

**Supplement to General Order**  
Judge Laura A. Cordero  
January 2017

**I. CHAMBERS, STAFF, AND SCHEDULE**

<b>Judge:</b>	<b>LAURA A. CORDERO</b>
<b>Chambers:</b>	2600 - Moultrie Building
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<b>Eserve address:</b>	judgecorderoeserve@dcsc.gov
<b>Law Clerks:</b>	Nicole Beck and Samuel Lorraine Goldsmith
<b>Courtroom:</b>	Building A - Courtroom 50 Phone: (202) 879-2850

Unless otherwise directed, matters will take place as follows:

**In-Court Proceedings:** Courtroom 50 – Bldg. A (515 5<sup>th</sup> Street, NW)

**Pretrial/Settlement Conferences:** By appointment in Courtroom 50 – Bldg. A or Jury Room

**Trials:** Mondays through Thursdays from 9:30 a.m. to 4:45 p.m. in Courtroom 50

**Scheduling Conferences, Oral Examinations, and Ex Parte Proofs:** Fridays in Courtroom 50 – Bldg. A from 9:30 a.m. to 11:00 a.m. unless otherwise specified.

**II. WEEKLY SCHEDULE**

Unless otherwise directed, matters will take place as follows:

**Pretrial/Settlement Conferences:** Tuesdays, Wednesdays, and Thursdays at 9:00 a.m. and 11:00 a.m.

**Trials:** Monday through Thursday 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 in Superior Court Rules of Civil Procedure 16(b), Judge Cordero will approve a Civil Action Form 113 (“Praeipce Requesting Schedule Order”) submitted up to 12:00 p.m. on the day 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 Cordero 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. Rule 12-I(a) requires that before a party files any motion, it must seek the consent of the other parties and include in the motion a certification that the party sought consent. If a party does not include such a certification, the motion may be denied.

**Proposed Order:** Administrative Order 06-17 requires a party eFiling a motion to submit electronically to chambers, at [judgecorderoeserve@dcsc.gov](mailto:judgecorderoeserve@dcsc.gov), a proposed order in a format that can be edited (generally Microsoft Word). 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, the motion may be denied.

**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. All courtesy copies delivered to chambers must be fastened/bound. 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.

**Reply Briefs:** Parties who wish to file a reply brief may do so within five business days of the filing of an opposition brief without leave of the Court. Sur-replies may not be filed without leave of the court.

**EFiled 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](http://www.dccourts.gov/pa), 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 may sanction the losing party pursuant to Rule 37(a)(4).

## **VI. PRETRIAL CONFERENCES AND PRETRIAL STATUS HEARINGS**

*Those 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 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. A pretrial conference may be vacated *sua sponte* if the parties have not timely filed the joint pretrial statement.

**Motions *in Limine*:** Motions *in limine* will generally be ruled on 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.