

SUPPLEMENT TO GENERAL ORDER

Judge Herbert B. Dixon, Jr.

I. CHAMBERS, STAFF, AND SCHEDULE FOR CIVIL CALENDAR 9

Judge: Herbert B. Dixon, Jr.

Chambers: Chambers 2530
Moultrie Building
500 Indiana Avenue, NW
Washington, DC 20001

Phone: (202) 879-4808

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Email address for proposed orders: JudgeDixonEServe@dcsc.gov

Judicial Admin. Assistant: Sandee M. Proctor

Law Clerk: Bruce M. James

Courtroom Clerk: Andrew M. Moore

Courtroom: Courtroom 415
Moultrie Building
500 Indiana Avenue, NW
Washington, DC 20001

Courtroom Telephone No.: (202) 879-1013

Unless otherwise directed, matters on Calendar 9 will take place as follows:

II. IN-COURT PROCEEDINGS: Courtroom 415

III. PRETRIAL/SETTLEMENT CONFERENCES: By appointment in Courtroom 415.

Joint Pretrial Statements: Counsel and parties are reminded that Superior Court Rule of Civil Procedure 16(e) requires the filing of a joint pretrial statement no later than one (1) week prior to the pretrial conference.

IV. TRIALS: Mondays through Thursdays from 9:30 am to 4:30 pm in Courtroom 415.

V. **SCHEDULING CONFERENCES, ORAL EXAMINATIONS, and EX PARTE PROOFS:** (Fridays in Courtroom 415 from 9:45 am to 11:00 am)

As permitted by Rule 16(b), Judge Dixon encourages parties to seek an agreement to the entry of a “track one” or “track two” scheduling order and submit a consent praecipe requesting same. Judge Dixon extends the time provided by rule within which to file this praecipe to three (3) days prior to the date of the scheduling conference. In addition to filing the praecipe with the Clerk of the Court, parties should email a copy of the praecipe to JudgeDixonEserve@dcsc.gov.

VI. **MOTIONS:**

Consent Motions:

Pursuant to Rule 12-I(a), before filing any motion (except motions filed pursuant to Rule 11), a party must seek from the affected parties consent to the relief requested and include in the motion a certification that the party sought consent. If a party does not include such a certification, Judge Dixon may summarily deny the motion. If consent is obtained, the title of the motion should indicate that it is a consent motion and the body of the motion should contain factual representations on which the consent is based.

Discovery Disputes:

Pursuant to Rule 26(i), the affected parties or counsel must meet for a reasonable period of time in an effort to resolve a discovery-related dispute except a motion pursuant to Rule 37(b) for sanctions for failure to comply with a court order. In addition, if the dispute is not resolved, Judge Dixon requires the parties to contact chambers to arrange for a joint telephone conference with the court’s staff. Before filing a motion relating to a discovery dispute, a party must obtain leave of the court. Failure to follow these requirements may result in denial of the motion. Moreover, if the court is called upon to resolve a discovery-related motion, it may sanction the losing party pursuant to Rule 37(a)(4).

Proposed Orders:

Pursuant to Administrative Order 06-17, a party submitting a motion must separately email an electronic copy of the proposed order to the case judge’s email address reserved for eService. In this regard, the proposed order shall be separately sent to Judge Dixon at JudgeDixonEserve@dcsc.gov. The electronic copy of the proposed order submitted pursuant to this provision must be in a format that permits editing.

Motion Status:

Before calling chambers to inquire about the status of a motion, parties should check the online docket, Court Cases Online, at www.dccourts.gov/pa. Please note that efiled documents may not be fully processed and accepted for docketing by the civil clerk until the next business day.