



**User Manual  
Washington, D.C.  
Superior Court**

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CaseFileXpress (CFX) makes it easy to eFile and eServe court documents no matter where you are and no matter what time it is. The process is simple and we guide you through every step of the way!

Please review the District of Columbia Superior Court’s Administrative Order for further information about eFiling rules and requirements at [www.dccourts.gov/efiling](http://www.dccourts.gov/efiling) or, from the CaseFileXpress eFiling page at [www.casefilexpress.com](http://www.casefilexpress.com) – click on “Jurisdictions” tab and select “Washington” from the drop down list to access information about eFiling with the District of Columbia Superior Court (Court).

## Submit a Filing

### Screen: “Submit New Filing”

3 easy steps to submit an eFiling (required fields are identified with an orange asterisk).

## Step 1: Enter Filing Information

- 1) After login, the first screen presented is your Dashboard. To submit a filing, click on the blue box entitled **Submit New Filing** in the upper right-hand corner of the screen.

The screenshot shows the CaseFileXpress dashboard. At the top, there is a navigation bar with the CaseFileXpress logo, user name 'Danny Glover', and location 'District of Columbia - Default'. On the right side of the navigation bar, there are links for 'FAQs', 'Contact Us', 'LOGOUT', 'Have a Question?', and 'Try Our Live Chat'. Below the navigation bar, there are sections for 'Notifications', 'Drafts', and 'Cases'. The 'Cases' section contains a table with columns: Document Type, Status, Action, Clerk Comments, Trace Number, Case Number, File Type, Submit Date, Clerk Proc Date, and Attorney. A red arrow points to a blue button labeled 'Submit New Filing' in the upper right-hand corner of the dashboard. To the right of the 'Submit New Filing' button is a sidebar with 'Account Settings' (View/Update Profile, Change Password, Change Payment Info, Leave Firm), 'Links' (Jurisdiction), and 'Reports' (View All, Personal Filings, eService/Order/Discovery, Custom Filings).

Document Type	Status	Action	Clerk Comments	Trace Number	Case Number	File Type	Submit Date	Clerk Proc Date	Attorney
Motion to File	Submitted	View		ED091J000000962	2005 CA 123456 B	eFiling	4/24/2012 4:58:48 PM		Danny Glover

The following are symbols used on the dashboard with associated definitions:

- ! Yellow Exclamation Mark - Filing was submitted to the court and is awaiting review by the Court Clerk
- ✓ Green Check Mark - Filing was accepted by the Court Clerk.
- ! Red Exclamation Mark – Filing was rejected by the Court Clerk; you must correct and resubmit your filing

2) Next, choose the **Filing Type**.

**\*Note:** If you choose **File and eServe**, your filing will be submitted to the court clerk and eService will be sent to the Judge and counsel, as well as pro se litigants identified on the service list. The service list is created by our users and is not retrieved from the court's case management system.

**\*Note:** If you choose **Discovery Service**, eService of your discovery documents will be sent to all counsel and pro se litigants *only*. **Your filing will not be submitted to the court.**

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Submit New Filing 1. Filing Information 2. Upload Documents 3. Services & Fees Confirm & Submit

**1. Enter Filing Information** \* Required

Please select the Filing Type and enter the required Filing Details. Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Filing Type** ?

eFile and eServe  Discovery Service

**Filing Details** ?

\* Filing Attorney: dglover

\* Jurisdiction: D.C. Superior Court

Complaint:  Yes  No

\* Court Assignment: Civil Actions

\* Case Number: 2005 CA 123456 B

\* Case Title/Style: John Smith v. ABC Corporation

\* Client Matter: 123.1234

Use Promocode:  Yes  No

**Create Service List** ?

\* Add Attorneys & Judges

Last Name	First Name	Organization	Bar Number	Email	* Role	* Service
Glover	Danny	CaseFileXpress Training	654123	danny@cfxpress.com	- Select -	None

**Add Case Parties**

Name/Organization	* Party Type
	Attorney

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3) Enter the **Filing Details**.

a. Click the drop down list to select the User ID for the **Filing Attorney**.

