

CaseFile*Xpress*®

USER GUIDE

eFiling for Existing Criminal and DV Cases
Washington, D.C. Superior Court

CRIMINAL AND DV CASES

- Cases in Criminal and DV are filed electronically by the prosecutors – CaseFileXpress will not be used to initiate cases. Once filed, the new case will be available immediately for eFiling
- ex Parte motions may be eFiled but it is the filer’s responsibility to make sure that the party(ies) which are not to be served are designated as “none” under the Service column on the service list page.
- Sealed documents that are available to all parties but not the public can be eFiled, e.g. sealed pleas, PSIs, AVRs, notices of violations of release conditions.

CaseFile*Xpress*

Tips & Guidelines

TIPS & GUIDELINES (Slide 1 of 3)

- Login page located at <https://dc.casefilexpress.com/Login.aspx>
- Know your User-ID and Password – case sensitive
- The application is best viewed on IE 6+. Performance of the application cannot be guaranteed with other browsers and operating systems, such as Macintosh Safari
- 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 (contact client support if you are not sure who that person is), the Manage Delegates link on your Dashboard, or CFX Client Support
- When you file in a criminal case you must include the assigned Judge’s name in the “Special Instruction to Clerk” field, found on the Confirm & Submit page.
- The first party/person to file into a criminal case will need to add a case title and a service list for the case. The case title field is mandatory but can be edited by anyone filing into the case. Please use the format **US v (Defendant Name)** for case titles. Make sure the judge on the case is also on the service list.

TIPS & GUIDELINES (Slide 2 of 3)

- The document type list is provided/controlled by the Clerk's Office
- Select the correct document type from drop-down menu, ONCE, for the lead document
- Do not select document types for any supporting documents/attachments, e.g. exhibits – they are simply additional pages to your filing
- After uploading the documents you wish to file, make sure, if there is more than one, to use the Merge All Documents command to merge your documents into a single document for filing. The single remaining document will be designated as your “Leading Document”
- Save and title your documents reflecting the content of the document (e.g. Motion to Continue, Notice of Filing, Petition for..., Response to Motion, etc.) since the file name will displayed for each document as you upload them.
- Know your case number – must be entered in an exact format. Case numbers are formatted as follows: four digit year, three character case type, six digit sequence number. If you are uncertain, you can check your case number on the Court's website:

<https://www.dccourts.gov/cco/>

(example: 2016 CF1 123456)

TIPS & GUIDELINES (Slide 3 of 3)

- If a filing is 25 pages or more, then a courtesy paper copy shall be submitted to the Judicial Officer presiding over the case
- Social Security and Financial Account Numbers shall be redacted by the filer and, if the numbers are needed, only the last four digits shall be used.
- If the clerk rejects your filing, please correct based on the clerk's comments and resubmit immediately, rejected filings are NOT docketed.
- The service list is created by the filers - always confirm it is correct before submitting your filing. A listing of PSA and CSOSA personnel, by team, is available under the FAQ section on the CaseFileXpress website. This will aid you in determining who to add or select if you need to include a representative from PSA or CSOSA on your service list. Note: USAO will funnel all filings through a single filer (Channing Phillips) and handle distribution of filings internally.
- Review and confirm your service list includes the Judge on the case

Filing rejections

Acceptable signatures

FILING REJECTIONS

Common Clerk-Related Rejections

- Proposed Order is not included with Motion filing
- Multiple documents not merged into a single document
- Certificate of service missing/not dated/outdated/not signed
- Case number not found

Use the following link to view a list of reasons for filing rejections:

<http://fileandservexpress.com/dc>

Follow the link shown for “Avoid Rejected Filings”

ACCEPTABLE SIGNATURES

- “/s/” with printed name, or scanned signature image, are both acceptable above the signature line:

Example:

_____/s/ Brad Smith
Brad Smith, DC Bar Number: 999999
Smith & Jones, LLC
1200 Pennsylvania Ave
Washington, DC 20006
(202) 879-0000
brad.smith@aol.com

