

**SUPPLEMENT TO GENERAL ORDER  
JUDGE TODD E. EDELMAN  
CIVIL CALENDAR 11  
JANUARY 2017**

**I. GENERAL INFORMATION**

**Judge:** Todd E. Edelman

**Chambers:** Room 1610  
Moultrie Courthouse  
500 Indiana Avenue N.W.  
Washington, DC 20001

**Phone:** (202) 879-0734

**Fax:** (202) 879-1315

**Email Address:** JudgeEdelmanESERVE@dcsc.gov

**Law Clerks:** Claire Glenn: todd.edelman3@dcsc.gov  
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**Courtroom:** Courtroom 212  
Moultrie Courthouse

**Courtroom phone:** (202) 879-1525

**II. WEEKLY SCHEDULE**

Unless otherwise directed, matters on Calendar 11 will take place as follows:

Pretrial/Settlement Conferences: Tuesdays, Wednesdays, and Thursdays at 9:30 a.m. and 2:30 p.m.

Trials: Mondays through Thursdays from 9:15 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 Rule of Civil Procedure 16(b)(2), Judge Edelman will approve a Civil Action Form 113 (Praecipe 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 Edelman 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 Edelman strictly enforces the requirement in Rule 12-I(a) that, before a party files a 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 Edelman may summarily deny the motion.

**Proposed order:** Administrative Order 06-17 requires a party filing a motion to submit electronically to chambers at JudgeEdelmanESERVE@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 Edelman 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 without leave of Judge Edelman. Judge Edelman grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with this rule, Judge Edelman may summarily deny or strike the motion.

**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. No party may submit a reply to an opposition more than five double-spaced pages long without leave of Judge Edelman. Surreplies may not be filed without leave of Judge Edelman.

**Motions to reschedule a hearing:** Any motion to reschedule a hearing shall suggest three alternative dates on which all counsel, unrepresented parties, and other necessary parties will be available.

**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](http://www.dccourts.gov/pa) or contact the Clerk's Office at (202) 879-1133.

#### V. MOTIONS TO COMPEL DISCOVERY

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

A party filing a motion to compel must contact Judge Edelman's 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 Edelman may *sua sponte* cancel and continue a pretrial conference if the parties have not timely filed the joint pretrial statement.

**Motions *in limine*:** Judge Edelman generally rules on motions *in limine* at the pretrial conference. Pursuant to 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 two weeks prior to trial (and preferably on the Friday immediately prior to trial). At that status hearing, counsel and unrepresented parties are required to appear and be prepared to discuss voir dire questions and procedures, scheduling concerns, any remaining evidentiary issues, and other matters requiring the Court's attention prior to trial.

## **VII. LANGUAGE ACCESS**

The Court provides professional interpreters in all matters, when needed. The parties must notify the Court in advance of any hearing for which an interpreter will be needed. Family members, friends, counsel, or counsel's staff will not be permitted to interpret for parties or witnesses during a hearing.

## **VIII. COMMUNICATIONS WITH CHAMBERS**

Counsel and unrepresented parties may not communicate with chambers on matters other than scheduling and other administrative issues. All electronic mail pertaining to any substantive issue will be filed on the docket.