**\*Note:** Delegates (legal staff) may file on behalf of an attorney and often are designated to file for more than one attorney. If you are a delegate filing for an attorney, please be sure to choose the **correct filing attorney's** User ID.

**\*Note:** If you do not see your attorney in the drop down list, then you must be added as a delegate for the attorney. Please contact your firm administrator or CFX Customer Support for assistance.

b. Click the drop down list for **Jurisdiction** and choose "D.C. Superior Court."

**\*Note:** At this time, only existing cases can be filed electronically in the D.C. courts. Complaints, affidavits of service, sealed documents, and writs must be filed on paper with the court clerk.

c. Click the drop down list to choose **Court Assignment**.

d. Enter case number in the field **Case Number**.

\* **Note:** All case numbers must be entered in accordance with the Court’s case number format, for example 2011 CA 000123 B You may look up your case number on the court’s docket at <https://www.dccourts.gov/cco>. Be sure to enter the case number in its correct format or your filing may be automatically rejected.

e. Enter the case title in the field **Case Title / Style**.

\*Example: “John Smith vs. Exxon Corp.”. The full caption is not required.

f. Type in the firm’s internal client matter number in the field **Client Matter Number**.

\***Note:** Client matter numbers are typically used by our firms for internal billing purposes and can be any combination of numbers or letters. If you do not use a client matter number, then you can enter “N/A”, a “1” or a client name.

g. If you have a **Promotional Code**, click yes and enter it. Otherwise, click no. If you are filing on behalf of a court-approved In Forma Pauperis (IFP) party, please contact CFX Customer Support and request the IFP promotion code to waive court fees.

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Submit New Filing    1. Filing Information    2. Upload Documents    3. Services & Fees    Confirm & Submit

**1. Enter Filing Information** \* Required

Please select the Filing Type and enter the required Filing Details. Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Filing Type**  eFile and eServe  Discovery Service

**Filing Details**

\* Filing Attorney: dglover

\* Jurisdiction: D.C. Superior Court

Complaint:  Yes  No

\* Court Assignment: Civil Actions

\* Case Number: 2005 CA 123456 B

\* Case Title/Style: John Smith v. ABC Corporation

\* Client Matter: 123.1234

Use Promocode:  Yes  No | [Enter Promo Code](#)

**Create Service List** [Add Attorneys & Judges](#)

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Glover	Danny	CaseFileXpress Training	654123	danny@cfxpress.com	- Select -	None

[Add Case Parties](#)

Name/Organization	Party Type	Attorney
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#### 4) **Create the Service List**

a. To add the Judge and attorneys to the case, click on the link **Add Attorneys & Judge**.

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Submit New Filing 1. Filing Information 2. Upload Documents 3. Services & Fees Confirm & Submit

**1. Enter Filing Information** \* Required

Please select the Filing Type and enter the required Filing Details. Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Filing Type** ?

eFile and eServe  Discovery Service

**Filing Details** ?

\* Filing Attorney: dglover

\* Jurisdiction: D.C. Superior Court

Complaint:  Yes  No

\* Court Assignment: Civil Actions

\* Case Number: 2005 CA 123456 B

\* Case Title/Style: John Smith v. ABC Corporation

\* Client Matter: 123.1234

Use Promocode:  Yes  No | [Enter Promo Code](#)

**Create Service List** ?

[Add Attorneys & Judges](#)

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Glover	Danny	CaseFileXpress Training	654123	danny@ckpress.com	- Select -	None

[Add Case Parties](#)

[Add Parties](#)

Name/Organization	Party Type	Attorney
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- b. You may search for the Judge by entering their last name or first name. For a list of all DC Judges, you may also enter "DC Judge" in the organization field and then click search.
  - \* **Note:** You **must** add the Judge to the case or you will not be able to proceed to the next step. You can find the Judge for your case on the court's docket at <http://www.dccourts.gov/cco>.
  - \* **Note:** The name of the Judge must be the exact spelling that they used when registering including hyphen or no results will be returned.
- c. Once you have located the correct Judge, click **+Add** next to the name of the Judge.

