

**District of Columbia
Court of Appeals**

Administrative Order 4 -11

**ORDER
(FILED - November 30, 2011)**

Whereas this court continues to investigate procedures that will permit the court to manage its caseload more efficiently and effectively, and

Whereas this court has implemented a new case management system that maintains both the docket and case files in an electronic format, it is

ORDERED that in addition to the procedures and filing requirements of D.C. App. R. 28, parties represented by counsel are required to transmit copies of their briefs in PDF format to briefs@dcappeals.gov within 24 hours of filing their briefs. Parties not represented by attorneys (*pro se*) may but are not required to transmit briefs in an electronic format. The subject line of the email should include the appeal number, the case caption, and the type of brief. The parties' contact information should be provided in the body of the email. It is

FURTHER ORDERED that this Administrative Order shall become effective immediately.

BY THE COURT:

ERIC T. WASHINGTON
Chief Judge