

**SUPPLEMENT TO GENERAL ORDER
JUDGE WILLIAM JACKSON
CIVIL CALENDAR 8
January 2017**

I. CHAMBERS AND STAFF FOR CALENDAR 8

Judge William M. Jackson
Chambers 6420 - Moultrie Courthouse
Phone (202) 879-1909
Fax (202) 879-0191

Eserve address:	JudgeJacksonEServe@dcsc.gov
Judicial Admin. Assistant:	Darlene Rowe
Law Clerk:	Navneet Jaswall
Courtroom:	219 Moultrie Courthouse
Courtroom Phone:	(202) 879-1526

II. CONTACT INFORMATION

Consistent with Super. Ct. Civ. Rule 10-I(b), attorneys shall include an email address in all filings, along with a mailing address and phone number. In addition to including a mailing address and phone number in all filings, *pro se* litigants shall also include an email address, if one is available.

III. SCHEDULING PRAECIPIES

Notwithstanding the earlier deadline set forth in Rule 16(b) of the Superior Court Rules of Civil Procedure, Judge Jackson will consider a Civil Action Form 113 (Praecipe Requesting Scheduling Order) filed by 5:00 p.m. on the Tuesday before the scheduling conference.

IV. MOTIONS

Consent to motions: The title of every motion must indicate whether the motion is opposed or unopposed. Judge Jackson 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 Jackson 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 JudgeJacksonESERVE@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 W. Jackson 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 Jackson 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 Jackson has ruled on the motion to which they relate.

Motions to Reschedule a Hearing: Any motion to reschedule a hearing shall suggest three alternatives dates and times that are convenient to all parties.

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 compliance with the pre-filing requirements set forth in Rules 26(i) and 37(a) of the Superior Court Rules of Civil Procedure. Judge Jackson may summarily deny a motion that does not comply with the pre-filing requirements. Motions regarding discovery disputes likely will result in a hearing. Consequently, a motion related to a discovery dispute shall include three suggested dates and times for a court hearing that have been mutually agreed upon by all parties.

Motions *in Limine*: Judge Jackson may rule 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.

V. PRETRIAL CONFERENCES

Non-party principals with settlement authority must attend settlement conferences in person. 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 Jackson may *sua sponte* continue a pretrial conference if the parties have not timely filed their joint pretrial statement.

VI. STATUS HEARINGS

Generally, Judge Jackson will schedule a status hearing at 11:30 a.m. on the Friday before a jury trial at which the court and parties likely will discuss jury selection procedures; projected length of trial; the witnesses who will be called; issues that could impact the trial schedule; pending motions, if any; evidentiary issues that are anticipated during the trial; jury instructions; and any other issues that will facilitate a fair and efficient trial.

VII. TRIALS

Trial status update: By 1:00 p.m. on the Tuesday preceding a trial date, (or by 1:00 p.m. three business days before the status hearing date, whichever is earlier) the parties jointly or, if mutually agreed on, through one party making a joint representation, shall call chambers and inform chambers whether the parties expect to proceed on the scheduled trial date.

Schedule: Judge Jackson schedules trials to begin at 9:30 a.m. Trials generally proceed Monday through Thursday from 9:30 a.m. to 4:45 p.m. Judge Jackson generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 and 2:15 p.m.

Mid-trial issues: If issues arise during trial, Judge Jackson expects parties to first attempt to resolve them themselves. Failing resolution after discussion, parties are expected to advise the court about any unresolved issue by sending an email by the evening before the next trial day to: Navneet.Jaswal@dcsc.gov, Darlene.Rowe@dcsc.gov and William.Jackson@dcsc.gov, with a copy to all other parties.

Exhibit index: On the first day of trial, each party must give to the courtroom clerk an exhibits summary form. Parties may obtain this form from the Clerk's Office or at <http://www.dccourts.gov/internet/documents/dcsc15r1-06.pdf>.