

## Supplement to General Order – Judge Long for 2009

### CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 8

<b>Judge:</b>	<b>Cheryl M. Long</b>
<b>Chambers:</b>	Suite 1630 - Moultrie Building 500 Indiana Avenue, N.W. Washington, D.C. 20001
<b>Phone:</b>	Phone (202) 879-1200
<b>Eserve address:</b>	JudgeLongeserve@dcsc.gov
<b>Judicial Admin. Assistant:</b>	Gloria Gladden
<b>Law Clerk:</b>	Margarita Ortiz, Esq.
<b>Courtroom:</b>	518 - Moultrie Building 500 Indiana Avenue, N.W. Washington, D.C. 20001 Phone: (202) 879-4638

Unless otherwise directed, matters on Calendar 8 will take place in **Courtroom 518**, Moultrie Building, including:

**Motion Hearings, Preliminary Injunction proceedings, Pretrial/Settlement Conferences, Trials, Scheduling Conferences, Oral examinations, and Ex Parte Proofs.**

### MOTIONS, OTHER FILINGS, AND COURT RECORDS

**Page Limits, Replies and Memoranda of Law:** When **any filing** is over fifteen (15) pages in total, a paper copy must be mailed to Chambers at the above address either through the postal service or by delivering a copy to the mailroom on the JM level of the Moultrie Building. **Replies** to oppositions are discouraged, unless specifically requested by the Court. **Memoranda** of law that exceed ten (10) pages in length are discouraged, and memoranda of law that exceed twenty (20) pages are **prohibited** without prior leave of Court.

**e-Filing Requirements:** Failure to comply with the requirements set forth in the General Order will result in **summary denial** of the motion, without prejudice.

**Docket Maintenance:** The official court record is CourtView. The docket and court filings are maintained electronically and the docket entries may be viewed at terminals in the clerk's office in the Moultrie Building or on the Internet via the Superior Court's website, [www.dccourts.gov/pa/](http://www.dccourts.gov/pa/).

### PRETRIAL/SETTLEMENT CONFERENCES

The Court strictly applies Rule 16 relating to the depth of preparation that the parties must perform in crafting the joint pretrial statement. All parties and attorneys should note the requirement of

filing discrete motions *in limine* two weeks prior to the pretrial conference. Such motions should not be presented merely by vague or terse descriptions within the joint pretrial statement, so as to avoid filing fees or for other reasons. A lawyer's insufficient attention to vital pretrial subjects may result in the continuation of the pretrial conference to another date. Where an attorney is "substantially unprepared" to participate in the pretrial conference, the Court may impose sanctions and an award of attorneys fees to opposing party. All pretrial conferences will be conducted in the courtroom on the public record.

**Special Jury Instructions and Municipal Regulations:** Where the parties request special jury instructions and/or that municipal regulations receive judicial notice and admission into evidence, each proposed special instruction and/or regulation shall be typed on a separate sheet of paper for the Court's use. If the parties have not sufficiently identified and drafted special jury instructions in their joint pretrial statement, the Court may exercise its discretion to reconvene a pretrial conference on this subject prior to the commencement of trial.

## **TRIAL**

**Juror Questions and Deliberations:** The Court allows jurors to take notes. In any given case, the Court also may allow jurors to submit written questions for witnesses, pursuant to procedures designated by the Court. Further, the Court permits jurors to discuss the case discretely amongst themselves prior to deliberations at the conclusion of the evidence.

**Non-jury Trials:** As a discretionary matter, the Court may require counsel to provide proposed findings of fact and conclusions of law at the close of the evidence. To the extent that a case contains a counterclaim or cross-claim with a jury demand, the Court may exercise its discretion to bifurcate the non-jury issues for a separate trial.

**Courtroom Protocol and Staff Contacts:** Questioning of witnesses must be conducted from behind the podium or from counsel table. Walking in the well of the courtroom is prohibited except as permitted by the Court. Permission is required to approach the Court or any witness. Any in-court demonstration requires prior permission of the Court.

Any attorney who needs to bring audio-visual equipment into the courtroom for any trial or hearing must secure a letter from the Court permitting the entry of such items into the courthouse, for presentation to security personnel. Such letter must be obtained well in advance of the particular proceeding.

Physically able counsel are expected to stand when addressing the Court. Speaking objections are prohibited.

All parties and attorneys are expected to be courteous and professional towards the courtroom clerk, court reporter, clerk's office employees, and chambers staff. No *pro se* party or attorney should ever attempt to FAX anything to chambers, unless explicitly requested to do so by the Court's Law Clerk or Judicial Administrative Assistant. Chambers staff is not authorized to give out the Court's FAX number as a general matter. FAXing is not to be used as a substitute for filing papers on the public

record and paying filing fees associated with electronic filing. Any material that arrives by an unsolicited FAX will be destroyed and ignored. No *pro se* party or attorney should pose legal questions to chambers staff. The staff members are instructed not to answer such questions and not to engage in any communications regarding the merits of a case.

Proposed orders that are submitted with motions should not be "write-protected," as this will prevent the Court from modifying such proposed orders when necessary.