

Quick Guide for FILERS

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2. Entering a New Case
3. Entering an Existing Case
4. Checking the Filing Status of a Submission
5. Notifications
6. Case Information

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REQUESTING AN ACCOUNT

1. Click **Request Account** on 'Login' page.
2. Read **User Agreement**, click the agreement radio button, and click the **Submit** button.
3. Select the appropriate **User Role** and click **Next**.
4. Select an **Organization**. View the System's current listings by clicking the arrow in the **Existing** drop-down field and scrolling through the names. Click on the appropriate organization.

Select an Organization

Select the organization you belong to or type it in below:

☒ Existing
☐ New

ACME INTERPRETERS
ADAMS AND ASSOC
AHDICRBTSTING
ANOTHER NEW FIRM
ANOTHER NEW FIRM2
AUSTIN AND KLIEN
BAKER AND HOLMES
BEAGLES, MARTIN AND FARLEY LAW

5. If the organization is not listed, click the radio button **New** and type the name in the provided field.
6. Create Profile. Fields marked with an asterisk are required.

Request a User Account

Company Name: REES & SONS, LLC

User Name: *

Your password must be at least 8 characters long, must contain at least one number, must contain an upper and l

Password: *

Confirm Password: *

Title:

First Name: *

Middle Name:

Last Name: *

Suffix Name:

DC Bar Number: *

Phone: Fax:

E-Mail: *

Note: After approval, the above email will receive the authentication co

Confirm EMail: *

1st Alternate EMail:

2nd Alternate EMail:

Address Line 1: *

Address Line 2:


City: * State: DISTRICT OF COLUMBIA

Postal Code: * Country: UNITED STATES

7. Login after the account is approved and an

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ENTERING A NEW CASE

1. Click the **New Case** button;  select the correct **Court**; choose the **Case type**.
2. **Case Initiation Page** - Fill in the required fields.
 - a. Click the appropriate button to input party information.
 - b. Add all parties one at a time
 - c. Click **Next** to move forward.

Case Initiation: First Time Application for Formal Hearing

OWC#: *
 Injury Date: * (mm/dd/yyyy)

Add Case Participants (Any party to be served must be added as a distinct party.)

Remove	Participant Name	Type	Attorney/Agent for Party
	 JENNIFER BRADSHAW	CLAIMANT (INITIATING)	Mark Klein
	 JED MARTIN	EMPLOYER (RESPONDING)	
	 BEEHIVE INC.	INSURER/CARRIER	

3. **Add Documents Page** – Use the dropdown to select the **Document Type**.
 - a. Optional Additional Text will display on the docket listing.
 - b. Search for the document by clicking Browse.

Case Type : First Time Application for Formal Hearing




Document Type * Application for Formal Hearing

Additional Text

Acceptable File Format Type(s) (*.pdf)




Document Location Browse... Application for Formal Hearing.pdf Name of Selected Document

Add to Submission Add

	Document Name	View Document	Edit Data	Size	Remove
Case Data	form.xml			0.01 MB	

Total Size: 0.0 MB

Click to Add Document to the Filing.

- c. Click **Add** to upload the document to the submission.
 - d. Add subsequent documents one at a time. The total submission size must be less than 30 MB.
 - e. With all items added, click **Next**.
- NOTE: Some Document Types may gray out the **Browse** button and make it unavailable for selecting. Click the **Add** button; further information may be required.

4. **Review and Submit Page** – View, add, or remove documents from the filing.
 - a. The optional Client # field is a convenience for filers with an internal filing system.
 - b. If desired, add a note to the clerk using the text field provided.
 - c. Click the button **Submit the Filing**.

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ENTERING AN EXISTING CASE

Existing Cases

1. Click the Existing Case button.
2. Enter the case number in the provided field and click the eFile button. Alternately, find the case in the case listings displayed at the bottom of the page and click the hyperlink “eFile” from its line.
3. Proceed by following steps 3 and 4 in **Entering a New Case** listed above.

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CHECKING THE FILING STATUS

1. To check status, from the **Home** Page, click the button **My Filings**.

Home

New Case	File a new case or start an appeal
Existing Cases	Perform case actions: eFile, Search, View History, Service List
My Filings	Check the status of my filings
Draft Filings (2)	Finish filing an incomplete filing
Notifications (4)	Review your Notifications

2. On the **Filing Status** page, set the date to include the date of submission and click **Go** to locate the submission listing.
3. The **Status** column is on the right. Click on the status link to view more details about the filing, including links to a receipt and, if the status has received “Filed” or “Filed-Presented to Judge,” potentially to file-stamped documents.