Typed name, address, telephone number, email address and, if applicable, Bar number must appear under the signature line. An “/s/” or typographical signature shall be treated as a personal signature for all purposes under the Superior Court rules, including Rule 49 of the Superior Court Rules of Criminal Procedure “Filing and Serving Papers”

Login screen

Submitting a filing

LOGIN SCREEN

- Login page is located at <https://dc.casefilexpress.com/Login.aspx>
- Know your User-ID and Password – The are case sensitive
- The application is best viewed on IE 6+. Performance of the application cannot be guaranteed with other browsers and operating systems, such as Macintosh Safari

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: [\(Link to enabling cookies.\)](#)

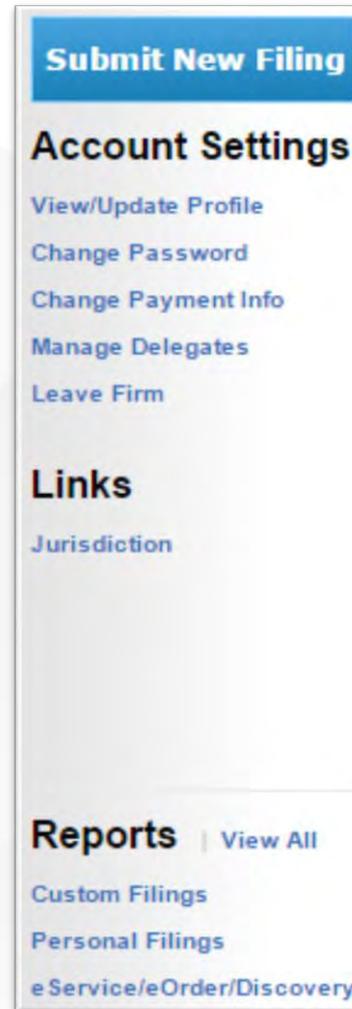
[Register Now](#)

Looking for more information about CaseFileXpress?

Check out the **CaseFileXpress latest Tips and Guidelines.**

FILER DASHBOARD

- To start the filing process, click the Submit New Filing link



The screenshot shows a vertical menu with the following sections and items:

- Submit New Filing** (highlighted in a blue box)
- Account Settings**
 - View/Update Profile
 - Change Password
 - Change Payment Info
 - Manage Delegates
 - Leave Firm
- Links**
 - Jurisdiction
- Reports** | View All
 - Custom Filings
 - Personal Filings
 - e Service/eOrder/Discovery

SUBMITTING A FILING

- Click “Submit New Filing” on your Dashboard
- Choose whether you wish to file and serve or to just serve.
NOTE: Discovery Service carries a charge which applies to all users, whether “fee exempt” or not.
- Choose the Filing Attorney from the dropdown list of registered attorneys in your organization. If you are the filing attorney your name will appear in the box.
- Click the Court Assignment box to open the list
- Select Criminal Cases as the Court Assignment
- Enter the Case Number using spaces, leading zeroes, capital letters, etc., then press Tab. This will return the case title and service list for the case. If you are the first to eFile into the case a case title will NOT be returned and you must enter one, using the format US v (Defendant Name). The first filer will also be the first and only name on the Service List, add others to the list if they are known.

CaseFileXpress®

Submit New Filing 1. Filing Information 2. Upload Documents

1. Enter Filing Information

Please select the Filing Type and enter the required Filing Details. Create your

Filing Type

eFile and eServe Discovery Service

Filing Details

* Filing Attorney: lucychen

* Jurisdiction: D.C. Superior Court

* Court Assignment: Criminal Cases

* New Complaint: Yes No

* Case Number: - Enter Case/Cause Number -

Case Title/Style: - Enter Case Title/Style -

* Client Matter: - Enter Client Matter -

Use Promocode: Yes No - Enter Promo Code -

Cancel

Court Assignment: Criminal Cases
- Select Court Assignment -
Civil Actions
Tax Division
Domestic Relations
Abuse & Neglect
Juvenile - DEL
Juvenile - ISC
Juvenile - PINS
Juvenile - FSP
Juvenile - TRC
Termination of Parental Rights
Probate Division
Mental Health - MHE
Mental Habilitation - MRE/MRV
Paternity & Support
Criminal Cases

