

**SUPPLEMENT TO GENERAL ORDER
JUDGE JAMES A. CROWELL IV
CIVIL CALENDAR 8
2026**

I. GENERAL INFORMATION

Judge: James A. Crowell IV

Courtroom: Courtroom 219
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, DC 20001

Chambers: Chambers 5440
Moultrie Courthouse

Email Address: JudgeCrowellChambers@dcsc.gov
(emails sent directly to Judge Crowell without copying the
Chambers email or without prior leave of court will be deleted
with no action taken)

Law Clerks: Jeremy Brum, Jeremy.Brum@dcsc.gov
Delaney Gatine, Delaney.Gatine@dcsc.gov

Courtroom phone: (202) 879-1526

Proceedings in matters on Calendar 8, **except for trials, pretrial conferences, contested evidentiary hearings, contested motions hearings, or other hearings at which in-person appearance in Courtroom 219 is explicitly required**, will take place in Virtual Courtroom 219, which the parties and counsel may access in the following ways:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctb219> or going to <https://dccourts.webex.com> and entering meeting ID number 129 315 2924; or
- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering meeting ID number 129 315 2924; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 129 315 2924#, then pressing # again to enter the meeting.

Parties having trouble connecting to their remote hearing may contact chambers at JudgeCrowellChambers@dcsc.gov 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.

NOTE: If Counsel is appearing remotely, Counsel is required to appear via WebEx video and log in so that their name appears on screen, absent extenuating circumstances that make it

necessary for them to appear via telephone, or unless telephonic appearance is approved by Chambers prior to the hearing.

When present in the virtual courtroom, the rules are as follows:

- All parties must identify themselves by name.
- All parties must mute themselves upon entering or will be muted by the courtroom clerk.
- Parties using the WebEx website or app may check in with courtroom clerk using the “chat” function.
- Parties accessing the hearing by telephone only should wait for their case to be called before speaking.
- Parties are reminded that Administrative Order 20-08 strictly forbids the audio and/or video recording of virtual hearings, including the taking of screenshots; individuals found in violation of this order may be subject to contempt of court.

Rule on witnesses: Judge Crowell enforces the rule on witnesses for any virtual evidentiary proceeding. Each party is responsible for ensuring that their non-party witnesses are not logged into the evidentiary proceeding at any point other than when they are testifying.

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 8 will take place as follows:

Pretrial/Settlement Conferences: Tuesdays, Wednesdays, and Thursdays at 9:30/10:00 a.m. and 2:00/3:00 p.m.

Trials: Mondays through Thursdays from 9:30 a.m. until 4:45 p.m.

Scheduling Conferences and other matters: Fridays beginning at 9:30 a.m.

Motions Hearings: As scheduled by Chambers.

III. PRAECIPES

Praecipes of Appearance: To ensure that counsel’s contact information is input into the electronic case filing system, counsel must file a Praecept of Appearance prior to or simultaneous with the filing of any pleadings in a case.

Scheduling Praecipes: Notwithstanding the earlier deadline in Rule 16(b)(2) of the Superior Court Rules of Civil Procedure, Judge Crowell will consider a Civil Action Form 113 (“Praecept Requesting Schedule Order”) filed **at least two calendar days** before the date of the scheduling conference.

- A praecept filed later than the Wednesday preceding a Friday scheduling conference therefore will not be considered, and the parties will be required to appear for the scheduling conference.
- Praecipes should not be filed in cases where an answer has not been filed or pending motions are on the docket.
- In cases in which all parties are represented by counsel, and no pending motions or other matters require the Court’s attention, Judge Crowell requires attorneys to consult with

opposing counsel and submit a CA Form 113 rather than appear in court for a scheduling conference.

IV. COMMUNICATIONS WITH CHAMBERS

Except as specifically authorized in this Supplement, no party or lawyer may contact chambers by telephone. Judge Crowell's staff may not and will not provide advice of any kind about court rules, practices, or procedures. Judge Crowell 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 JudgeCrowellChambers@dcsc.gov, copying the other party or parties.

V. MOTIONS

Failure to comply with any of the following rules may result in Judge Crowell summarily denying the motion and repayment of the \$20 filing fee should the party choose to refile its motion.

Proposed order: Rule 12-I(f) requires that a party e-filing a motion include a proposed order as part of the submission, and the Court requires that the proposed order be provided in a format that can be edited (Word). Judge Crowell may summarily deny a motion that is not accompanied by a proposed order in the required format. A courtesy copy of any proposed order in Word format must be sent to JudgeCrowellChambers@dcsc.gov.

Consent to motions: Judge Crowell 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.

- The title of the motion must indicate whether it is opposed or unopposed. Judge Crowell generally grants consent motions without waiting for any response.

Email addresses: Consistent with Rule 10-I(b)(1), Judge Crowell requests that all counsel and self-represented parties include an email address when signing any filing submitted to the Court.

Paper copies: Consistent with Rule 5(d)(7)(C), a party is required to deliver to the Clerk's Office a paper copy of any electronic filing exceeding twenty-five (25) pages. Parties shall also submit a courtesy copy of any such filing (including any exhibits and attachments) to JudgeCrowellChambers@dcsc.gov.

Length of filings: No party may submit a motion or opposition exceeding twenty (20) pages without obtaining prior leave to do so from Judge Crowell.

Reply briefs: Parties who wish to file a reply brief may do so within seven (7) calendar days of the filing of an opposition brief without leave of the court. No party may submit a reply more than five (5) pages long without leave of the court. A party may not file a sur-reply without leave of the court.

