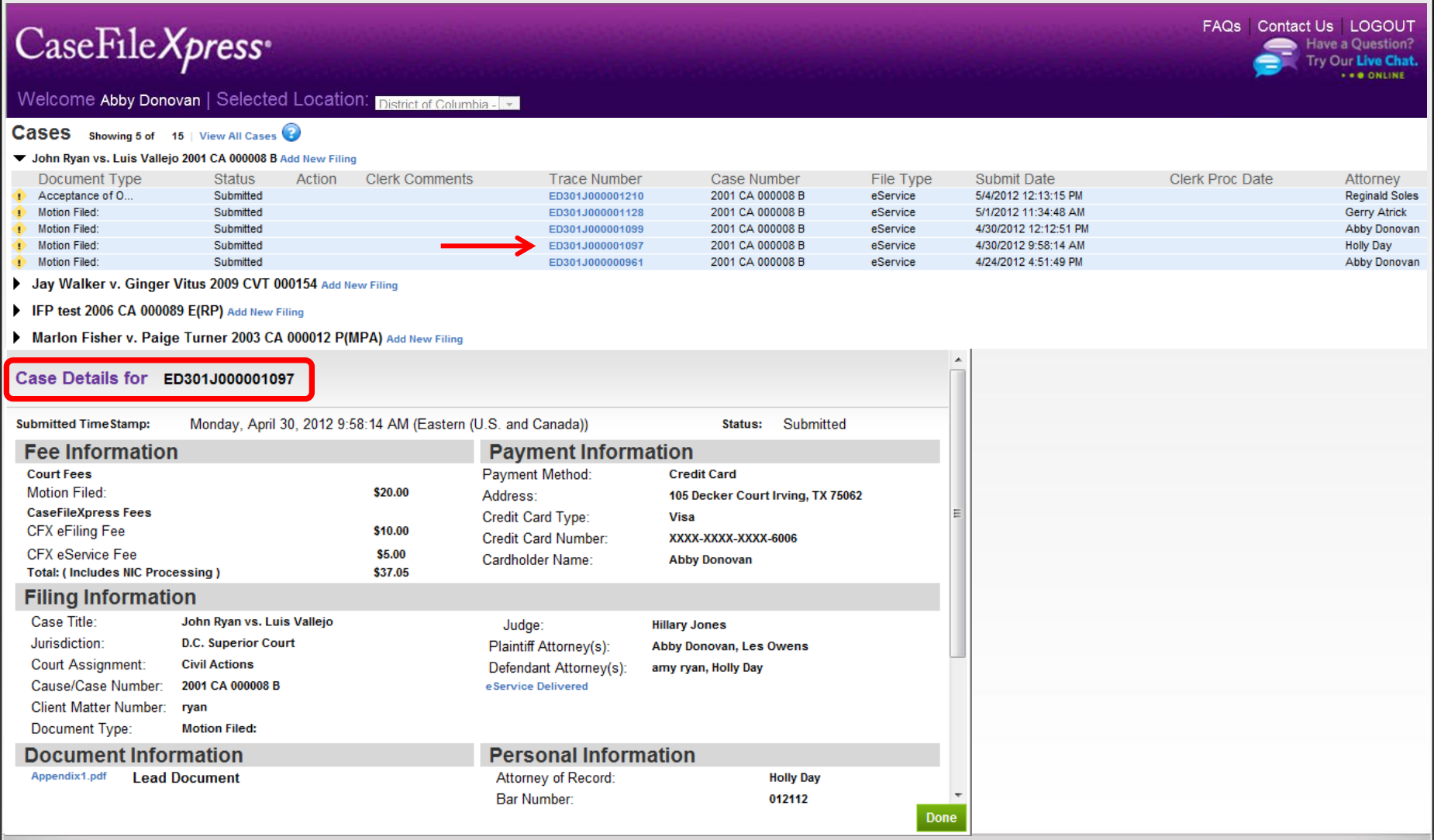
MY DASHBOARD
Case Details



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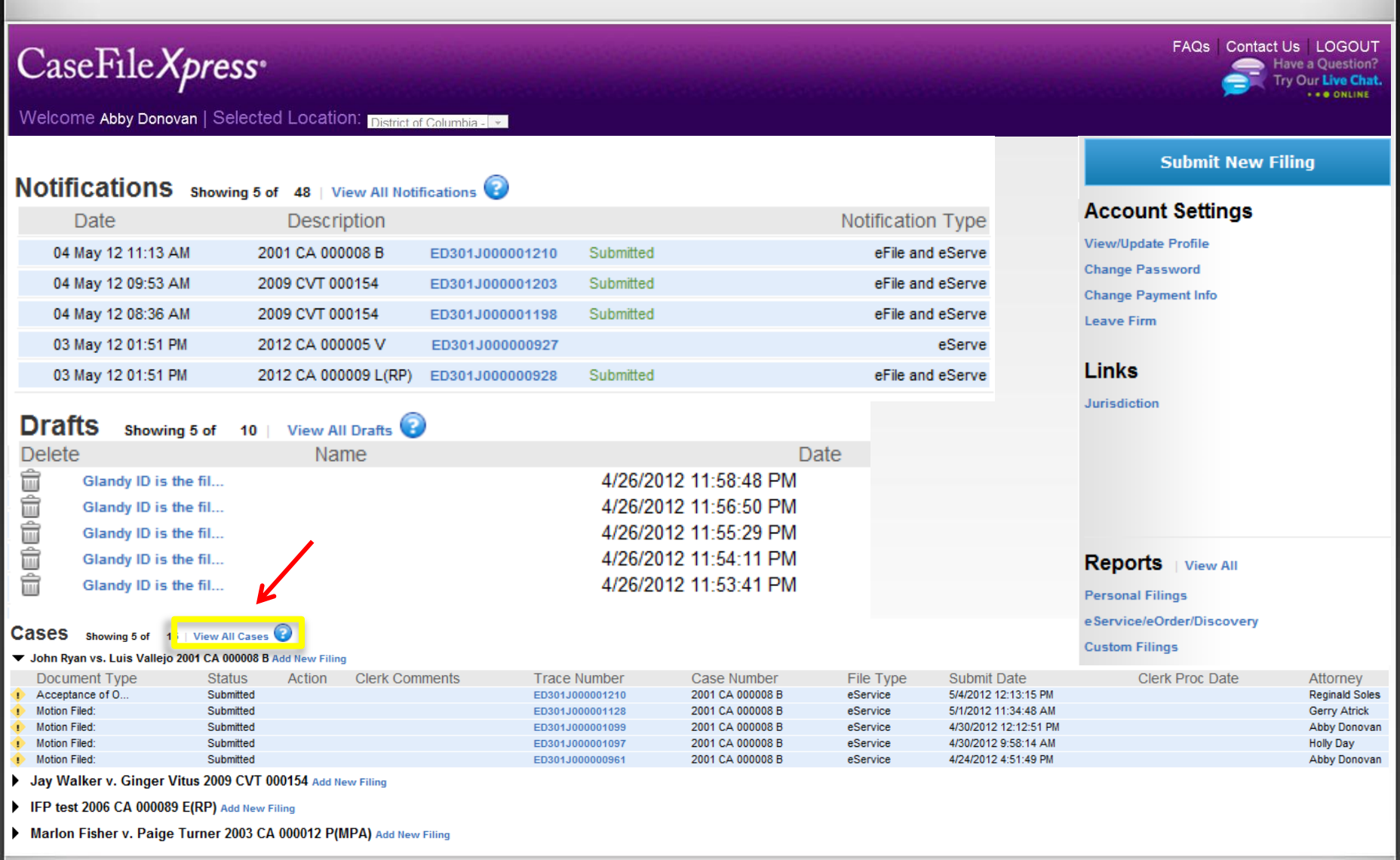
MY DASHBOARD
View All Cases



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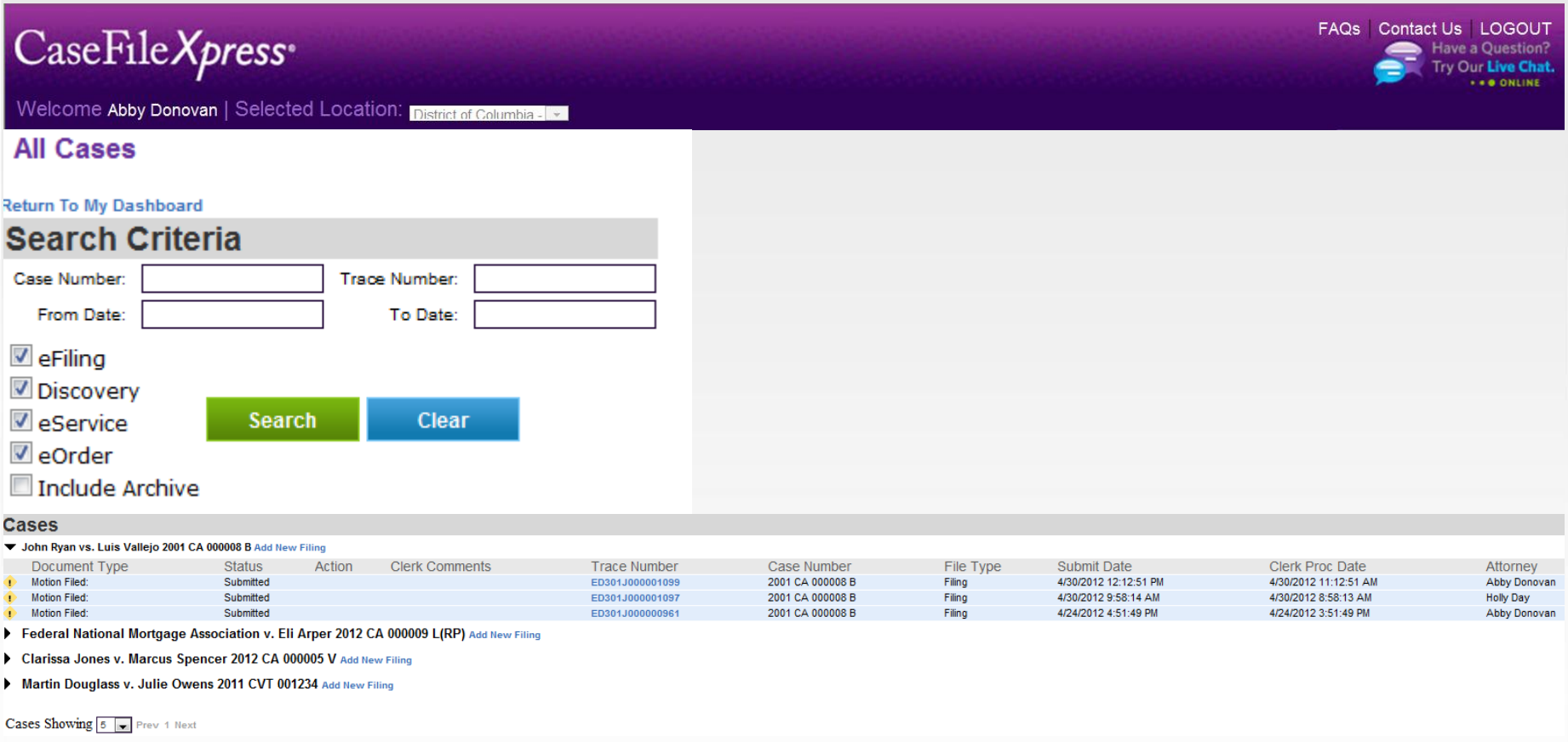
MY DASHBOARD
View All Cases



