



# eFileDCSuperiorCourt.gov Overview

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D.C. Superior Court

July 2022

Odyssey File and Serve by Tyler Technologies

## Agenda

eFileDCSuperiorCourt.gov Overview

Filing Mechanics

Next Steps

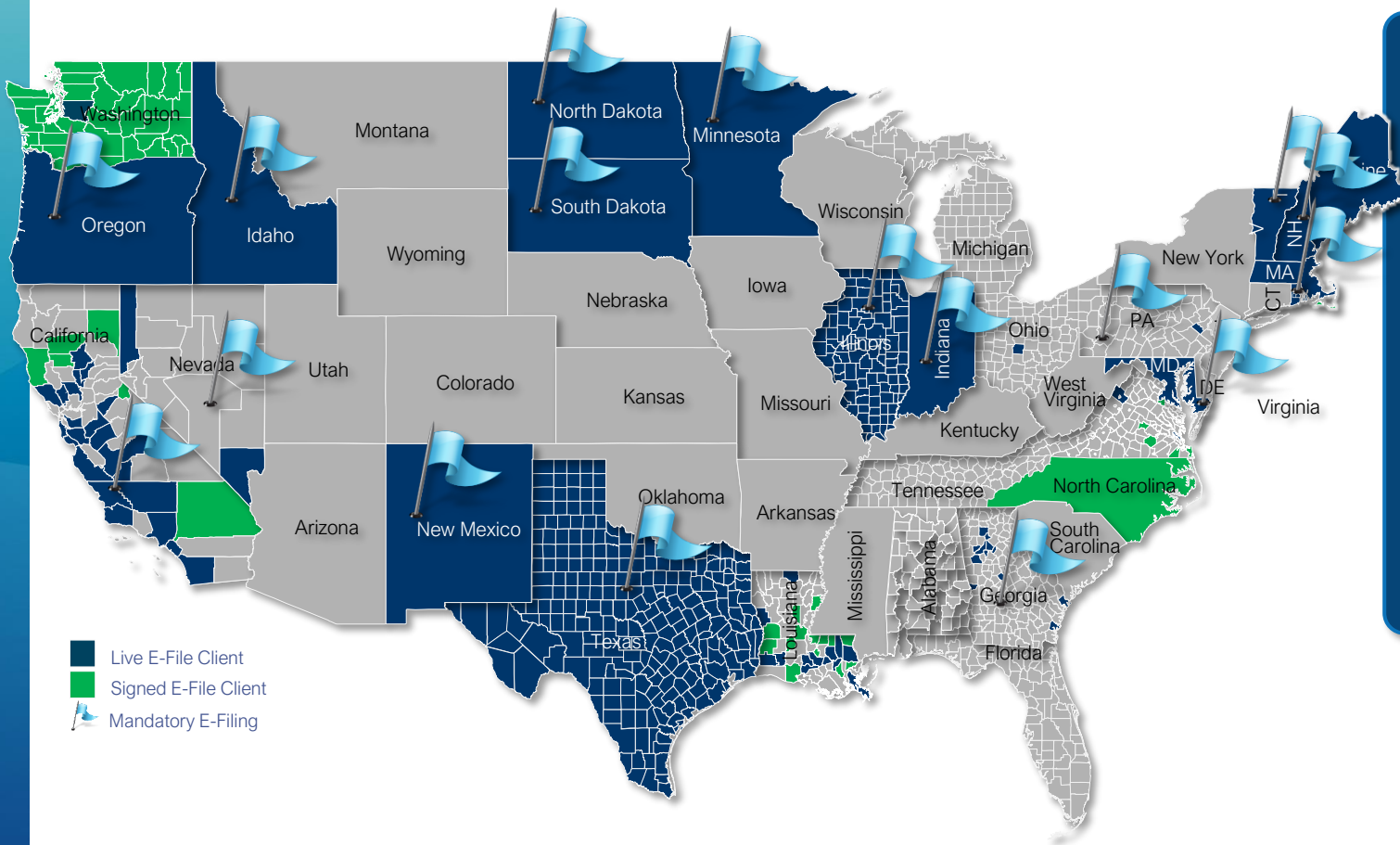
# eFileDCSuperiorCourt.gov Overview

# eFileDCSuperiorCourt.gov



- E-Filing portal for D.C. Superior Court
- Powered by Tyler Technologies

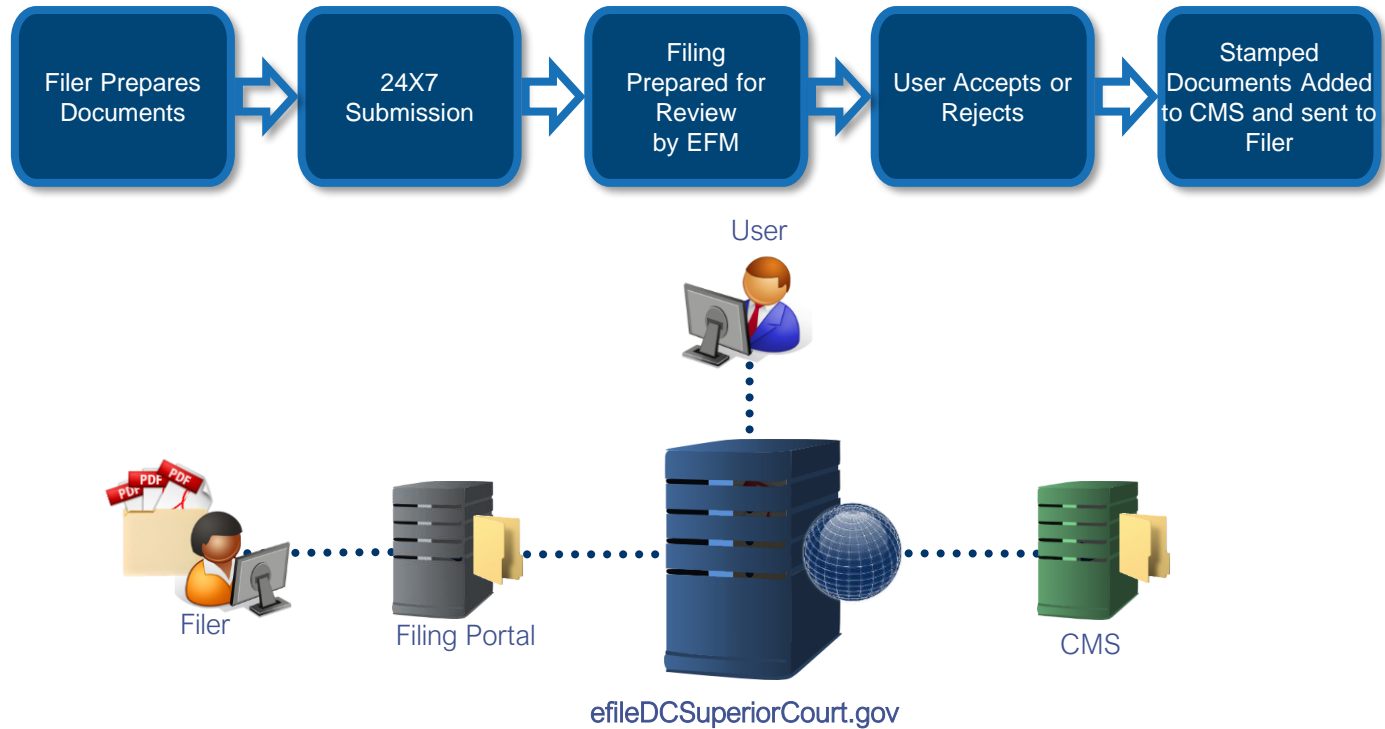
# Odyssey File and Serve Landscape



## Summary

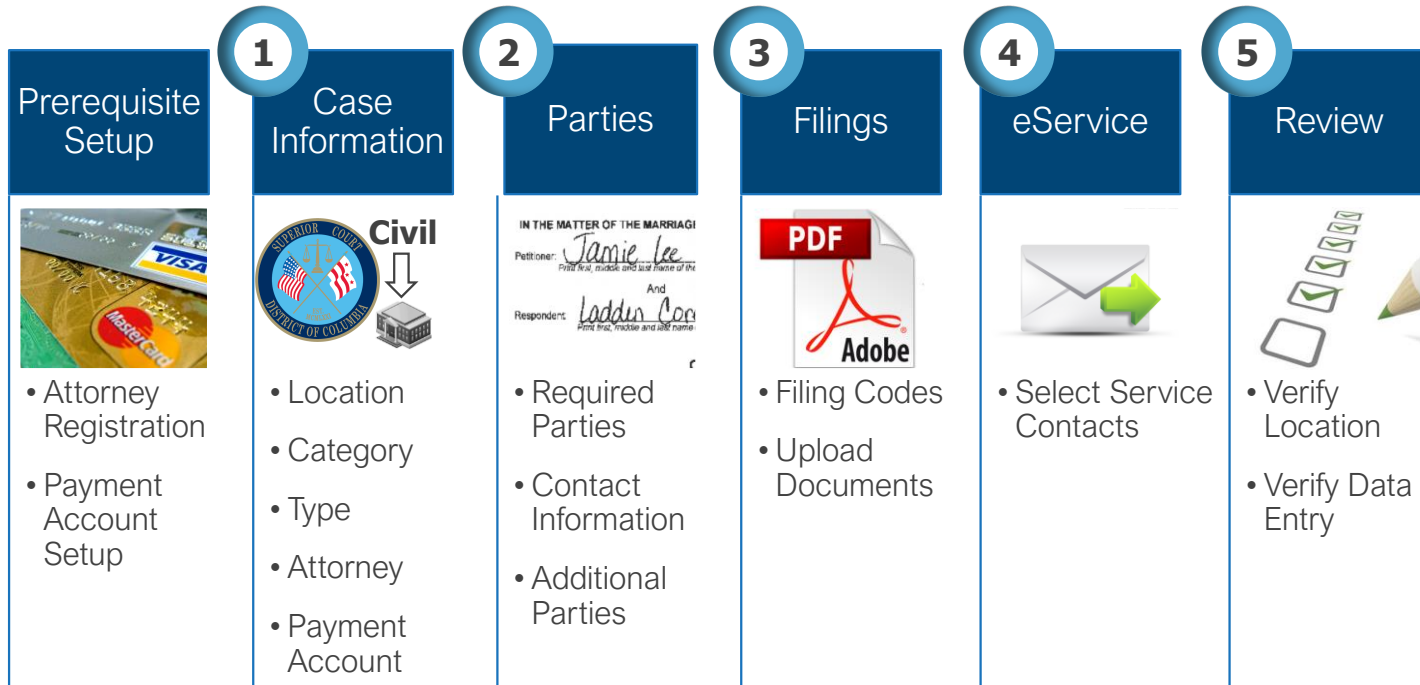
- Live in 24 of 25 states under contract
- Northern Territories, Australia under contract