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SERVICE LISTS

Service List 					
Add Attorneys & Judges					
Last Name	First Name	Organization	Bar Number	Email	
Stafford	Milt	CaseFileXpress, LP	999999	mstafford@fileandservexpress.com	Role: Prosecuting Attorney
Stafford	Milton	CaseFileXpress, LP	999999	mstafford@mozato.com	Role: Defendant Attorney
Attorney	Bob	CaseFileXpress, LP	999999	ystephens@fileandservexpress.com	Role: Defendant Attorney
Aziz	Kristen	CaseFileXpress, LP	999999	kchen@fileandservexpress.com	Role: Other
Morin	Judge	Washington DC Superior Court	308916	JudgeMorinEServe@dcsc.gov	Role: Judge

The table includes two dropdown menus on the right side: 'Role' and 'Service'. The 'Role' dropdown has options: Prosecuting Attorney, Defendant Attorney, Other, and Judge. The 'Service' dropdown has options: None, eServe, eServe, eServe, and eServe. Each row also has a trash can icon for deletion.

- Remember, the filers create and maintain the Service List, not CFX or the court
- If someone is missing, use the Add Attorneys & Judges link to add them (see next slide)
- The “Role” column designates the role for each party and can be changed if incorrect
- The “Service” column allows you to select who is served with the filing. “eServe” means that party WILL be eServed, “None” means they will NOT be eServed. It is important to note that when you eFile and eServe the documents are being filed and served simultaneously. Whether or not the court reviews a filing immediately or not, or accepts or rejects the filing, the documents filed are served immediately on whomever is designated for service. Documents eServed do not “go through” the court and do not wait for the court to take action on the filing.
- The trash can icon removes that person from the Service List, do not use unless you are sure
- If you accidentally delete a party from the service list, add them back before proceeding

SERVICE LISTS - ADDING NAMES

Add Attorneys & Judges

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number.

Last Name	First Name	Organization	Bar Number	Search
aziz				

Select	Last Name	First Name	Organization	Email	Bar Number
Added	Aziz	Kristen	CaseFileXpress, LP	kristen@cfxpress.com	9999999
+Add	Aziz	Kristen	CaseFileXpress, LP	lchen@fileandservexpress.com	9999999

Added Names

+Remove	Aziz	Kristen	CaseFileXpress, LP	kristen@cfx
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Cancel Done

To add a Judge to the Service List:

- Enter first name as “judge” or “magistrate judge”
- Enter judge’s last name
- Click Search
- Click “Add” next to judge’s name
- Click “Done”, returns to Service List.
- Make sure judge’s “Role” is specified

Last Name	First Name	Organization	Bar Number	Search
morin	judge			

Select	Last Name	First Name	Organization	Email	Bar Number
+Add	morin	Judge	Washington DC Superior Court	JudgeMorinEServe@dcsc.gov	308916

- It is NOT necessary to enter information into each search box before clicking on Search
- The search results are displayed below the search boxes
- Click Add next to the name to add, then click Done to return to the Service List
- After adding someone make sure that you designate their Role in the case
- Once the Service List is accurate, click Next to proceed to the Upload Documents tab

UPLOADING DOCUMENTS

2. Upload Documents

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 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.

The screenshot shows a web form for uploading documents. It includes a 'Document Type' dropdown menu, a 'Choose File' button, a text box containing the filename 'Motion for Judgment.docx', and an 'Upload' button. Three red circles with numbers 1, 2, and 3 are placed over the interface, with blue arrows pointing to the 'Upload' button (1), the 'Document Type' dropdown (2), and the 'Choose File' button (3).