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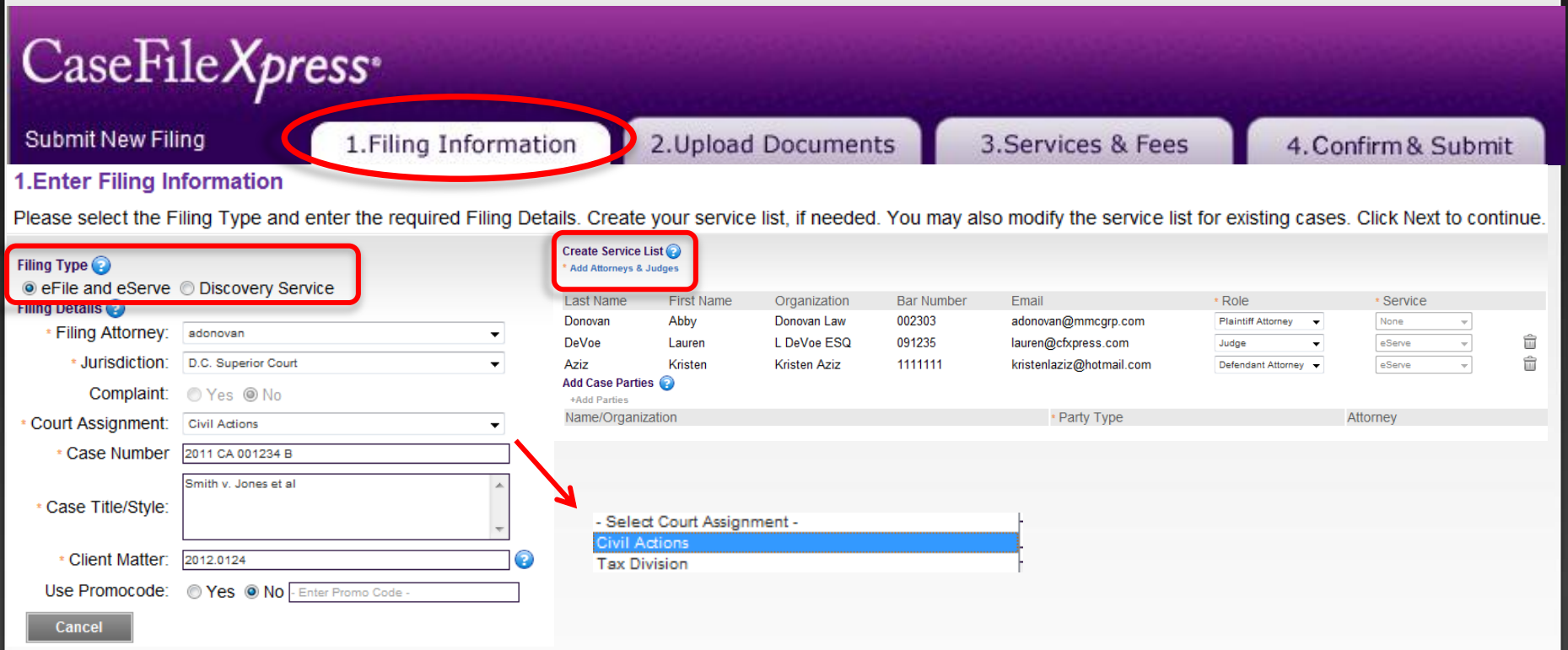
Submit a Filing
Step 1 – Filing Information



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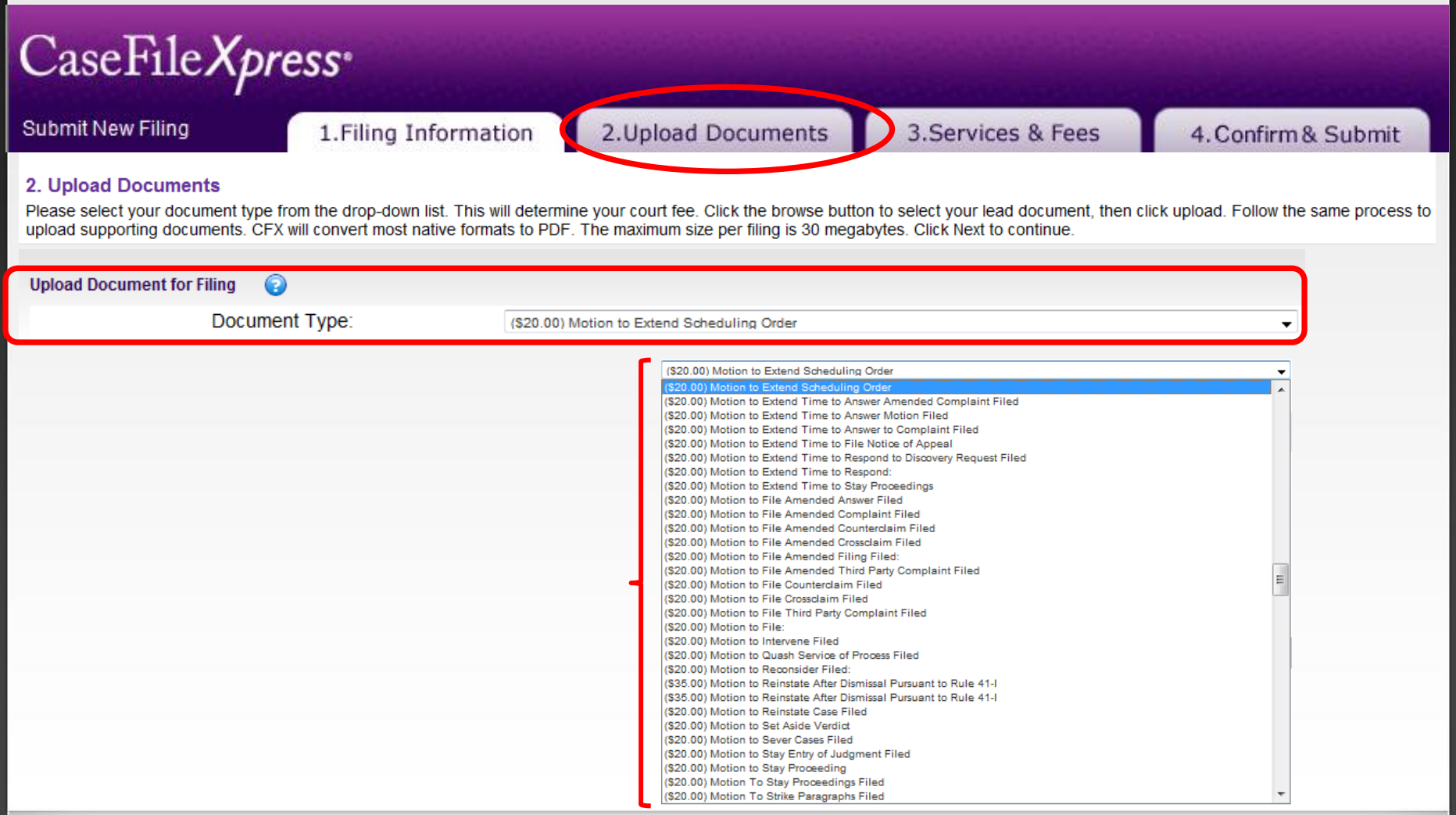
Submit a Filing
Step 2 – Upload Documents



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Submit a Filing
Step 2 – Upload Documents

CaseFileXpress

Submit New Filing | 1.Filing Information | 2.Upload Documents | 3.Services & Fees | 4.Confirm & Submit

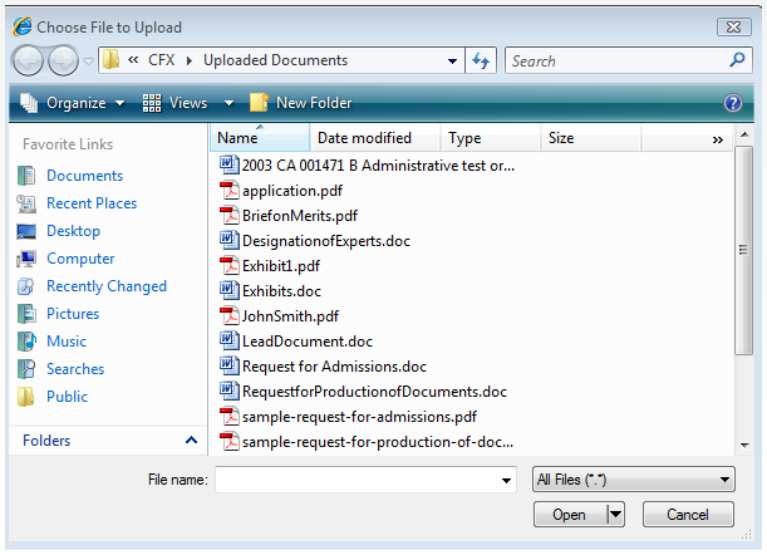
2. Upload Documents

Please select your document type from the drop-down list. This will determine your court fee. Click the browse button to select your lead document, then click upload. Follow the same process to upload supporting documents. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes. Click Next to continue.

Upload Document for Filing

Document Type: ($20.00) Motion to Extend Scheduling Order

Select a file to upload: Browse... Upload



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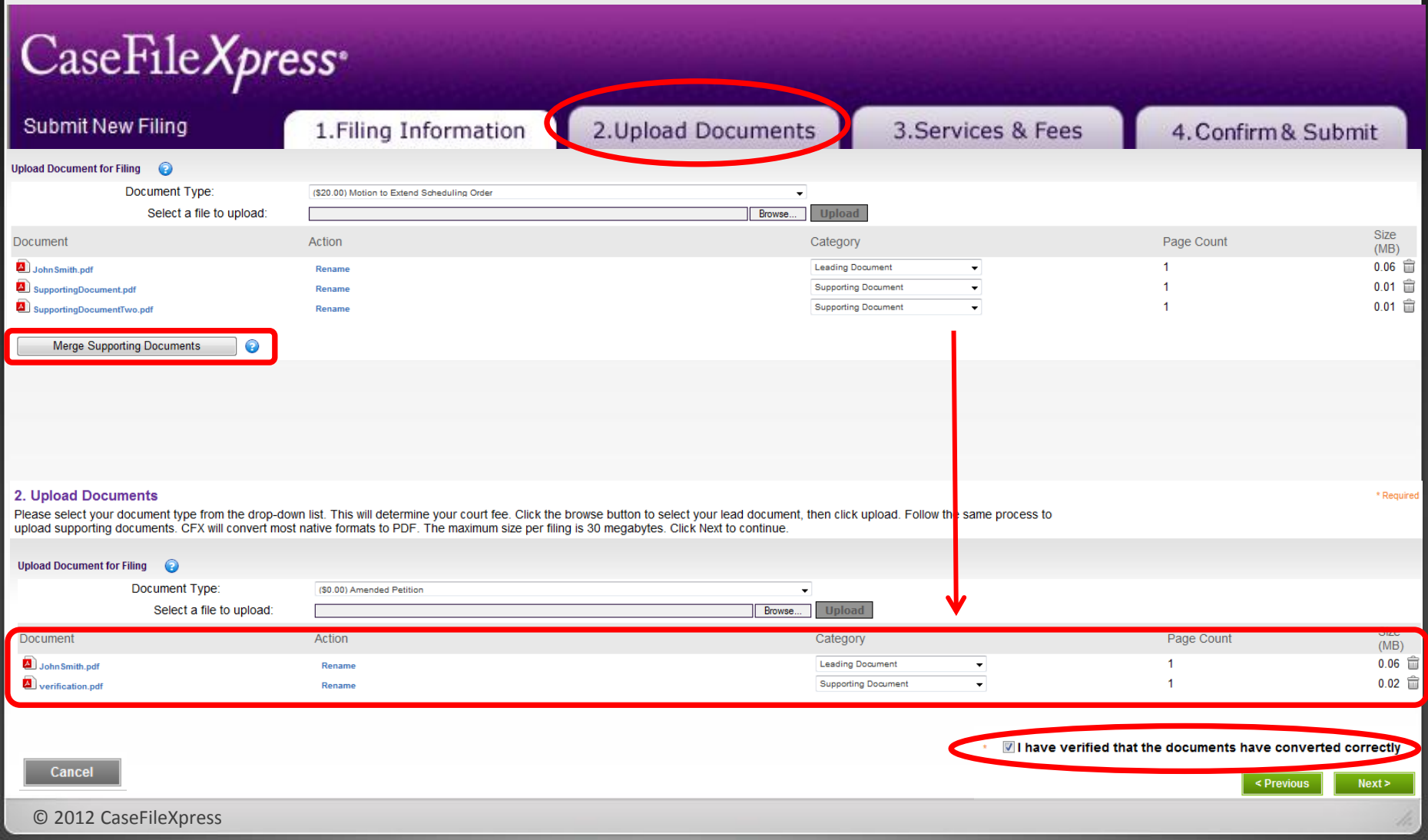
Submit a Filing
Step 2 – Upload Documents



