

## Supplement to General Order

### I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 6

<b>Judge:</b>	<b>Brian F. Holeman</b>
<b>Chambers:</b>	Suite 2020 - Moultrie Building 500 Indiana Avenue, N.W. Washington, D.C. 20001
<b>Phone:</b>	(202) 879-7815
<b>Fax:</b>	(202) 879-0115
<b>Eserve address:</b>	JudgeHolemanEServe@dcsc.gov
<b>Judicial Admin. Assistant:</b>	Sherron Offer
<b>Law Clerk:</b>	Jin Y. Park
<b>Courtroom Clerk:</b>	Evelyn Smith
<b>Courtroom:</b>	49, Building A 515 5 <sup>th</sup> Street, N.W. Washington, D.C. 20001 Phone: (202) 879-2849

Unless otherwise directed, matters on Calendar 6 will take place in **Courtroom 49, Building A**, including:

**In-court proceedings ;**

**Pretrial/Settlement Conferences ;**

**Trials;**

(Mondays through Thursdays, beginning at 9:00 a.m.)

**Scheduling Conferences, Oral examinations, and Ex Parte Proofs .**

(Fridays from 9:30 a.m. to 12:00 p.m.)

[THE FOLLOWING SUPPLEMENTS IDENTICAL SECTIONS OF THE GENERAL ORDER]

### II. MOTIONS, OTHER FILINGS AND COURT RECORDS

**Page Limits, Replies and Memoranda of Law:** When **any filing** is over fifteen (15) pages in total, a paper copy must be mailed to Chambers at the above address either through the postal service or by delivering a copy to the mailroom on the JM level of the Moultrie Building. **Replies** to oppositions are discouraged. **Memoranda** of law that exceed ten (10) pages in length are discouraged, and memoranda of law that exceed twenty (20) pages are **prohibited** without leave of Court.

**e-Filing Requirements:** Failure to comply with the requirements set forth in the General Order will result in **summary denial** of the motion, without prejudice.

**Docket Maintenance:** The official court record is CourtView. The docket and court filings are maintained electronically and may be viewed at terminals in the clerk's office (Room JM-170) of the Moultrie Building or on the internet via the Superior Court's website, [www.dccourts.gov/pa/](http://www.dccourts.gov/pa/).

## **V. PRETRIAL/SETTLEMENT CONFERENCE**

**Special Jury Instructions and Municipal Regulations:** Where the parties request special jury instructions and/or that municipal regulations receive judicial notice and admission into evidence, each proposed special instruction and/or regulation shall be typed on a separate sheet of paper.

## **VI. TRIAL**

**Juror Questions and Deliberations:** The Court allows jurors to submit written questions for witnesses. Further, the Court permits jurors to discuss the case prior to deliberations at the conclusion of the evidence.

**Delay:** Each party will have thirty (30) minutes of time allocated over the duration of the trial for delay occasioned by the parties, counsel or witnesses. Once the allocated time is consumed, the Court will proceed with trial without further delay.

**Courtroom Protocol:** Questioning of witnesses must be conducted from behind the podium, counsel table or the floor area adjacent thereto. Walking in the well of the courtroom is prohibited except as permitted by the Court. Permission is required to approach the Court or any witness. Any in-court demonstration requires prior permission of the Court.

Able counsel are expected to stand when addressing the Court. Speaking objections are prohibited.