Report Criteria:

View Filings Between: 01/01/2019 AND

Filing ID: Court Case #: Client #: Status: All

Go **Clear Search**

My Filings Between 01/01/2019 and Today

Delete

Filings per page: 50

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court	Court Division	Status
<input type="checkbox"/>	1490		RICHARD WILSON v. SPORTS AUTHORITY	19-0162	01-31-2019 09:31:28 AM	Application for Formal Hearing	ADMINISTRATIVE HEARING DIVISION	Private Sector	Filed
<input type="checkbox"/>	1431		KELLY CRELLIN v. WASATCH	19-0126	01-17-2019 11:09:12 AM	Exhibits (Claimant)	ADMINISTRATIVE HEARING DIVISION	Private Sector	Awaiting Approval
<input type="checkbox"/>	1430		BART NORTH v. AHLANDERS MACHINERY		01-17-2019 11:01:43 AM	Application for Formal Hearing	ADMINISTRATIVE HEARING DIVISION	Private Sector	Awaiting Approval
<input type="checkbox"/>	1382		TJNA BEE v. IHC	19-0138	01-08-2019 09:33:24 PM	Application for Formal Hearing	ADMINISTRATIVE HEARING DIVISION	Private Sector	Filed
<input type="checkbox"/>	1379		LAUREL DAVIS v. VALORAS	19-0136	01-08-2019 08:27:42 PM	Application for Formal Hearing	ADMINISTRATIVE HEARING DIVISION	Private Sector	Filed

Number of Filings: 5 - Message from the court/clerk

4. If the status is **Rejected**, click the status link to view the reason for rejection.
5. A filing rejection will generate a “one-time-use” **Resubmit** button to the right of the status column.

<input type="checkbox"/>	Filing ID	Client #	Case Title	Court Case #	▼ Date Submitted	Document Type	Court	Court Division	Status	
<input type="checkbox"/>	1493		VALERIE BURDETTE v. TREVINO		02-04-2019 02:51:35 PM	Application for Review	ADMINISTRATIVE HEARING DIVISION	Private Sector	Rejected	Resubmit

Clicking **Resubmit** will cause the eFlex system to clone the information in the rejected submission for use in a new submission and will route the user to the page where documents are added so the corrections can be made. The user **MUST** continue through the new case or existing case submission process until the message that the filing has been submitted to the court is received.

6. Upon clicking **Resubmit**, the **Rejected** status will switch to **Resubmitted** to indicate the submission was cloned. The button will disappear. If the filing is not submitted to the court when the button is activated, it will be stored in the **Draft Filings**.

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NOTIFICATIONS

Notifications are the official court communication regarding eFiling activity on a case. To obtain the *official* notification, the user must login to the eFiling system. The user may also get *unofficial*, courtesy emails regarding efiling to the user’s case

1. On the **Home** page, click on the **Notifications** button, or hover over the **Cases** Tab and select **Notifications** from the drop-down list.

Home	eFile	Cases	My Profile	Log Out
Home				
New Case	File a new case or start an appeal			
Existing Cases	Perform case actions: eFile, Search, View History, Service List			
My Filings	Check the status of my filings			
Draft Filings (2)	Finish filing an incomplete filing			
Notifications (4)	Review your Notifications			

2. Notifications with bolded green headings are “Unread” Notifications. Additionally, unread notifications have a closed envelope to the left of the listing. This status is displayed when the page has been “refreshed” by exiting the page and coming back.

Notifications

Notifications for Mark Klein

Search By:

<input type="checkbox"/>	Notification Id	Document(s) filed by...	Cas
<input type="checkbox"/>	1299	Application for Formal Hearing was filed by Mark Klein	RICHARD WILSON v.
<input type="checkbox"/>	1252	Order of Dismissal was filed by System Administrator	TINA BEE v. IHC
<input type="checkbox"/>	1229	Application for Formal Hearing was filed by Mark Klein	TINA BEE v. IHC

Message that has been read shows as an opened envelope and a unbolded title.

Bolded title & unopened envelope means unread message.

3. To open the *Official Court Notification*, click on the hyperlink **Document Title**.
4. The **NEF** (Notice of Electronic Filing) will display in a new browser tab.
- The top of the NEF contains case-related information, including what **document(s)** were filed and triggered the NEF to be sent.
 - The bottom portion of the NEF indicates the **service requirements** at the time the listed document was submitted. Future or past submissions may have different service requirements.

A filing has been submitted to the court RE: 19-0162

Judge:

Official File Stamp: 01-31-2019:09:31:28 AM

Court: ADMINISTRATIVE REVIEW BOARD

Case Title: RICHARD WILSON v. SPORTS AUTHORITY

Document(s) Submitted: Application for Formal Hearing

Filed By: Mark Klein

This notice was automatically generated by the courts auto-notification system.

The following people were served electronically: Mark Klein for RICHARD WILSON

The following people have not been served electronically by the Court. Therefore, they must be served by traditional means: SPORTS AUTHORITY

Time of official File Stamp

Case Title

Document(s) submitted.

Filer

Who was served & how

- c) Persons being served via the email system are listed first on the NEF.
 - d) Persons still requiring service by traditional means are listed under the second heading.
5. To view document(s) on the Notifications page, click the hyperlink title listed under the NEF title. The time-stamped document will display as a pdf. Users may choose to download hard-copies for their records.