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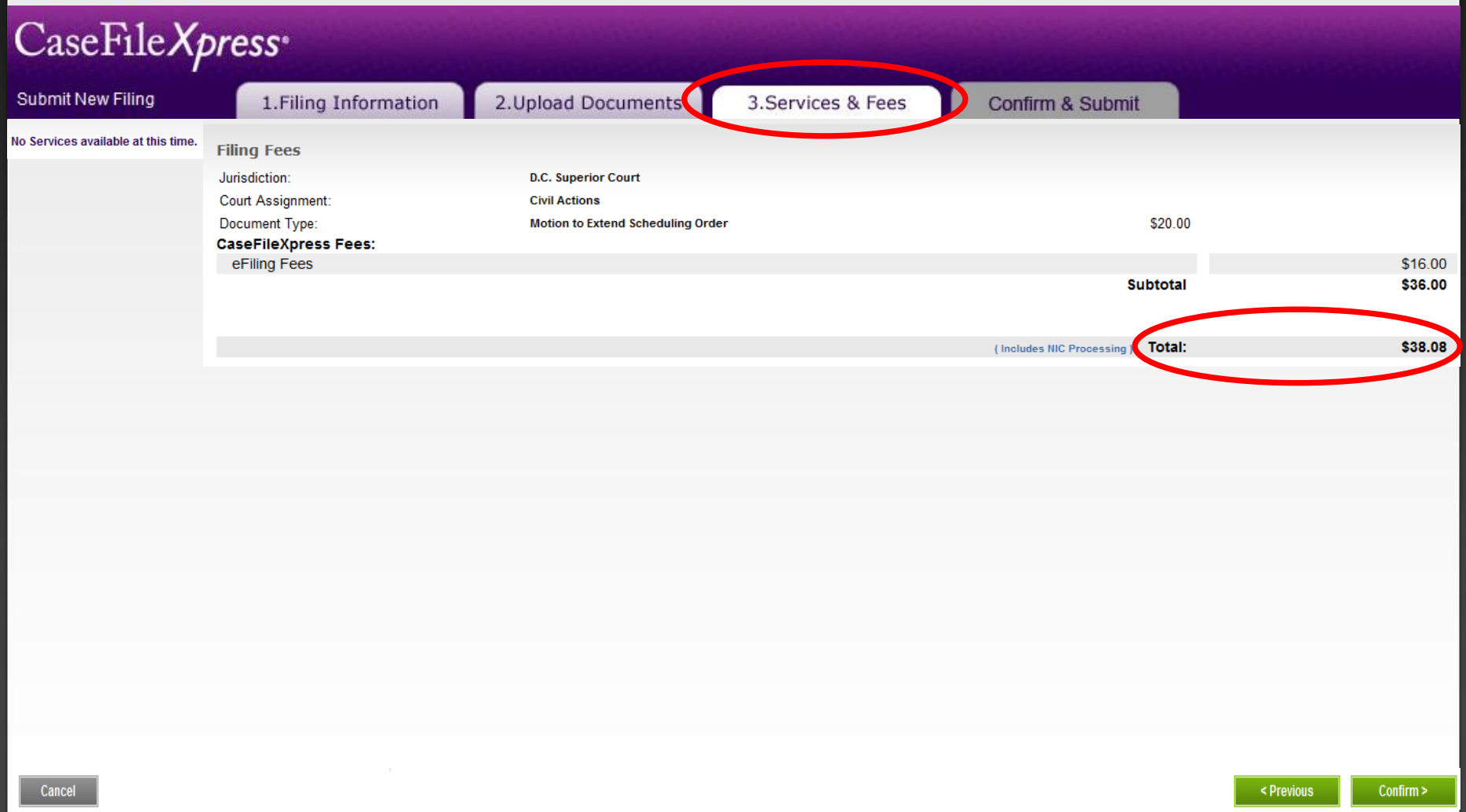
Submit a Filing
Step 3 – Service & Fees



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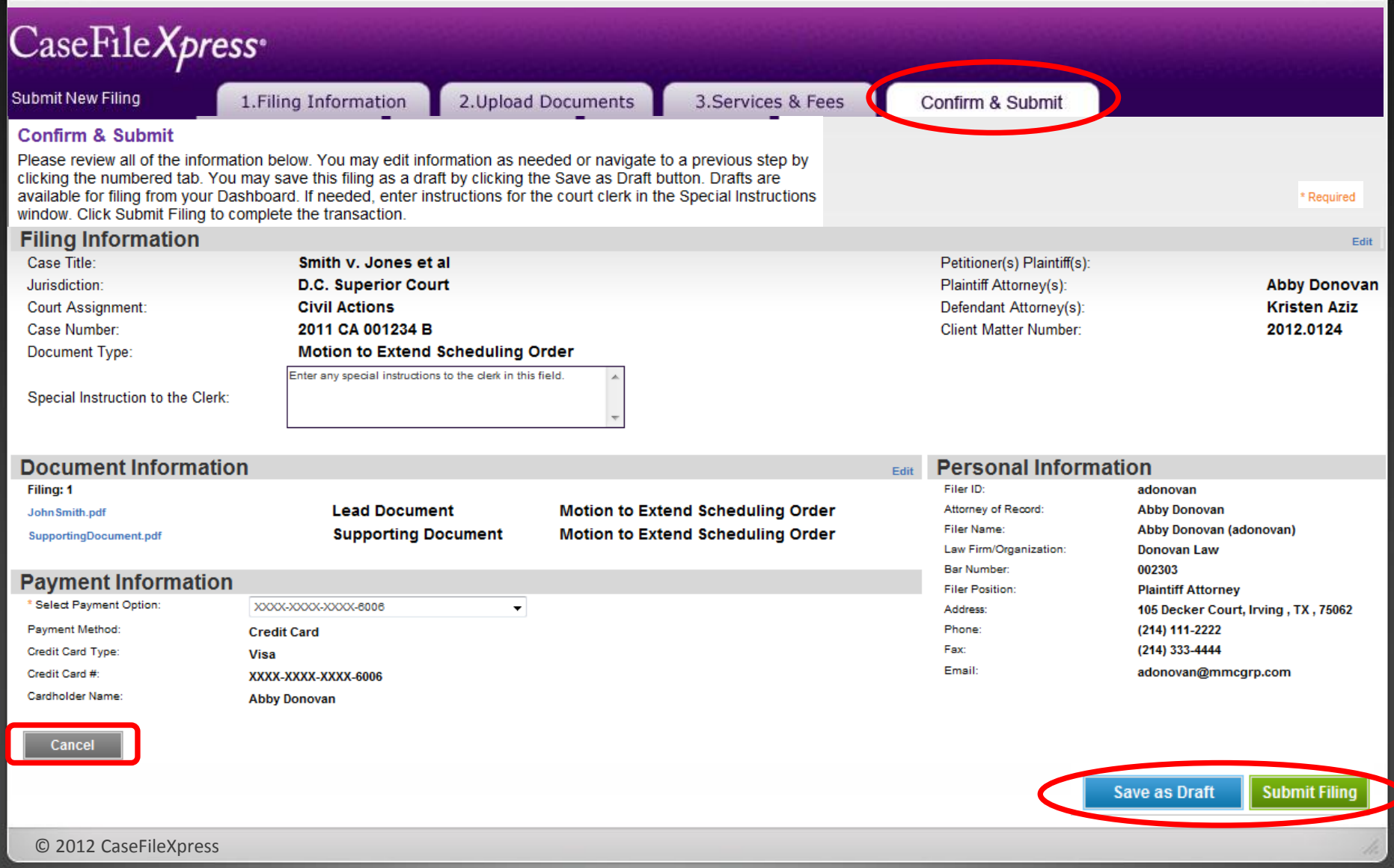
Submit a Filing
Step 4 – Confirm & Submit



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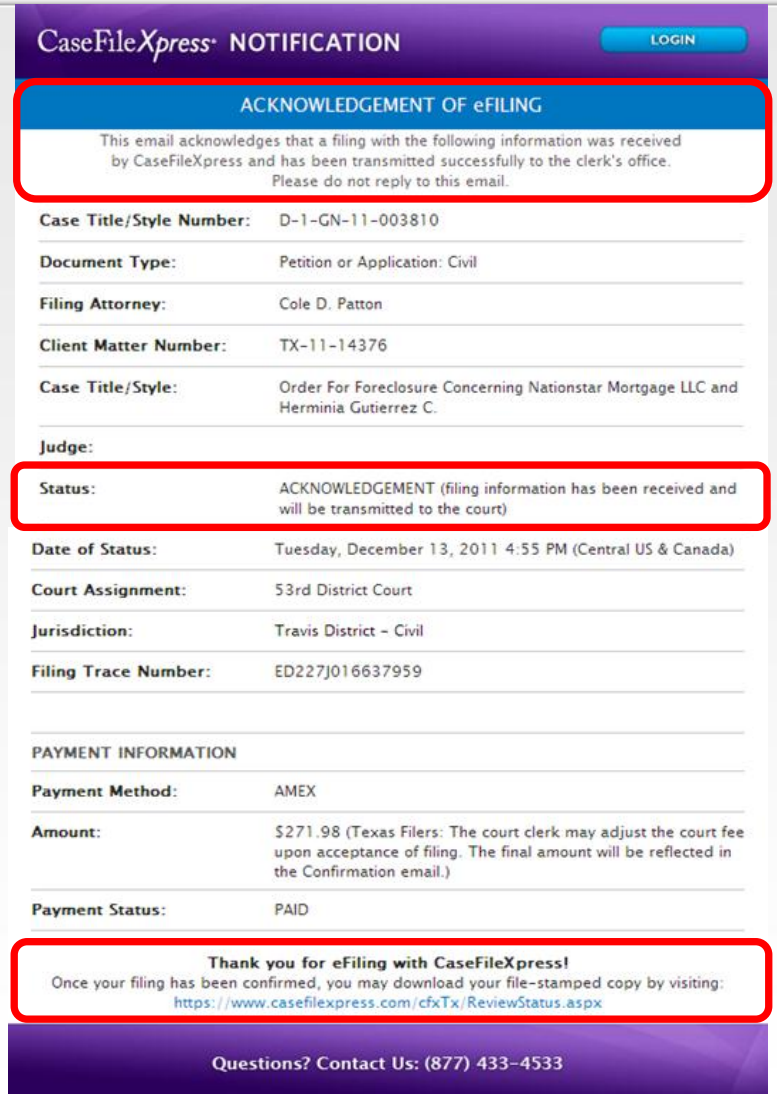
CaseFileXpress® eFiling Acknowledgement



CaseFileXpress NOTIFICATION

LOGIN

ACKNOWLEDGEMENT OF eFILING

This email acknowledges that a filing with the following information was received by CaseFileXpress and has been transmitted successfully to the clerk's office. Please do not reply to this email.