- E-filing mandatory in 17 states
- Integrated with > 80 3rd party companies
- Odyssey File & Serve (OFS) available to 39% of the U.S. population
- 30% of U.S. population under mandatory e-filing w/ OFS
- Over 1.8 Million registered users

# eFiling Workflow



# eFiling Process

# Example eFiling Process





# Court Review Window (Odyssey Review Queue)

MenuAddFindReportsToolsConfigure

Expand All

Envelope 1401In progress

Envelope 1401 Details

Date submitted6/1/2022 11:10 AM

Date received6/1/2022 12:10 PM

Submitter nameDina Tosto

Submitter emaildina.tylertech@gmail.com

Filing attorney

Message from submitter

Vendor-estimated fees\$23.00

Task notes

Case Information

Details

Landlord Tenant

6/1/2022

\* Location

\* Case file date

Civil

Landlord & Tenant - Residential

\* Case category

\* Case type

☒ Auto case number☐ Manual case number

Enter case number

☒ Auto case style☐ Manual case style

Luke Skywalker v. Princess Leia

Case style

31/1000

LTB Test II

Select case security

Case plan

Case security

☒ Auto-assigned judicial officer☐ Manually assigned judicial officer

Landlord & Tenant, Courtroom

Judicial officer

Enter assignment comment

Complaint-Exam

PreviousNext

Popular

ADD TEXTSTICKY NOTESTAMP

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Plaintiff,

vs.

