

SUPPLEMENT TO GENERAL ORDER
JUDGE YVONNE M. WILLIAMS
CIVIL CALENDARS 3 AND 16
2025

I. GENERAL INFORMATION

Judge: Yvonne M. Williams

Chambers: Chambers 6530
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, DC 20001

Phone: (202) 879-4886

Email Address: JudgeWilliamsChambers@dcsc.gov

Law Clerks: Matt Banaitis
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Courtroom: Courtroom 131
Moultrie Courthouse

Courtroom phone: (202) 879-3354

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings will take place in Virtual Courtroom 131, which the parties and counsel may access in the following ways:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctb131> or going to <https://dccourts.webex.com> and entering meeting ID number 2336 589 2483; or
- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering <https://dccourts.webex.com/meet/ctb131>; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 2336 589 2483#

Parties having trouble connecting to their remote hearing may call chambers at 202-879-4886 for assistance. Failure to appear at a remote proceeding may result in the same sanctions as would result from failing to appear at an in-person hearing, including dismissal of a case or entry of default.

For remote hearings, all counsel are required to appear via WebEx video and log in so that their name appears on the screen, absent extenuating circumstances that make it necessary for them to appear via telephone. For remote hearings, all parties are highly encouraged, but not required, to appear via WebEx video and must identify themselves by name.

II. COMMUNICATIONS WITH CHAMBERS

Except as specifically authorized in this Supplement, no party or lawyer may contact chambers by telephone. Judge Williams' staff may not and will not provide advice of any kind about court rules, practices, or procedures. Judge Williams does not accept letters from parties or lawyers about a case. If a party needs clarification of any rule, practice, or procedure, it should file a motion. If it is necessary for parties or counsel to contact chambers, they may send an email to all of the law clerks at JudgeWilliamsChambers@dcsc.gov, copying the other party or parties.

III. MOTIONS

Consent to motions: Judge Williams strictly enforces the requirement in Rule 12-I(a) that, before a party files a motion, it must seek the consent of other parties and include in the motion a certification that the party sought consent. If a party does not include such a certification, Judge Williams may summarily deny the motion, and if the party chooses to refile the motion with a certification, it will pay another \$20 filing fee.

The title of the motion should indicate whether it is opposed or unopposed. Judge Williams generally grants consent motions – without waiting for any response.

Paper copies: Judge Williams has suspended the requirement in Rule 5(d)(7)(C) that a party provide a paper copy of any filing that exceeds 25 pages in length. Parties shall instead submit courtesy copies of any such filing (including exhibits and attachments) electronically to JudgeWilliamsChambers@dcsc.gov.

Proposed order: Judge Williams strictly enforces the requirement in Rule 12-I(f) that a party filing a motion must submit electronically to JudgeWilliamsChambers@dcsc.gov a courtesy copy of the motion and a substantive proposed order detailing the relief sought in a format that can be edited (generally Word). If a party does not submit a proposed order in such format, Judge Williams may summarily deny the motion, and if the party chooses to refile the motion with a proposed order, it will pay another \$20 filing fee.

Length of filings: Judge Williams discourages motions or oppositions, including memoranda, more than 15 pages long. No party may submit a motion or opposition more than 15 pages double spaced pages long without leave of the court. Judge Williams grants leave to file

longer documents only in extraordinary circumstances. If a party fails to comply with these rules, Judge Williams may summarily deny or strike the motion, and if the party chooses to refile the motion with a proposed order, it will pay another \$20 filing fee.

Consolidated motions: A party, or multiple parties aligned in interest and represented by the same lawyer, should ordinarily raise in one motion all the grounds for the relief they seek. For example, a party should file one summary judgment motion if the party seeks summary judgment on multiple grounds, or one motion *in limine* if the party seeks pretrial rulings on multiple issues. The party (or parties) may file with the consolidated motion a motion for leave to file a longer brief to the extent that more pages are needed to address multiple issues. Judge Williams ordinarily grants motions for reasonable increases in page limits because consolidated motions are more efficient and require fewer total pages than separate motions. Judge Williams may deny separate motions to the extent they avoid the usual page limits.

Reply briefs: No party may submit a reply more than 5 pages double-spaced without leave of the court. A party may not file a sur-reply without leave of the court.

Motions *in limine*: To the extent practicable, Judge Williams will generally rule on motions *in limine* at the Pretrial Conference. In accordance with Rule 16(d), parties shall file motions *in limine* at least four weeks prior to the Pretrial Conference, opposition to such motions shall be filed no later than two weeks prior to the Pretrial Conference, and replies to oppositions to motions *in limine* shall be filed no later than one week prior to the Pretrial Conference.

Motions for leave to file: Except in extraordinary circumstances, a party seeking leave to file a document should submit with the motion a copy of the proposed filing.

Motions to extend deadlines and reschedule hearings: Except in extraordinary circumstances involving unforeseen and unforeseeable events, all motions seeking to extend a deadline or continue a hearing date must be filed **at least 3 business days before that date**.

Any motion to reschedule a hearing must suggest 3 alternative dates and times on which all counsel, unrepresented parties, and other necessary parties will be available.

Except as provided in Rule 16(b)(7)(B) and Rule 55(a)(3)(B), stipulations between parties or lawyers are not effective to change deadlines set by the Court. To extend any such deadline, a party must file a motion requesting and justifying the extension.

