

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 17-02**

**Filings by Nonprofit Organizations in the Probate Division –  
Supersedes Administrative Order No. 15-05**

**WHEREAS**, on September 16, 2013, the Superior Court of the District of Columbia promulgated Administrative Order 13-15, which extended eFiling to the Probate Division; and

**WHEREAS**, all attorneys are required to eFile in the Probate Division of the Superior Court in accordance with Administrative Order 13-15; and

**WHEREAS**, eFiling was designed to provide the public and legal community with expanded access to the courts; and

**WHEREAS**, persons required to eFile in the Probate Division must eFile through the Superior Court's authorized eFile vendor and pay a fee for each filing unless qualified to proceed *in forma pauperis*; and

**WHEREAS**, the legal services organizations and clinics of the law schools listed in Attachment A provide direct legal services to low-income and under-served litigants in the Probate Division of the Superior Court, not all of whom qualify to proceed *in forma pauperis*; 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 the organizations and clinics of the law schools listed in Attachment A to this order may, but are not required to, eFile when providing direct legal services to low-income and under-served litigants in the Probate Division of the Superior Court; and it is further

**ORDERED**, that notwithstanding the exemption from eFiling provided above, attorneys associated with these organizations and clinics shall register with the Superior Court's authorized eFile vendor so these attorneys may be eServed; and it is further

**ORDERED**, that notwithstanding the exemption from eFiling provided above, attorneys associated with these organizations and clinics shall email a copy of each proposed order to [ProbateDivisionEfiling@dcsc.gov](mailto:ProbateDivisionEfiling@dcsc.gov) in Word format and in accordance with the provisions of Probate eFiling Procedure 12; and it is further

**ORDERED**, that should any of these organizations or clinics no longer provide direct legal services to low-income or under-served residents of the District of Columbia, the exemption provided above shall cease immediately, and attorneys associated with that organization or clinic

shall thereafter comply with the provisions of Administrative Order 13-15 when filing in the Probate Division of the Superior Court; and it is further

**ORDERED**, that should any of these organizations or clinics no longer provide direct legal services to low-income or under-served residents of the District of Columbia, the organization or clinic shall notify the Clerk of the Court in writing within 30 days of the date of cessation of these services; and it is further

**ORDERED**, that any other nonprofit organization or clinic of a law school providing direct legal services to low-income and under-served litigants in the Probate Division of the Superior Court may seek to be considered for this exemption by submitting a written request for exemption to the Chief Judge of the Superior Court containing the following information:

- (1) The reasons why the organization or clinic should be eligible for this exemption;
- (2) A certification that the organization or clinic provides direct legal services to low-income and under-served litigants in the Probate Division of the Superior Court; and
- (3) The total number of appearances made by the organization or clinic during the last calendar year and the number of such appearances that were made on behalf of low-income or under-served litigants; and it is further

**ORDERED**, that this order shall become effective immediately.

**SO ORDERED.**

**BY THE COURT.**

**DATE: January 13, 2017**



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**Robert E. Morin**  
**Chief Judge**

**Copies to:**

Judges  
Magistrate Judges  
Executive Officer of the Court  
Clerk of the Court  
Division Directors  
District of Columbia Bar  
Daily Washington Law Reporter  
Library

## **ATTACHMENT A**

### **Organizations**

Archdiocesan Legal Network  
Asian Pacific American Legal Resource Center  
Ayuda, Inc.  
Bread for the City  
Catholic Charities  
Children's Law Center  
Christian Legal Aid of D.C.  
D.C. Bar Pro Bono Program  
D.C. Law Students in Court  
D.C. Volunteers Lawyers Project  
Legal Aid Society of D.C.  
Legal Counsel for the Elderly  
Neighborhood Legal Services Program  
Network for Victim Recovery of D.C.  
Quality Trust for Individuals with Disabilities  
University Legal Services  
Washington Legal Clinic for the Homeless  
Whitman-Walker Clinic Legal Services Program

### **Law School Clinics**

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