

CaseFile Xpress®

FILING REQUIREMENTS CHECKLIST FOR WASHINGTON, DC SUPERIOR COURT

- ✓ I have the proper full case number and judge having checked at www.dccourts.gov/pa
- ✓ If I am filing in response to opposing counsel's filing, I have checked my e-Service Inbox to make sure the court clerk accepted the opposing counsel's filing before I e-File
- ✓ I have typed "/s/" and the filing attorney's name, applied an imaged signature, or printed the document, had it signed and scanned
- ✓ I have named my documents appropriately on my computer (i.e. Motion for Summary Judgment, Certificate of Service, Answer, Opposition, Witness List)
- ✓ I have included a properly completed Certificate of Service with a signature and date of service specifying who and how service was accomplished
- ✓ I have included a Proposed Order in the e-Filing
- ✓ For filings over 25 pages, I am uploading all documents attached to the lead filing in the second field and checking the merger box
- ✓ For filings over 25 pages, I have also mailed or hand delivered a paper copy to the Judge and included mailing labels for any unrepresented party
- ✓ I have emailed the Proposed Order to the judge to the judge's e-Service box:
 - ✓ In a Microsoft Word or WordPerfect format
 - ✓ Subject line includes case number followed by case name
 - ✓ email format: judge[lastname]eserve@dcsc.gov or magistratejudge[lastname]eserve@dcsc.gov
- ✓ I have caused service of this filing to be made

*** For more information on any of these topics and others, please visit www.casefilexpress.com and click on "Jurisdictions" and select "Washington".