

# Frequently Asked Questions for the District of Columbia Court of Appeal's Pilot Project: Public Access to Certain Briefs and Orders

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## What is the new Redacted Brief Pilot Project?

The District of Columbia Court of Appeals is beginning expanded online access to court records by launching a pilot program per [Order M-274-21](#). The Order directs parties to file redacted briefs, in civil cases only (to include Civil I, Collections, Contracts, General Civil, Landlord and Tenant, Liens, Malpractice, Merit Personnel, Other Civil, Property, Real Property, Torts and Vehicle Cases), starting August 1, 2021. Eventually, these briefs will be made available to the public, through our online case search.

PLEASE NOTE: Public records will continue to be available on site at the D.C. Court of Appeals Public Office.

## What needs to be redacted from the briefs?

[Administrative Order M-274-21](#) lists items that need to be redacted from civil briefs filed after August 1, 2021.

## Do I have to file two briefs? One redacted and one un-redacted copy through Ctrack?

Not necessarily. An unredacted brief (under seal) is required only when it is necessary for the court's understanding of the brief. Otherwise, filing an unredacted brief (under seal) is optional. You may file the unredacted brief (under seal) without seeking leave of the court.

## How do I redact a brief?

See the guidance for Tips on Redacting.

### What is a PDF file?

A PDF file is known as a portable document format (PDF) and preserves the way files look, and original layout, on any computer. PDF files allow for ease of transferring documents. Most word processing applications allow you to convert documents into PDF format. For information on E-filing, refer to the Court's [DCCA E-File User Manual available on the Court's website](#).

### Where can I find the certificate stating that the person filing the brief has reviewed Super. Ct. Civ. R. 5.2?

The Redaction Certification Disclosure Form is available on the Court's website.

### Where do I attach the certificate?

The certificate should be attached at the end of the brief.

### What do I do with the appendix? Does it need to be redacted?

Any appendix must be filed separately from the brief and need not be redacted. Appendices will not be made electronically available during this pilot project.

### How will I file the redacted version of the brief?

Choose the document file type titled "Redacted Brief" when e-filing your document.

### What if my civil case is sealed? Do I still have to file a redacted brief?

No. All sealed cases will remain sealed and there is no need to file redacted briefs in sealed cases.

### What if I do not have an attorney? Do I still have to file a redacted brief?

Yes. Persons without attorneys must redact their briefs filed in civil cases, effective August 1, 2021. Please see Order M-274-21 (linked above) for details.

Do I have to seek to leave of the court to file an unredacted brief under seal?

Please do not seek leave of the court to file an unredacted brief under seal.

Will attorneys of record have access to all other documents in their cases, online?

No. At this point in the pilot project, parties will not have access to other documents in their cases.

When will the redacted briefs be made public?

The Court will review the progress of parties filing redacted briefs and will make that decision in the near future. An announcement will be posted to the Court's website letting the public know when the civil redacted briefs are publicly available online.

Are they plans to file redacted briefs in other case types?

Yes, after the pilot project is reviewed.

Where can I get more information about C-track?

More information about the Court's Efiling process is available [HERE](#).