## Adding Attorney & Judges

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number. If you cannot locate a name, you can enter a name by selecting the add unregistered tab.

Last Name	First Name	Organization	Bar Number	Search
hedge				

Select	Last Name	First Name	Organization	Email	Bar Number
<a href="#">+Add</a>	Hedge	Brook	DC Superior Court	bhedge@cfxpress.com	203166

**Added Names**

Cancel
Done

- d. Add attorneys to the service list by using the search criteria. You may enter a first name, last name or bar number and click **Search**. Adding too many search fields may yield no results. In this situation, enter one search field and try again.
- e. Add each attorney to the service list by clicking **+Add** next to their name.
- f. Each name you add will appear under the heading **Added Names**. You may remove an attorney or Judge by clicking **+Remove**.
- g. Once you have located and added all Judges and attorneys, click **Done**.

## Adding Attorney & Judges

Name Search

To locate a name, you can search by Last Name, First Name, Organization or Bar Number. If you cannot locate a name, you can enter a name by selecting the add unregistered tab.

Last Name	First Name	Organization	Bar Number	<span style="background-color: #0070c0; color: white; padding: 5px 10px; border: 1px solid #0070c0;">Search</span>
<input style="width: 95%;" type="text" value="seinfeld"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

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	Last Name	First Name	Organization	Email	Bar Number
<span style="color: #0070c0;">+Add</span>	Seinfeld	Jerry	CaseFileXpress Training	jerry@cfxpress.com	222333

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**Added Names**

<span style="color: #0070c0;">+Remove</span>	Tomlin	Lily	CaseFileXpress Training	lily@cfxpress.com	666555
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Cancel
Done

- h. Once the service list is complete, choose the **Role** for each attorney or Judge using the drop down list provided.
- \*Note:** You may remove an attorney by clicking the trash can icon next to their name. However, it's best to click "**None**" in the service option if you do not want to serve the attorney on the list unless, you are certain the attorney is no longer on the case.
- \*Note:** Judges will receive electronic copies of all documents filed with the court. A Judge **must** be added to the service list before you may proceed to the next step.
- \*Note:** The service method for the filing attorney of record will read as "None" next to their name. The filing attorney of record is not served but, will receive the file-stamped copy of the lead document filed.



**1. Enter Filing Information** \* Required

Please select the Filing Type and enter the required Filing Details. Create your service list, if needed. You may also modify the service list for existing cases. Click Next to continue.

**Filing Type** ?

eFile and eServe  Discovery Service

**Filing Details** ?

\* Filing Attorney:

\* Jurisdiction:

Complaint:  Yes  No

\* Court Assignment:

\* Case Number:

\* Case Title/Style:

\* Client Matter:

Use Promocode:  Yes  No

**Create Service List** ?

\* Add Attorneys & Judges

Last Name	First Name	Organization	Bar Number	Email	Role	Service
Glover	Danny	CaseFileXpress Training	654123	danny@cfxpress.com	Plaintiff Attorney	None
Tomlin	Lily	CaseFileXpress Training	666555	lily@cfxpress.com	Defendant Attorney	eServe
Seinfeld	Jerry	CaseFileXpress Training	222333	jerry@cfxpress.com	Other	eServe

\* Add Case Parties

\* Add Parties

Name/Organization	Party Type	Attorney

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- i. Party information is turned off at this time. This will become available when eFiling of complaints is accepted.***
- j. Click *Next*.**

## Step 2: Upload Documents

1) Click on the drop down list for **Document Type** and select the type of document you are filing.

**\*Note:** Your selection determines the court filing fee. This list is not provided by CFX; it is created by the DC Superior Court Clerk's office. If you select the incorrect document type and the actual court fee is higher or lower, the clerk will reject the filing with the reason code, Incorrect Code Used / Use Correct Cost Code. You must resubmit your filing with the correct document type. A rejected filing will not be docketed.

