

District of Columbia Contract Appeals Board Special Instructions

Initiating a New Case in File & ServeXpress

- New Cases can be filed through File & ServeXpress using the “File a New Case” option.

Creating Your Documents

- Be sure to include the appropriate Electronic Signature in your pleadings.
- Signature Requirements for DC Contract Appeals Board are: "/s/Adam Attorney".
- Each document should also include the typed name, address, and telephone number of the attorney or unrepresented party filing such document. Attorneys should include their bar number.
- The original hard copy of any document submitted electronically shall be signed and kept on file by the filing party.
- All Proposed Orders should be created using an editable word processing format so that the Court can utilize the Proposed Order in creating any applicable Order.

Uploading Your Documents

- Upload pleadings in an editable, word processing format (i.e. .rtf, .doc or .wpd). Do not upload pleadings in PDF format. The File & ServeXpress system automatically converts them to .PDF for you.
- If you are concerned about metadata, save the document as a .rtf instead of a .doc or .wpd.
- Upload the main document first, then upload any supporting documents.
- Electronically ‘staple’ supporting documents to the main document by using the Main/Supporting column in the Attached Documents list.
- Use the Linking feature in the Attached Documents list when submitting responses to previously filed documents. (If the previously filed document is unavailable to ‘link to’, reference the previous documents transaction id in the “Document Title.”).

Other

- Your File & ServeXpress receipt is your proof of service. Please print this document for your records.
- Multi-Case filing is NOT permitted in this jurisdiction.