Case Title/Style Number:	D-1-GN-11-003810
Document Type:	Petition or Application: Civil
Filing Attorney:	Cole D. Patton
Client Matter Number:	TX-11-14376
Case Title/Style:	Order For Foreclosure Concerning Nationstar Mortgage LLC and Herminia Gutierrez C.
Judge:	
Status:	ACKNOWLEDGEMENT (filing information has been received and will be transmitted to the court)
Date of Status:	Tuesday, December 13, 2011 4:55 PM (Central US & Canada)
Court Assignment:	53rd District Court
Jurisdiction:	Travis District - Civil
Filing Trace Number:	ED227J016637959

PAYMENT INFORMATION

Payment Method:	AMEX
Amount:	$271.98 (Texas Filers: The court clerk may adjust the court fee upon acceptance of filing. The final amount will be reflected in the Confirmation email.)
Payment Status:	PAID

Thank you for eFiling with CaseFileXpress!
Once your filing has been confirmed, you may download your file-stamped copy by visiting:
https://www.casefilexpress.com/cfxTx/ReviewStatus.aspx

Questions? Contact Us: (877) 433-4533

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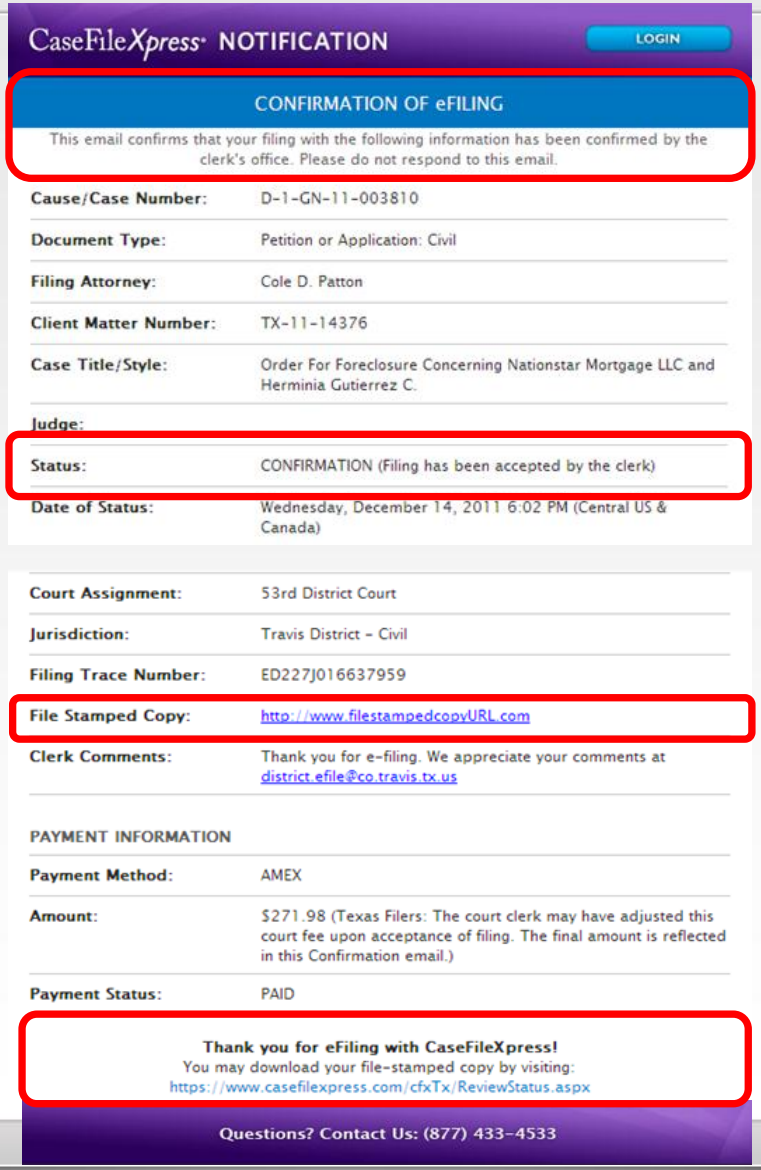
CaseFileXpress® eFiling Confirmation



CaseFileXpress NOTIFICATION

LOGIN

CONFIRMATION OF eFILING

This email confirms that your filing with the following information has been confirmed by the clerk's office. Please do not respond to this email.

Cause/Case Number:	D-1-GN-11-003810
Document Type:	Petition or Application: Civil
Filing Attorney:	Cole D. Patton
Client Matter Number:	TX-11-14376
Case Title/Style:	Order For Foreclosure Concerning Nationstar Mortgage LLC and Herminia Gutierrez C.
Judge:	
Status:	CONFIRMATION (Filing has been accepted by the clerk)
Date of Status:	Wednesday, December 14, 2011 6:02 PM (Central US & Canada)
Court Assignment:	53rd District Court
Jurisdiction:	Travis District - Civil
Filing Trace Number:	ED227J016637959
File Stamped Copy:	http://www.filestampedcopyURL.com
Clerk Comments:	Thank you for e-filing. We appreciate your comments at district.efile@co.travis.tx.us

PAYMENT INFORMATION

Payment Method:	AMEX
Amount:	$271.98 (Texas Filers: The court clerk may have adjusted this court fee upon acceptance of filing. The final amount is reflected in this Confirmation email.)
Payment Status:	PAID

Thank you for eFiling with CaseFileXpress!
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https://www.casefilexpress.com/cfxTx/ReviewStatus.aspx

Questions? Contact Us: (877) 433-4533

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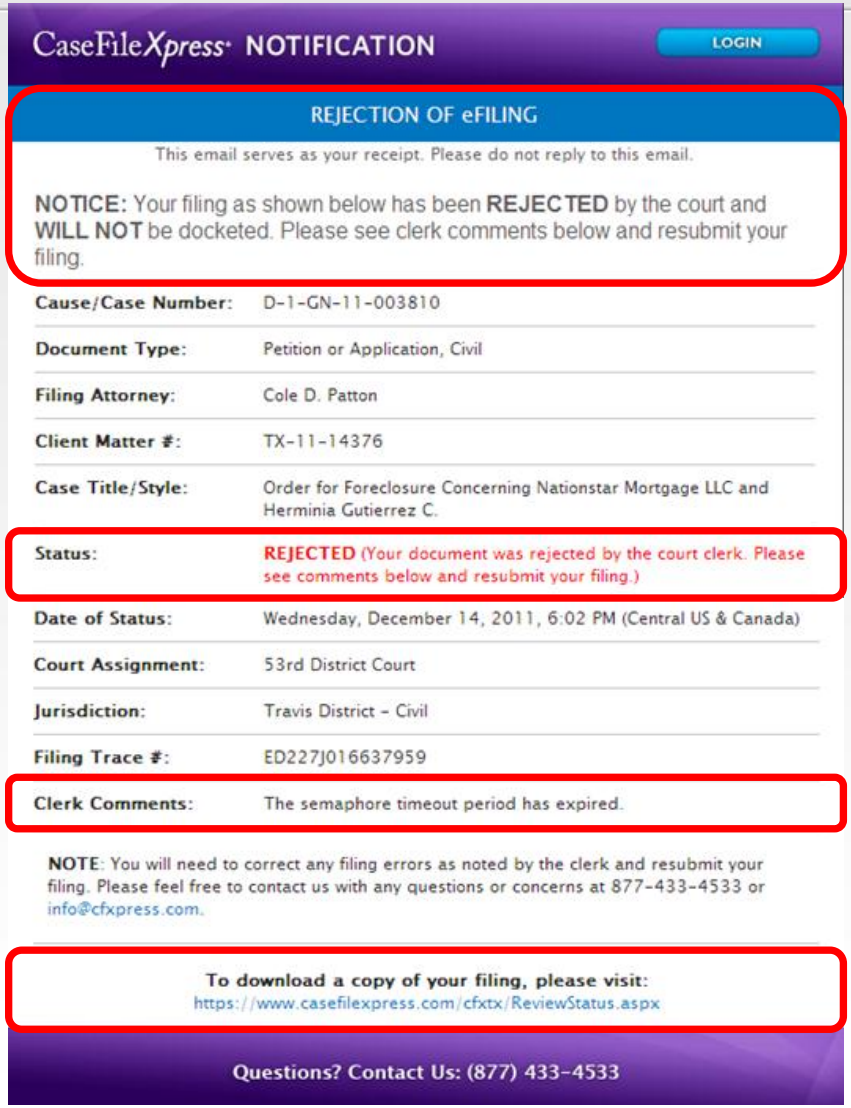
eFiling Rejection



CaseFileXpress NOTIFICATION

LOGIN

REJECTION OF eFILING

This email serves as your receipt. Please do not reply to this email.

NOTICE: Your filing as shown below has been **REJECTED** by the court and **WILL NOT** be docketed. Please see clerk comments below and resubmit your filing.

Cause/Case Number:	D-1-GN-11-003810
Document Type:	Petition or Application, Civil
Filing Attorney:	Cole D. Patton
Client Matter #:	TX-11-14376
Case Title/Style:	Order for Foreclosure Concerning Nationstar Mortgage LLC and Herminia Gutierrez C.
Status:	**REJECTED** (Your document was rejected by the court clerk. Please see comments below and resubmit your filing.)
Date of Status:	Wednesday, December 14, 2011, 6:02 PM (Central US & Canada)
Court Assignment:	53rd District Court
Jurisdiction:	Travis District - Civil
Filing Trace #:	ED227J016637959
Clerk Comments:	The semaphore timeout period has expired.

NOTE: You will need to correct any filing errors as noted by the clerk and resubmit your filing. Please feel free to contact us with any questions or concerns at 877-433-4533 or info@cfxpress.com.

To download a copy of your filing, please visit:
https://www.casefilexpress.com/cfxtx/ReviewStatus.aspx

Questions? Contact Us: (877) 433-4533

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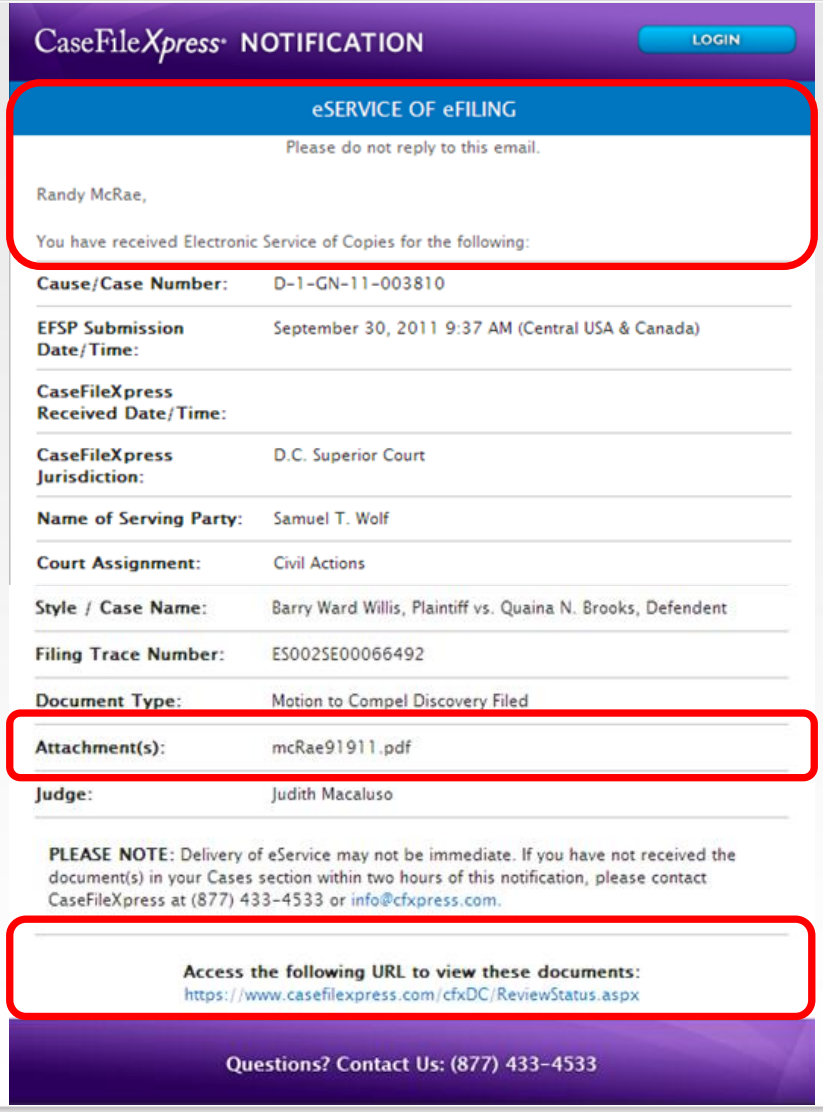
eService of eFiling



CaseFileXpress NOTIFICATION

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eSERVICE OF eFILING

Please do not reply to this email.

Randy McRae,

You have received Electronic Service of Copies for the following:

Cause/Case Number:	D-1-GN-11-003810
EFSP Submission Date/Time:	September 30, 2011 9:37 AM (Central USA & Canada)
CaseFileXpress Received Date/Time:	
CaseFileXpress Jurisdiction:	D.C. Superior Court
Name of Serving Party:	Samuel T. Wolf
Court Assignment:	Civil Actions
Style / Case Name:	Barry Ward Willis, Plaintiff vs. Quaina N. Brooks, Defendent
Filing Trace Number:	ES002SE00066492
Document Type:	Motion to Compel Discovery Filed
Attachment(s):	mcRae91911.pdf
Judge:	Judith Macaluso

PLEASE NOTE: Delivery of eService may not be immediate. If you have not received the document(s) in your Cases section within two hours of this notification, please contact CaseFileXpress at (877) 433-4533 or info@cfxpress.com.