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Submit New Filing | 1.Filing Information | 2.Upload Documents | 3.Services & Fees | Confirm & Submit

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### 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 click upload. Follow the same process to upload supporting documents. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes. Click Next to continue.

Upload Document for Filing

Document Type: (S20.00) Motion to File

Select a file to upload:

Document	Action	Category	Page Count	Size (MB)
----------	--------	----------	------------	-----------

I have verified that the documents have converted correctly

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2) To attach your documents click the **Browse** button next to the field **Select a File to Upload**.

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Submit New Filing | 1.Filing Information | 2.Upload Documents | 3.Services & Fees | Confirm & Submit

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### 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 click upload. Follow the same process to upload supporting documents. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes. Click Next to continue.

Upload Document for Filing

Document Type: (S20.00) Motion to File

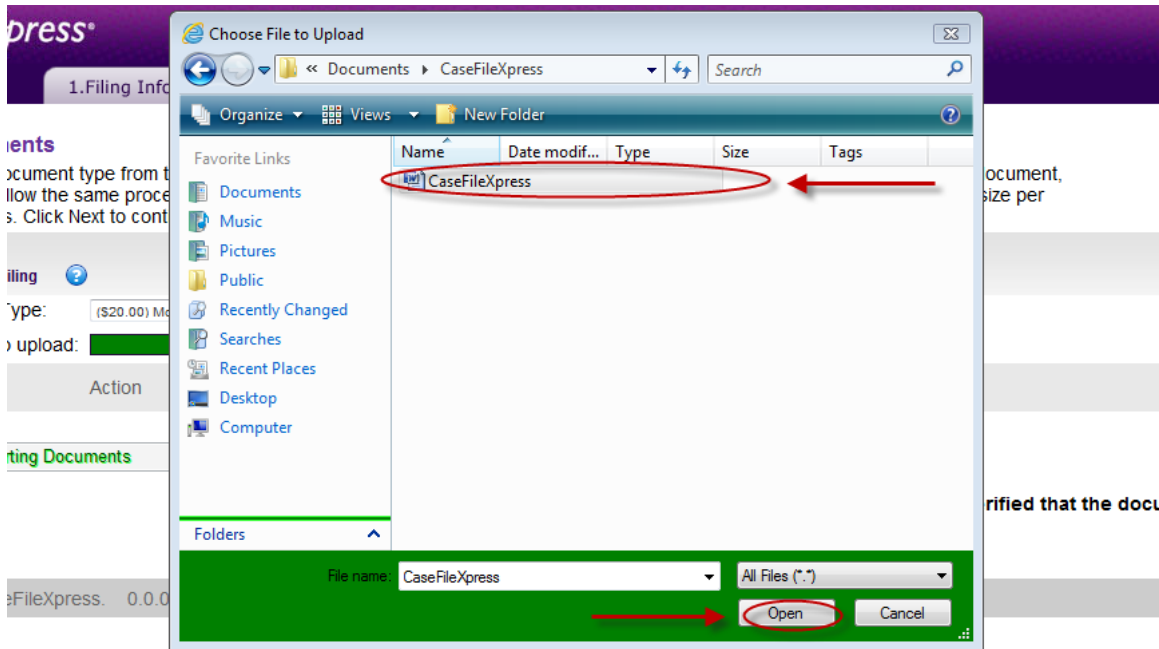
Select a file to upload:

Document	Action	Category	Page Count	Size (MB)
----------	--------	----------	------------	-----------

I have verified that the documents have converted correctly

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- a. Navigate through network/folders/desktop/peripheral devices, etc. on your computer to locate your documents.
- b. Highlight the document you want to attach and click **Open**.



c. Click **Upload**.

**\*Note:** Documents and exhibits uploaded are automatically converted to .PDF format by the CFX application before submission to the Court.

**\*Note:** The CFX application does not allow browsing documents stored in a document management system (DMS) such as Imanage, Hummingbird or DocsOpen. In order upload a document stored in a DMS, you must move the document from your DMS to your desktop or a folder on your computer or network.

