



# CaseFile*Xpress*<sup>®</sup>

**Batch Filing**  
Washington, D.C.  
Superior Court



# CaseFile*Xpress*

Tips & Guidelines

## TIPS & GUIDELINES

- Login page located at <https://dc.casefilexpress.com/Login.aspx>
- Know your User-ID and Password – case sensitive
- The application is best viewed on Chrome, Firefox, and IE 11 (not IE Edge). Performance of the application cannot be guaranteed with other browsers and operating systems, such as Macintosh Safari
- To access filing information prior to June 2nd, 2012, contact the court
- Monitor your courtesy email notifications, as well as your dashboard daily for filing alerts or eservice received
- If needed, filing delegates can be added/removed by your Firm Manager, the Manage Delegates link on Dashboard, or CFX Customer Support

## TIPS & GUIDELINES

- Know your case numbers – must be entered in an exact format. Check your case number on the court's website  
<https://www.dccourts.gov/cco/>  
*(example: 2012 CA 001234 A)*
- The Document Type listed for each filing must be an exact match with a Document Type listed on the spreadsheet guidelines found on CaseFileXpress
- For a brief video tutorial review of how to prepare for batch filing, use this URL:  
<https://fileandservexpress.wistia.com/medias/tj8pc61q84#>
- To add a judge to your spreadsheet and to eliminate the need to change judge information because of rotations, enter the judge name as follows. For both landlord tenant and small claims enter **Clerk of the** in the box shown for the judge's first name, then enter last name as **Court LTB Judge** for landlord tenant and **Court SCB Judge** for small claims.
- Filers who wish to submit Complaints and Summons must use court forms. Please remember to use and submit both sides of forms which are two-sided.

## TIPS & GUIDELINES

- Payment is not processed for rejected filings, **but they are not docketed**. Partial acceptance of documents filed as a batch will be charged as a batch filing. Applicable court fees will not be charged for rejected documents.
- If the clerk rejects all or part of your filing, please correct the rejected document(s) based on the clerk's comments and resubmit immediately
- When filing affidavits of service for Landlord Tenant cases each affidavit to be filed must be listed on a separate line on your batch filing spreadsheet and each affidavit must therefore be placed in a separate folder, named with the number corresponding to the line on the spreadsheet listing the filing, before using the zip file function to create your zipped file. Also note that the spreadsheet is designed to prevent duplicative rows so if filing multiple affidavits into a single case please use a unique client number for each row/filing.
- When part of a batch filing is rejected, that part will be shown on the user dashboard under the Cases section, see below. Each part of a batch filing receives a unique Trace Number, and the rejected part(s) can be corrected and resubmitted using the "Resubmit" link shown below.

Document Type	Status	Action	Clerk Comments	Trace Number	Case Number	File Type	Submit Date	Clerk Proc Date
! EComplaint for ...	Rejected	<a href="#">Resubmit</a>	<a href="#">View Clerk Comments</a>	ED301J000045053-005	N/A	eFiling	6/7/2018 12:18:29 PM	6/7/2018 12:54:28 PM

Cases Showing 5 of 79 | [View All Cases](#)

▼ (Case: N/A) Gables Property Mgmt vs ABC Corp

▶ (Case: N/A) Park Estates vs Long

▶ [Add New Filing](#) (Case: 2018 LTB 000285) Trainer Inc vs Harris

▶ [Add New Filing](#) (Case: 2018 LTB 000284) Pollack vs Leahy

▶ [Add New Filing](#) (Case: 2018 LTB 000283) Smith vs Jacobs

- Self-represented parties are able, but not required, to use CaseFileXpress to file and serve
- The Court will enforce all requirements contained in Super. Ct. Civ. R. 10-I. A pleading not in full compliance with the Rule will not be accepted
- The Court will enforce the verification requirement in DC Code §16-1501 (L&T) and DC Code §16-3902 (SCB). A complaint or statement of claim not verified under oath will not be accepted

- All complaints, statements of claim, motions and applications requiring a hearing must be submitted on the court's forms
- It is the responsibility of the filer to submit, along with the complaint, a summons, prepared by the filer, listing each defendant.
- No more than 25 filings may be submitted at one time
- Complaints/Statements of Claim accompanied by application for *In Forma Pauperis* or pre-payment of costs waived may not be filed electronically and must be filed on paper with the clerk
- Personal identifiers shall be redacted based on Super. Ct. Civ. R. 5.2

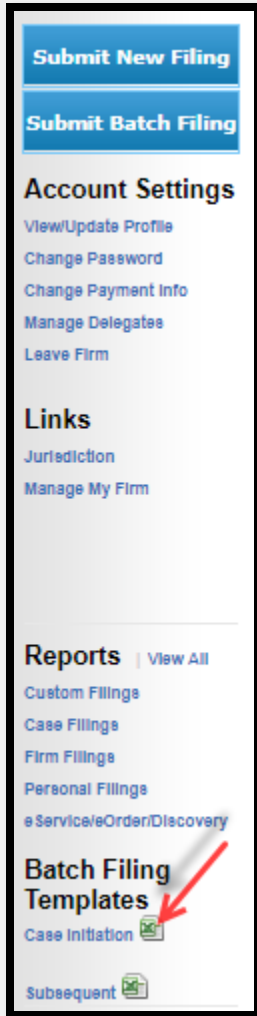




# Case Initiation



# CASE INITIATIONS BATCH WORKBOOK



- Batch Filing Templates are Provided at the bottom of the right margin on the CaseFileXpress Dashboard.
- You will need to complete the spreadsheet prior to starting your batch filing and upload it with your transaction.
- Instructions for completing the spreadsheet, document types, and zip codes are also provided on tabs 2-4 of the workbook.
- If additional “roles” (defendants) are needed on the spreadsheet please add them as detailed on the spreadsheet instructions

## ZIP FILES

- Batch Filing requires that your documents for each case are placed in separate folders numbered by the line they correspond to on the spreadsheet (starting with line 3).
- Once all of the folders have been created, you must “zip” all of the folders into a single zip file.
- Most computers have a zip program pre-loaded. To zip your folders, highlight them all, right click on them, click on send to, and then click “Compressed (zipped) folder”. There are no rules regarding what the zipped file is named.

