

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER NO. 12-08**

**Temporary Appearances in the Small Claims and  
Conciliation Branch and the Civil Actions Branch  
Collections Calendar – Pilot Project**

**WHEREAS**, each year over 10,000 cases are filed in the Small Claims and Conciliation Branch (“Small Claims Court”) and the Civil Actions Branch Collections Calendar (“Collections Calendar”) of the Superior Court of the District of Columbia; and

**WHEREAS**, a significant number of litigants do not have legal counsel in these cases; and

**WHEREAS**, the D.C. Bar Pro Bono Program’s Consumer Law Resource Center provides legal and referral information, but not legal representation to unrepresented litigants in these cases; and

**WHEREAS**, some litigants need legal advice and/or temporary, limited-scope representation in these cases; and

**WHEREAS**, in order to provide eligible unrepresented, low-income litigants in Small Claims Court and the Collections Calendar with the opportunity to obtain free legal counsel immediately, it is appropriate to make temporary, limited-scope representation available in these cases;

**NOW, THEREFORE**, it is by the Court,

**ORDERED**, that counsel who are providing representation without charge for low-income litigants in Small Claims Court and the Collections Calendar are hereby authorized to file the attached Praecipe entitled, “Temporary Appearance--Small Claims and Conciliation Branch or Civil Actions Branch Collections Calendar,” which notes a temporary appearance; it is further

**ORDERED**, that if counsel files a “Temporary Appearance” Praecipe, the appearance of that counsel is withdrawn at the conclusion of the day in court, without the necessity of filing a motion to withdraw; it is further

**ORDERED**, that when counsel who has filed a “Temporary Appearance” Praecipe on behalf of a client appears in open court, he or she must inform the judge that the appearance is a temporary one; it is further

**ORDERED**, that nothing in this order shall preclude counsel appearing under its provisions from subsequently filing a separate Praecipe entering a general appearance for the duration of the litigation or until such time as a motion to withdraw is filed and granted; it is further

**ORDERED**, that any appearance entered that does not use the “Temporary Appearance” Praecipe constitutes a general appearance, to withdraw from which requires a motion to withdraw; and it is further

**ORDERED**, that this Administrative Order shall go into effect on July 30, 2012, and shall remain in effect until further order of the Court.

**SO ORDERED.**

**BY THE COURT**

**DATE: July 9, 2012**

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**Lee F. Satterfield**  
**Chief Judge**

**Copies to:**

**Judges**  
**Senior Judges**  
**Magistrate Judges**  
**Executive Officer**  
**Clerk of the Court**  
**Division Directors**  
**Director, CCAN Office**  
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**Daily Washington Law Reporter**  
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