**\*Note:** Scanning documents at a high resolution creates larger files. Larger documents will take longer to upload. Most new scanners have a default resolution setting of 800 dots per inch (DPI). If a large supporting document or exhibit document must be scanned, we recommend setting your scanner setting to a lower resolution, such as 200 DPI.

**\*Note:** The total filing size allowed per filing is 30MB. The total filing size is calculated and displayed on the screen each time a document is uploaded or removed. To file documents that are larger than 30MB, this will require multiple filings. Please see the FAQs on our website or contact customer support at 877-433-4533 for more information.

**\*Note:** Valid document types are:

- Microsoft Word and WordPerfect documents
- text files
- images
- spreadsheets
- .TIF, .JPEG, BMP
- Adobe .PDF files

The lead document is the only document returned with a file stamped watermark. Only the first page will be stamped with the time and date of submission.

**\*Note:** If your lead document is greater than 25 pages, the court requires that you upload any remaining supporting documents, attachments, exhibits, proposed order, etc. under “Attachment File Name”

- d. To upload one or more documents, follow the same process as above to browse and select documents.
- e. Once all documents are uploaded, you can designate which document is to be the lead document and which are attachments by using the drop down lists under Category. You can also rename the documents at this time by clicking **Rename**.

**2. Upload Documents** \* Required

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 click upload. Follow the same process to upload supporting documents. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes. Click Next to continue.

**Upload Document for Filing**

Document Type: (320.00) Motion to File

Select a file to upload:

Document	Action	Category	Page Count	Size (MB)
CaseFileXpress	Rename	Leading Document	2	0.2
Attachment 1	Rename	Supporting Document	5	0.78
Attachment 2	Rename	Supporting Document	34	0.56

I have verified that the documents have converted correctly

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- f. To delete uploaded documents, click on the trash can icon.
- g. To merge two or more supporting documents, click **Merge Supporting documents**.  
**\*Note:** Supporting documents will be merged to form a single PDF document in the order they were uploaded and with an automatic page break between each document.
- h. To review your document(s), click on the .PDF file name.  
**\*Note:** Adobe Acrobat Reader must be installed on your PC to open the document. Older versions of Acrobat Reader can be an issue when viewing your PDF documents. If you have difficulty opening the document to review, you can save it to your computer and review it.
- i. After reviewing the document, close the Adobe window and check the box, **I have verified that the documents have been converted correctly**.

## 2. Upload Documents

\* Required

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 click upload. Follow the same process to upload supporting documents. CFX will convert most native formats to PDF. The maximum size per filing is 30 megabytes. Click Next to continue.

Upload Document for Filing ⓘ

Document Type: (\$20.00) Motion to File:

Select a file to upload:

Document	Action	Category	Page Count	Size (MB)
CaseFileXpress	<a href="#">Rename</a>	Leading Document	2	0.2
Attachment 1	<a href="#">Rename</a>	Supporting Document	5	0.78
Attachment 2	<a href="#">Rename</a>	Supporting Document	34	0.56

ⓘ

I have verified that the documents have converted correctly

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j. Click **Next**.

## Step 3: Services & Fees

- 1) There are no other services available at this time for D.C. Superior Court filers.
- 2) A detailed list of the fees associated with your filing is listed under the section **Filing Fees**. Verify all fees are correct.

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Submit New Filing 1. Filing Information 2. Upload Documents 3. Services & Fees Confirm & Submit

### 3. Services & Fees \* Required

Please confirm your court fee. You may change the court fee by modifying the document type in Step 2. Click Confirm to review your information before submitting your filing to the clerk.

No Services available at this time.

**Filing Fees**

Jurisdiction:	D.C. Superior Court	
Court Assignment:	Civil Actions	
Document Type:	Motion to File:	\$20.00
<b>CaseFileXpress Fees:</b>		
eFiling Fees		\$15.00
	<b>Subtotal</b>	<b>\$35.00</b>
	<b>Total:</b>	<b>\$37.05</b>

( Includes NIC Processing )

- 3) Click **Confirm**.