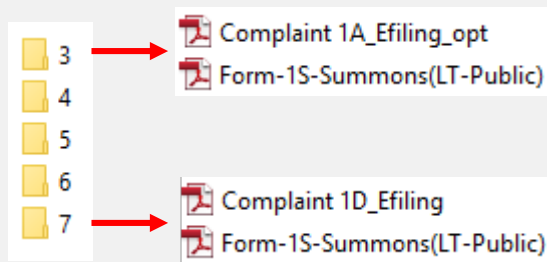


Fig. 1- Example of documents in separate folders 3-7

Note: The files in the numbered folders must be in the appropriate order (i.e. 1<sup>st</sup> document- lead document, 2<sup>nd</sup> document- supporting document, etc.). The lead must be the first document so that it is recognized as the “lead document” when the files are merged.

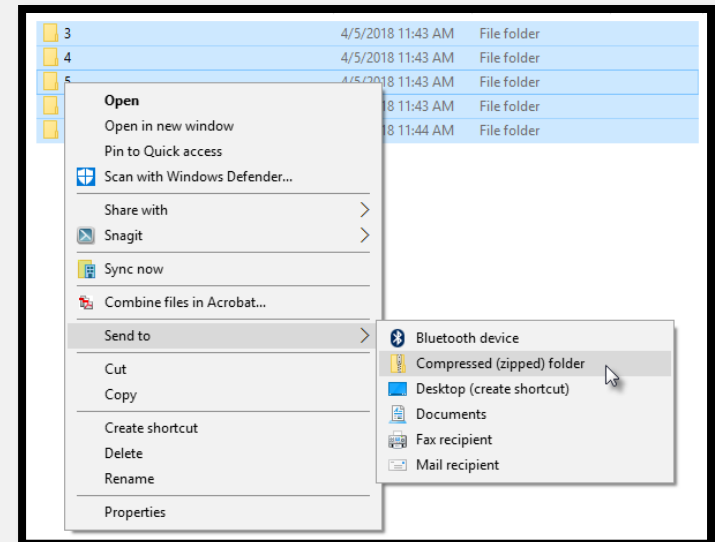
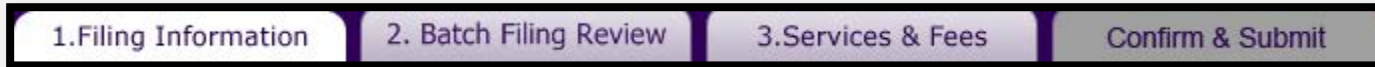
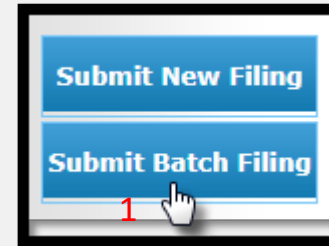


Fig. 2- Example of how to zip the folders

# FILING INFORMATION TAB



1. Click on “Submit Batch Filing”.
2. Select the filing attorney as necessary.
3. D.C. Superior Court is the only and default jurisdiction.
4. Choose your Court Assignment (only Landlord Tenant or Small Claims for batch filing).
5. Select “Yes” File a New Complaint.
6. Enter Special Instructions (200 character limit). Filers are able to request a “day” but not a “date” for hearings, but are able to note dates when they are *not* available for hearings.
7. Select the attorney role.
8. Enter a promo code if you have one (provided by court).



**Filing Type** ?

eFile

**Filing Details** ?

\* Filing Attorney:  2 ▼

\* Jurisdiction:  3 ▼

\* Court Assignment:  4 ▼

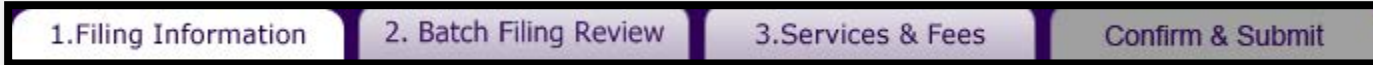
\* New Complaint/Petition:  Yes  No 5

Special Instruction to the Clerk:  6

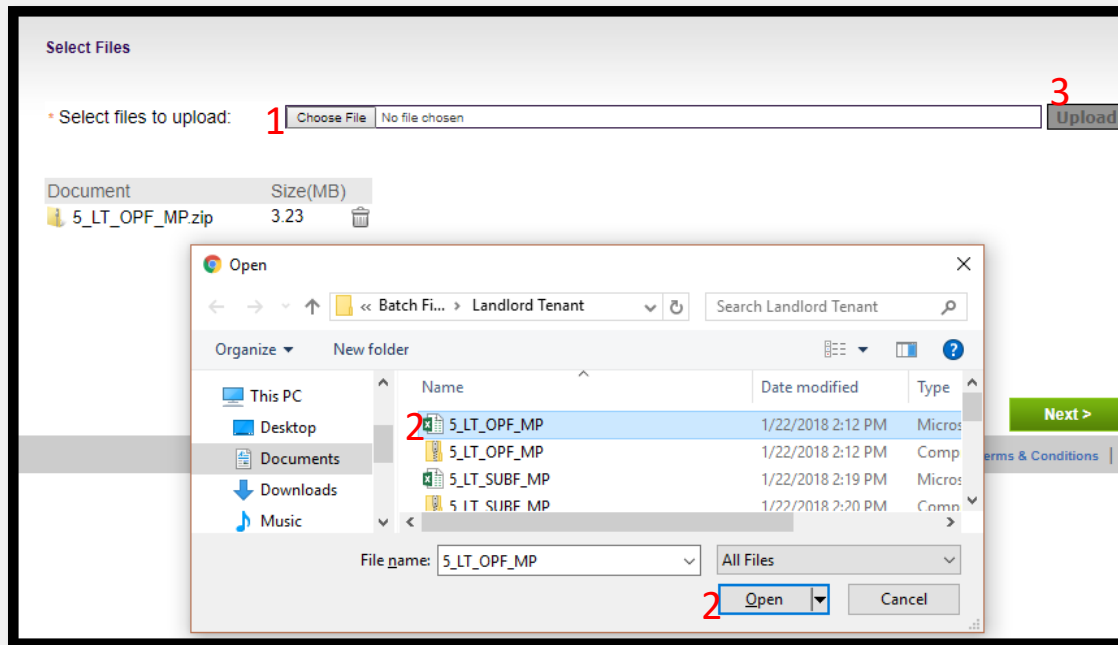
\* Attorney Role:  7 ▼

Use Promocode:  Yes  No 8

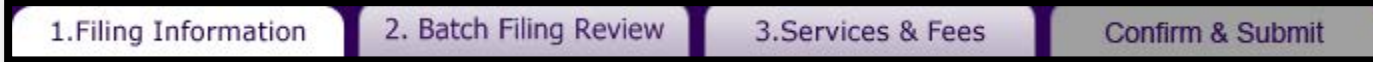
# FILING INFORMATION TAB - UPLOADING DOCUMENTS



