

CaseFile *Xpress*<sup>®</sup>

**Special Instructions:  
Family Division  
Washington, D.C.  
Superior Court**

**e-Filing and e-Serving  
CaseFileXpress  
Superior Court of Washington, D.C. Family Division**

**Special Instructions**

**1. Mandatory e-Filing:**

Family Cases – voluntary e-Filing began September 24, 2012; mandatory December 10, 2012

**2. Who is excluded from e-Filing:**

- (i) You must e-File and e-Serve if you are a filer represented by attorneys; Government filers; CJA; CCAN, PDS
- (ii) Exempted from mandatory e-File requirements: Pro Se litigants, 501(c)(3) Organizations unless representing an IFP filer

**3. What case types can be e-Filed:**

**e-Filed Case Types:**

Domestic Relations; Abuse and Neglect and Juvenile; Family Special Proceedings; Person In Need of Services (PINS); Termination of Parental Rights (TPSs); Interstate Compact; Traffic

**Case types excluded from e-Filing:**

All others – Adoptions; Mental Health; Paternity & Support (P&S); Domestic Violence

**4. Family Court Assignments:**

The drop down list of Family Court Assignments available for e-Filing include:

Abuse & Neglect (Except for Adoptions)  
Domestic Relations  
Juvenile (Del)  
Family Special Proceeding  
Interstate Compact  
Person In Need  
Termination of Parental Rights  
Traffic

**5. Case Number Format on CaseFileXpress:**

Case Number format must be a four digit year, space, capitalized case type, space, six digit sequence number. Please note: You may need to add a leading zero(s) to the sequence number

<b>Court Assignment</b>	<b>Case Type</b>	<b>Case Number Format</b>
<b>Abuse &amp; Neglect</b>	NEG	2012 NEG 123456
<b>Domestic Relations</b>	DRB	2012 DRB 123456

<b>Delinquency</b>	DEL	2012 DEL 123456
<b>Family Special Proceedings</b>	FSP	2012 FSP 123456
<b>Interstate Compact</b>	ISC	2012 ISC 123456
<b>Person In Need</b>	PIN	2012 PIN 123456
<b>Termination of Parental Rights</b>	TPR	2012 TPR 123456
<b>Traffic</b>	TRC	2012 123456

## 6. Consolidated Cases

- (i) If the lead case is a DRB (Domestic Relations Branch) case and is consolidated with a CPO (Civil Protection Order) or P & S (Paternity & Support) case, the document is e-Filed with the DRB case; DV (Domestic Violence) or P & S (Paternity & Support) cases will have a docket entry referring to the “lead” case.
- (ii) If the lead case is a CPO (Civil Protection Order) or P & S (Paternity & Support) case, then the DRB (Domestic Relations Branch) case is NOT e-Filed; rather paper filed with the CPO (Civil Protection Order) or P & S (Paternity & Support) case.

## 7. Confidentiality

- (i) CCAN, PDS, CJA must register individually and not in the same firm to ensure confidentiality
- (ii) OAG Juvenile and Abuse & Neglect Divisions are separate firms
- (iii) Always redact documents for public access case types before uploading
- (iv) Please check service list for correct parties