

**SUPPLEMENT TO GENERAL ORDER
JUDGE MAURICE A. ROSS
CIVIL CALENDAR 6
September 2013**

I. GENERAL INFORMATION

Judge: Maurice A. Ross

Chambers: Chamber 3640
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: (202) 879-1765

Fax: (202) 879-1769

Email Address: JudgeRossESERVE@dcsc.gov

Judicial Admin. Assist.: Katrina Richardson-Butler (202) 879-1765

Law Clerk: Giovanna Jean-Baptiste (202) 879-1765

Courtroom Clerk: Crystal Banks

Courtroom: 100
Superior Court – Moultrie Building
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Courtroom Phone: (202) 879-1509

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 6 will take place as follows:

Pretrial/Settlement Conferences: Tuesdays at 8:45 a.m. and 3:30 p.m., Wednesdays at 8:45 a.m. and 12:00 p.m., and Thursdays at 8:45 a.m. and 12:00 p.m.

Trials: Monday through Thursday from 9:00 a.m. until 4:45 p.m.; and Fridays from 10:30 a.m. until 4:30 p.m.

Scheduling Conferences, Oral Examinations, Ex Parte Proofs, and other matters: Fridays beginning at 9:00 a.m.

Motions Hearings: As scheduled by Chambers.

III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set in Superior Court Rule of Civil Procedure 16(b), Judge Ross will approve a Civil Action Form 113 (Praecipe “Requesting Schedule Order) submitted up to 4:00 p.m. two (2) days prior to the scheduling conference date (i.e., by 4:00 p.m. on Wednesday for cases scheduled the following Friday). 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 Ross strongly encourages attorneys to consult with opposing counsel and submit a CA Form 113 rather than appearing 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 Ross strictly enforces 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 Ross may summarily deny the motion.

Telephonic motions: Telephonic motions are not accepted.

Proposed order: Administrative Order 06-17 requires a party eFiling a motion to submit electronically to chambers at JudgeRossESERVE@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 Ross 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 Ross 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 twenty (20) double-spaced pages in length, excluding exhibits, without leave of Judge Ross. Judge Ross grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with this rule, Judge Ross may summarily deny the motion.

Reply briefs: Parties who wish to file a reply brief may do so within **three** (3) business days of the filing of an opposition brief without leave of the Court. No party may submit a reply to an opposition more than five (5) double-spaced pages long, excluding exhibits, without leave of Judge Ross. Sur-replies may not be filed without leave of Judge Ross.

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. MOTIONS TO COMPEL DISCOVERY

A party filing a motion to compel discovery must comply with all requirements of Superior Court Rules of Civil Procedure 26(i) and 37 (a).

A party filing a motion to compel must contact Judge Ross' chambers within two business days of filing the motion and provide three possible dates within the next two weeks on which all counsel and unrepresented parties will be available for a hearing on the motion.

VI. PRETRIAL CONFERENCES AND PRETRIAL STATUS HEARINGS

Non-party principals: Any request to excuse a non-party principal from personal attendance at a mediation, pretrial conference, or settlement conference should be made by motion at least two weeks prior to the date of the 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 Ross may *sua sponte* cancel and continue a pretrial conference if the parties have not timely filed the joint pretrial statement.

Motions *in limine*: Judge Ross generally rules on motions *in limine* at the pretrial conference. Notwithstanding the later deadline set forth in Superior Court Rule of Civil Procedure 16(d), parties should file motions *in limine* at least three weeks before the pretrial conference, unless the Court grants leave to file them later. Oppositions to such motions should be filed no later than one week prior to the pretrial conference.

Pretrial status hearing: At the pretrial conference, the Court will schedule a trial date as well as a status hearing to occur no later than 2 weeks prior to trial (and preferably on the Friday immediately prior to trial). At the status hearing, counsel and unrepresented parties are required to appear and be prepared to discuss voir dire questions and procedures, any remaining evidentiary issues, and other matters requiring the Court's attention prior to trial.

VII. TRIALS

Trials start promptly at 9:00 a.m. on Mondays. The failure to appear in a timely manner with all witnesses may result in sanctions, up to and, including dismissal.