

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 15-24**

**eFiling in the Paternity and Support and  
Mental Health and Habilitation Branches of the Family Court**

**WHEREAS**, electronic filing (eFiling) is an essential aspect of the efficient operations of the court, so that filings can be transmitted to the court and documents and data received into the case management system more effectively, timely and accurately; and

**WHEREAS**, to provide the legal community with streamlined access to the clerk's office and an efficient method to file documents and receive service, electronic filing will be implemented where technologically feasible and consistent with legal requirements; and

**WHEREAS**, interim procedures are necessary to govern eFiling and to provide for additional case and filing types;

**NOW, THEREFORE**, it is hereby,

**ORDERED**, that eFiling shall commence in the Paternity and Support, and Mental Health and Habilitation Branches as follows:

*1. Application:*

Parties represented by counsel are required to eFile and eServe as provided below. Those parties who are not represented by lawyers (*self-represented*) may, but are not required to, eFile and eServe. Parties represented by lawyers under the umbrella of a charitable organization, such as the Children's Law Center, which are 501(c)(3) designated organizations, are exempt from the mandatory eFiling requirement but must register to receive eService.

*2. Effective Dates and Transition procedures:*

*A. Commencing February 14, 2016, at 12:01 a.m., MANDATORY eFiling and eService:*

Except for Affidavits of Service of Process, and such other documents as may be excluded by court rules or Administrative Order, all filings, post-complaint, are to be eFiled and eServed as consistent with Court Rules and governing statutes, if the filing is done by an attorney or his or her delegate in representation of a party.

Self-represented parties are not required to eFile or eServe, but may do so if they so choose. If the party to be served is not represented by counsel, then service shall be accomplished as provided in court rules for self-represented litigants, unless the self-represented litigant has agreed in writing (which may be communicated electronically) to participate in the eFile and eService program.

The Clerk of Court may pilot in the Paternity and Support Branch eFiling of Petitions to Establish Paternity and/or Support or other documents for which Summonses must issue and, in the Mental Health and Habilitation Branch, Petitions for Continued Detention or Hospitalization.

*B. December 14, 2015 to February 14, 2016 Transition:*

All lawyers practicing in these Branches shall register with CaseFileXpress, whether or not they chose to eFile during the Transition period, so that they may receive court orders issued from Chambers and service of any filings that other lawyers choose to eFile.

Parties may voluntarily eFile and eServe during the transition period. Those who may eFile and eServe are:

- Each party in a case who is represented by an attorney may eFile and eServe in the case during the transition period (regardless of whether there is a self-represented litigant in the case);
- Self-represented parties may eFile and eServe but are not required to do so. Filing and service on any self-represented party shall be accomplished as required by court rules unless the self-represented party agrees to eFile and eServe.
- Judicial Officers shall eFile orders when orders are issued outside the courtroom and may eFile orders issued in the courtroom.

And it is further

**ORDERED**, that Sup. Ct. Civil Rule 5 “Service and Filing of pleadings and other papers” subsections (b)(2)(D) and (3), (d) and (e)(2) shall govern the eFiling procedures consistent with the Family Court rules and governing statutes of the Family Court; and it is further

**ORDERED**, the following further procedures shall be followed for submitting documents electronically for filing:

- (1) If a filing is 25 pages or more, then a courtesy paper copy shall be submitted to the Judicial Officer presiding over the case;
- (2) Any Motion for which a proposed order is required to be filed shall be eFiled with the document and also a non-write protected copy of the proposed order shall be emailed to the Judicial Officer at the email service address designated on the eFile providers web site for the judicial officer and at the Court’s eFile web page;
- (3) Social Security and Financial Account Numbers shall be redacted by the filer from filings submitted and, if such numbers are needed, then only the last four digits shall be used unless the document is filed under seal;

- (4) In order to alleviate any unintended burden, cases may be consolidated as appropriate under the rules for purposes of eFiling documents in the lead case and only entering the fact of the filing on the docket in the consolidated, secondary case.

**ORDERED**, that this Administrative Order shall become effective immediately.

**SO ORDERED.**

**BY THE COURT**

**DATE: December 2, 2015**

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**Frederick H. Weisberg  
Acting Chief Judge**

**Copies to:**

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Senior Judges  
Magistrate Judges  
Executive Officer of the Court  
Clerk of the Court  
Division Directors  
District of Columbia Bar  
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