1. Click on “Choose File” to browse your computer for your documents.
2. Select your document by double clicking or highlighting and clicking “Open” (max 33 characters for file names).
3. Click “Upload”. The spreadsheet and zipped files can be uploaded in any order
4. Repeat steps 2 and 3 to add your additional document.



# FILING INFORMATION TAB - UPLOADING DOCUMENTS *(continued)*



1. Your attachments will be listed on the page.
2. Click “Next” to move to step 2. There may be a short delay after clicking “Next” while documents are merged by the system

The screenshot shows the 'Select Files' interface. At the top, it says 'Select Files'. Below that, there is a section for '\* Select files to upload:' with a 'Choose File' button and a text box containing 'No file chosen'. To the right of this is an 'Upload' button. Below the text box, a table lists the selected files. A red box highlights the table. A red '1' is placed to the left of the table. At the bottom right, a red '2' is placed to the left of a green 'Next >' button.

Document	Size(MB)	
5_LT_OPF_MP.zip	3.23	
5_LT_OPF_MP.xlsx	0.02	

# BATCH FILING REVIEW TAB



Review the information on your spreadsheet (use the scroll bar to scroll right). All of the case information for each filing will be listed on this page. The number at the far left of the screen corresponds to the row where that information is found on the spreadsheet.

**2. Batch Filing Review**

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Title/Style	Client Matter	Role1	Last Name1	First Name1	Date of Birth1	Organization1	Address1	City1	State1	Country1	Zip1	Role2	Last Name2	First Name2	Date of Birth2	Organization2	Address2
3.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			169 Seaview Road	Washington DC		United States	20523	Defendant	Horton	Matthew			2903 Wis
4.	Pollack vs Leahy	552.68778	Plaintiff	Pollack	Margot			100 Constitution Avenue NW	Washington DC		United States	20004	Defendant	Leahy	Timothy			1002 Con
5.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			1501 Pennsylvania Avenue NW	Washington DC		United States	20006	Defendant	Horton	Matthew			2903 Wis
6.	Pollack vs Leahy	552.68778	Plaintiff	Pollack	Margot			7130 Smith Dr.	Washington DC		United States	20038	Defendant	Leahy	Timothy			1002 Con
7.	Miller vs Horton	134.00225	Plaintiff	Miller	Benjamin			902 Lake Forest Drive	Washington DC		United States	20208	Defendant	Horton	Matthew			2903 Wis

Cancel    < Previous    Next >

Scroll Bar



## BATCH FILING REVIEW TAB *(continued)*

1. Filing Information
















2. Batch Filing Review



3. Services &amp; Fees

Confirm &amp; Submit

Your documents are located on the right-hand side of the screen.

1. Click on the red icon to review your documents.
2. Click “Next” to move to step 3.

Document Type	Document	Delete
EComplaint for Non-Payment of Rent Filed	 Complaint 1A_Efiling_opt  Form-1S-Summons(LT-Public)	
EComplaint for Violations of Obligations of Tenancy or Other Grounds for Eviction - Terminated Employ	 Complaint 1B_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Violations of Obligations of Tenancy or Other Grounds for Eviction - Terminated Employ	 Complaint 1B_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Non-Payment of Rent and Other Grounds for Eviction Filed	 Complaint 1C_Efiling  Form-1S-Summons(LT-Public)	
EComplaint for Commercial Lease Filed	 Complaint 1D_Efiling  Form-1S-Summons(LT-Public)	

# SERVICES AND FEES TAB



Verify that the fees are accurate. (Please note that the filing fees in the screenshot below are for testing purposes only). Click “Confirm” to move to the Confirm and Submit tab.

Filing Fees	
Jurisdiction:	D.C. Superior Court
Court Assignment:	Landlord Tenant
Court Fees for All DocumentTypes:	\$75.00
<b>CaseFileXpress Fees:</b>	
Batch Filing Fees	\$62.50
<b>Subtotal</b>	<b>\$137.50</b>
( Includes NIC Processing ) <b>Total:</b>	<b>\$141.94</b>

# CONFIRM AND SUBMIT TAB

1. Filing Information

2. Batch Filing Review

3. Services &amp; Fees

Confirm &amp; Submit

1. Choose the Enter Credit Card Information from the payment dropdown.
2. Enter your credit card information.
3. Click “Done”.

**Payment Information** Edit

\* Select Payment Option:

Payment Method:  **1**

Credit Card Type:

Credit Card #:

Cardholder Name:

Enter payment information for this transaction.

**Payment Information**

**2** Enter credit card information below

\* Name:

\* Address:

\* City:

\* State:

\* Zip:

\* Credit Card Type:

\* Credit Card Number:

\* Expiration Date:

**3**

## CONFIRM AND SUBMIT TAB *(continued)*



1. Check your work on the summary page on the Confirm and Submit tab.
2. Click “Submit Filing” to send the filing to the court. You may also click “Cancel” to delete the filing. You may experience a short delay while files are transmitted to the court, after which your confirmation screen will appear.