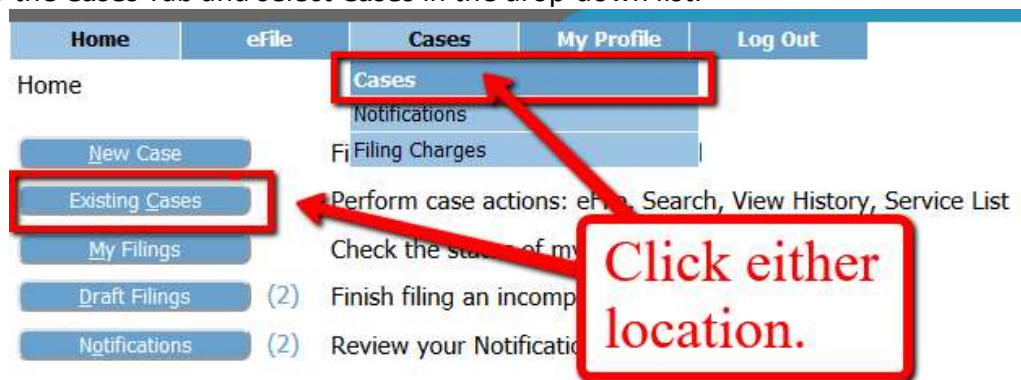
6. The system performs an auto-clean out 60 days after the NEF is delivered. Users can clean up the page manually by using the checkbox in combination with the delete button.

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CASE INFORMATION

The **Cases** page gives the user easy access to cases, documents filed to the case, and to the service list information associated to a particular case at the time of the query.

1. To navigate to the **Cases** page, click on the **Existing Cases** button on the Home page, or hover over the **Cases** Tab and select **Cases** in the drop-down list.



2. To view case information, type the case number in the provided text field and click the **History** button. A case summary will display in a new browser tab. The User may also locate the desired case on the table display and click the hyperlink case number.



3. To view who has been electronically served and who needs to be served by traditional means, click the **Service List** button which will open a new tab and display the **Certificate of**


Service. This may also be accessed by locating the desired case in the table and clicking on the **Service List** hyperlink on the right.

Case Title		Case Number	eFile	Case Type	Judge	Court	Court Division	Service List	Inactive
CHE MENDOZA v. LAWRENCE MITCHELL LLC		19-0158	eFile	First Time Application for Formal Hearing				Service List	<input type="checkbox"/>
GGS		19-0156	eFile	First Time Application for Formal Hearing	Donn Hend			Service List	<input type="checkbox"/>
ATION		19-0154	eFile	First Time Application for Formal Hearing				Service List	<input type="checkbox"/>
MITCHELL ELLINGTON V. MARLEY AND				First Time Application for					
				Administrative Hearing					

Click Case number to open up the Case Summary.

Click Service List to open up the Certificate of Service.

NOTE: Although any user with a correct case number can file, users will not be able to view a case history unless they are party to the case or counsel of record on the case. Pro Se filers may need to file a Notice of Case Association.



19-0158 : CHE MENDOZA v. LAWRENCE MITCHELL LLC
ADMINISTRATIVE REVIEW BOARD

Case Number	19-0158
Case Type	First Time Application for Formal Hearing
Opened	01-28-2019
Status	ACTIVE

Claimant: CHE MENDOZA
Employer: LAWRENCE MITCHELL LLC
Judge(s): Amelia Govan
References: OWC #: 398-974

Show/Hide Participants

CLAIMANT (INITIATING)[s]	Counsel of Record
CHE MENDOZA 200 WEST BROADWAY APT #4099A WASHINGTON DC, DC 20001	Zachary Thomas
	Bonnie Kenison
EMPL	Counsel of Record
LAWRENCE MITCHELL LLC 1700 CAROLINA AVE SUITE #4500 WASHINGTON DC, DC 20003	Zeb Moskowitz Ray Gruden

Show/Hide Events

Upcoming Hearings	Duration
04/30/2019 03:00 PM	120m
File Date	
01-29-2019 01:19:49 PM	Order Filed By: Court
01-29-2019 09:48:24 AM	Certificate of Electronic Notification Filed By: Court
01-28-2019 02:06:23 PM	Certificate of Electronic Notification Filed By: Court
01-28-2019 02:00:01 PM	Application for Formal Hearing On Behalf of PLAINTIFF Filed By: Court

Click the Expansion link to view the case participants

Click the Expansion link to view upcoming events.

Clicking the Docket listing of any text in green will open the document as a pdf.

4. Within the **Case Summary** page, Click the **Show/Hide Participants** expansion link to view the case participants.
5. Click the **Show/Hide Events** expansion link to view scheduled upcoming hearings or events.
6. Clicking the docket listing of any text appearing in green will allow the user to either open or save the document.

DEPARTMENT OF EMPLOYMENT SERVICES	
Case Number	19-0162
Case Type	First Time Application for Formal Hearing
Opened	01-31-2019
Status	ACTIVE
Show/Hide Participants	
Show/Hide Events	
File Date	
01-31-2019 09:31:28 AM	Application for Formal Hearing Filed By: Court

Click to expand and view information.