- You will select “Document Type” **only once**, for your lead document. You may wish to merge all documents which will be filed together before uploading to save time.
- After choosing Document Type, click Choose File to open your computer. Find the file with the document you wish to file, then double click on the file name. This will load the file name and path into the box to the right of the Choose File link. Note that there is a limit of 33 characters on file names to upload, shorten the file name if it’s longer.
- Click Upload to upload the document to CaseFileXpress. If the document is not a PDF file CaseFileXpress will convert it to one. If you have multiple documents to file repeat steps 2 and 3 until your list of uploaded documents is complete.
- **NOTE:** If you are using the Discovery Service option, you will be required to enter a “Service Description” instead of choosing a Document Type

UPLOAD DOCUMENTS – MERGE DOCUMENTS

Document Type:

Select a file to upload:

If there are multiple documents to file, they **MUST** be merged. The court will reject filings with more than one file/document

Document	Action	Category
<input checked="" type="checkbox"/> Motion.pdf	<input type="button" value="Rename"/>	<input type="text" value="Leading Document"/>
<input checked="" type="checkbox"/> 4173ProposedOrder.pdf	<input type="button" value="Rename"/>	<input type="text" value="Supporting Document"/>
<input checked="" type="checkbox"/> SampleExhibit.pdf	<input type="button" value="Rename"/>	<input type="text" value="Supporting Document"/>

- If you are uploading more than one document to file, use the Merge All Documents command to merge all of the uploaded documents into a single document/file.
- Remember, filers are able to combine all documents before uploading the single merged document. This would make merging the documents unnecessary.

Document Type:

Select a file to upload:

The merged document will have the file name used on the first document uploaded. Click rename to give it a new name

Document	Action	Category
<input checked="" type="checkbox"/> Motion.pdf	<input type="button" value="Rename"/>	<input type="text" value="Leading Document"/>

The single remaining document will be designated as the "Leading Document"

- Once all documents have been merged, the single, merged file will appear.
- If you wish, you can right click on the single document/file name to open and confirm that it has converted/merged correctly. You must click in the box next to "I have verified that the documents have converted correctly" to proceed.

SERVICES & FEES – EFILING OR DISCOVERY

- If you have been retained to represent an individual charged in a criminal case (and are **not** appointed under the Criminal Justice Act) you will be charged a filing fee to utilize CaseFileXpress. Any filing fee, discovery service fee, taxes and credit card processing fees are shown on the third tab, “Services and Fees”. If your organization is “fee exempt” you will not be charged a “filing fee”, but if you are using the Discovery Service option fees will apply, see below.

Filing Fees	
Jurisdiction:	D.C. Superior Court
Court Assignment:	Criminal Cases
Document Type:	service \$0.00
CaseFileXpress Fees:	
Discovery Fee	
	Subtotal
	\$8.50
	\$8.50
	Total:
	\$9.76
	<small>(Includes NIC Processing)</small>

- Please note that if you have selected “Discovery Service” on the first tab, “Filing Information”, ***you will be charged a fee for this service, even if your organization is “fee exempt”. Fee exempt organizations are exempt from “filing” fees but are not exempt from “discovery service” fees.***

SERVICES & FEES REVIEW

Filing Fees	
Jurisdiction:	D.C. Superior Court
Court Assignment:	Criminal Cases
Document Type:	23-110 Motion Filed
CaseFileXpress Fees:	
eFiling Fees	\$0.00
	Subtotal
	\$15.00
	Total:
	\$16.45

(Includes NIC Processing)

- If the Document Type shown is incorrect, click [< Previous](#) to go back and change.
- If your organization is fee exempt, or if you are filing as CJA the eFiling fee should be zero dollars.
- If you are using CaseFileXpress for Discovery Service, there will be a charge even if your organization is fee exempt or if you are filing as CJA.

CONFIRM & SUBMIT PAGE

Submit New Filing

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

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. You may save this filing as a draft by clicking the Save as Draft button. Drafts are available for filing from your Dashboard. If needed, enter instructions for the court clerk in the Special Instructions window. Click Submit Filing to complete the transaction.

