

**SUPPLEMENT TO GENERAL ORDER
JUDGE NEAL E. KRAVITZ
CIVIL CALENDAR 13
JANUARY 2013**

I. GENERAL INFORMATION

Judge: Neal E. Kravitz

Chambers: Chambers 3620
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: (202) 879-8353

Fax: (202) 879-4775

Email Address: JudgeKravitzESERVE@dcsc.gov

Judicial Admin. Assist.: Nancy Wannan

Law Clerk: Michelle Cassorla

Courtroom Clerk: Mansitan Sow

Courtroom: 219
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Courtroom Phone: (202) 879-1526

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 13 will take place as follows:

Pretrial/Settlement Conferences: Mondays and Tuesdays at 4:30 p.m., Wednesdays and Thursdays at 9:30 a.m. and 4:30 p.m. Counsel and parties should report to chambers.

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.

Motions 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 at least four calendar days before the date of the scheduling conference. A praecipe filed later than the Monday preceding a Friday scheduling conference therefore 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 JudgeKravitzESERVE@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: Administrative Order 06-17 requires that when an entire eFiling (including exhibits) exceeds twenty-five pages, a paper courtesy copy 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 a timely and expeditious manner. Judge Kravitz may summarily deny a motion if a paper courtesy copy is required but not submitted.

Reply briefs: Reply briefs may be filed without leave of court, and will be considered, as long as they are filed before Judge Kravitz has ruled on the motion to which they relate. Sur-replies may not be filed without leave of court.

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

Motions to Compel Discovery: A party filing a motion to compel discovery must comply with the pre-filing requirements set forth in Rules 26(i) and 37(a) of the Superior Court Rules of Civil Procedure. In addition, the party must contact Judge Kravitz's chambers within two business days of the filing of the motion and provide three proposed dates and times within the ensuing two weeks at which all counsel and unrepresented parties are available for a hearing on the motion.

Motions *in Limine*: Judge Kravitz generally rules on motions *in limine* at or before the pretrial conference. Notwithstanding the later deadline set forth in Rule 16(d) of the Superior Court Rules of Civil Procedure, parties therefore should file motions *in limine* at least three weeks before the pretrial conference, and oppositions to such motions should be filed no later than one week before the pretrial conference.

IV. PRETRIAL CONFERENCES

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 *sua sponte* continue a pretrial conference if the parties have not timely filed their joint pretrial statement.