

**SUPPLEMENT TO GENERAL ORDER
JUDGE NEAL E. KRAVITZ
CIVIL CALENDAR 12
OCTOBER 2023**

I. GENERAL INFORMATION

Judge: Neal E. Kravitz

Chambers: Chambers 5530
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: (202) 879-8353

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Courtroom: 131
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Courtroom Phone: 202-879-3354

All bench trials, jury trials, pretrial conferences, and evidentiary hearings will take place, in person, in courtroom 131; all participants are expected to be physically present in the courtroom unless excused by Judge Kravitz. Participants may appear in person or remotely, at their option, for all other proceedings, although those appearing remotely must be on video if at all possible. Parties and counsel may obtain access to remote hearings by:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctb131> or <https://dccourts.webex.com> and entering meeting ID number 2336 589 2483; or
- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering <https://dccourts.webex.com/meet/ctb131>; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 2336 589 2483.

Parties having trouble connecting to their remote hearings may call chambers at 202-879-8353 for assistance. A party's failure to appear at a remote proceeding may result in the same sanctions as might result from the party's failure to appear at an in-person hearing, including the dismissal of the party's case or the entry of a default against the party.

NOTE: Counsel and self-represented parties are required to appear via WebEx video and to log in so that their names appear on screen, absent extenuating circumstances that make it necessary for them to appear via audio only. All other participants are strongly encouraged, but not required, to appear via WebEx video and to identify themselves by name. Inclusion of preferred pronouns is encouraged, but not required.

NOTE: Judge Kravitz enforces the rule on witnesses for all evidentiary proceedings, whether in person or remote. All parties, therefore, are responsible for ensuring that their non-party witnesses are not logged into the evidentiary proceeding at any point other than when they are actually testifying. The parties also are reminded that Administrative Order 20-08 strictly forbids the audio and/or video recording of virtual hearings, including the taking of screenshots; anyone found in violation of this order may be subject to a finding of contempt of court.

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 12 will take place as follows:

Pretrial/Settlement Conferences: Mondays at 4:00 p.m., Tuesdays and Wednesdays at 9:30 a.m. and 4 p.m., and Thursdays at 9:30 a.m.

Trials: Mondays, Tuesdays, Wednesdays, and Thursdays from 9:30 a.m. until 4:45 p.m.

Scheduling Conferences, Oral Examinations, Ex Parte Proofs, and other matters: Fridays beginning at 9:30 a.m.

Motion Hearings: As scheduled by Chambers.

III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set forth in Rule 16(b) of the Superior Court Rules of Civil Procedure, Judge Kravitz will consider a Civil Action Form 113 (Praecipe Requesting Scheduling Order) filed by 12:00 noon on the Wednesday before the date of the scheduling conference. A praecipe filed later than that time will not be considered, and the parties will be required to appear for the scheduling conference.

IV. MOTIONS

Consent to motions: The title of every motion must indicate whether the motion is opposed or unopposed. Judge Kravitz strictly enforces the requirement in Rule 12-I(a) of the Superior Court Rules of Civil Procedure that every motion contain a certification that consent has been sought. Judge Kravitz may summarily deny a motion that does not contain the requisite certification.

Proposed order: Administrative Order 06-17 requires a party eFiling a motion to submit electronically to chambers at JudgeKravitzChambers@dcsc.gov a proposed order in a format that can be edited (Microsoft Word is preferred). Counsel's adherence to this Administrative Order assists the court in ruling on motions and informing counsel of the court's decisions in a timely and

expeditious manner. Judge Kravitz may summarily deny a motion that is not accompanied by a proposed order in the required format.

Courtesy Copies: Notwithstanding the requirement of Administrative Order 06-17 that a paper courtesy copy be mailed or hand-delivered to chambers, in addition to eService, whenever an entire eFiling (including exhibits) exceeds twenty-five pages, Judge Kravitz does not require paper courtesy copies as a general matter. However, counsel should be prepared to expeditiously provide paper copies of any motions exceeding twenty-five pages upon request from chambers.

