

Notice of New Process for Documents Requiring Judicial Review

E-filing procedures for documents requiring judicial review and signature will change starting 4/23/2019. CaseFileXpress has created a dashboard to allow judges to review and edit motions, oppositions, proposed orders and other documents requiring judicial review and signature. Filers will no longer be required to separately email non-write protected motions and proposed orders to a judge’s chambers.

These new procedures apply only to documents that are single filed, and not to batch filing.

These procedures also do not apply to motions, or other filed documents in matters scheduled for hearing in the Landlord & Tenant or Small Claims courtrooms. However, these procedures do apply to Landlord & Tenant and Small Claims motions or other filed documents in matters to be decided by or certified to a specific judge (in other words, not scheduled for hearing in the Landlord & Tenant or Small Claims courtrooms).

The changes in the filing process are described below:

» After logging into CaseFileXpress, click on “Submit New Filing” button to initiate a Single Filing which will open the filing workflow as you currently do.

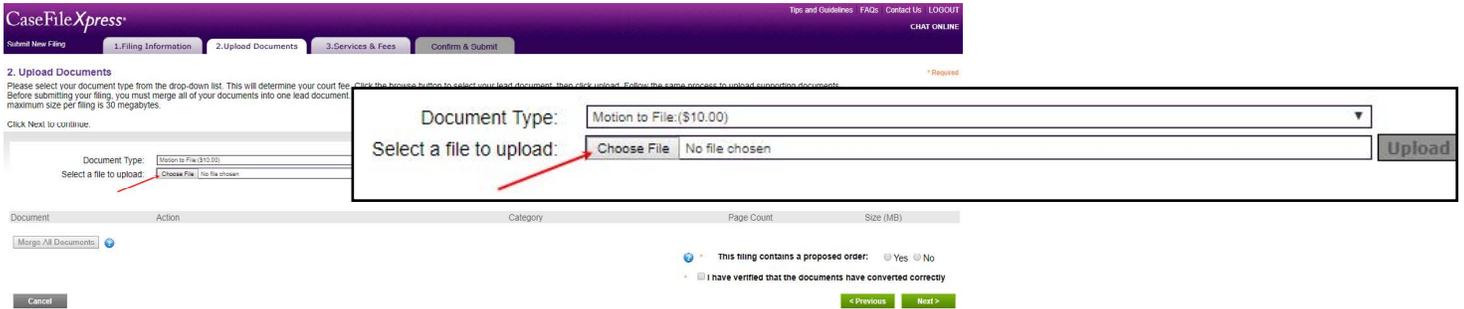
The screenshot shows the CaseFileXpress dashboard. At the top, there is a navigation bar with 'Tips and Guidelines', 'FAQs', 'Contact Us', and 'LOGOUT'. Below this, a welcome message for 'Warda Khan' is displayed. The main content area is divided into several sections: 'Notifications' (Showing 5 of 7), 'Drafts' (Showing 3 of 3), 'Cases' (Showing 5 of 169), and 'Account Settings'. A red arrow points to the 'Submit New Filing' button in the top right corner of the dashboard.

1. Tab 1 remains the same.

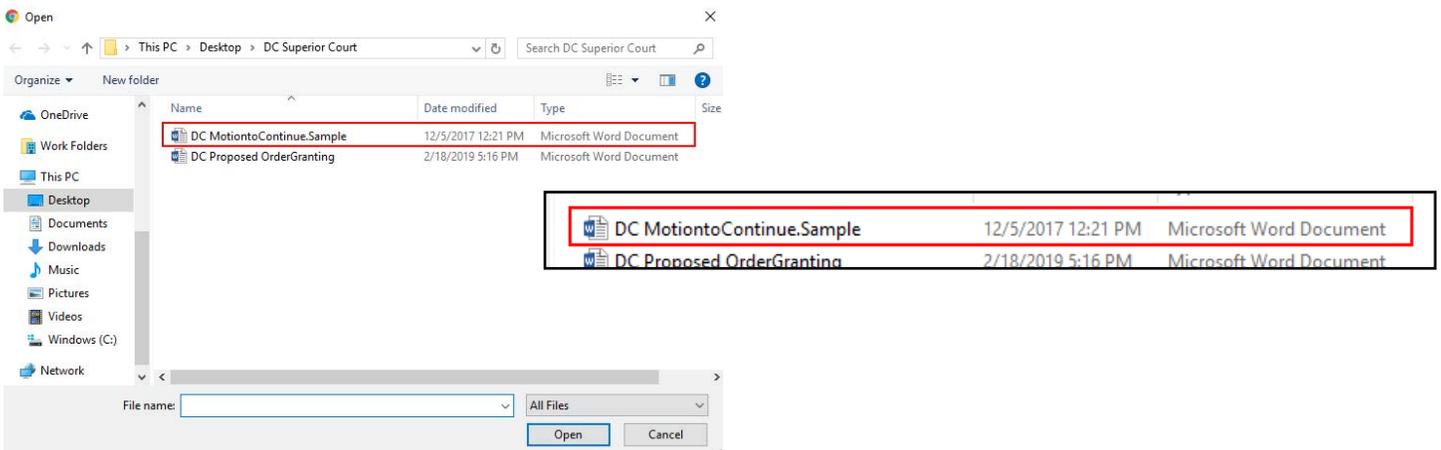
The screenshot shows the '1. Enter Filing Information' step. It includes a 'Filing Type' section with radio buttons for 'eFile and eServe' and 'Discovery Service'. Below this is a 'Filing Details' section with dropdown menus for 'Filing Attorney', 'Jurisdiction', and 'Court Assignment'. There is also a 'New Complaint/Petition' section with a 'Case Number' field and a 'Case Title/Style' text area. To the right, there is a 'Create Service List' section with a table of attorneys and judges. A red arrow points to the 'Next >' button at the bottom right.

