

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 17-12**

**Mandatory eFiling of Petitions in the Tax Division**

**WHEREAS**, pursuant to Administrative Order 05-04, issued on May 17, 2005, the Superior Court of the District of Columbia implemented a comprehensive case management system, the Integrated Justice Information System (IJIS); and

**WHEREAS**, electronic filing (eFiling) is an essential aspect of IJIS, so that filings are transmitted to the Court and documents and data are received into the case management system more effectively, timely and accurately, and the public and the legal community are provided with easy and inexpensive access to the Court; and

**WHEREAS**, eFiling is being implemented in all divisions and branches of the Court where technologically feasible and consistent with legal requirements; and

**WHEREAS**, pursuant to Administrative Order 09-16, issued on December 18, 2009, the Court implemented eFiling in civil cases within the Tax Division; and

**WHEREAS**, the Court is ready to expand eFiling to include initial Petitions in civil cases within the Tax Division;

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

**ORDERED**, that in addition to the procedures and requirements specified in the Superior Court Tax Division Rules and Administrative Orders 05-04 and 09-16, eFiling shall extend to Petitions in civil cases within the Tax Division; and it is further

**ORDERED**, that eFiling by attorneys shall begin on a voluntary basis commencing September 1, 2017; and it is further

**ORDERED**, that eFiling by attorneys shall be mandatory as of September 28, 2017, 12:01:02 a.m.; and it is further

**ORDERED**, that the transition period of September 1, 2017 – September 27, 2017 shall not affect other previously mandatory eFiling and eService in civil tax cases; and it is further

**ORDERED**, that Petitioners who are not represented by counsel are not required to eFile Petitions, but may choose to do so; and it is further

**ORDERED**, that it is the responsibility of the filer to identify related cases by filing an addendum to the Petition identifying related cases. The Petition will be accepted for filing without this information, but the clerk will not necessarily link cases or assign the same judge; and it is further

**ORDERED**, that once accepted, the filer, the Attorney General for the District of Columbia (OAG), and the Department of Finance and Revenue (OTR) will be served with a completed "Petition package," which includes the Petition with the assigned case number and judge, and the Notice of Service and Mediation Procedures document; and it is further

**ORDERED**, that all electronically filed materials must, to the extent practicable, be formatted in accordance with the applicable rules governing formatting of paper pleadings, or in such other format as the court may require from time to time.

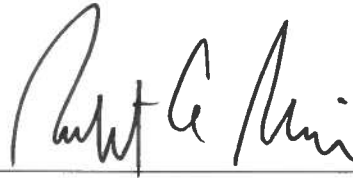
Filers may submit pleadings and other filings in any recognized electronic format for eFiling, such as Microsoft Word, Microsoft Works, Word Perfect or PDF. If PDF software is used, it must be Adobe compliant; and it is further

**ORDERED**, that all administrative orders regarding eFiling and a list of case types designated for eFiling shall be available on the court's website at [www.dccourts.gov/efiling](http://www.dccourts.gov/efiling).

**SO ORDERED**

**BY THE COURT.**

Date: August 28, 2017



Robert E. Morin, Chief Judge

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