E-Filed Motions: It may take up to three business days for an e-filed motion to be processed by the Clerk's Office and to reach the court's chambers. A lawyer or party who has a question about the status of a pending motion should check online at <http://www.dccourts.gov>, contact the Clerk's Office at (202) 879-1133, or check with the electronic filing vendor, before contacting chambers.

Motions to Compel Discovery: A party filing a motion to compel discovery must certify its compliance with the pre-filing requirements set forth in Rules 26(h) and 37(a) of the Superior Court Rules of Civil Procedure. The moving party's failure to comply with those pre-filing procedures may result in the summary denial of the motion. Parties should be aware that Judge Kravitz often requests prompt responses to motions to compel discovery so that the motions can be resolved without unduly delaying the litigation.

Before filing a motion related to a discovery dispute, the moving party also must communicate with the opposing party to suggest dates and times for a hearing on the motion, and the motion must include at least three proposed dates and times at which all counsel, unrepresented parties, and other necessary participants will be available.

Judge Kravitz will presumptively award the prevailing party its attorney's fees and costs associated with its litigation of a motion to compel discovery. *See Super. Ct. Civ. R. 37(a)(5)*. The parties therefore should bring documentation of their fees and costs to any hearing on a motion to compel discovery. The parties are encouraged to resolve discovery disputes prior to any discovery hearing, and the moving party may file a praecipe withdrawing a motion to compel if the parties are able to reach a resolution without the need for a hearing.

Exhibits to motions: Any time a party attaches three or more exhibits to a motion or opposition, an exhibit list must be included identifying each exhibit, and each exhibit must be marked accordingly.

Motions to reschedule hearings: Any motion to reschedule a hearing or mediation session must suggest three dates and times at which all counsel, unrepresented parties, and other necessary participants will be available.

Consolidated Motions: A party ordinarily should raise in one motion all grounds for the relief it seeks. For example, a party should file one summary judgment motion or one motion in limine, even if the party seeks summary judgment on multiple grounds or pretrial rulings on multiple issues.

V. PRETRIAL CONFERENCES

NOTE: In-person appearance required: All parties shall appear in-person for pretrial conferences, unless Judge Kravitz has authorized or directed parties to appear remotely.

Non-party principals: Any request to excuse a non-party principal from personal attendance at a mediation, pretrial conference, or settlement conference must be made by motion at least two weeks before the date of the conference.

Joint pretrial statements: Counsel and parties are reminded that Rule 16(c) of the Superior Court Rules of Civil Procedure requires the filing of a joint pretrial statement no later than one week before the pretrial conference. Judge Kravitz may order a continuance of a pretrial conference if the parties have not timely filed a joint pretrial statement or if a pretrial statement filed by the parties does not satisfy the requirements of Rule 16(c).

VI. TRIAL READINESS HEARINGS

At the pretrial conference, the court may schedule an in-person trial readiness hearing to occur approximately one week prior to trial. Counsel and unrepresented parties are required to attend the trial readiness hearing and must be prepared at the hearing to discuss voir dire questions and procedures, scheduling concerns, any outstanding evidentiary issues, and all other matters requiring the court's attention prior to trial. Since counsel will be expected at trial to display all exhibits, including audio, video, photographic and documentary exhibits, via WebEx, the trial readiness hearing serves as an opportunity for counsel to ensure that they have the necessary technical capacity and equipment to do so.

VII. LANGUAGE ACCESS

The Superior Court provides professional interpreters in all matters, when needed. A party requiring an interpreter must complete an interpreter request form online at <https://www.dccourts.gov>. An interpreter must be requested as soon as a party knows an interpreter is needed, so as to ensure the availability of an interpreter. Family members, friends, lawyers, or lawyers' staff are not permitted to interpret for parties or witnesses.