E-filed motions: It generally takes 1-2 business days for the Clerk's Office to process filings. If a party has a question about the status of a pending motion, it should check online at www.dccourts.gov, contact the Clerk's Office at (202) 879-1133, or check <https://portal-dc.tylertech.cloud/Portal>. Parties are not to contact Chambers about the status of a pending motion as Judge Williams rules on any pending motion as promptly as possible.

Emergency motions: Judge Williams expects parties to request expedited action only in truly urgent situations. Parties filing emergency motions should notify chambers when they file the motion by sending an email to JudgeWilliamsChambers@dcsc.gov and other parties, with a copy of the motion and the proposed order (in an editable format) attached.

IV. MOTIONS TO COMPEL DISCOVERY

Judge Williams strictly enforces the requirements in Rules 26(h) and 37(a) in considering motions to compel. A party filing a motion to compel must contact Judge Williams' chambers within two business days after filing the motion and provide three dates within two weeks after the motion is ripe on which all counsel and unrepresented parties will be available for a hearing on the motion.

V. PRETRIAL CONFERENCES AND PRETRIAL STATUS HEARINGS

Non-party principals: Non-party principals must attend any pretrial or settlement conference **in person**. Judge Williams may allow such principals from outside the Washington metropolitan area to participate by telephone or Webex. Any request to excuse a non-party principal from personal attendance should be made by motion at least 2 weeks prior to the date of the conference.

Joint pretrial statements: Rule 16(e) requires the filing of a joint pretrial statement at least one week prior to the pretrial conference. Judge Williams may cancel the pretrial conference if the parties have not timely filed the joint pretrial statement and set a status hearing to schedule a new pretrial conference.

Settlement conferences: Judge Williams typically conducts a settlement conference at the pretrial conference. She expects the parties to discuss settlement before the conference and to bring any useful photographs, documents, or other material to advance the discussion.

Trial readiness hearing: At the pretrial conference, Judge Williams ordinarily schedules a trial date, and she may also schedule a trial readiness hearing to occur no later than two weeks prior to trial. At any trial readiness hearing, counsel and unrepresented parties must appear and be prepared to discuss *voir dire* questions and procedures, scheduling concerns, any remaining evidentiary issues, and other matters that Judge Williams can usefully address prior to trial.

VI. TRIALS

A. Pretrial and Trial Procedures

Trial status update: On the **Wednesday preceding a trial date**, 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.

Witness availability: Judge Williams will not delay the trial to accommodate a witness' schedule, except in extraordinary, unexpected, and documented circumstances. If a witness availability issue arises, a party shall immediately notify other parties and chambers.

Trial schedule: Judge Williams schedules trials to begin on Mondays at 9:00 a.m. Trials generally proceed Monday through Thursday from 9:00 a.m. to 4:45 p.m. Judge Williams

generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 and 2:00 p.m.

Exhibit index: On the first day of trial, each party must give to the courtroom clerk an exhibit summary form. Parties may obtain this form from the Clerk's Office or at <https://www.dccourts.gov/node/18758>.

Mid-trial issues: If an issue arises during trial, Judge Williams strongly encourages parties to raise it by sending an email by 8:30 a.m. of the next trial day to JudgeWilliamsChambers@dcsc.gov, with a copy to all other parties.

Custody of exhibits: During trial, the parties may leave exhibits admitted into evidence in the courtroom. After trial, and until the appeal concludes or the time to file notice of appeal has run with no notice filed, each party is responsible for maintaining exhibits and other materials that should be part of the record on appeal.

B. Jury selection and instructions

Before the Parties meet five weeks prior to the pretrial conference pursuant to Rule 16(c), Judge Williams provides the parties with (1) an overview of jury selection and trial procedures and (2) a set of proposed initial and final jury instructions, and she solicits comments from the parties. Judge Williams instructs the jury after closing arguments.

C. Availability during deliberations

Throughout jury deliberations, counsel must be available at 10 minutes' notice. Counsel should give the courtroom clerk a telephone number where they can be reached.

VII. LANGUAGE ACCESS

The Court provides professional interpreters in all matters, when needed. The party who needs an interpreter must notify the Court before any hearing at which an interpreter will be needed. Family members, friends, lawyers, or lawyers' staff are not permitted to interpret for parties or witnesses during a hearing.

VIII. VIRTUAL COURTROOM PROTOCOL

Guidelines: When entering the virtual courtroom (by dialing in on a phone, or signing in through the website or app), the party should not attempt to speak because another hearing may be underway. Each party should be automatically muted by the courtroom clerk when you first arrive. If you are using the Webex website or the app, you may check in with the courtroom clerk using the "chat" function. If you are on a telephone, you should wait for your case to be called.

Exhibits: If a party or counsel intends to rely on exhibits or other documents during the hearing, the party or counsel shall e-mail the exhibits to the Court at JudgeWilliamsChambers@dcsc.gov, copying all sides, no later than 5:00 p.m. 2 days before the hearing. The party or counsel must also file the exhibits on the docket using the Enterprise Justice system and provide a copy of the exhibit to any witness before the hearing. The exhibits must be separately labeled so that they can be easily identified by all parties and the Court during the remote hearing.