

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 15-03**

Mandatory eFiling of Complaints in the Civil Division

WHEREAS, pursuant to Administrative Order 05-04, issued on May 17, 2005, the Superior Court of the District of Columbia implemented a comprehensive case management system, the Integrated Justice Information System (IJIS); and

WHEREAS, electronic filing (eFiling) is an essential aspect of IJIS, so that filings are transmitted to the court and documents and data are received into the case management system more effectively, timely and accurately, and the public and the legal community are provided with easy and inexpensive access to the court; and

WHEREAS, eFiling is being implemented in all divisions and branches of the court where technologically feasible and consistent with legal requirements; and

WHEREAS, pursuant to Administrative Order 06-17, issued on October 23, 2006, as amended by Administrative Order 07-14, issued on May 23, 2007, the court implemented eFiling in the Civil Division; and

WHEREAS, the court is ready to expand eFiling to include complaints in certain types of cases within the Civil Division;

NOW, THEREFORE, it is hereby,

ORDERED, that eFiling of complaints shall extend to the case types in the Civil Actions Branch that are listed in Attachment A to this order; and it is further

ORDERED, that in addition to the procedures and requirements specified in the Superior Court Rules of Civil Procedure and Administrative Orders 05-04 and 06-17, as modified by Administrative Order 07-14, the following procedures shall be followed for submitting complaints electronically for filing:

1. *Application*

Plaintiffs represented by counsel are required to eFile complaints as provided below. Parties who are not represented by counsel (*pro se* parties) may, but are not required to, eFile complaints.

2. *Effective Dates and Transition Procedures*

A. *Commencing May 4, 2015, MANDATORY eFiling of Complaints*

Complaints are to be eFiled in the case types listed in Attachment A, if the filing party is represented by an attorney.

Complaints may **NOT** be eFiled, and must be filed in paper with the clerk, if they are accompanied by any of the following:

- A motion with respect to publication of notice requirements;
- A motion regarding security for costs;
- An application to set a bond;
- An application for temporary restraining order;
- A motion for protective order barring access to court documents or party information;
- A motion to use pseudonyms in any pleading or paper filed in the case;
- An application or motion for approval of accounts;
- A motion requiring immediate judicial attention presented to the Judge-in-Chambers.

The following may **NOT** be eFiled, and must be filed in paper with the clerk:

- A petition for judicial approval of a settlement involving a minor;
- A writ of ne exeat;
- A writ of attachment before judgment;
- A writ of replevin;
- An action for libel of information;
- An application or motion for approval of accounts;
- A request for approval of a subpoena for an administrative proceeding;
- An application for name change/birth certificate;
- A petition to release a mechanic's lien;
- An application for entry of a final order of an administrative agency as a judgment;
- A petition to take depositions pursuant to Rule 27(a);
- A master-meter proceeding under D.C. Code § 43-541 et seq. (1981);
- A request for issuance of a subpoena under Rule 28-I(b).

Pro se plaintiffs are not required to eFile complaints, but may choose to do so.

B. Submission by Filer

It is the responsibility of the filer to submit with the complaint an information sheet and an appropriate number of summons(es), prepared by the filer, for each defendant. *See* Super. Ct. Civ. R. 4(b). The complaint will be accepted for filing without the required number of summonses, but the filer is advised that the complaint is subject to dismissal by the clerk against any defendant for whom timely proof of service of the summons and complaint is not filed, pursuant to Rule 4(m). The clerk will not provide any other notice to the filer if an insufficient number of summonses was not submitted with the complaint.

In a Title 47 case, in addition to the complaint, summonses and information sheet, the plaintiff must submit a proposed order of publication.

The cost to file a complaint is \$120.00 regardless of the number of initial summons(es) sought. There is a charge of \$10.00 for each additional summons sought after submission of the initial summonses (“alias summons”).

ATTACHMENT A

CASE TYPE CODE	CASE DESCRIPTION / ACTION CODES (Categories of Cases within Case Type)	EXTENDER After Docket Number
CAA	Civil I (A)	A
	Toxic Mass Torts	
	Asbestos	
	Tobacco	
CAB	Civil II (B)	B
	Automobile	
	Property Damage	
	Shoplifting	
	Breach of Contract	
	Breach of Warranty	
	Negotiable Instrument	
	Personal Property	
	Specific Performance	
	Conversion	
	Destruction of Private Property	
	Trespass	
	Abuse of Process	
	Alienation of Affection	
	Assault & Battery	
	Automobile	
	Deceit (Misrepresentation)	
	False Accusation	
	False Arrest	
	Fraud	
	Invasion of Privacy	
	Libel and Slander	
	Malicious Interference	
	Malicious Prosecution	
	Negligence	
	Personal Injury	
	Wrongful Death	

	Wrongful Eviction	
	Accounting	
	Ejectment	
	Product Liability	
	App. to Confirm Arb	
	Employment Discrimination (non-MPA)	
CAM	Malpractice (M)	M
	Malpractice Legal	
	Malpractice Medical	
CAR	Real Property (RP)	R(RP)
	Quiet Titile	
	Real Property	
	Mortgage Foreclosure/Judicial Sale	
	Lis Pendens	
CAL	Title 47 (RP)	L(RP)
	Tax lien Denied	
	Water lien Denied	
	Tax lien Consented	
	Water lien Consented	
CAE	Eminent Domain (RP)	E(RP)
	Condemnation (Emin. Domain)	
CAC	Collection/Ins Granted (C)	C
	Collection Pltf. Consents < 25K	
	Ins/Subrogation Pltf Consents < 25K	
	Collection > 25K	
	Ins/Subrogation > 25K	
	Motion/App. to Confirm Arb. Awd - Coll	
	Motion/App. To Vacate/Modify Arb. Awd - Coll	
CAD	Collection/Ins Denied (D)	D
	A16 - Collection Consent Den. < 25K	
	Collection Consent Denied > 25K	
	Ins/Subrogation > 25K Consent Denied	
	D26 - Ins/Subrogation < 25k Consent Denied	

CAP	Merit Personnel Act (P)MPA	(P)MPA
	Merit Personnel Act (OEA)	
	Merit Personnel Act (OHR)	
CAO	Other Administrative Reviews (O)	O
	Police Disability Review (OHS)	
	Dangerous Animal Control	
	Insanitary Condemnation Appeal	
CAS	Structured Settlement (S)	S
	Petition for Approval of Structured Settlement	
CAV	Vehicle (V)	V
	Complaint for Personal Tort (Vehicle)	
	Complaint for Property Tort (Vehicle)	
CAH	Housing Code Regulations (H)	H
	Complaint to Enforce Housing Code Regulations (Apartments)	
	Complaint to Enforce Housing Code Violation (Construction)	
	Complaint to Enforce Housing Code Regulations (Cleanliness)	
	Complaint to Enforce Housing Code Regulations (Heating)	
	Complaint for Housing Code Regulations	
	Complaint to Enforce Housing Code Regulations (Plumbing)	
	Complaint to Enforce Housing Code Regulations (Safety)	