Access the following URL to view these documents:
https://www.casefilexpress.com/cfxDC/ReviewStatus.aspx

Questions? Contact Us: (877) 433-4533

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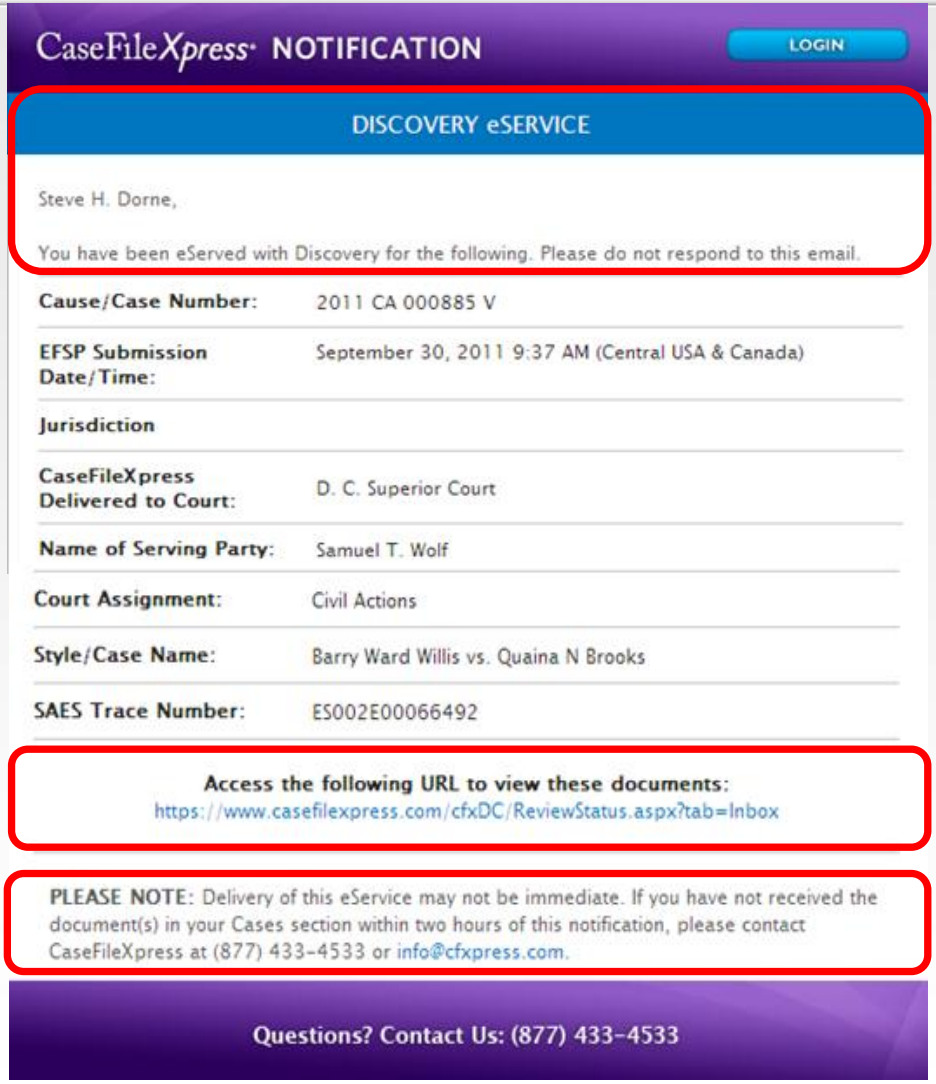
Discovery eService



CaseFileXpress NOTIFICATION

LOGIN

DISCOVERY eSERVICE

Steve H. Dorne,

You have been eServed with Discovery for the following. Please do not respond to this email.

Cause/Case Number:	2011 CA 000885 V
EFSP Submission Date/Time:	September 30, 2011 9:37 AM (Central USA & Canada)
Jurisdiction	
CaseFileXpress Delivered to Court:	D. C. Superior Court
Name of Serving Party:	Samuel T. Wolf
Court Assignment:	Civil Actions
Style/Case Name:	Barry Ward Willis vs. Quaina N Brooks
SAES Trace Number:	ES002E00066492

Access the following URL to view these documents:
https://www.casefilexpress.com/cfxDC/ReviewStatus.aspx?tab=Inbox

PLEASE NOTE: Delivery of this eService may not be immediate. If you have not received the document(s) in your Cases section within two hours of this notification, please contact CaseFileXpress at (877) 433-4533 or info@cfxpress.com.

Questions? Contact Us: (877) 433-4533

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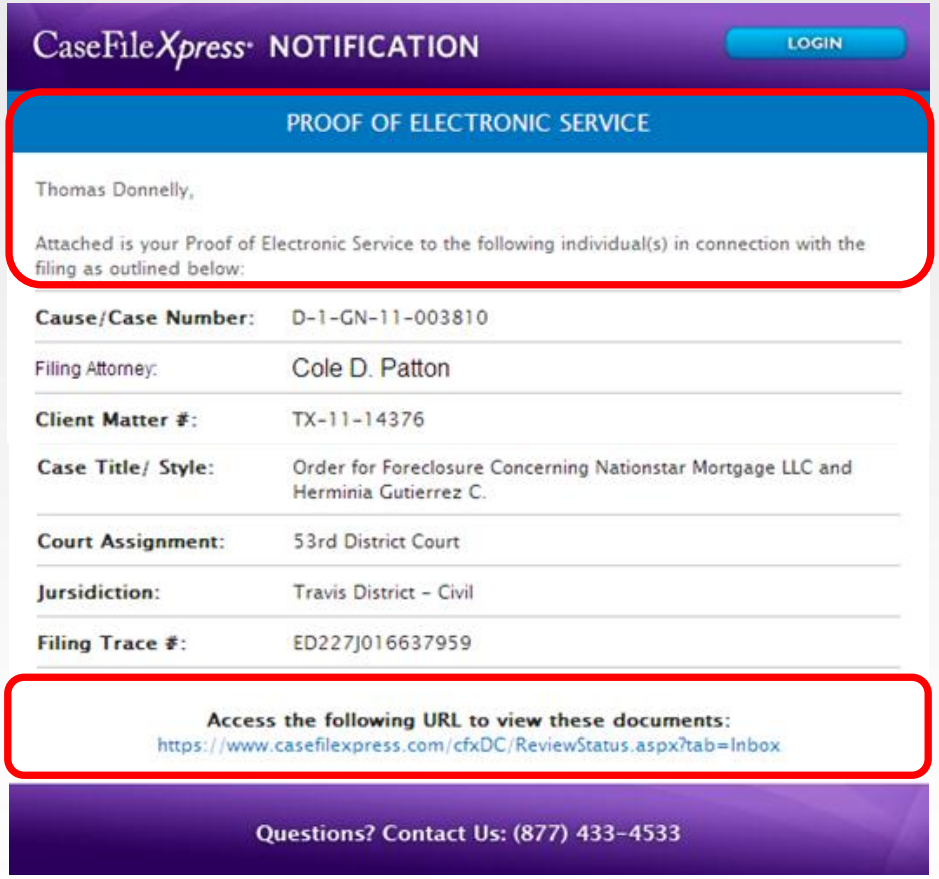
Proof of Electronic Service



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Failed eService

CaseFileXpress NOTIFICATION

LOGIN

FAILED eSERVICE NOTIFICATION

NOTICE: The Electronic Service email notification to the following recipient was unsuccessful. Please deliver service to the individual below using an alternative method. Filing information is shown below. Please do not respond to this email.

Failed Attempt of eService email to:	Stephen Rasch
Cause/Case Number:	D-1-GN-11-003810
Lead Document:	Motion for Protective Order.pdf
Attachment Files:	Exhibit A.pdf
	Exhibit B.pdf
	Exhibit 3.pdf
Filing Attorney:	Cole D. Patton
Client Matter #:	TX-11-14376
Case Title/Style:	Order for Foreclosure Concerning Nationstar Mortgage LLC and Herminia Gutierrez C.
Status:	Attempted eService email **FAILED**
Date of Status:	Tuesday, December 13, 2011 4:55 PM (Central US & Canada)
Court Assignment:	53rd District Court
Delivered to Court:	Travis District - Civil
Filing Trace #:	ED227J016637959

Access the following URL to view these documents:
https://www.casefilexpress.com/cfxDC/ReviewStatus.aspx?tab=Inbox

Questions? Contact Us: (877) 433-4533

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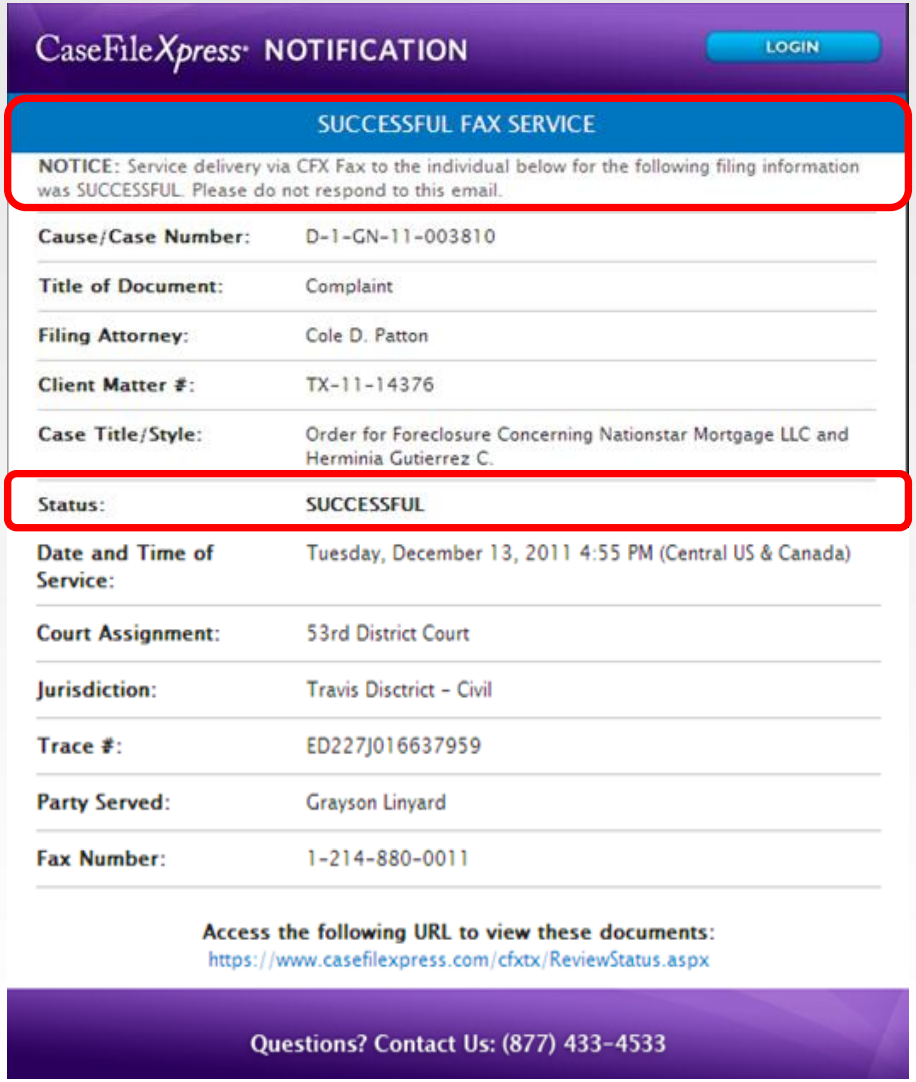
Successful Fax Service



CaseFileXpress® NOTIFICATION

LOGIN

SUCCESSFUL FAX SERVICE

NOTICE: Service delivery via CFX Fax to the individual below for the following filing information was SUCCESSFUL. Please do not respond to this email.