**Confirm & Submit**  
Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. Click Submit Filing to complete the transaction. \*Required

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**Filing Information** [Edit](#)

Jurisdiction: **D.C. Superior Court**  
Court Assignment: **Landlord Tenant**

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<p><b>Payment Information</b> <span style="float: right;"><a href="#">Edit</a></span></p> <p>* Select Payment Option: <input style="width: 100%;" type="text" value="Enter payment information for this transaction."/></p> <p>Payment Method: <b>Credit Card</b> Credit Card Type: <b>Visa</b> Credit Card #: <b>XXXX-XXXX-XXXX-1111</b> Cardholder Name: <b>Jack Rogers</b></p>	<p><b>Personal Information</b></p> <p>Filer ID: <b>jrogers</b> Attorney of Record: <b>Jack Rogers</b> Filer Name: <b>Jack Rogers (jrogers)</b> Law Firm/Organization: <b>DavidGrammier</b> Bar Number: <b>9999999</b> Address: <b>123 Easy St., Dallas , TX , 11111</b> Phone: <b>(777) 777-7777</b> Fax: Email: <b>dgrammier@fileandserve.com</b></p>
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Filing documents conversion is complete.

# CONFIRM AND SUBMIT TAB *(continued)*



Once the batch is submitted, a confirmation window will display. You will also receive an acknowledgement email after the batch is successfully submitted to the Court.

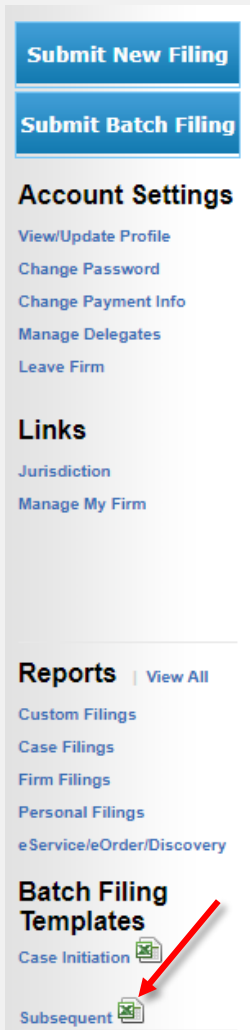




# Subsequent Filings



# SUBSEQUENT FILINGS BATCH WORKBOOK



- Batch Filing Templates are Provided at the bottom of the right margin on the CaseFileXpress Home Page.
- You will need to complete the spreadsheet prior to starting your batch filing and upload it with your transaction.
- Instructions for completing the spreadsheet, document types, and zip codes are also provided on tabs 2-4 of the workbook.

# ZIP FILES

- Batch Filing requires that your documents for each case are placed in separate folders numbered by the line they correspond to on the spreadsheet (starting with line 3).
- Once all of the folders have been created, you must “zip” all of the folders into a single zip file.
- Most computers have a zip program pre-loaded. To zip your folders, highlight them all, right click on them, click on send to, and then click “Compressed (zipped) folder”.

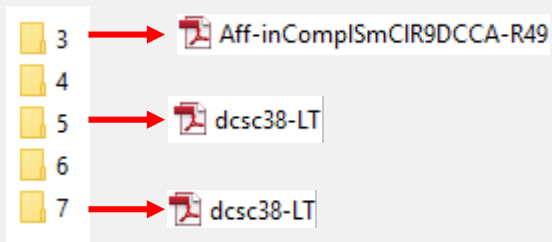


Fig. 1- Example of documents in separate folders 3-7

Note: The files in the numbered folders must be in the appropriate order (i.e. 1<sup>st</sup> document- lead document, 2<sup>nd</sup> document- supporting document, etc.). The lead must be the first document so that it is recognized as the “lead document” when the files are merged.

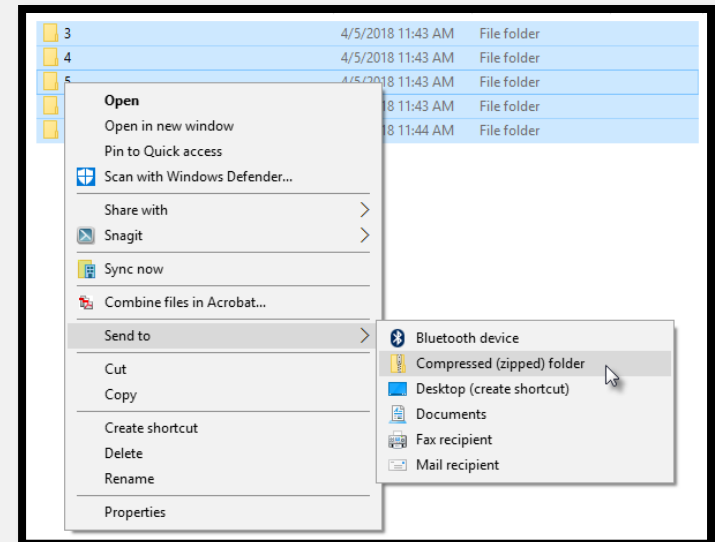


Fig. 2- Example of how to zip the folders

# FILING INFORMATION TAB

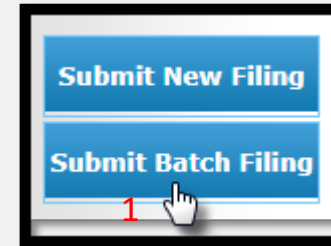
1. Filing Information

2. Batch Filing Review

3. Services &amp; Fees

Confirm &amp; Submit

1. Click on “Submit Batch Filing”.
2. Select the filing attorney as necessary.
3. D.C. Superior Court is the only and default jurisdiction.
4. Choose your Court Assignment (only Landlord Tenant or Small Claims for batch filing).
5. Select “No” File a New Complaint.
6. Enter Special Instructions (200 character limit). Filers are able to request a “day” but not a “date” for hearings, but are able to note dates when they are *not* available for hearings.
7. Select the attorney role.
8. Enter a promo code if you have one (provided by court).



