

**SUPPLEMENT TO GENERAL ORDER  
JUDGE NEAL E. KRAVITZ  
CIVIL CALENDAR 6  
JANUARY 2017**

**I. GENERAL INFORMATION**

**Judge:** Neal E. Kravitz

**Chambers:** Chambers 5530  
Moultrie Courthouse  
500 Indiana Avenue, N.W.  
Washington, D.C. 20001

**Phone:** (202) 879-8353

**Fax:** (202) 879-4775

**Email Address:** [JudgeKravitzESERVE@dcsc.gov](mailto:JudgeKravitzESERVE@dcsc.gov)

**Judicial Admin. Assist.:** Nancy Wannan

**Law Clerk:** Eleni Christidis

**Courtroom:** 100  
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 6 will take place as follows:

Pretrial/Settlement Conferences: Mondays at 4:00 p.m., Tuesdays at 9:30 a.m., Wednesdays at 9:30 a.m. and 4:00 p.m., and Thursdays at 9:30 a.m. and 10:00 a.m. Counsel and parties should report to courtroom 100.

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.

Motion 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](mailto: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 a paper courtesy copy be mailed or hand-delivered to chambers, in addition to eService, whenever an entire eFiling (including exhibits) exceeds twenty-five pages. 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 they 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 CaseFileXpress.com.

**Motions to Compel Discovery:** A party filing a motion to compel discovery must certify its compliance with the pre-filing requirements set forth in Rules 26(i) and 37(a) of the Superior Court Rules of Civil Procedure. The moving party's failure to comply with those pre-filing procedures may result in the summary denial of the motion. Parties should be aware that Judge Kravitz often requests prompt responses to motions to compel discovery so that the motions can be resolved without unduly delaying the litigation.

**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 order a continuance of a pretrial conference if the parties have not timely filed a joint pretrial statement that satisfies the requirements of Rule 16(c).