# Confirm & Submit

- 1) If you would like to submit your filing at a later time, click **Save as Draft**. Your filing will be saved and can be retrieved from the Drafts section of your dashboard when ready to complete and/or submit your filing.

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Submit New Filing 1. Filing Information 2. Upload Documents 3. Services & Fees Confirm & Submit

Confirm & Submit

Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. You may save this filing as a draft by clicking the Save as Draft button. Drafts are available for filing from your Dashboard. If needed, enter instructions for the court clerk in the Special Instructions window. Click Submit Filing to complete the transaction. \* Required

Filing Information		Petitioner(s) Plaintiff(s):	
Case Title:	John Smith v. ABC Corporation		
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	Danny Glover
Court Assignment:	Civil Actions	Defendant Attorney(s):	Lily Tomlin
Case Number:	2005 CA 123456 B	Client Matter Number:	123.1234
Document Type:	Motion to File:		
Special Instruction to the Clerk:	<input type="text"/>		

Document Information		Personal Information	
Filing: 1	Lead Document	Filer ID:	dglover
<a href="#">CaseFileXpress</a>	Motion to File:	Attorney of Record:	Danny Glover
<a href="#">Attachment 1</a>	Supporting Document	Filer Name:	Danny Glover (dglover)
		Law Firm/Organization:	CaseFileXpress Training
		Bar Number:	654123
		Filer Position:	Plaintiff Attorney
		Address:	165 Decker Court, Irving, TX, 75062
		Phone:	(877) 423-4533
		Fax:	(866) 475-5470
		Email:	danny@chypress.com

Payment Information edit

\* Select Payment Option:

Payment Method:

Credit Card Type:

Credit Card #:

Cardholder Name:

Cancel Save as Draft Submit Filing

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- 2) To proceed with your filing, review and verify all the filing information.
- 3) You can open and verify your attached documents to be filed by clicking on the file name.

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Submit New Filing 1. Filing Information 2. Upload Documents 3. Services & Fees Confirm & Submit

Confirm & Submit

Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. You may save this filing as a draft by clicking the Save as Draft button. Drafts are available for filing from your Dashboard. If needed, enter instructions for the court clerk in the Special Instructions window. Click Submit Filing to complete the transaction. \* Required

Filing Information		Petitioner(s) Plaintiff(s):	
Case Title:	John Smith v. ABC Corporation		
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	Danny Glover
Court Assignment:	Civil Actions	Defendant Attorney(s):	Lily Tomlin
Case Number:	2005 CA 123456 B	Client Matter Number:	123.1234
Document Type:	Motion to File:		
Special Instruction to the Clerk:	<input type="text"/>		

Document Information		Personal Information	
Filing: 1	Lead Document	Filer ID:	dglover
<a href="#">CaseFileXpress</a>	Motion to File:	Attorney of Record:	Danny Glover
<a href="#">Attachment 1</a>	Supporting Document	Filer Name:	Danny Glover (dglover)
		Law Firm/Organization:	CaseFileXpress Training
		Bar Number:	654123
		Filer Position:	Plaintiff Attorney
		Address:	165 Decker Court, Irving, TX, 75062
		Phone:	(877) 423-4533
		Fax:	(866) 475-5470
		Email:	danny@chypress.com

Payment Information edit

\* Select Payment Option:

Payment Method:

Credit Card Type:

Credit Card #:

Cardholder Name:

Cancel Save as Draft Submit Filing

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- 4) Enter any **Special Instructions for the Clerk** in the provided field.