Cause/Case Number:	D-1-GN-11-003810
Title of Document:	Complaint
Filing Attorney:	Cole D. Patton
Client Matter #:	TX-11-14376
Case Title/Style:	Order for Foreclosure Concerning Nationstar Mortgage LLC and Herminia Gutierrez C.
Status:	**SUCCESSFUL**
Date and Time of Service:	Tuesday, December 13, 2011 4:55 PM (Central US & Canada)
Court Assignment:	53rd District Court
Jurisdiction:	Travis Disctrict - Civil
Trace #:	ED227J016637959
Party Served:	Grayson Linyard
Fax Number:	1-214-880-0011

Access the following URL to view these documents:
https://www.casefilexpress.com/cfxtx/ReviewStatus.aspx

Questions? Contact Us: (877) 433-4533

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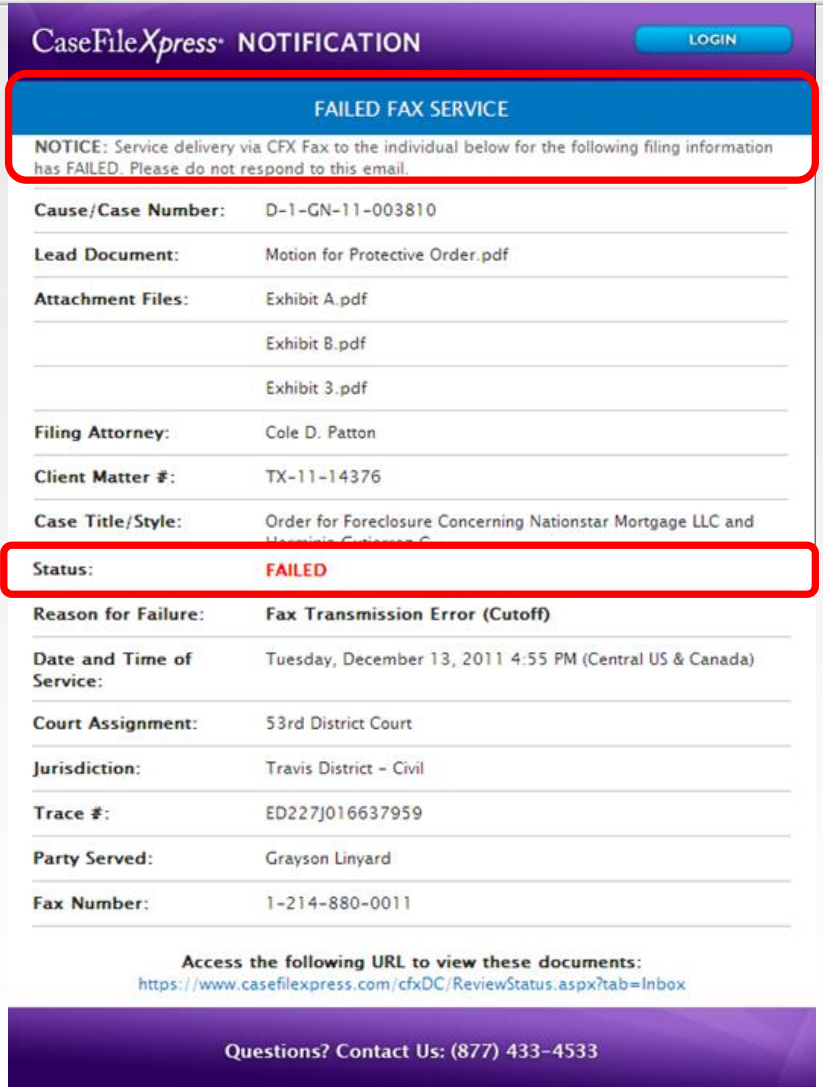
Failed Fax Service


CaseFileXpress NOTIFICATION

LOGIN

FAILED FAX SERVICE

NOTICE: Service delivery via CFX Fax to the individual below for the following filing information has FAILED. Please do not respond to this email.

Cause/Case Number:	D-1-GN-11-003810
Lead Document:	Motion for Protective Order.pdf
Attachment Files:	Exhibit A.pdf
	Exhibit B.pdf
	Exhibit 3.pdf
Filing Attorney:	Cole D. Patton
Client Matter #:	TX-11-14376
Case Title/Style:	Order for Foreclosure Concerning Nationstar Mortgage LLC and
Status:	FAILED
Reason for Failure:	Fax Transmission Error (Cutoff)
Date and Time of Service:	Tuesday, December 13, 2011 4:55 PM (Central US & Canada)
Court Assignment:	53rd District Court
Jurisdiction:	Travis District - Civil
Trace #:	ED227J016637959
Party Served:	Grayson Linyard
Fax Number:	1-214-880-0011

Access the following URL to view these documents:
https://www.casefilexpress.com/cfxDC/ReviewStatus.aspx?tab=Inbox

Questions? Contact Us: (877) 433-4533

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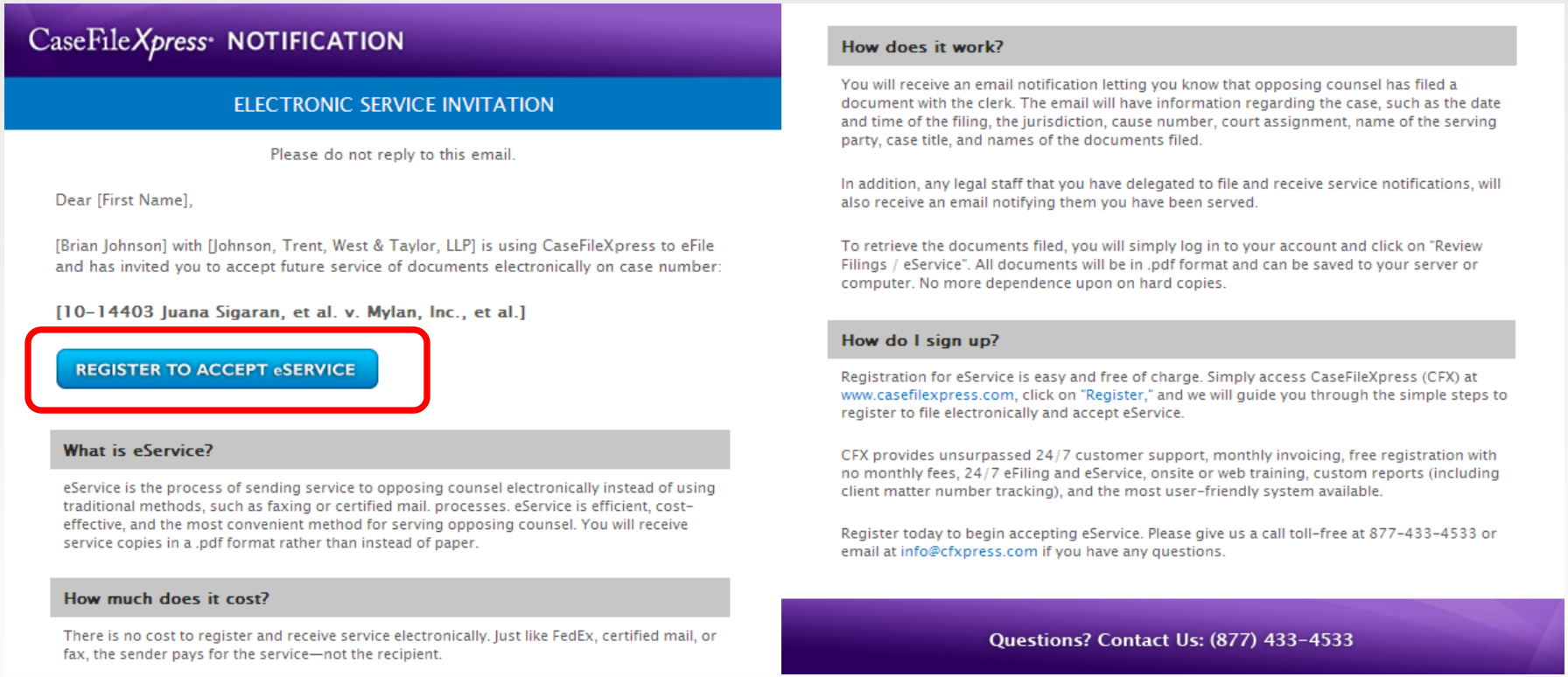
CaseFileXpress® eService Email



CaseFileXpress NOTIFICATION

ELECTRONIC SERVICE INVITATION

Please do not reply to this email.

Dear [First Name],

[Brian Johnson] with [Johnson, Trent, West & Taylor, LLP] is using CaseFileXpress to eFile and has invited you to accept future service of documents electronically on case number:

[10-14403 Juana Sigaran, et al. v. Mylan, Inc., et al.]

REGISTER TO ACCEPT eSERVICE

What is eService?

eService is the process of sending service to opposing counsel electronically instead of using traditional methods, such as faxing or certified mail. processes. eService is efficient, cost-effective, and the most convenient method for serving opposing counsel. You will receive service copies in a .pdf format rather than instead of paper.

How much does it cost?

There is no cost to register and receive service electronically. Just like FedEx, certified mail, or fax, the sender pays for the service—not the recipient.

How does it work?

You will receive an email notification letting you know that opposing counsel has filed a document with the clerk. The email will have information regarding the case, such as the date and time of the filing, the jurisdiction, cause number, court assignment, name of the serving party, case title, and names of the documents filed.

In addition, any legal staff that you have delegated to file and receive service notifications, will also receive an email notifying them you have been served.

To retrieve the documents filed, you will simply log in to your account and click on "Review Filings / eService". All documents will be in .pdf format and can be saved to your server or computer. No more dependence upon on hard copies.

How do I sign up?

Registration for eService is easy and free of charge. Simply access CaseFileXpress (CFX) at www.casefilexpress.com, click on "Register," and we will guide you through the simple steps to register to file electronically and accept eService.

CFX provides unsurpassed 24/7 customer support, monthly invoicing, free registration with no monthly fees, 24/7 eFiling and eService, onsite or web training, custom reports (including client matter number tracking), and the most user-friendly system available.

Register today to begin accepting eService. Please give us a call toll-free at 877-433-4533 or email at info@cfxpress.com if you have any questions.

Questions? Contact Us: (877) 433-4533

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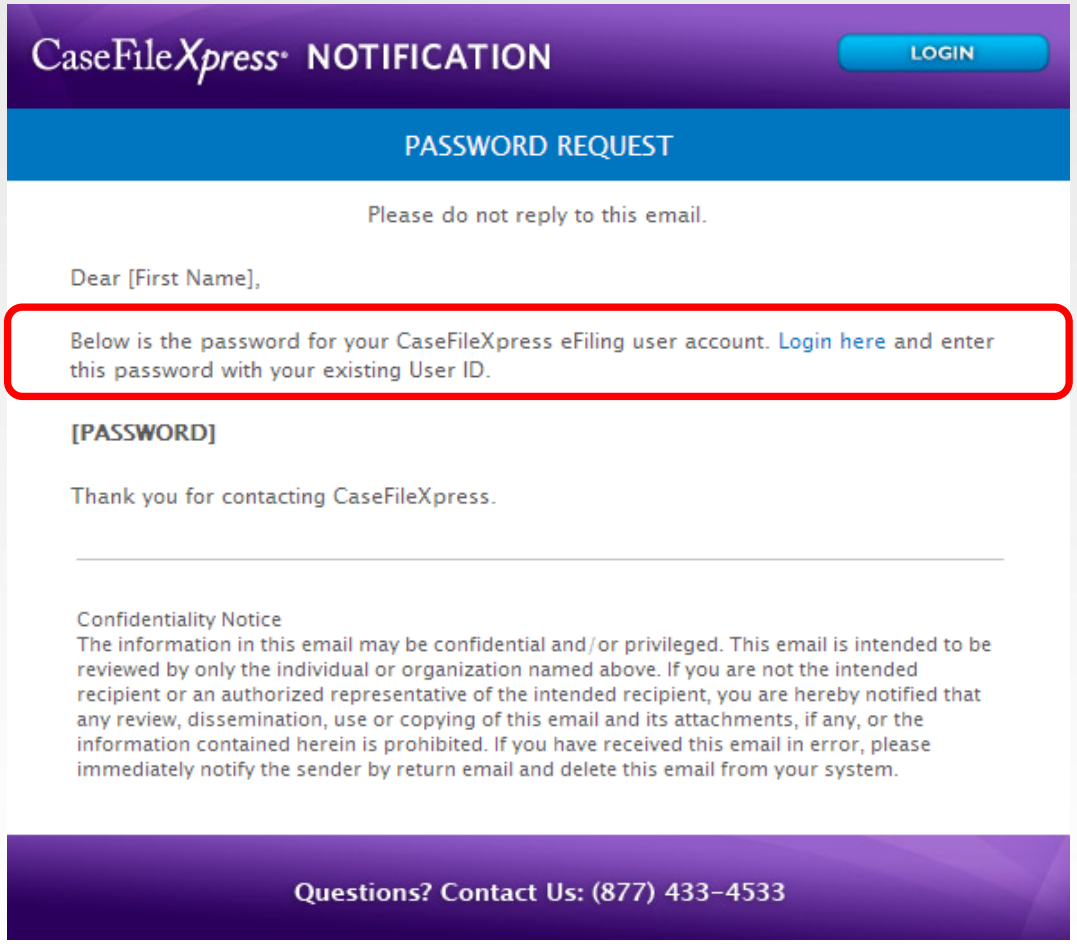
Password Request



CaseFileXpress® NOTIFICATION

LOGIN

PASSWORD REQUEST

Please do not reply to this email.