**Filing Type** ?

eFile

**Filing Details** ?

\* Filing Attorney: jrogers **2** ▼

\* Jurisdiction: D.C. Superior Court **3** ▼

\* Court Assignment: Landlord Tenant **4** ▼

\* New Complaint/Petition:  Yes  No **5**

Special Instruction to the Clerk: - Enter Special Instructions - **6**

\* Attorney Role: - Select Attorney Role - **7** ▼

Use Promocode:  Yes  No **8**

- Enter Promo Code -

Cancel

# FILING INFORMATION TAB - UPLOADING DOCUMENTS

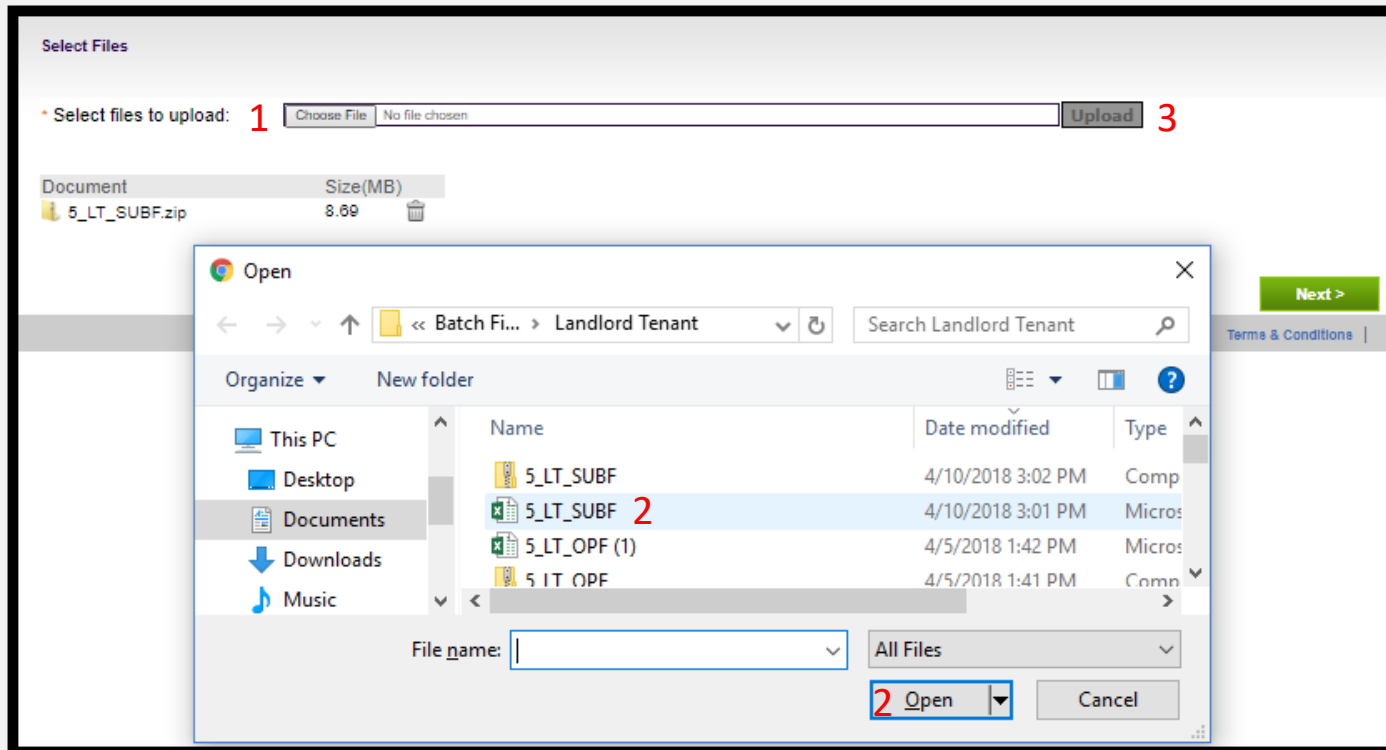
1. Filing Information

2. Batch Filing Review

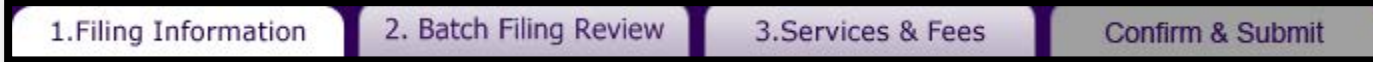
3. Services & Fees

Confirm & Submit

1. Click on “Choose File” to browse your computer for your documents.
2. Select your document by double clicking or highlighting and clicking “Open”.
3. Click “Upload”.
4. Repeat steps 2 and 3 to add your additional documents.



# FILING INFORMATION TAB - UPLOADING DOCUMENTS *(continued)*



1. Your attachments will be listed on the page.
2. Click “Next” to move to step 2.

The screenshot shows a 'Select Files' interface. At the top, it says 'Select Files'. Below that, there is a text input field with the placeholder 'Choose File' and 'No file chosen', and an 'Upload' button. A red '1' is positioned to the left of a table listing files. The table has two columns: 'Document' and 'Size(MB)'. The first row is a header. The second row shows a file icon, '5\_LT\_SUBF.zip', and '8.69'. The third row shows a file icon, '5\_LT\_SUBF.xlsx', and '0.07'. Each row has a trash icon to its right. A red box highlights the entire table. At the bottom right, there is a green 'Next >' button with a red '2' next to it.

Document	Size(MB)	
5_LT_SUBF.zip	8.69	
5_LT_SUBF.xlsx	0.07	

# BATCH FILING REVIEW TAB

1. Filing Information    2. Batch Filing Review    3. Services & Fees    Confirm & Submit

Review the information on your spreadsheet. All of the case information for each filing will be listed on this page. The number at the far left of the screen corresponds to the row where that information is found on the spreadsheet.

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Number	Case Title/Style	Client Matter	Judge First Name	Judge Last Name	Document Type Document	Delete
3.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Application to Late File Notice to Tenant of Payment Required to Avoid Eviction Filed Application to Late File Form 6	
4.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application For Termination Of Stay And Notice To Defendant Appl-term-stay-and-notice form	
5.	<input type="text" value="2017 LTB 000003"/>	Clay vs Green	15682.23	Judge	Turner	Motion for Additional Discovery Filed Motion-LT (2)	
6.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Notice to Tenant of Plaintiffs Intention to Seek Writ of Restitution Filed Notice-of-Intent-to-Seek-a-Writ	
7.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application to Late File Notice to Tenant of Payment Required to Avoid Eviction Filed Application to Late File Form 6	

Cancel    < Previous    Next >



# BATCH FILING REVIEW TAB *(continued)*



Your documents are located on the right-hand side of the screen.