Filing Information Edit

Case Title:	test	Petitioner(s) Plaintiff(s):	
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	
Court Assignment:	Criminal Cases	Defendant Attorney(s):	Chris Mankins
Case Number:	2014 CMD 003547	Judge:	Isabella Judge
Document Type:	Affidavit	Court Reporter:	
		Other(s):	Moazato Attorney, Lucy Chen
		Client Matter Number:	Test123

Please do not enter an apostrophe in your instructions to the Clerk until further notice.

Special Instruction to the Clerk:

Document Information Edit

Test Criminal Document.pdf **Lead Document** **Affidavit**

Payment Information Edit

Select Payment Option:

Payment Method:
Credit Card Type:
Credit Card #:
Cardholder Name:

Personal Information

Filer ID	mozatoattny
Attorney of Record:	Moazato Attorney
Filer Name:	Moazato Attorney (mozatoattny)
Law Firm/Organization:	MoazatoAttorney
Bar Number:	401386
Filer Position:	Other
Address:	500 E John Carpenter Freeway, Irving , TX , 75038
Phone:	(571) 111-1111
Fax:	(571) 111-1111
Email:	dkunupudi@mozato.com

Cancel Save as Draft Submit Filing

- You must enter the assigned judge's name in the "Special Instructions to the Clerk" box
- You can enter a note to the clerk in the box provided, if necessary.
- Choose your payment method if the filing is not fee exempt. Click the down arrow in the "Select a Payment Method" box, then choose between using a credit card already in the system or entering credit card information for the current transaction.

For criminal and DV filers

Specific rules & guidelines

EFILING SCENARIOS

- ExParte or Sealed Motions which cannot be shared with all parties can be eFiled (but can be filed on paper if desired), but it is the filer's responsibility to make sure that any party which is not to be served is designated as "none" under the Service column on the service list page.
- Sealed documents and documents requested to be placed under seal can be eFiled using the document type appropriate to your case and organization.
- Exhibits or other documents that are real objects (e.g. x-ray films or blueprints) cannot be eFiled;
- Documents that otherwise may not be viewed comprehensively in an electronic format cannot be eFiled
- Subpoenas for medical records cannot be eFiled
- Applications requesting that the filer be granted permission to proceed In Forma Pauperis in a particular case cannot be eFiled

REDACTION OF PERSONAL INFORMATION

- The Division adopted a privacy rule, Superior Court Rules Criminal Procedure Rule 49.1 “Privacy Protection for Filings Made with the Court.”, which requires the filer to redact or remove from the public record the following information: Social Security and financial account numbers.
- If you must include such information in a particular filing, a motion should be eFiled (if you are a mandatory eFiler or have registered for eFiling) seeking permission to file the unredacted document under seal and, upon approval by the court, the unredacted copy can be filed under seal in paper form at the Criminal Clerk’s Office in the Moultrie Court Building 500 Indiana Ave, NW, 4th Floor, Washington, D.C. 20001.

eFiling notifications

Court and CFX contacts

EFILING ACKNOWLEDGMENT

CaseFileXpress® NOTIFICATION		LOGIN
ACKNOWLEDGMENT OF eFILING		
This email acknowledges that the filing information has been received and will be transmitted to the court. Please do not reply to this email.		
Case Number:	2014 CCC 000022	
Document Type:	Affidavit In Support Of Filed	
Filing Attorney:	Lucy X Chen	
Client Matter Number:	test	
Case Title/Style:	test	
Judge:	Isabella Judge	
Status:	ACKNOWLEDGEMENT (filing information has been received and will be transmitted to the court)	
Date of Status:	Thursday, May 19, 2016 4:54:41 PM (Eastern (U.S. and Canada))	
Court Assignment:	Criminal Cases	
Jurisdiction:	D.C. Superior Court	
Filing Trace Number:	ED301J000038796	
PAYMENT INFORMATION		
Payment Method:	Master Card	
Amount:	\$16.45	

