

Supplement to General Order

I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 12

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|-----------------------------------|---------------------------|
| Judge: | Jeanette J. Clark |
| Chambers: | 2620 - Moultrie Building |
| Phone: | (202) 879-0417 |
| Fax: | (202) 879-0430 |
| Eserve address: | JudgeClarkEServe@dcsc.gov |
| Judicial Admin. Assistant: | Ms. Melissa M. Calderón |
| Law Clerk: | Ms. Sherry Shenouda |
| Courtroom Clerk: | Ms. Kia Darby |
| Courtroom: | 219 Phone: (202) 879-1526 |

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

In-court proceedings: Courtroom 219

Pretrial/Settlement Conferences: By appointment in Jury Room 219 *

Trials: Mondays through Thursdays from 9:15 a.m. to 4:45 p.m., in Courtroom 219

Scheduling Conferences, Oral examinations, and Ex Parte Proofs: Fridays in Courtroom 219 from 9:30 a.m. to 11:00 a.m.

II. OTHER:

1. Parties should comply with Administrative Order 06-17, "Mandatory eFiling in Civil Division," including providing chambers copies of pleadings that exceed twenty (25) pages.
2. Parties should e-mail copies of all pleadings e-Filed to Clarkjj2@dcsc.gov and Clarkjj3@dcsc.gov.
3. Failure to file Joint Pretrial Statements one week prior to pretrial pursuant to Super. Ct. Civ. R. 16(e), will expose the parties to sanctions, including monetary sanctions, absent good cause shown.
4. Late arrivals to court proceedings will expose the parties to sanctions, including monetary sanctions, absent good cause shown.
5. Parties shall have available at least (3) three copies of all depositions used at trial.

*See enclosed map for directions to Jury Room 219 located in the Moultrie Courthouse Building, 500 Indiana Avenue, NW, Washington, DC 20001.

Directions to Jury Room 219 for Pretrial Conferences

