

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ORDER 05-07

(Sealing requirement for notarized documents)

WHEREAS, the District of Columbia Family Court Act of 2001, (FCA), D.C. Code §11-1104, required the Superior Court to implement a comprehensive integrated case management system, and

WHEREAS, as both the docket and case files will be maintained electronically through the case management software, CourtView, which is being implemented in each component of the Superior Court as the official docket and case file, and

WHEREAS, documents submitted in paper form must be converted into electronic format, and impressions from embossed seals cannot be captured electronically unless inked or blackened,

NOW, THEREFORE, it is hereby,

ORDERED, that where a notary public uses a seal press, rather than a rubber stamp seal, to notarize a document to be submitted to the Court, the impression from the seal must be inked or blackened prior to submission to the Court.

SO ORDERED.

BY THE COURT

August 5, 2005

/s/

Rufus G. King, III
Chief Judge

Copies to:

**All Judges
Executive Officer
Clerk of the Court
Division Directors
David Luria, Attorney Advisor
Judge-in-Chambers
Librarian
Clerk of the Court, Court of Appeals**