EFILING CONFIRMATION

CaseFileXpress® NOTIFICATION		LOGIN
CONFIRMATION OF eFILING		
This email confirms that your filing with the following information has been confirmed by the clerk's office. Please do not respond to this email.		
Case Number:	2014 PAF 000495	
Document Type:	Order Denying Motion Entered on the Docket	
Filing Attorney:	Isabella Judge	
Client Matter Number:		
Case Title/Style:	test	
Judge:		
Status:	CONFIRMATION (Filing has been accepted by the clerk)	
Date of Status:	2016-05-19 16:34:23	
Court Assignment:	Criminal Cases	
Jurisdiction:	D.C. Superior Court	
Filing Trace Number:	ED301J000038775	
Clerk Comments:		
PAYMENT INFORMATION		
Payment Method:		
Amount:		
Payment Status:		

EFILING REJECTION

CaseFileXpress® NOTIFICATION		LOGIN
REJECTION OF eFILING		
<p>NOTICE: Your filing as shown below has been REJECTED by the Court and WILL NOT be docketed. Please see Comments below and resubmit your filing.</p>		
Case Number:	2014 PAF 000495	
Document Type:	Order Entered on the Docket	
Filing Attorney:	Isabella Judge	
Client Matter #:		
Case Title/Style:	test	
Status:	REJECTED (Your document was rejected by the court clerk or it was auto-rejected because the filing was not conformant with system requirements. Please see Comments section below for more information. If appropriate, please resubmit it).	
Date of Status:	2016-05-19 16:35:25	
Court Assignment:	Criminal Cases	
Jurisdiction:	D.C. Superior Court	
Filing Trace #:	ED301J000038776	
Comments:	BM Bar Number Missing / Invalid	
<p>NOTE: You will need to correct any filing errors as noted by the clerk and resubmit your filing. Please contact us with any questions or concerns at 877-433-4533 or info@cfexpress.com.</p>		

ESERVICE RECEIVED

CaseFileXpress® NOTIFICATION LOGIN

eSERVICE OF eFILING

Please do not reply to this email.

Isabella Judicial,

You have received Electronic Service of Copies for the following:

Cause/Case Number:	2014 CCC 000022
EFSP Submission Date/Time:	Thursday, May 19, 2016 4:54:41 PM (Eastern (U.S. and Canada))
CaseFileXpress Jurisdiction:	D.C. Superior Court
Name of Serving Party:	Lucy Chen
Court Assignment:	Criminal Cases
Style / Case Name:	test
Filing Trace Number:	ED301J000038796
Document Type:	Affidavit In Support Of Filed
Attachment(s):	ED301J000038796leading.pdf
Judge:	Isabella Judge

PLEASE NOTE: Delivery of eService may not be immediate. If you have not received the document(s) in your Cases section within two hours of this notification, please contact CaseFileXpress at (877) 433-4533 or info@cfxpress.com.

