



**Superior Court of the District of Columbia
Civil Division
Landlord and Tenant Branch
NOTICE**

Notice of Dismissal

Effective Monday, May 7, 2018, a notice of dismissal will no longer be accepted by email or fax. The notice of dismissal must be filed in the clerk's office or via E-Filing, when it is implemented. A separate notice of dismissal must be filed for each case. In order to maintain a clear court record, the Clerk's office will no longer accept one praecipe with an attachment to dismiss multiple cases.

Any notice that does not provide the case caption and locational information (party/attorney name, full address and telephone number, attorney bar number) in compliance with Superior Court Rule of Civil Procedure 10-I will not be accepted for filing. The notice must also be signed pursuant to Superior Court Rule of Civil Procedure 11.

Jury Demand Scheduling Order

Effective Monday, May 7, 2018, the scheduling order - setting timelines for discovery, mediation and a pre-trial conference date for landlord and tenant jury demand cases - will be issued in the landlord and tenant courtroom. This new process will eliminate the need to appear for a separate scheduling conference in jury demand cases.

Please contact the L&T Clerk's Office via email at L&TOffice@dcsc.gov with any questions.

Thank you in advance for your continued support and cooperation as we improve business operations and customer service.