



# CaseFile*Xpress*<sup>®</sup>

## **USER GUIDE**

eFiling for Civil &  
Tax Division Existing Cases  
Washington, D.C. Superior Court

# 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.
- To access filing information prior to June 2nd, 2012, contact the court.
- 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 admin., the Manage Delegates link on Dashboard, or CFX Customer Support.

## TIPS & GUIDELINES (Slide 2 of 3)

- The document type list and associated fees are provided/controlled by the clerk's office
- Select the correct document type from drop-down menu **for the lead document only**
- Do not select document types **for any supporting documents**
- Save and title your documents reflecting the content of the document (i.e. Motion, Petition, Response, Reply, Answer to Complaint)
- Know your case number – must be entered in an exact format. Check your case number on the court's

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

(*example:* 2012 CA 001234 A)

## TIPS & GUIDELINES (Slide 3 of 3)

- Payment is not processed for rejected filings, **but they are not docketed**
- 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 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
- If the clerk rejects your filing, please correct based on the clerk's comments and resubmit immediately
- 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
- Review and confirm your service list is complete to include the Judge on the case
- The service list is created by our users - always confirm it is correct before submitting your filing

# Filing rejections

# Acceptable signatures

# FILING REJECTIONS

## Common Clerk-Related Rejections

- Motion missing the Proposed Order w/ filing
- Multiple attachments not merged into one document
- Certificate of service missing/not dated/outdated/not signed
- Certificate regarding Discovery missing
- Case number not found
- Incorrect document type selected

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

<http://fileandservexpress.com/dc>

Click the link 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

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**CaseFileXpress Login**

User ID:

Password:

Remember Me [?](#)

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

**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:

- Submit New Filing** (highlighted in blue)
- 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](#)

## SERVICE LISTS

Service List 							
<a href="#">Add Attorneys &amp; Judges</a>							
Last Name	First Name	Organization	Bar Number	Email	Role	Service	
Stafford	Milt	CaseFileXpress, LP	999999	mstafford@fileandservexpress.com	Prosecuting Attorney ▼	None ▼	
Stafford	Milton	CaseFileXpress, LP	999999	mstafford@mozato.com	Defendant Attorney ▼	eServe ▼	
Attorney	Bob	CaseFileXpress, LP	999999	ystephens@fileandservexpress.com	Defendant Attorney ▼	eServe ▼	
Aziz	Kristen	CaseFileXpress, LP	999999	kchen@fileandservexpress.com	Other ▼	eServe ▼	
Morin	Judge	Washington DC Superior Court	308916	JudgeMorinEServe@dcsc.gov	Judge ▼	eServe ▼	

- 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

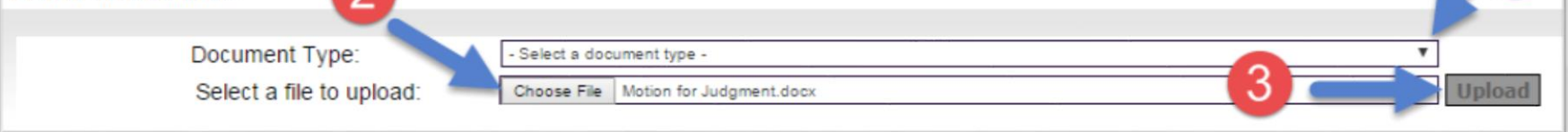
- It is NOT necessary to enter information into each search box before clicking on Search
- The search results are displayed below the search boxes
- Click Add next to the name to add, then click Done to return to the Service List
- After adding someone make sure that you designate their Role in the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