1. Click on the red icon to review your documents.
2. Click “Next” to move to step 3.

Please review and correct the Filing details accordingly. Use Delete button, if you want to exclude any filing or record from the Batch Filing Transaction. Click Next to Continue.

No.	Case Number	Case Title/Style	Client Matter	Judge First Name	Judge Last Name	Document Type	Document	Delete
3.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Application to Late File Notice of Tenant of Payment Required to Avoid Eviction Filed	Application to Late File Form 6	
4.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application for Termination Of Stay And Notice To Defendant	Appl-term-stay-and-notice form	
5.	<input type="text" value="2017 LTB 000003"/>	Clay vs Green	15682.23	Judge	Turner	Motion for Additional Discovery Filed	Motion-LT (2)	
6.	<input type="text" value="2012 LTB 023055"/>	Smallwood vs Jameson	12352.23	Judge	Turner	Notice to Tenant of Plaintiffs Intention to Seek Restitution Filed	Notice-of-Intent-to-Seek-a-Writ	
7.	<input type="text" value="2012 LTB 004700"/>	Green vs Bell	15248.14	Judge	Turner	Application to Late File Notice of Tenant of Payment Required to Avoid Eviction Filed	Application to Late File Form 6	

# SERVICES AND FEES TAB



Verify that the fees are accurate. (Please note that the filing fees in the screenshot below are for testing purposes only). Click “Confirm” to move to the Confirm and Submit tab.

### Filing Fees

Jurisdiction: D.C. Superior Court  
Court Assignment: Landlord Tenant  
Court Fees for All DocumentTypes: \$10.00

**CaseFileXpress Fees:**

Batch Filing Fees	\$65.00
<b>Subtotal</b>	<b>\$75.00</b>
( Includes NIC Processing ) <b>Total:</b>	<b>\$77.88</b>

< Previous    Confirm >

# CONFIRM AND SUBMIT TAB

1. Filing Information

2. Batch Filing Review

3. Services &amp; Fees

Confirm &amp; Submit

1. Choose the Enter Credit Card Information from the payment dropdown.
2. Enter your credit card information.
3. Click “Done”.

**Payment Information** Edit

\* Select Payment Option:

Payment Method:  **1**

Credit Card Type:

Credit Card #:

Cardholder Name:

**Payment Information**

**2** Enter credit card information below

\* Name:

\* Address:

\* City:

\* State:

\* Zip:

\* Credit Card Type:

\* Credit Card Number:

\* Expiration Date:

**3**

# CONFIRM AND SUBMIT TAB *(continued)*



1. Check your work on the summary page on the Confirm and Submit tab.
2. Click “Submit Filing” to send the filing to the court. You may also click “Cancel” to delete the filing.

**Confirm & Submit**  
Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. Click Submit Filing to complete the transaction. \*Required

---

**Filing Information** [Edit](#)

Jurisdiction: **D.C. Superior Court**  
Court Assignment: **Landlord Tenant**

---

**Payment Information** [Edit](#)

\* Select Payment Option:   
Payment Method: **Credit Card**  
Credit Card Type: **Visa**  
Credit Card #: **XXXX-XXXX-XXXX-1111**  
Cardholder Name: **Jack Rogers**

**Personal Information**

Filer ID: **jrogers**  
Attorney of Record: **Jack Rogers**  
Filer Name: **Jack Rogers (jrogers)**  
Law Firm/Organization: **DavidGrammier**  
Bar Number: **9999999**  
Address: **123 Easy St., Dallas , TX , 11111**  
Phone: **(777) 777-7777**  
Fax:  
Email: **dgrammier@fileandserve.com**

**1**

**2**

Filing documents conversion is complete. [Submit Filing](#)

[Cancel](#)

## CONFIRM AND SUBMIT TAB *(continued)*



Once the batch is submitted, a confirmation window will display. You will also receive an acknowledgement email after the batch is successfully submitted to the Court.

### Filing Summary

The filing has been successfully received by CaseFileXpress. Below are the details.

Trace Number:	<b>ED301J000043331</b>
Case Number:	<b>Batch Filing</b>
Filer Name:	<b>Jack Rogers</b>
AttorneyOfRecord Name:	<b>Jack Rogers</b>
Total fees:	<b>\$77.88</b>

[Print](#) [OK](#)

Make sure to visit the CaseFileXpress web page for more information at <http://fileandservexpress.com/dc>

**File & ServeXpress™** JURISDICTIONS ABOUT US SERVICES CONTACT US

**Washington D.C.**

Welcome

Getting Started

Avoid Rejected Filing

Training

Court Calendar

Frequently Asked Questions

**The Washington DC Superior Court Launched eFiling in Mental Health and Paternity & Support on December 14, 2015.**

The Washington D.C. Superior Court now allows eFiling in existing mental health and paternity and support cases as of December 14, 2015 through CaseFileXpress, the electronic filing portal of the court. eFiling will be mandatory in these case types beginning February 14, 2016.

To learn more read the [Court's latest eFiling Order](#).

**The Washington DC Superior Court Launched Case Initiation in Civil cases on May 4, 2015.**

**DOWNLOAD THE COURT'S ANNOUNCEMENTS:**

# Contact CaseFileXpress

- ✔ Toll Free: 877-433-4533 or 877-I-eFiled  
*(24x7 phone support)*
- ✔ LiveChat  
*(during business hours 8am – 6pm ET)*
- ✔ Send us an email:  
*info@fileandserve.com*
- ✔ Our Home Page:  
*http://fileandservexpress.com/dc*
- ✔ Login Here:  
*https://dc.casefilexpress/*

Presenter: Milt Stafford  
*mstafford@fileandserve.com*





# CASEFILEXPRESS REGISTRATION



# Registering New Users

- New users needing an ID and Password for CaseFileXpress need to click the “Register Now” link on the CaseFileXpress Login page.

