



United States District Court for the District of Columbia

ELECTRONIC FILING OF COMPLAINTS BY ATTORNEYS MANDATED

HOW DOES IT WORK?

It is mandatory that most civil cases be opened by attorneys using this module. Please visit our website at www.dcd.uscourts.gov and click on ECF & Court Records. Thereafter, click on Attorney Civil Case Opening Information to locate the training materials. Contact Tiffany Gough at 202-354-3064 should you have any questions.

- Filers open their own civil cases and are responsible for entering all case information including Nature of Suit, Cause of Action, named parties, etc.
- Filers receive a case number after completing the case opening process.
- Filers pay the filing fee (if applicable) online while posting the Complaint.
- Filers may submit summonses electronically which will be issued by the Clerk's Office electronically and can be accessed by the filer via the Notice of Electronic Filing (NEF) email hyperlink.
- The Clerk's Office assigns a judge after the case is opened and notifies the filer via NEF email.
- The Clerk's Office checks all newly opened cases for errors and omissions and makes corrections as necessary.

The court has posted instructional materials on the court's website: www.dcd.uscourts.gov. The court also staffs a Help Desk phone line available from 8:30 a.m. to 4:30 p.m., Monday through Friday, to assist filers, answer questions, and provide customer support. The Help Desk can be reached at: **(202) 354-3190**.

Emergency matters may not be filed electronically.
Should you have an emergency, please file your documents in paper form as well as on a CD in PDF format.

BENEFITS OF ATTORNEY CIVIL CASE OPENING

- Attorneys can open a new civil case and receive a case number immediately, 24 hours a day, 7 days a week.
- Summonses are available immediately upon issuance. No trip to the courthouse required. No waiting for them to arrive via first class mail.
- Filing fee is paid online. No need to send a check via messenger to the Clerk's Office.
- Reduced costs associated with paper filings.