Dear [First Name],

Below is the password for your CaseFileXpress eFiling user account. Login here and enter this password with your existing User ID.

[PASSWORD]

Thank you for contacting CaseFileXpress.

Confidentiality Notice
The information in this email may be confidential and/or privileged. This email is intended to be reviewed by only the individual or organization named above. If you are not the intended recipient or an authorized representative of the intended recipient, you are hereby notified that any review, dissemination, use or copying of this email and its attachments, if any, or the information contained herein is prohibited. If you have received this email in error, please immediately notify the sender by return email and delete this email from your system.

Questions? Contact Us: (877) 433-4533

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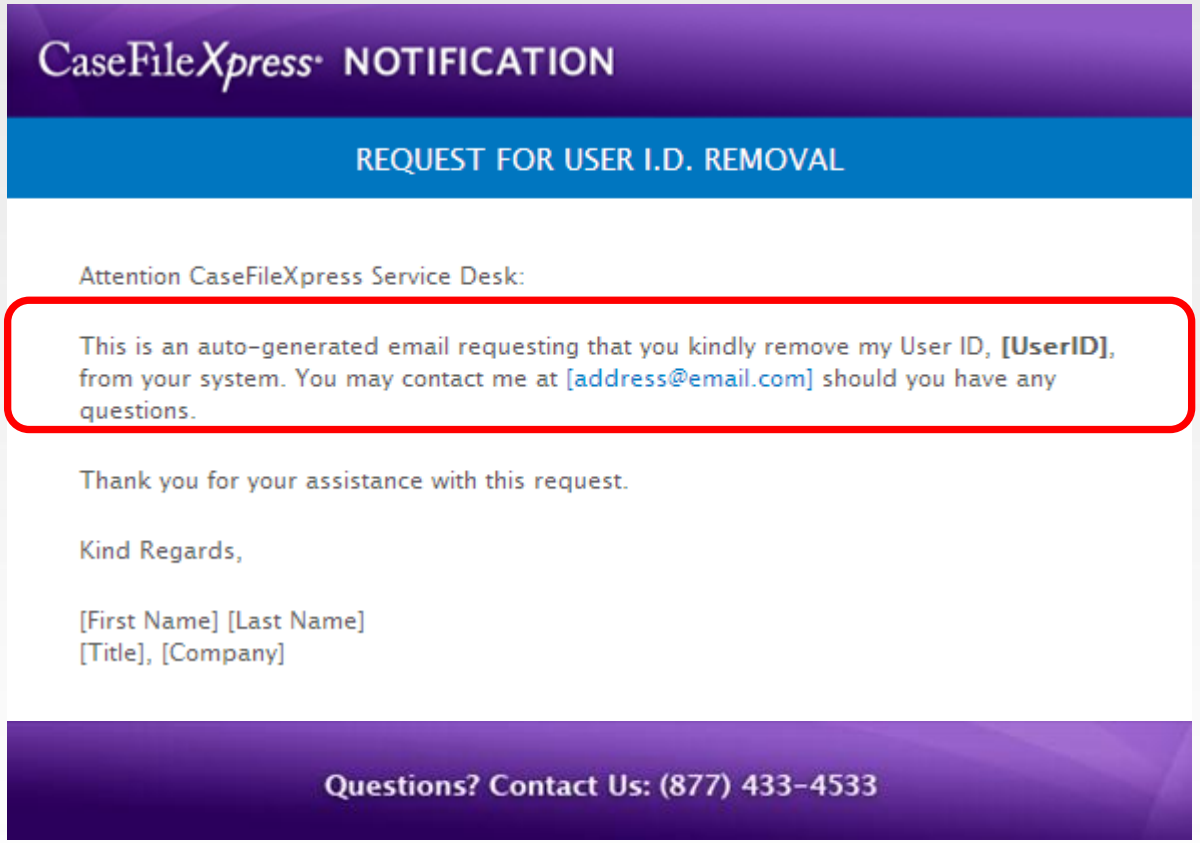
Removal Request USER ID



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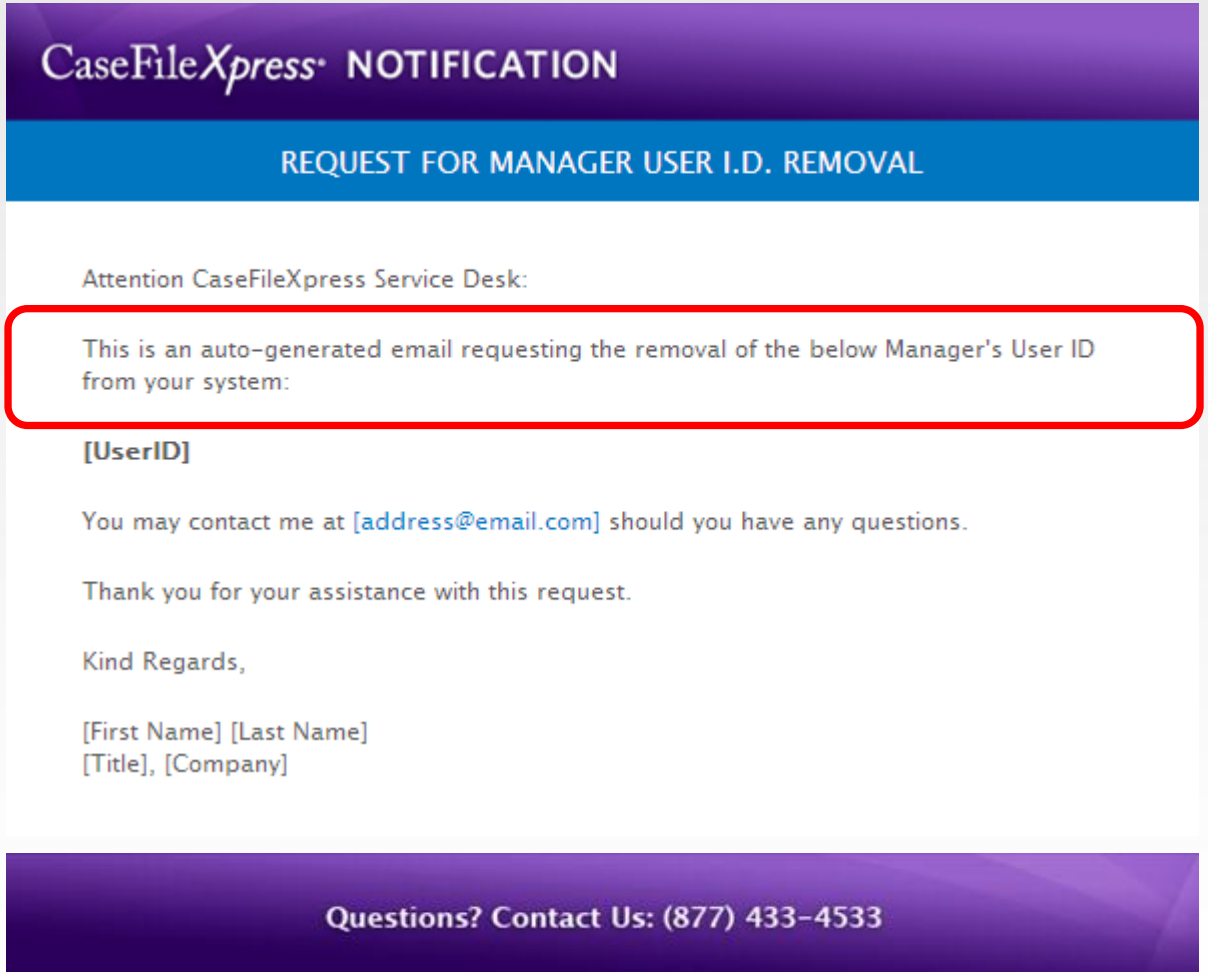
Removal Request MANAGER ID



CaseFileXpress NOTIFICATION

REQUEST FOR MANAGER USER I.D. REMOVAL

Attention CaseFileXpress Service Desk:

This is an auto-generated email requesting the removal of the below Manager's User ID from your system:

[UserID]

You may contact me at [address@email.com] should you have any questions.

Thank you for your assistance with this request.

Kind Regards,

[First Name] [Last Name]
[Title], [Company]

Questions? Contact Us: (877) 433-4533

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Registration

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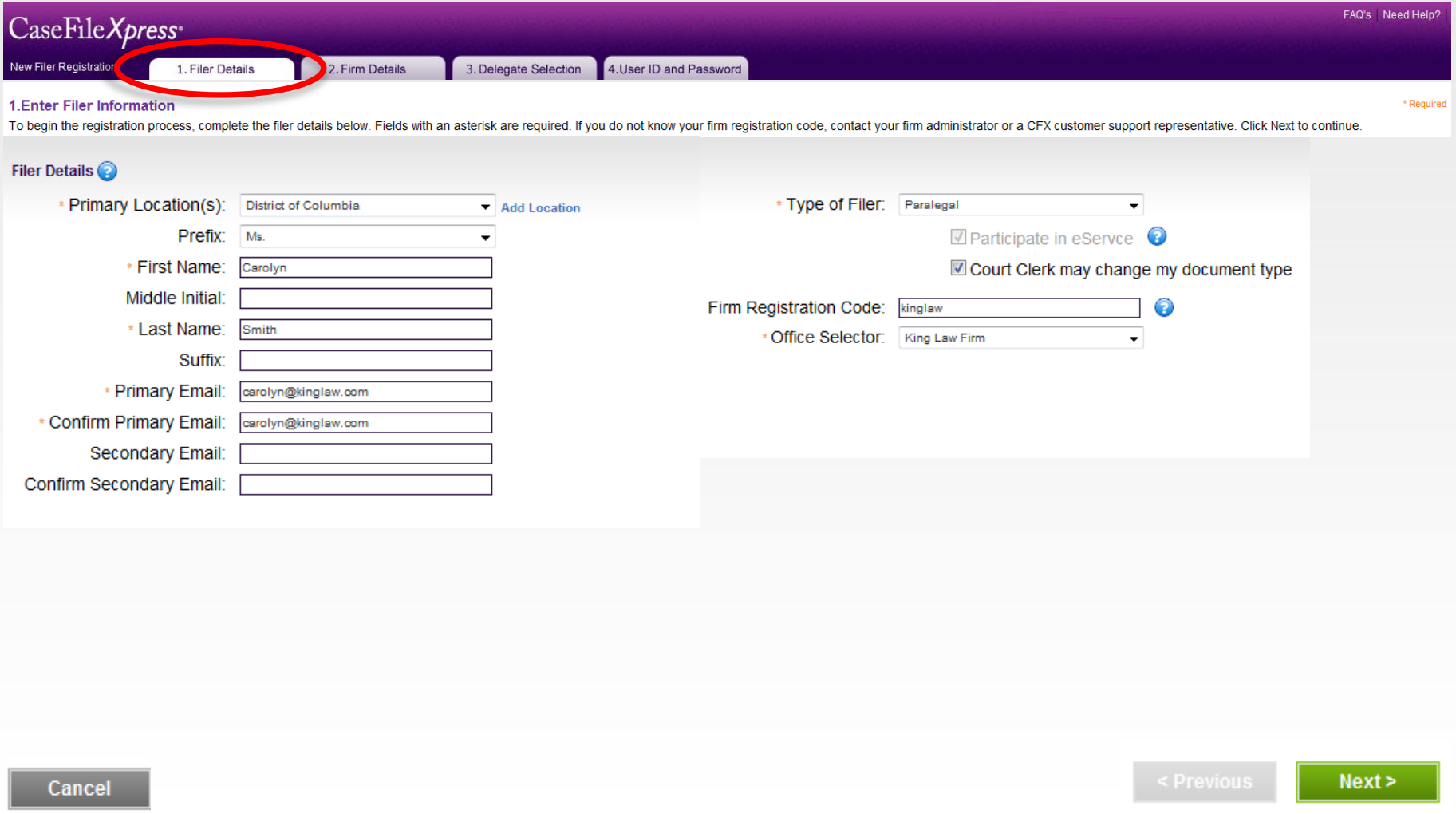
CFX Registration - Filer Details



