

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
ADMINISTRATIVE ORDER 18-12**

**Exemption from Electronic Filing
(Supersedes Administrative Order 16-07)**

WHEREAS, on October 23, 2006, the Superior Court promulgated Administrative Order 06-17 that extended mandatory electronic filing (eFiling) to certain Civil II case types within the Civil Division beginning February 5, 2007; and

WHEREAS, all parties represented by counsel are required by Administrative Order 06-17 to eFile pursuant to the terms of that Order; and

WHEREAS, eFiling was designed to provide the public and legal community with, among other things, easy and inexpensive access to the Court; and

WHEREAS, parties must eFile through the Superior Court's third-party vendor, which charges a fee for each filing; and

WHEREAS, the legal services organizations listed in Attachment A to this Administrative Order provide direct civil legal services to low-income and underserved litigants, not all of whom qualify to proceed *in forma pauperis*, who would otherwise be forced to proceed without counsel; and

WHEREAS, the law schools listed in Attachment A to this Administrative Order operate clinics that provide direct civil legal services to low-income and underserved litigants, not all of whom qualify to proceed *in forma pauperis*, who would otherwise be forced to proceed without counsel; and

WHEREAS, these organizations and clinics and their clients may face unwarranted financial hardship if required to pay eFiling fees;

NOW, THEREFORE, it is hereby,

ORDERED, that organizations and law schools listed in Attachment A to this Administrative Order may, but are not required to, eFile when providing direct civil legal services; and it is further

ORDERED that notwithstanding the exemption above, attorneys with legal services organizations and law school clinics shall still register with the Court's eFiling vendor, so that they may be eServed by opposing counsel and the court, and shall still email proposed orders to the judge's eservice mailbox; and it is further

ORDERED, that any organization or law school clinical program listed in Attachment A that no longer provides direct civil legal services to low-income or underserved residents of the District of Columbia must:

1. Immediately upon ceasing to provide direct civil legal services to low-income or underserved litigants, eFile all further filings as required by the rules and Administrative Orders; and
2. Notify the Clerk of the Court in writing within 30 days of ending its provision of civil legal services.

And it is further,

ORDERED, that non-profit organizations or law schools not listed in Attachment A that want to be considered for an exemption from the eFiling requirements must:

1. Submit to the Clerk of the Court a written request for exemption setting forth reasons why the organization should be eligible for exemption from the eFiling requirement.
2. Include with the application a self-certification that the organization or clinic provides direct civil legal services to low-income or underserved litigants and a certification of the total number of appearances made by the organization in Superior Court in the last calendar year and the number of appearances that the organization made on behalf of low-income or underserved litigants, and

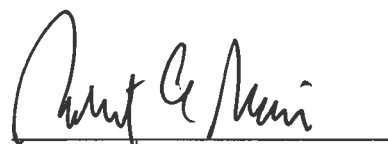
And it is further,

ORDERED, that this Administrative Order shall become effective immediately.

SO ORDERED.

BY THE COURT

Date: September 21, 2018



Robert E. Morin
Chief Judge

Copies to:

All Judicial Officers
Executive Officer
Clerk of the Court
Division Directors
Library
Daily Washington Law Reporter

ATTACHMENT A

Legal Services Organizations

Advocates for Justice and Education
Archdiocesan Legal Network
Asian Pacific American Legal Resource Center
Ayuda
Bread for the City Legal Clinic
Break the Cycle – Washington, DC Office
Capital Area Immigrants' Rights Coalition
Central American Resource Center
Children's Law Center
Christian Legal Aid of DC
DC Bar Pro Bono Program
DC Coalition Against Domestic Violence – SAFE Project
DC Employment Justice Center
DC Law Students in Court Program
DV LEAP
Human Rights First
Lawyers for Children America – Washington, DC Program
Legal Aid Society of DC
Legal Counsel for the Elderly
Mid-Atlantic Innocence Project
Neighborhood Legal Services Program
Our Place, DC
Public Defender Service for the District of Columbia
Tzedek DC, Inc
US Committee for Refugee & Immigrant Children - DC
University Legal Services
Washington Lawyers' Committee for Civil Rights & Urban Affairs
Washington Legal Clinic for the Homeless
Whitman-Walker Clinic Legal Services Program
Women Empowered Against Violence

Law Schools

American University Washington College of Law
Catholic University of America Columbus School of Law
George Washington University Law School
Georgetown University Law Center
Howard University School of Law
University of the District of Columbia David A. Clarke School of Law