

**Supplement to General Order
Judge Jeanette J. Clark
Civil II, Calendar 7
January 2016**

I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 7

Judge: JEANETTE J. CLARK

Chambers: 3440 - Moultrie Building

Phone: (202) 879-0417

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Eserve address: judgeClarkESERVE@dcsc.gov

Law Clerks: Kellye Thompson and Crinesha Brooks

Courtroom Clerk: Claytronna "Clay" Rogers

Courtroom: 221

Courtroom Phone: (202) 879-1530

Unless otherwise directed, matters on Calendar 7 will take place as follows:

In-court proceedings: Courtroom 221

Pretrial/Settlement Conferences: Courtroom 221

Trials: Trials begin on Mondays at 9:15 a.m. and they end no later than 4:30 p.m., in Courtroom 221

Scheduling Conferences, Oral examinations, and *Ex Parte* Proof Hearings: Fridays in Courtroom 221 from 9:30 a.m. to 10:00 a.m.

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 7 will take place as follows:

Pretrial/Settlement Conferences: Mondays at 3:30 p.m. Tuesdays at 9:15 a.m. and 1:00 p.m., Wednesdays at 9:15 a.m., 1:00 p.m., and 3:30 p.m. Other Pretrial Conferences may be scheduled by the Court based on a time convenient for the parties and the Court.

Trials: Trials begin promptly on Mondays at 9:15 a.m. The failure to appear in a timely manner with all witnesses may result in sanctions, up to and, including dismissal of the case. Trials will end, no later than 4:30 p.m.

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

Motions Hearings: They are scheduled by Chambers pursuant to written Court Orders.

III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set in Superior Court Rule of Civil Procedure 16(b), Judge Clark will approve a Civil Action Form 113 (“Praecipe Requesting Schedule Order”) submitted up to 12:00 p.m. on the Wednesday prior to the scheduling conference date. In cases in which all parties are represented by counsel, and there are no pending motions or other matters requiring the Court’s attention, Judge Clark strongly encourages attorneys to consult with opposing counsel and submit a CA Form 113 rather than appear in court for a scheduling conference.

IV. MOTIONS

Consent to Motions: The title of all motions should indicate whether they are opposed or unopposed. Judge Clark will strictly enforce the requirement in Rule 12-I(a) that before a party files any motion, it must seek the consent of other parties and include in the motion a certification that the party sought consent. If a party does not include such a certification, Judge Clark may summarily deny the motion. If consent is obtained, the title of the motion should indicate that it is a consent motion.

Proposed Order: Administrative Order 06-17 requires a party eFiling a motion to submit electronically to chambers at JudgeClarkESERVE@dcsc.gov, a proposed order in a format that can be edited (generally Word or Word Perfect). Counsel’s adherence to this Administrative Order assists the Court in ruling on motions and informing counsel of the Court’s decision in an expeditious manner. If an attorney does not submit a proposed order in such format, Judge Clark may summarily deny the motion.

Courtesy Copies: Administrative Order 06-17 requires that when an entire eFiling including exhibits exceeds twenty-five pages, a paper courtesy copy should be mailed or hand-delivered to Chambers in addition to eService. Again, counsel’s adherence to this Administrative Order assists the Court in ruling on motions and informing counsel of the Court’s decision in an expeditious manner. If an attorney fails to submit courtesy copies as required, Judge Clark may summarily deny the motion.

Length of Filings: No party may submit a motion and memorandum (or an opposition to a motion and memorandum in support thereof) more than fifteen double-spaced pages in length, excluding exhibits, without leave of the court. Judge Clark may grant

leave to exceed this limitation only in extraordinary circumstances. If a party fails to comply with this rule, Judge Clark may summarily deny the motion.

E-Filed Motions: It generally takes up to two business days for the Clerk's Office to process filings. If a party has a question about the status of a pending motion, it should check online at www.dccourts.gov/pa, or contact the Clerk's Office at (202) 879-1133, or check Casefileexpress.com.

V. DISCOVERY DISPUTES

The court expects the parties to follow the requirements of Rules 26 and 37. The parties must attempt to confer in person and make a good faith effort to resolve the dispute informally, prior to bringing the matter to the court's attention. Moreover, if the court is called upon to resolve a discovery-related motion, it could sanction the losing party pursuant to Rule 37(a)(4).

VI. PRETRIAL CONFERENCES

Individuals with full settlement authority *must be present at the Pretrial Conference.*

Non-party Principals: Any request to excuse a non-party principal from personal attendance at a Pretrial Conference should be made by motion at least **four** weeks prior to the date of the Pretrial Conference.

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 week prior to the Pretrial Conference. Judge Clark may *sua sponte* cancel and continue a Pretrial Conference if the parties have not timely filed the Joint Pretrial Statement.

Motions *in Limine*: Judge Clark generally will rule on motions *in limine* before or at the Pretrial Conference. Notwithstanding the later deadline set forth in Superior Court Rule of Civil Procedure 16(d), parties must file motions *in limine* at least **four** weeks before the Pretrial Conference, unless the Court grants leave to file them later. Oppositions to said motions must be filed, no later than two weeks prior to the Pretrial Conference.

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