

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 22-13**

**eFiling in the Criminal Division and Domestic Violence Unit (Criminal Cases Only)  
(Supersedes Administrative Order 16-12)**

**WHEREAS**, electronic filing (eFiling) is an essential aspect of the efficient operations of the court, so that filings can be transmitted to the court and documents and data can be received into the case management system more effectively, timely and accurately; and

**WHEREAS**, to provide the legal community with streamlined access to the clerk's office and an efficient method to file documents and receive service, electronic filing has been implemented where technologically feasible and consistent with legal requirements; and

**WHEREAS**, filings in criminal matters shall be filed in accordance with Super. Ct. Crim. R. 49 *Serving and Filing Papers*; and

**WHEREAS**, Administrative Order 16-12 referenced Civil Rules and timelines that are no longer relevant;

**NOW, THEREFORE**, it is hereby,

**ORDERED**, that parties represented by counsel are required to eFile and eServe. Criminal Justice Agencies like the Court Services and Offender Supervision Agency (CSOSA), and the Pretrial Services Agency (PSA) are also required to eFile and eServe; and it is further

**ORDERED** that Judicial Officers shall eFile orders issued outside the courtroom and may eFile orders issued in the courtroom; and it is further

**ORDERED** that parties who are not represented by lawyers ("self-represented parties") may but are not required to eFile and eServe; and it is further

**ORDERED**, that procedures in criminal cases shall be in accordance with Super. Ct. Crim. R. 49 *Serving and Filing Papers*; and it is further

**ORDERED**, that the following procedures shall be followed for submitting documents electronically for filing:

- (1) If a filing is 25 pages or more, then a courtesy paper copy shall be submitted to the judicial officer presiding over the case;
- (2) Any motion for which a proposed order is required to be filed shall be eFiled with the proposed order and editable copy of the proposed order shall be emailed to the judicial officer at the email address designated for the judicial officer on the eFile provider's website;

- (3) Personal identifiers shall be redacted by the filer based on Super. Ct. Crim. R. 49.1 “Privacy Protection for Filings Made with the Court;”

**SO ORDERED.**

**BY THE COURT**

**DATE:** July 21, 2022



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Anita Josey-Herring  
Chief Judge

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Clerk of the Court  
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