

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 16-07**

**Exemption from Electronic Filing**  
(Supersedes Administrative Order 07-14)

**WHEREAS**, on October 23, 2006, the Superior Court promulgated Administrative Order 06-17 that extended mandatory electronic filing (eFiling) to certain Civil II case types within the Civil Division beginning February 5, 2007; and

**WHEREAS**, all parties represented by counsel are required by Administrative Order 06-17 to eFile pursuant to the terms of that Order; and

**WHEREAS**, eFiling was designed to provide the public and legal community with, among other things, easy and inexpensive access to the Court; and

**WHEREAS**, parties must eFile through the Superior Court's third-party vendor, which charges a fee for each filing; and

**WHEREAS**, the legal services organizations listed in Attachment A to this Administrative Order provide direct civil legal services to low-income and underserved litigants, not all of whom qualify to proceed *in forma pauperis*, who would otherwise be forced to proceed without counsel; and

**WHEREAS**, the law schools listed in Attachment A to this Administrative Order operate clinics that provide direct civil legal services to low-income and underserved litigants, not all of whom qualify to proceed *in forma pauperis*, who would otherwise be forced to proceed without counsel; and

**WHEREAS**, these organizations and clinics and their clients may face unwarranted financial hardship if required to pay eFiling fees;

**NOW, THEREFORE**, it is hereby,

**ORDERED**, that organizations and law schools listed in Attachment A to this Administrative Order may, but are not required to, eFile when providing direct civil legal services; and it is further

**ORDERED** that notwithstanding the exemption above, attorneys with legal services organizations and law school clinics shall still register with the Court's eFiling vendor, so that they may be eServed by opposing counsel and the court, and shall still email proposed orders to the judge's eservice mailbox; and it is further

**ORDERED**, that any organization or law school clinical program listed in Attachment A that no longer provides direct civil legal services to low-income or underserved residents of the District of Columbia must:

1. Immediately upon ceasing to provide direct civil legal services to low-income or underserved litigants, eFile all further filings as required by the rules and Administrative Orders; and
2. Notify the Clerk of the Court in writing within 30 days of ending its provision of civil legal services.

And it is further,

**ORDERED**, that non-profit organizations or law schools not listed in Attachment A that want to be considered for an exemption from the eFiling requirements must:

1. Submit to the Clerk of the Court a written request for exemption setting forth reasons why the organization should be eligible for exemption from the eFiling requirement.
2. Include with the application a self-certification that the organization or clinic provides direct civil legal services to low-income or underserved litigants and a certification of the total number of appearances made by the organization in Superior Court in the last calendar year and the number of appearances that the organization made on behalf of low-income or underserved litigants, and

And it is further,

**ORDERED**, that this Administrative Order shall become effective immediately.

**SO ORDERED.**

**BY THE COURT**

Date: May 10, 2016

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/s/

Lee F. Satterfield  
Chief Judge

Copies to:

All Judicial Officers  
Executive Officer  
Clerk of the Court  
Division Directors  
Library  
Daily Washington Law Reporter

## **ATTACHMENT A**

### **Legal Services Organizations**

Advocates for Justice and Education  
Archdiocesan Legal Network  
Asian Pacific American Legal Resource Center  
Ayuda  
Bread for the City Legal Clinic  
Break the Cycle – Washington, DC Office  
Capital Area Immigrants’ Rights Coalition  
Central American Resource Center  
Children’s Law Center  
Christian Legal Aid of DC  
DC Bar Pro Bono Program  
DC Coalition Against Domestic Violence – SAFE Project  
DC Employment Justice Center  
DC Law Students in Court Program  
DV LEAP  
Human Rights First  
Lawyers for Children America – Washington, DC Program  
Legal Aid Society of DC  
Legal Counsel for the Elderly  
Mid-Atlantic Innocence Project  
Neighborhood Legal Services Program  
Our Place, DC  
Public Defender Service for the District of Columbia  
US Committee for Refugee & Immigrant Children - DC  
University Legal Services  
Washington Lawyers’ Committee for Civil Rights & Urban Affairs  
Washington Legal Clinic for the Homeless  
Whitman-Walker Clinic Legal Services Program  
Women Empowered Against Violence

### **Law Schools**

American University Washington College of Law  
Catholic University of America Columbus School of Law  
George Washington University Law School  
Georgetown University Law Center  
Howard University School of Law  
University of the District of Columbia David A. Clarke School of Law