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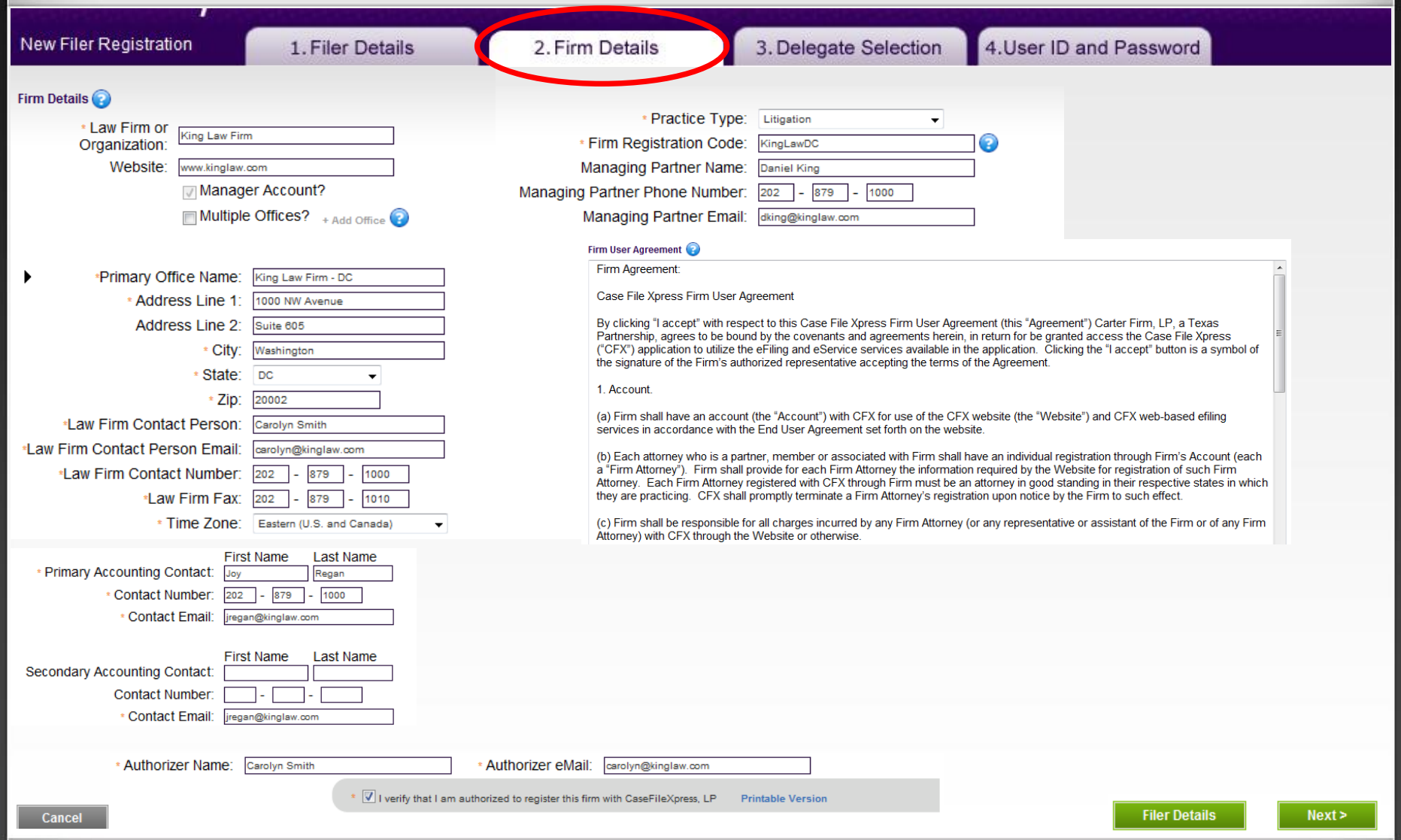
CFX Registration - Firm Details



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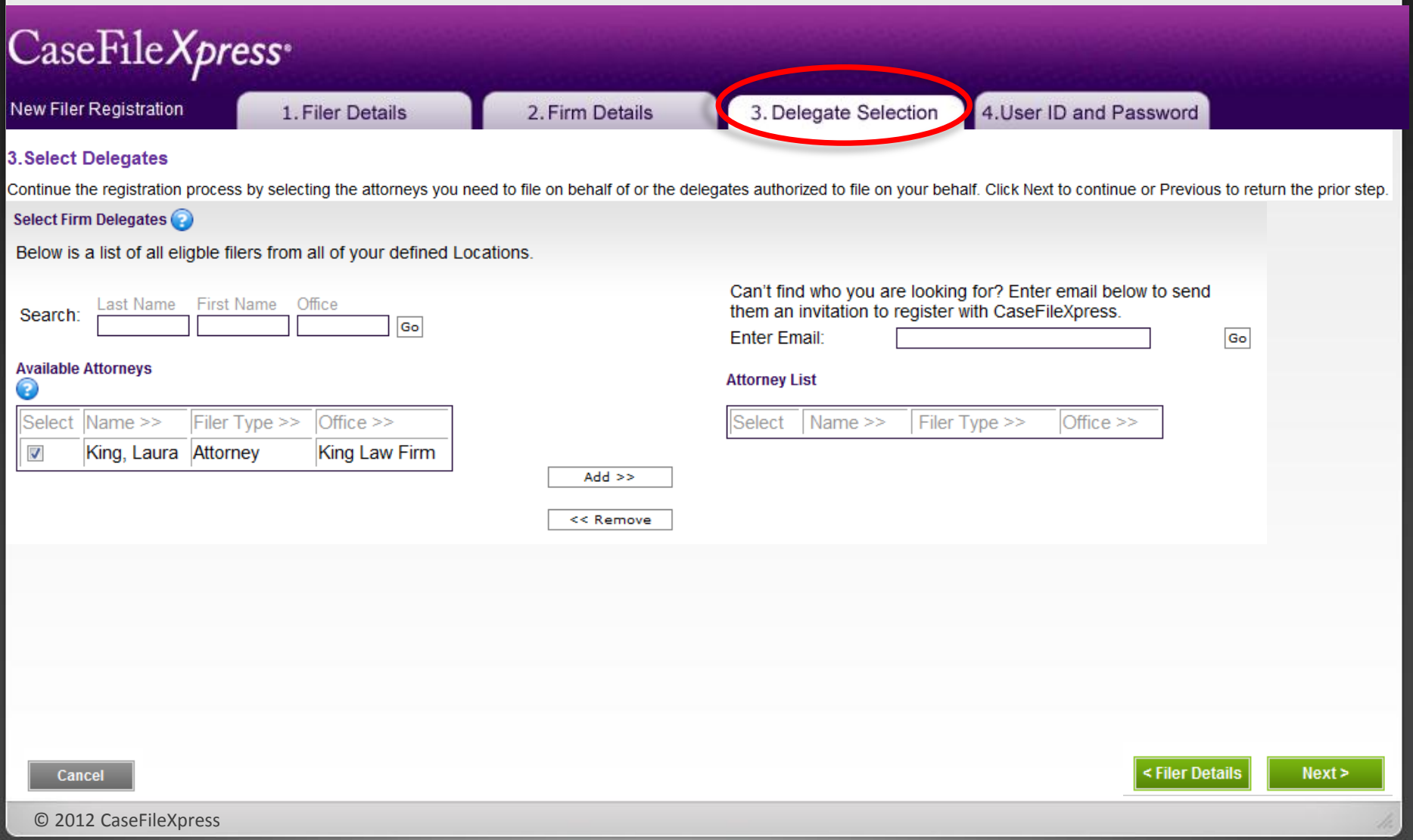
CFX Registration - Delegate Selection



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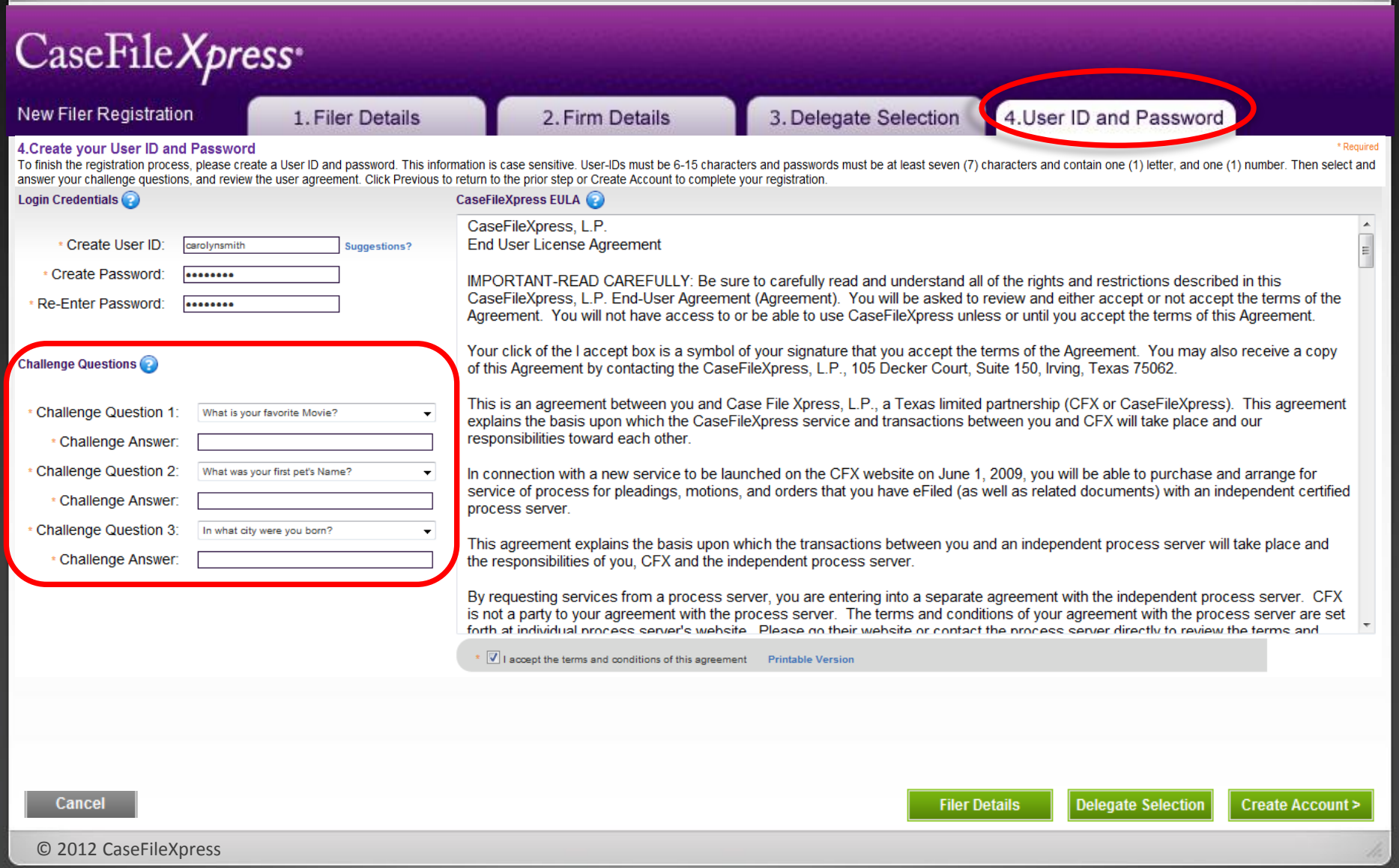
CFX Registration - User ID and Password



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Contact Us

- Toll Free – 877-433-4533 or 877-I-eFiled
  (24x7 phone support)
- LiveChat
  (during business hours 8am – 6pm ET)
- info@cfxpress.com
  (during business hours 8am – 6pm ET)
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Thank You

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