



**Superior Court of the District of Columbia**  
**Civil Division - Civil Actions Branch**  
**500 Indiana Ave NW, Room 5000, Washington DC 20001**  
**202-879-1133 | <https://www.dccourts.gov>**

**Case Caption:** \_\_\_\_\_

**Case Number:** \_\_\_\_\_

**Date of Scheduling Conference:** \_\_\_\_\_

**Notice Requesting Scheduling Order**

The Notice Requesting Scheduling Order has been revised to permit parties to request one of five tracks the Court has created for Motor Vehicle Cases. The Scheduling Order deadlines are calculated from date of the scheduling conference according to the time standards below (The time standards will adjust if a deadline falls on a weekend or holiday to the next business day).

|                                  | Track V1                      | Track V1 Fast                 | Track V2                      | Track V2 Fast                 | Non-Jury V Fast      |
|----------------------------------|-------------------------------|-------------------------------|-------------------------------|-------------------------------|----------------------|
| Exchange Lists of Fact Witnesses | 30 days                       | 30 days                       | 60 days                       | 60 days                       | N/A                  |
| Proponent's 26(a)(2)(B) Report   | 37 days                       | 37 days                       | 67 days                       | 67 days                       | N/A                  |
| Opponent's 26 (a)(2)(B) Report   | 51 days                       | 51 days                       | 90 days                       | 90 days                       | N/A                  |
| Discovery Requests               | 65 days                       | 65 days                       | 104 days                      | 104 days                      | 20 days <sup>1</sup> |
| Close of Discovery               | 95 days                       | 95 days                       | 134 days                      | 134 days                      | 40 days              |
| Filing Motions                   | 125 days                      | N/A                           | 164 days                      | N/A                           | N/A                  |
| Dispositive Motions Decided      | 155 days                      | N/A                           | 194 days                      | N/A                           | N/A                  |
| Mediation (ADR)                  | ~ 15d from Disp. Mot. Decided | ~ 15d from Close of Discovery | ~ 15d from Disp. Mot. Decided | ~ 15d from Close of Discovery | N/A                  |
| Pretrial Conference (PTC)        | ~ 30d from ADR                | ~ 30d from ADR                | ~ 30d from ADR                | ~ 30d from ADR                | N/A                  |
| Jury Trial                       | Set by Calendar Judge at PTC  | Set by Calendar Judge at PTC  | Set by Calendar Judge at PTC  | Set by Calendar Judge at PTC  | N/A                  |
| Non-Jury Trial                   | N/A                           | N/A                           | N/A                           | N/A                           | 120 days             |

Counsel for all parties, as evidenced by their signatures below, hereby certify that:

1. This lawsuit is at issue (all parties have been served and have answered); and
2. All parties are represented by counsel; and
3. There are no pending motions; and
4. All counsel have discussed the provisions of Rule 16(b)(4)(B) and (C) and do not foresee any issue requiring court intervention; and
5. This request is being filed no later than 7 calendar days prior to the Scheduling Conference set herein; and
6. Have selected one checkbox in section A or B below and included proposed dates (if necessary).

Counsel requests the Court to issue a Scheduling Order for:

**A. Motor Vehicle Cases Only**

- ☐ Mediation Track V1                      ☐ Mediation Track V1 Fast  
☐ Mediation Track V2                      ☐ Mediation Track V2 Fast

Counsel and parties are available on the following proposed dates after the close of discovery, for Mediation and a Pretrial Conference. The Mediation and Pretrial Conference dates shall be approximately 30 days apart. You will be notified if the proposed dates are not available for the Court.

1. Proposed Mediation Date: \_\_\_\_\_ Proposed Pretrial Conference Date: \_\_\_\_\_  
2. Proposed Mediation Date: \_\_\_\_\_ Proposed Pretrial Conference Date: \_\_\_\_\_

- ☐ Non-Jury Trial Vehicle Fast Track (NJVFT)

Counsel and parties are available on the following proposed dates after the close of discovery for Trial. The suggested Trial dates should be on a Wednesday or Thursday and should be after the close of discovery but no more than 120 days after the issuance of the scheduling order. You will be notified if the proposed dates are not available for the Court.

1. Proposed Trial Date: \_\_\_\_\_ 2. Proposed Trial Date: \_\_\_\_\_

**B. Non-Motor Vehicle Cases Only**

- ☐ Track 1                      ☐ Track 2

\_\_\_\_\_  
Date

\_\_\_\_\_  
Counsel for Plaintiff

\_\_\_\_\_  
Counsel for Defendant

<sup>1</sup>Interrogatories and requests for production of documents only.