

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 13-15**

eFiling in the Probate Division

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, electronic filing (eFiling) is an essential aspect of IJIS, so that filings can be transmitted to the Court and documents and data received into the case management system more effectively, timely, and accurately, and so that the public and legal community can be provided with easy access to the Court, electronic eFiling will be implemented when technologically feasible and consistent with legal requirements; and

WHEREAS, the Superior Court is ready to expand eFiling to the Probate Division of the Superior Court; and

WHEREAS, the Superior Court is also ready to expand the policy of eliminating the production and storage of paper documents to the greatest extent feasible;

NOW THEREFORE, it is by the Court,

ORDERED, that eFiling shall extend to all Probate Division case types: ADM (Large Decedents’ Estates); SEB (Small Decedents’ Estates); FEP (Foreign Decedents’ Estates); INT (Intervention Proceedings); IDD (Interventions-Developmental Disability); FOI (Foreign Intervention Proceedings); CON (Former Law Conservatorships); GDN (Guardianship of Minors’ Estates); TRP (Trusts); NRT (Notice of Revocable Trusts); DIS (Disclaimers); LIT (Major Litigation); PBM (Probate Miscellaneous); and WIL (Wills); and it is further

ORDERED, that eFiling shall follow the procedures and requirements set forth in D.C. SCR-CIV 5(e)(2)(A), (B), (C), (D), (E), (F), and (H); in D.C. SCR-CIV 10-I except as modified in the Probate eFiling Procedures (“PEF Procedures”) contained in Attachment A to this Administrative Order or in other procedures set out below; and it is further

ORDERED, that once eFiling and eService become mandatory, the following persons (“Mandatory eFilers”) will be required to employ eFiling: (a) Attorneys, whether appearing as counsel, fiduciary, or otherwise; and (b) Members of the Fiduciary Panel, Examiner Panel, Visitors Panel, and participants in the Non-lawyer Guardian Pilot Project (“Panel Members”); and it is further

ORDERED, that all Mandatory eFilers shall register forthwith, and no later than September 23, 2013, at 11:00 p.m., with the Court’s authorized eFile vendor at <http://www.CaseFileXpress.com>; and it is further

ORDERED, that eFiling shall commence in the Probate Division on a voluntary basis on September 24, 2013 at 12:01 a.m.; and it is further

ORDERED, that persons who choose to eFile on a voluntary basis shall also eServe during this period all attorneys, Panel Members, and persons who have registered in that case with the Court's authorized eFiling system and provided notice in accordance with this order; and it is further

ORDERED, that mandatory eFiling and eService shall commence November 1, 2013 at 12:01 a.m. for all Mandatory eFilers; and it is further

ORDERED, that parties who are not Mandatory eFilers may choose to participate as eFilers by registering with the Court's authorized eFiling system and filing a Notice of Registration with the court, with service of a copy of the Notice of Registration upon the other parties to the case. The Notice of Registration is included in this order as Attachment B; and it is further

ORDERED, that if the party to be served is not a Mandatory eFiler and has not registered with the Court's authorized eFiling system for eService, then service shall be accomplished as provided in Court rules for *pro se* parties; and it is further

ORDERED, that commencing September 24, 2013 at 12:01 a.m., all Orders issued from Chambers by judges assigned to the Probate Division shall be eFiled and eServed on those who must register and eFile; and it is further

ORDERED, that this Administrative Order shall become effective immediately; and it is further

ORDERED, that this Administrative Order shall be displayed on the Superior Court's web page regarding electronic filing (<http://www.dccourts.gov/internet/legal/efiling.jsf>).

SO ORDERED.

BY THE COURT

September 16, 2013

/s/
**Acting Chief Judge Frederick H. Weisberg,
for Chief Judge Lee F. Satterfield**

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