PROOF OF ESERVICE

CaseFileXpress® NOTIFICATION LOGIN

PROOF OF ELECTRONIC SERVICE

Lucy X Chen,

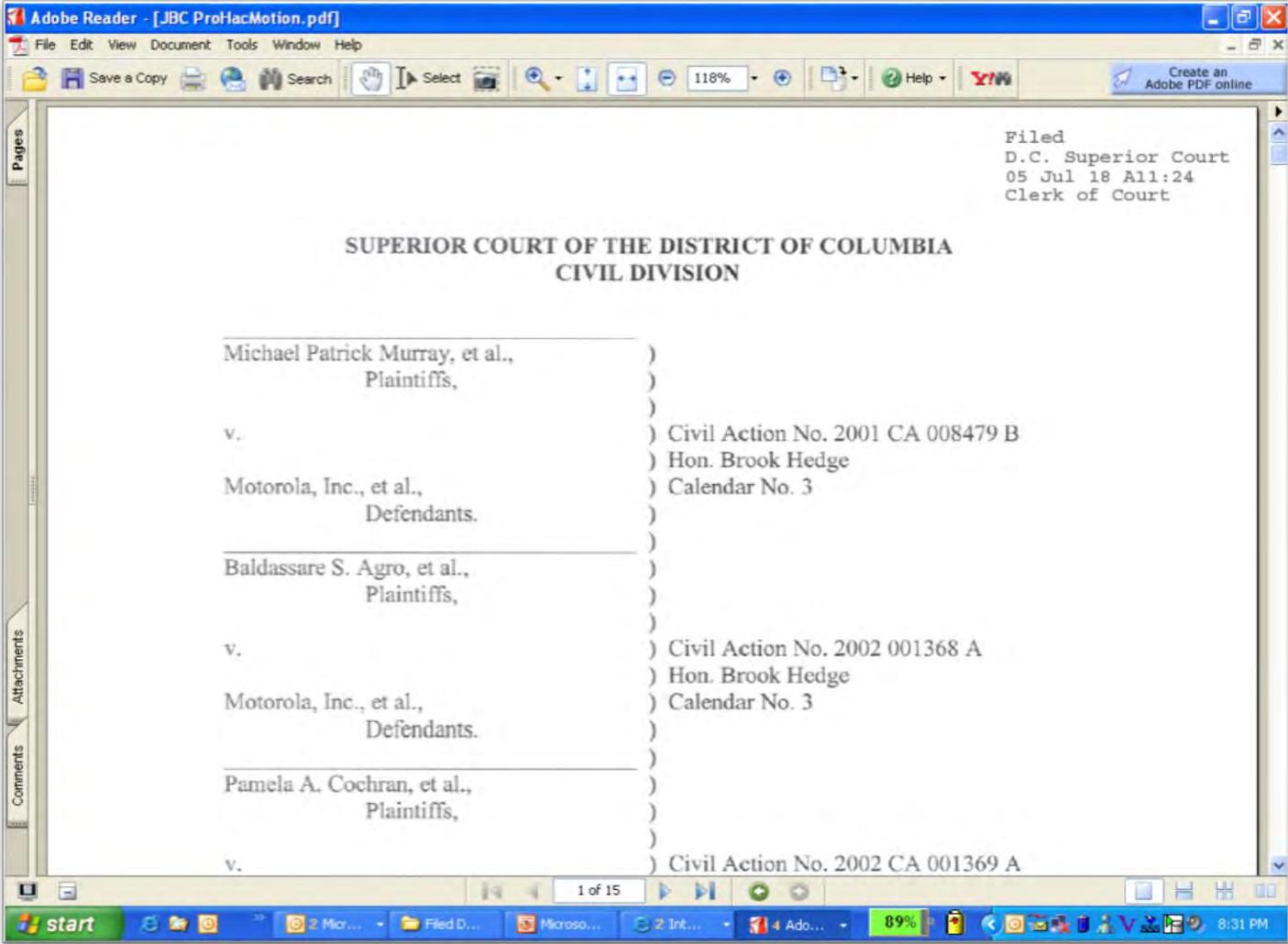
Attached is your Proof of Electronic Service to the following individual(s) in connection with the filing as outlined below:

Cause/Case Number:	2014 CCC 000022
Filing Attorney:	Lucy Chen
Client Matter #:	test
Case Title/ Style:	test
Court Assignment:	Criminal Cases
Jurisdiction:	D.C. Superior Court
Filing Trace #:	ED301J000038796
Parties of Record – Delivery Type:	Chris Mankins – Electronic Isabella Judge – Electronic Chris Attorney – Electronic Isabella Judicial – Electronic

Access documents and details about this filing or eService by clicking the 'login' button above."

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture

FILE STAMPED COPY



Court Contact Information

- **DC Superior Court website:**
<http://www.dccourts.gov>
- **Hours of Operation:**
Monday-Friday: 8:30am – 5:00pm
Saturday: 9:00am – 12:00pm (for filings only)
- **Criminal Clerk’s Office:**
202-879-1373
- **Domestic Violence Clerk’s Office:**
202-879-0157
- **Information & Records for non DVM cases:**
202-879-1373
- **Information & Records for DVM cases:**
202-879-0157
- **DC Superior Court website eFiling FAQs:**
www.dccourts.gov/efiling

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/>