

Ways to Avoid Rejection:

for Landlord & Tenant and Small Claims in Washington, DC Superior Court

✓ **Proper Document Type**

- Filers must use court forms as specified in the D.C. Sup. Ct. Rules, remember to use and submit both sides of the forms when they are two-sided <https://www.dccourts.gov/superior-court/rules>
- Only one summons is required per complaint and the summons must include every named defendant

✓ **Affidavit & SCRA Instructions**

- Include a properly completed Certificate of Service/Affidavit of Service with a signature and date of service specifying who and how service was accomplished
- When filing affidavits of service:
 - Each affidavit to be filed must be listed on a separate row in your batch filing spreadsheet
 - Each affidavit must be placed in a separate folder,
 - Name the folder the same number as the row on the spreadsheet before using the zip file function to create your zipped file
 - Note: the spreadsheet is designed to prevent duplicative rows; when filing multiple affidavits into a single case, please use a unique client number for each row/filing

✓ **Proper Order of Documents**

- Small Claims
 1. Statement of claims
 2. Instructions to Defendant - back of statement of claims
 3. information sheet
 4. Process server application (if applicable)
 5. Other supporting documentation/exhibitsNote: Begin the supporting documents with continuation from documents 1-4
- Landlord Tenant
 1. Complaint
 2. Summons
 3. Other supporting documentation ex Notice to quit and all exhibitsNote: Begin supporting documents with continuation from documents 1-2

Note: If a continuation sheet is needed to accommodate additional parties include the name of the defendant, registered agent if applicable, and full address listed for each defendant even if the address is the same.

✓ Enter Proper Party Data

- Make sure to include ALL Defendants listed on your Complaint/Statement of Claim in the batch template. The number of parties in the document itself needs to match the number of parties in the submitted batch template.
- Make sure all data is complete and full party name and address information is entered. This information flows into the court's case management system and may impact the processing of your case if not complete and accurate. Do not use abbreviations or shortened names.
- Avoid using the # symbol.

✓ General

- Filings that are part of a batch, which is rejected will not be docketed and court fees will not be charge. These filings MUST be refiled. If the entire batch is rejected there will be no charges, if part of a batch is rejected the CFX batch fee and EFM fee will be charged for the accepted portion of the batch.
- Filers are able to request a "day" but not a "date" for hearings. They are also able to note dates when they are not available for hearings.
- Exclusions from Electronically Filed Documents:
 - a. Complaints/statements of claim accompanied by an application to proceed in forma pauperis or to proceed without prepayment of costs, fees, or security;
 - b. All writs of restitution and applications to stay writs of restitution;
 - c. Landlord and tenant consent judgment agreements and consent judgment praecipis;
 - d. Requests for foreign judgment or international foreign judgment;
 - e. Writs of attachment before judgment;
 - f. Any filing in a sealed case or document under seal

For more information, please contact CaseFileXpress dedicated batch filing support line: (844) 557-5508 or by email at cfxfilings@fileandserve.com for any questions.