

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

**ADMINISTRATIVE ORDER 23-18**

**Party Contact Information in Landlord and Tenant Actions**

**WHEREAS**, the Superior Court of the District of Columbia has implemented a new case management system that maintains both the docket and case files in an electronic format; and

**WHEREAS**, Administrative Order 22-30 requires a party or individual to file electronically in the Civil Division, including in its Landlord and Tenant Branch, except as provided by Superior Court Rule or Administrative Order; and

**WHEREAS**, this Court has implemented an Eviction Diversion Program that provides litigants the opportunity to connect with legal, housing, and financial resources in an effort to resolve their Landlord and Tenant action with minimal judicial intervention; and

**WHEREAS**, the Eviction Diversion Program requires the Court to triage cases more efficiently and effectively; and

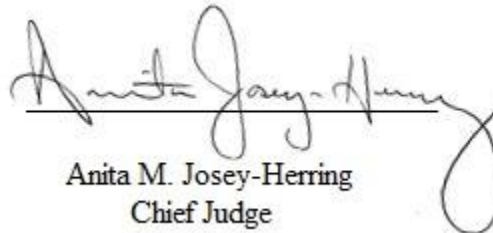
**WHEREAS**, party contact information is needed to inform parties about court hearings, and efficiently and effectively connect litigants to legal, housing, and financial resources;

**NOW, THEREFORE**, it is, by the Court,

**ORDERED**, that, in addition to the procedures and filing requirements of Super. Ct. Civ. R.10-I, all Plaintiffs filing a complaint for possession in the Landlord and Tenant Branch are required to include the telephone and email addresses for the Defendant(s), if known to the Plaintiff; and it is further

**ORDERED**, that this Administrative Order shall become effective immediately.

**SO ORDERED.**

  
Anita M. Josey-Herring  
Chief Judge

Date: September 13, 2023

Copies to:

Judicial Officers  
Executive Officer

Clerk of the Court  
Office of General Counsel  
Division Directors  
District of Columbia Bar  
Daily Washington Law Reporter  
Library