<https://dc.casefilexpress.com/Login.aspx>

**CaseFileXpress Login**

User ID:

Password:

Remember Me [?](#) [Login](#)

[Forgot User ID](#) | [Forgot Password](#)

**Not registered with CaseFileXpress?**

You must register with CaseFileXpress before eFiling with the District of Columbia Superior Court and the Texas State Courts. Our website is best viewed with Internet Explorer 8+ and requires the use of cookies. If you attempt to login and are returned to the login page without seeing an error message, you need to enable cookies. For more information on enabling cookies, click here: [\(Link to enabling cookies.\)](#)

**Looking for more information about CaseFileXpress?**

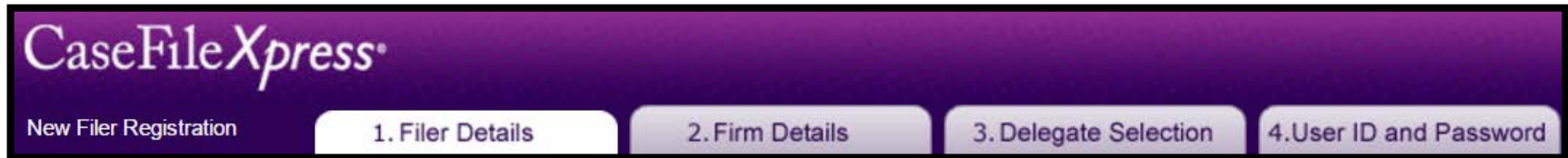
[Check out the CaseFileXpress latest Tips and Guidelines.](#)

[Register Now](#)

- After clicking on “Register Now” a series of four tabs open.

# User Types

- The first tab is for **Filer Details**

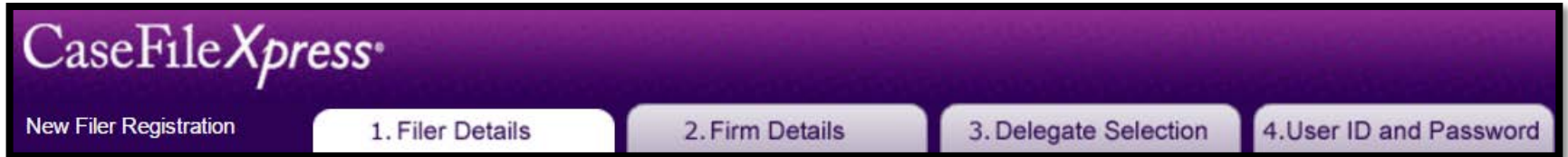


- After entering their name and email address, users will designate the type of filer they wish to register as.

The image shows a registration form with three fields: '\* Type of Filer:', '\* Bar Number:', and '\* State of Bar Record:'. The 'Type of Filer' dropdown menu is open, showing options: 'Attorney', 'Pro Se -- non attorney representing him/herself', 'Judge', 'Attorney's Assistant', 'Paralegal', and 'Judicial Staff'. A large black arrow points from the initial state to the state where the dropdown is open.

- If registering as an **Attorney**, a DC Bar Number must be entered.
- If registering as an **Attorney's Assistant** or **Paralegal**, a Bar Number is not needed, but the user will need to be designated as a **Delegate** for another user who is designated as an **Attorney** in order to be able to file.
- Each case will have a "Filing Attorney". **Delegates are able to file into that case if they are designated as a Delegate for the Filing Attorney on the case.**

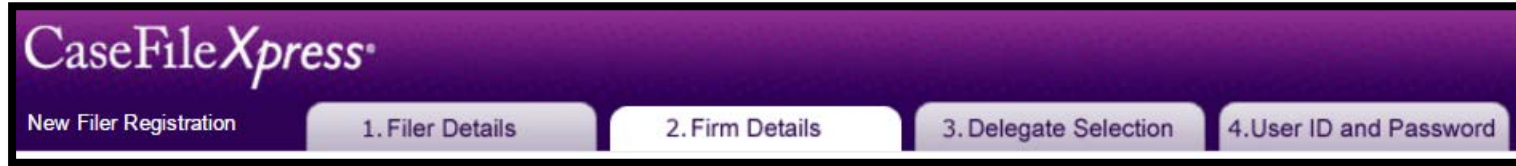
# Firm Registration Code



- Each Organization creates a Firm Registration Code. ***It is crucial for each user in that Organization to enter the Firm Registration Code during the registration process.*** This ensures that the user will be associated with the correct Organization. Client Support can provide the Code if the new user cannot find it. Once the code is entered, press the Tab key for validation, and once validated the “Office Selector” pull down menu will appear. The appropriate office must be selected.
- If the user fails to enter the Firm Registration Code they may end up creating a *personal* account for which they will be billed accordingly.

A screenshot of a registration form. At the top, there is a dropdown menu for "Type of Filer:" with "Paralegal" selected. Below it are two checked checkboxes: "Participate in eService" and "Court Clerk may change my document type". The "Firm Registration Code:" field is a text input box with a blue question mark icon to its right. Below that is the "Office Selector:" dropdown menu with "- Select -" selected. Two red arrows point from the right towards the Firm Registration Code and Office Selector fields.

# Firm Details



- If the new user is registering as part of an Organization which already has an account, and if they enter the Organization's Firm Registration Code, the Firm Details tab will be skipped. If the user registering is the first to register for their Organization they will need to enter the firm details on this screen.

**Firm Details**

\* Law Firm or Organization:  ?  
Website:   
 Manager Account?  
 Multiple Offices? [+ Add Office](#) ?

\* Practice Type:   
\* Firm Registration Code:   
Managing Partner Name:   
Managing Partner Phone Number:  -  -   
Managing Partner Email:

▶ \* Primary Office Name:   
\* Address Line 1:   
Address Line 2:   
\* City:   
\* State:   
\* Zip:   
\* Law Firm Contact Person:   
\* Law Firm Contact Person Email:   
\* Law Firm Contact Number:  -  -   
\* Law Firm Fax:  -  -   
\* Time Zone:

\* Primary Accounting Contact: First Name  Last Name   
\* Contact Number:  -  -   
\* Contact Email:

Secondary Accounting Contact: First Name  Last Name   
Contact Number:  -  -   
\* Contact Email:

\* Authorizer Name:  \* Authorizer eMail:

**Firm User Agreement** ?

Firm Agreement:

Case File Xpress Firm User Agreement

By clicking "I accept" with respect to this Case File Xpress Firm User Agreement (this "Agreement") , agrees to be bound by the covenants and agreements herein, in return for be granted access the Case File Xpress ("CFX") application to utilize the eFiling and eService services available in the application. Clicking the "I accept" button is a symbol of the signature of the Firm's authorized representative accepting the terms of the Agreement.