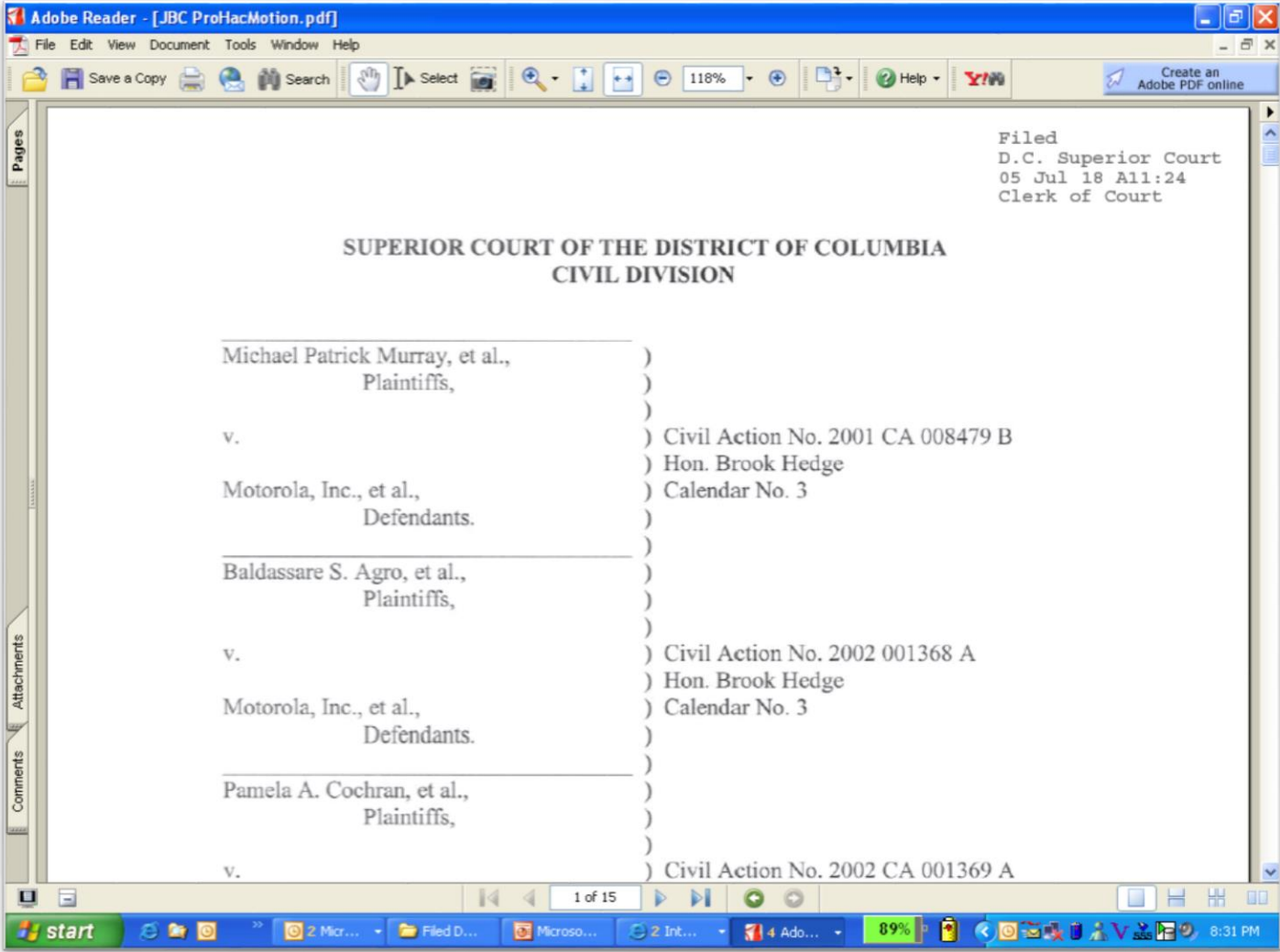
The screenshot shows a web form for uploading documents. It includes a 'Document Type' dropdown menu, a 'Choose File' button, a text input field containing the filename 'Motion for Judgment.docx', and an 'Upload' button. Three red circles with numbers 1, 2, and 3 are placed over the interface, with blue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

# eFiling notifications

## Court and CFX contacts

# FILE STAMPED COPY





# 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/*