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Submit New Filing 1.Filing Information 2.Upload Documents 3.Services & Fees Confirm & Submit

**Confirm & Submit**

Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. You may save this filing as a draft by clicking the Save as Draft button. Drafts are available for filing from your Dashboard. If needed, enter instructions for the court clerk in the Special Instructions window. Click Submit Filing to complete the transaction. \* Required

**Filing Information** edit

Case Title:	John Smith v ABC Corporation	Petitioner(s) Plaintiff(s):	
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	Danny Glover
Court Assignment:	Civil Actions	Defendant Attorney(s):	Lily Tomlin
Case Number:	2005 CA 123456 B	Client Matter Number:	123.1234
Document Type:	Motion to File:		
Special Instruction to the Clerk:	<input type="text"/>		

**Document Information** edit

Filing: 1	Lead Document	Motion to File:
<a href="#">CaseFileXpress.pdf</a>	Supporting Document	Motion to File:
<a href="#">Attachment1.pdf</a>		

**Payment Information** edit

Select Payment Option:

Payment Method:  
Credit Card Type:  
Credit Card #:   
Cardholder Name:

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- 5) Under **Payment Information**, select one option, either to **Use the stored credit card information for this account** or **Specify payment information for this transaction**.

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Submit New Filing 1.Filing Information 2.Upload Documents 3.Services & Fees Confirm & Submit

**Confirm & Submit**

Please review all of the information below. You may edit information as needed or navigate to a previous step by clicking the numbered tab. You may save this filing as a draft by clicking the Save as Draft button. Drafts are available for filing from your Dashboard. If needed, enter instructions for the court clerk in the Special Instructions window. Click Submit Filing to complete the transaction. \* Required

**Filing Information** edit

Case Title:	John Smith v ABC Corporation	Petitioner(s) Plaintiff(s):	
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	Danny Glover
Court Assignment:	Civil Actions	Defendant Attorney(s):	Lily Tomlin
Case Number:	2005 CA 123456 B	Client Matter Number:	123.1234
Document Type:	Motion to File:		
Special Instruction to the Clerk:	<input type="text"/>		

**Document Information** edit

Filing: 1	Lead Document	Motion to File:
<a href="#">CaseFileXpress.pdf</a>	Supporting Document	Motion to File:
<a href="#">Attachment1.pdf</a>		

**Payment Information** edit

Select Payment Option:

Payment Method: **Credit Card**

Credit Card Type: **Master**

Credit Card #: **XXXX-XXXX-XXXX-5678**

Cardholder Name: **Danny Glover**

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\* **Note:** Individual filers may store payment information from their dashboard.



Drafts

### My Account/eService

#### Payment Information

Name:

Address:

City:

State: TX

Zip:

Credit Card Type: -Select a payment method...

Credit Card Number:

Expiration Date: MM  YYYY

**Note:** Firm managers may store firm payment information for each office by using the CFX management system.

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Home | Help | Try Our Live Chat

Welcome CFX Admin/Firm Manager

[Firm Details](#) | [Firm Filings](#) | [Firm Filers](#) | [Firm Managers](#)

Firm Registration:  Practice Type:   Lock Payment Info  Over Agency  
 Firm Name:  Time Zone:   Lock Firm Info

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There are currently 1 Office(s)

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**Filing Information** \* Required

Case Title:	John Smith v ABC Corporation	Petitioner(s) Plaintiff(s):	
Jurisdiction:	D.C. Superior Court	Plaintiff Attorney(s):	Danny Glover
Court Assignment:	Civil Actions	Defendant Attorney(s):	Lily Tomlin
Case Number:	2005 CA 123456 B	Client Matter Number:	123.1234
Document Type:	Motion to File:		
Special Instruction to the Clerk:	<input type="text"/>		

**Document Information**

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\* Select Payment Option:

Payment Method: Credit Card

Credit Card Type: Master

Credit Card #: XXXX-XXXX-XXXX-3569

Cardholder Name: Danny Glover

**Personal Information**

Filer ID: dglover

Attorney of Record: Danny Glover

Filer Name: Danny Glover (dglover)

Law Firm/Organization: CaseFileXpress Training

Bar Number: 654123

Filer Position: Plaintiff Attorney

Address: 165 Decker Court, Irving, TX, 75062

Phone: (877) 433-4533

Fax: (866) 475-5470

Email: danny@gctpress.com

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Filer Name: Danny Glover (dglover)

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Bar Number: 654123

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Fax: (866) 475-5470

Email: danny@gctpress.com

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