

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 14-11**

**Electronic Case Files in the Civil Division Civil Actions, Quality Review,
Landlord and Tenant, and Small Claims and Conciliation Branches – Supersedes
Administrative Order 08-01**

WHEREAS, the Superior Court implemented a comprehensive integrated case management system ('IJIS'); and

WHEREAS, both the official court docket and case files are maintained electronically; and

WHEREAS, it is the policy of the Superior Court to eliminate the production and storage of paper documents to the greatest extent feasible in all branches of the Civil Division;

NOW, THEREFORE, it is by this Court,

ORDERED, that all documents filed with the Civil Actions, Quality Review, Landlord and Tenant, and Small Claims and Conciliation Branches shall be scanned at the time of filing and the original document(s) returned to the filer once the filing is electronically entered into the Court's case management system, unless otherwise ordered by the Presiding Judge of the Civil Division or a designee, and the filer shall write and initial the total page count of all paper documents and exhibits filed with the Clerk in the upper right corner of the lead document; and it is further

ORDERED, that unless otherwise ordered by the Presiding Judge of the Civil Division or a designee, or unless required by law to be maintained in its original format for a longer period of time, an original or legible copy or reproduction, electronic or otherwise, of all paper documents and exhibits filed, shall be maintained by the party filing the document(s) through final resolution of all appeals and any proceedings resulting therefrom and shall be brought to all court proceedings and made available upon reasonable notice for inspection by other counsel, parties and the Court; and it is further

ORDERED, that nothing in this order precludes a party after filing a document from converting the document to and storing it in an electronic format as long as maintenance of the paper original is not otherwise required by law; and it is further

ORDERED, that the original of any exhibit that was introduced in evidence in the courtroom that could not be scanned into the case management system shall be maintained by the presenting party as it was when presented in the courtroom until the case has concluded through final resolution of all appeals and any proceedings resulting therefrom; and it is further

ORDERED, that this Order only addresses the requirements of this Court and does not seek to alter any other legal, professional or ethical requirements or obligations that are placed on an individual with respect to the maintenance of documents or exhibits.

ORDERED, that this Administrative Order shall take effect July 1, 2014.

SO ORDERED.

BY THE COURT

DATE: June 25, 2014

/s/

Lee F. Satterfield
Chief Judge

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Senior Judges
Magistrate Judges
Executive Officer
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