

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 22-30

Mandatory eFiling
Civil, Probate, and Tax Divisions

(Supersedes Administrative Orders 05-04, 06-17, 09-16, 13-15, 15-03, 17-12, and 18-08)

WHEREAS, electronic filing (eFiling) is an essential aspect of the efficient operations of the Superior Court of the District of Columbia (Superior Court or Court); and

WHEREAS, the Superior Court is implementing a new comprehensive integrated case management system (IJIS2) for transmitting documents and data to the Court; and

WHEREAS, the Superior Court seeks a more flexible and centralized method for providing eFiling Requirements to the public and legal community; and

WHEREAS, divisions and branches of the Superior Court participating in eFiling publish their eFiling Requirements on the website of the District of Columbia Courts (<https://www.dccourts.gov/>);

NOW, THEREFORE, it is hereby,

ORDERED, that, except as provided by Superior Court Rule or Administrative Order, a party or individual is required to eFile in the Civil Division (including its Landlord and Tenant Branch, and Small Claims and Conciliation Branch), the Probate Division, and the Tax Division in accordance with applicable Court Rules and eFiling requirements published by the Court and by the respective division and branch (eFiling Requirements); and it is further

ORDERED, that a party represented by an attorney or an attorney acting as a fiduciary or in another representative capacity must eFile in accordance with applicable Court Rules and eFiling Requirements; and it is further

ORDERED, that a member of the Probate Fiduciary Panel, the Probate Examiners List, the Probate Visitors List, or the Probate Non-Lawyer Guardians List must eFile in the Probate Division in accordance with applicable Court Rules and eFiling Requirements; and it is further

ORDERED, that a person not represented by an attorney may, but is not required to, eFile under applicable Court Rules and this Administrative Order; and it is further

ORDERED, that legal services organizations and legal clinics operated by District of Columbia law schools, that provide direct legal services to low-income and underserved litigants, may, but are not required to, eFile and are exempt from eFiling fees in accordance with Administrative Order 17-02 (Filings by Nonprofit Organizations in the Probate Division) and Administrative Order 18-12 (Exemption from Electronic Filing); and it is further

ORDERED, that all eFiled materials must, to the extent practicable, be formatted in accordance with applicable Court Rules governing formatting of paper pleadings; and it is further

ORDERED, that eFilers must submit pleadings and other filings in electronic format as required by IJIS2 and eFiling Requirements; and it is further

ORDERED, that proposed orders must be included with the relevant eFiling and editable (otherwise capable of being edited); and it is further

ORDERED, that required forms and documents downloaded from the District of Columbia Courts website must be eFiled in the required format and in accordance with Court Rules and eFiling Requirements, except that persons not represented by an attorney may submit paper copies of Applications to Proceed without Prepayment of Costs, Fees, or Security (*In Forma Pauperis*), including forms and documents related to such applications; and it is further

ORDERED, that courtesy copies submitted by email or in paper copy do not constitute filing with the Court, and must not be submitted except as requested by the judicial officer or by the Clerk of the Court or of respective division or branch, or as required by applicable Court Rules or eFiling Requirements; and it is further

ORDERED, that Administrative Order 07-03 (eFiling Family-Juvenile Cases), Administrative Order 12-10 (eFiling in the Neglect and Abuse, Juvenile, and Domestic Relations Branches of the Family Court), Administrative Order 15-24 (eFiling in the Paternity and Support Branch and Mental Health and Habilitation Branch of the Family Court), Administrative Order 17-02 (Filings by Nonprofit Organizations in the Probate Division); Administrative Order 18-12 (Exemption from Electronic Filing); and Administrative Order 22-14 (eFiling in the Criminal Division and Domestic Violence Division (Criminal Cases Only)) remain in effect until further notice; and it is further

ORDERED, that Administrative Order 05-04 (eFiling with IJIS Implementation); Administrative Order 06-17 (Mandatory eFiling in Civil Division); Administrative Order 09-16 (eFiling in Tax Division); Administrative Order 13-15 (eFiling in the Probate Division); Administrative Order 15-03 (Mandatory eFiling of Complaints in the Civil Division); Administrative Order 17-12 (Mandatory eFiling of Petitions in the Tax Division); and Administrative Order 18-08 (Mandatory eFiling in the Landlord and Tenant Branch and the Small Claims and Conciliation Branch) are vacated; and it is further

ORDERED, that this Administrative Order for mandatory eFiling in the Civil Division, the Probate Division, and the Tax Division shall become effective immediately.

SO ORDERED.

October 31, 2022



Anita M. Josey-Herring
Chief Judge

Copies to:

Judges
Magistrate Judges
Executive Officer of the Court
Clerk of the Court
Division Directors
Office of General Counsel
District of Columbia Bar
Daily Washington Law Reporter
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