1. Account.

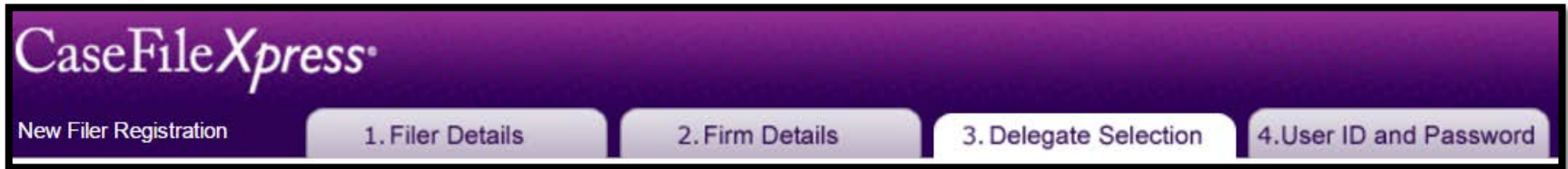
(a) Firm shall have an account (the "Account") with CFX for use of the CFX website (the "Website") and CFX web-based eFiling services in accordance with the End User Agreement set forth on the website.

(b) Each attorney who is a partner, member or associated with Firm shall have an individual registration through Firm's Account (each a "Firm Attorney"). Firm shall provide for each Firm Attorney the information required by the Website for registration of such Firm Attorney. Each Firm Attorney registered with CFX through Firm must be an attorney in good standing in their respective states in which they are practicing. CFX shall promptly terminate a Firm Attorney's registration upon notice by the Firm to such effect.

(c) Firm shall be responsible for all charges incurred by any Firm Attorney (or any representative or assistant of the Firm or of any Firm Attorney) with CFX through the Website or otherwise.

(d) Firm shall notify CFX of any discrepancies or irregularities on a billing for service within ninety (90) days of the delivery of such service. If Firm does not notify CFX of a discrepancy or irregularity within such 90 day period, Firm may not challenge the validity of such

# Delegate Selection



- If the new user is registering as a non-“Attorney”, they will be able to select the “Attorney(s)” they wish to be Delegates for. A list of Attorneys will appear. The new user will click on the Attorney(s) name(s) for whom they wish to be Delegates for to create/add them to a list.

Below is a list of all eligible filers from all of your defined Locations.

Search:  Last Name  First Name  Office

Can't find who you are looking for? Enter email below to send them an invitation to register with CaseFileXpress.  
Enter Email:

**Available Attorneys**

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, LP

**Attorneys List**

Select	Name >>	Filer Type >>	Office >>
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# Delegate Selection

CaseFileXpress®

New Filer Registration

1. Filer Details

2. Firm Details

3. Delegate Selection

4. User ID and Password

- If the new user is registering as an "Attorney", they will be able to select the other "Attorney(s)" they wish to be Delegates for and the Delegates who will be able to file on their behalf. A list of Attorneys and a list of Delegates will appear. The new user will click on the Attorney(s) name(s) for whom they wish to be Delegates for and the Delegates who they wish to be able to file on their behalf, to create/add them to a list.

**Select Firm Delegates** ?

Below is a list of all eligible filers from all of your defined Locations.

Search: Last Name First Name Office

**Available Attorneys** ?

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, ID

**Available Delegates** ?

Select	Name >>	Filer Type >>	Office >>
<input type="checkbox"/>	Attorney, Bob	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Attorney, Test	Attorney	CaseFileXpress, LP
<input type="checkbox"/>	Austin, Gina	Attorney	CaseFileXpress, ID

Can't find who you are looking for? Enter email below to send them an invitation to register with CaseFileXpress.  
Enter Email:

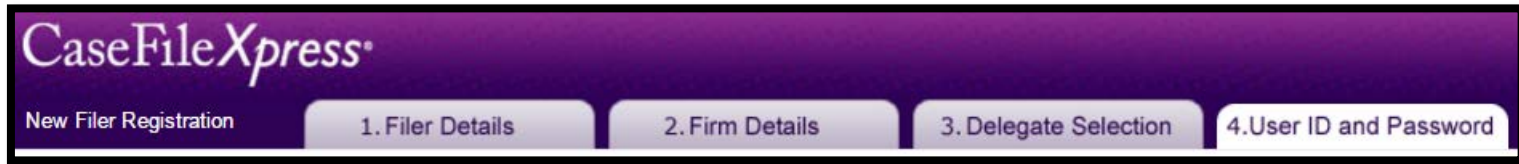
**Attorneys List**

Select	Name >>	Filer Type >>	Office >>
<input type="button" value="Add &gt;&gt;"/>			
<input type="button" value="&lt;&lt; Remove"/>			

**Delegates List**

Select	Name >>	Filer Type >>	Office >>
<input type="button" value="Add &gt;&gt;"/>			
<input type="button" value="&lt;&lt; Remove"/>			

# User ID and Password



- Users are able to create their own User ID and Password. If uppercase letters are used they must also be entered to login. Users will also pick challenge questions to be able to retrieve their login credentials.

The image is a screenshot of a web form titled "Login Credentials" with a help icon. It contains two main sections. The first section, "Login Credentials", has three rows: "\* Create User ID:" with a text input field and a "Suggestions?" link; "\* Create Password:" with a text input field; and "\* Re-Enter Password:" with a text input field. The second section, "Challenge Questions", has three rows: "\* Challenge Question 1:" with a dropdown menu showing "- Select -"; "\* Challenge Answer:" with a text input field; "\* Challenge Question 2:" with a dropdown menu showing "- Select -"; "\* Challenge Answer:" with a text input field; and "\* Challenge Question 3:" with a dropdown menu showing "- Select -"; "\* Challenge Answer:" with a text input field.