Defendant

Case No.: 123456-123

COMPLAINT

The information contained in the next few paragraphs will contain the allegations made against you and/or your company. Many small cases deal with negligence and breach of contract issues. Typically the complaint will state what the defendant failed to do, the harm that occurred, and the damages being sought as a result. It may look as follows:

Plaintiff Joe Smith brings forth the following cause of action and alleges the following:

1. Plaintiff is an individual and resident of Anytown, USA.

2. Defendant is a corporation and at the time of this complaint, a resident of Anytown, USA.

3. On or about July 1, 2009, Plaintiff contracted with Defendant to do basic plumbing repair at his residence at 100 Main Street on July 1, 2009.

4. On or about July 1, 2009, Plaintiff and Defendant signed a contract stating the terms of the repair to be done.

5. On or about July 5, 2009, Defendant arrived at the Plaintiff's residence and performed work on both the kitchen and bathroom.

Complaint - 1

www.tylertech.com

Active Screen Tabs

What's New

Review Queue

Envelope 1401

C Complete Review

D Save Draft and Exit

M Move envelope

R Reject envelope

X Exit

Enter selection...

# Common Reasons for Returns

## Incorrect Case Number and/or Location

Case No. \_\_\_\_\_

Chris Williamson		Superior Court
vs		District of Columbia
Adam Earnheart		

**Case Information**

**Details**

Landlord Tenant  6/1/2022  
\* Location \* Case file date

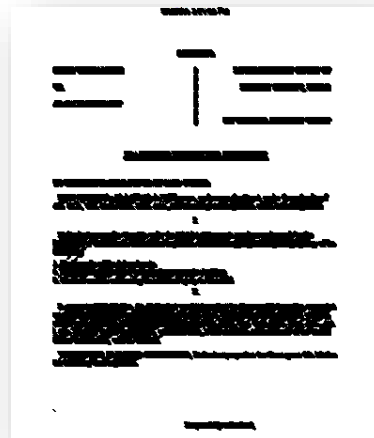
Civil  Landlord & Tenant - Residential  
\* Case category \* Case type