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Khan	Warda	DavidGrammier	9999999	wkhan@fileandserve.com	Plaintiff Attorney	None
Khan	Warda	WK Firm	9999999	wkhan@fileandserve.com	Plaintiff Attorney	eServe
Chen	Lucy	Xiaolei Law Firm	401375	mpanochkin@fileandserve.com	Defendant Attorney	eServe
Panochkin	Max	Max's Law Office	401375	mpanochkin@fileandserve.com	Other	eServe
Kravtitz	Judge	Washington DC Superior Court	384747	mpanochkin@fileandserve.com	Judge	eServe
Judge	Isabella	Isabella Law Firm	1234567	mpanochkin@fileandserve.com	Judge	eServe
Max	Judge	Max Court	9999999	mpanochkin@fileandserve.com	Judge	eServe

- Part of Tab 2 will remain the same, where you select the type of Motion you are filing from the Document Type drop down menu. Then click “Choose File” button to locate the document from your computer and click “Upload.”



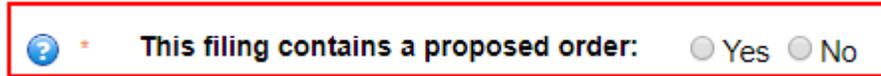
- A key change in the new process is that now you must upload the original documents in Microsoft Word in an editable format instead of the PDF file. The CFX system will automatically convert the filings to PDF as part of the upload process as it does currently, and it will also retain the original editable format of the documents that requires Judge Review. Note: The Court requires editable documents to be in Microsoft Office Word (.doc or .docx) only.
- As seen below, a sample Motion to Continue document and a sample Proposed Order document are in the original Microsoft Word format instead of the PDF files. Please be sure when you are uploading the documents, that they are in the Microsoft Word format or Pages documents saved as Microsoft Word documents (Pages for Mac users only).



- After you upload the Proposed Order as a supporting document in a Microsoft Word format, you must then click “Merge All Documents” as you routinely do today.



- d. Another key change in the new Proposed Order process for a single filing is that now you must indicate if a filing contains a Proposed Order so that it can be routed to the Judge’s Dashboard. If you click No and the filing does have a proposed order, the Judge will not receive the proposed order on the Judge’s Dashboard.



- e. As usual, check the box to verify that the filing has been converted correctly and continue the filing process as you do now.

Submit New Filing

1. Filing Information | 2. Upload Documents | 3. Services & Fees | Confirm & Submit

2. Upload Documents * Required

Please select your document type from the drop-down list. This will determine your court fee. Click the browse button to select your lead document, then click upload. Follow the same process to upload supporting documents. Before submitting your filing, you must merge all of your documents into one lead document. Filenames are limited to 33 characters, not including the extension, e.g. '.pdf'. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes.

Click Next to continue.

Document Type:

Document	Action	Category	Page Count	Size (MB)
DCMotiontoContinue Sample.pdf	Rename	<input type="text" value="Leading Document"/>	1	0.04
DCProposedOrderGranting.pdf	Rename	<input type="text" value="Supporting Document"/>	1	0.04

This filing contains a proposed order: Yes No

I have verified that the documents have converted correctly

3. Tab 3 the Services and Fees and the final Tab, Confirm and Submit remain the same.

***Note:** All your notifications remain the same in the new Proposed Order process.