☒ Auto case number ☐ Manual case number Enter case number  
\* Case number

☒ Auto case style ☐ Manual case style Luke Skywalker v. Princess Leia

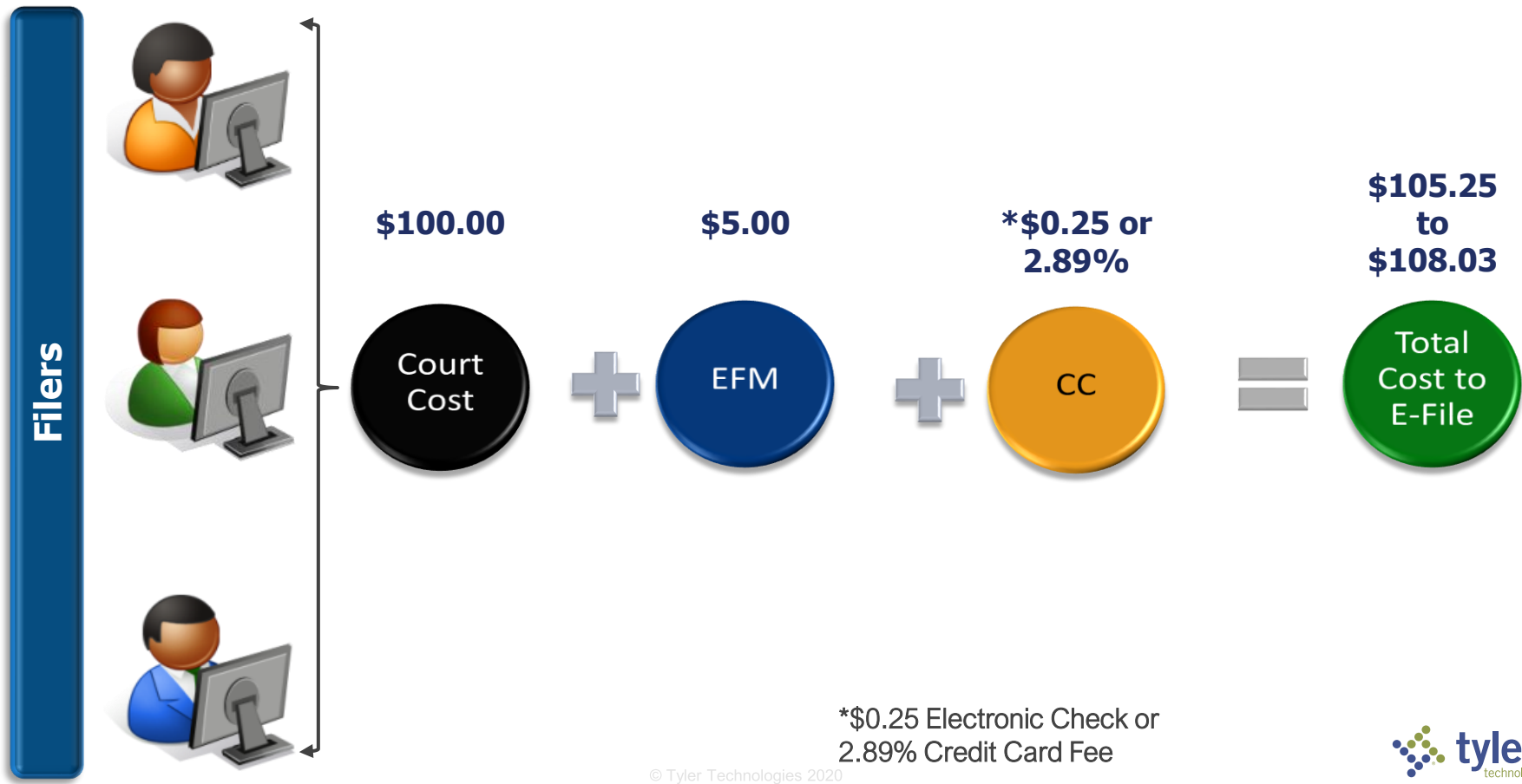
- **Case no. on filing  $\neq$  case no. on document**
- **Filing in the wrong Court Division/Branch**

## Faulty Document



- **Illegible document**
- **Document improperly scanned**

# E-Filing Individual Cost Model



# E-Filing Batch Cost Model

Filers



**\$100.00**



2-25 Filings: \$62.50  
26-50 Filings: \$125.00  
51-75 Filings: \$187.50  
76 -100 Filings: \$250.00



**\*\$0.25 or  
2.89%**



**\$162.75  
to  
\$360.12**



\*\$0.25 Electronic Check or  
2.89% Credit Card Fee

# eFiling Informational Website



## Summary

- Central portal for eFileDCSuperiorCourts news and information
- Live and Recorded Training Opportunities
- Frequently asked questions

# Next Steps

# Next Steps



1. Learn more about the eFiling system at [eFileDCSuperiorCourt.gov](https://eFileDCSuperiorCourt.gov)
2. [Attend an eFiling training session](#)
3. Register early in preparation of the eFiling transition

# eFiling Portal Differences

- Cases are assigned to a calendar - notification of assigned judge after filing is accepted
- Envelopes may contain different filings for the same case- documents must be uploaded as individual PDF documents
- Efiling price schedule – individual and bulk filings
- Fee waiver selection by filer
- Filing submitted in PDF format only - Proposed Order submittal via email to judge in non-write protected Word format
- Auto Scheduling of Hearings -no batch filing and scheduling preference
- No eService of processed documents – print documents for service from Odyssey file and serve
- Case Judge to be added to Contact List for eService by filer after receiving initial order
- E-Notification - Outgoing “communications” (judicial orders, notices, initial orders) – transmitted via Odyssey (link to document) not eFiling Portal
- Document Security recommendation can be changed by Clerk
- Document Availability - Filed document link expires after 90 days
- Adding new party for subsequent filings – new party will only receive Enotification if and when the clerk accepts the filing
- A request to Tyler Technology needed to remove an attorney from the eFiling contact list



# Q & A

**Empowering people who serve the public<sup>®</sup>**



**tyler**  
technologies