Motions for leave to file: A party seeking leave to file a document must submit a copy of the proposed filing with the motion.

Motions to extend deadlines and reschedule hearings: Any motion for extension of time should include a statement of the number of previous extensions of the deadline, and the effect of granting the motion on other existing deadlines. 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.

- Judge Crowell does not automatically grant multiple scheduling order extensions, even if the parties agree.
- Requests must be based on a realistic assessment of time needed to complete tasks, aiming to avoid future extensions.
- Successive requests require increasingly stronger justification, demonstrating that the factors necessitating the extension were not reasonably foreseeable when the previous extension was requested.
- It is not a sufficient justification that lawyers were too busy on other matters.
- Any motion to reschedule a hearing or mediation session must suggest three alternative dates and times at 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 or reschedule a hearing, a party must file a motion requesting and justifying the extension/change.

E-filed motions: It may take up to three 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>. If a party contacts chambers, that party will be told only that Judge Crowell rules on any pending motion as promptly as possible.

Motions in limine: In accordance with Rule 16(d), parties shall file motions *in limine* at least four (4) weeks before the pretrial conference. Oppositions to such motions must be filed no later than one (1) week before the pretrial conference. Judge Crowell will generally rule on motions *in limine* at or before the pretrial conference.

Consolidated motions: A party should ordinarily raise in one motion all the grounds for the relief it seeks. For example, a party should file one summary judgment motion even if the party seeks summary judgment on multiple grounds, or one motion *in limine* even if the party seeks pretrial rulings on multiple issues. If a consolidated motion exceeds the court's usual page limit, the party may file, with the consolidated motion, a motion for leave to file a brief exceeding the page limit. Such requests, if reasonable, are ordinarily granted.

Motions for default judgment: A party filing a motion for default judgment should obtain the affidavit required by the federal Servicemember Civil Relief Act (CA Form 114) no more than thirty (30) days prior to moving for default judgment. The Court has discretion to require parties that submit an affidavit that is dated more than thirty (30) days prior to the filing for default judgment to submit a more recent affidavit.

Emergency motions: Judge Crowell expects parties to request expedited action only in truly urgent situations. Parties filing emergency motions must send a courtesy copy of the motion and the proposed order (in a format that can be edited) by email to JudgeCrowellChambers@dcsc.gov and to the other parties.

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 JudgeCrowellChambers@dcsc.gov, copying all sides, no later than 4:00 p.m. the day before the hearing. Failure to comply with this requirement may result in the continuation of 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.
- Exhibits must be separately labeled so that they can be easily identified by all parties and the Court during the remote hearing.

VI. DISCOVERY

Judge Crowell strictly enforces the requirements in Civil Rules 26(h) and 37(a)(1)(A) that the parties meet for a reasonable period of time in an effort to resolve or narrow any discovery-related dispute and that discovery-related motions include a certification concerning such a meeting. In-person meet and confer requirements may be satisfied by virtual or telephonic meetings. If a party submits such a motion without such a certification, Judge Crowell may summarily deny the motion, and if the party chooses to refile the motion with the certification, it will pay another \$20 filing fee.

- A party filing a motion to compel must email Judge Crowell's chambers within two (2) business days after filing the motion and provide three (3) dates within two (2) weeks after the motion is ripe on which all counsel and unrepresented parties will be available for a hearing on the motion.
- Judge Crowell will presumptively award attorney's fees and any costs associated with litigating the motion to the prevailing party, pursuant to Rule 37(a)(5); parties should bring documentation of their fees to any hearing on the motion.
- Parties are encouraged to resolve discovery disputes prior to any discovery hearing.
- The moving party may file a praecipe withdrawing the motion to compel if parties are able to reach resolution.

VII. MEDIATION

Parties must attend mediation sessions unless a motion is filed to vacate or change the mediation date.

- Where a party fails to appear for mediation, chambers may issue an order for the party that did not appear to show cause why it should not be sanctioned for its failure to appear. The order will give the party the options of paying the mediation fees expended to the Court Registry or appearing in court for a hearing on the order to show cause.
- Where both parties fail to appear, each party will be provided the same options.

VIII. PRETRIAL CONFERENCES AND TRIAL READINESS HEARINGS

In-person appearance required: All parties shall appear in-person for pretrial conferences, unless Judge Crowell has authorized or directed parties to appear remotely.

Non-party principals: Except in extraordinary circumstances with prior judicial approval, non-party principals with settlement authority must attend all mediation sessions and pretrial or settlement conferences. Any request to excuse a non-party principal must be made by motion at least two (2) weeks prior to the scheduled event.

Joint pretrial statements: Rule 16(e) requires the filing of a joint pretrial statement no later than one (1) week before the pretrial conference. Judge Crowell may continue the pretrial conference if the parties have not timely filed the joint pretrial statement that satisfies the requirements of Rule 16(e).

Pretrial conference: At the pretrial conference:

- Judge Crowell conducts a settlement conference along with the pretrial conference. He expects the parties to discuss settlement before the conference (including insurance adjusters) and to bring any useful photographs, documents, or other material.
- Judge Crowell ordinarily schedules a trial date, and may also schedule a trial readiness hearing approximately one week before trial.
- Counsel and unrepresented parties must appear and be prepared to discuss *voir dire* questions and procedures, outstanding motions, expert witnesses, scheduling concerns, any remaining evidentiary issues, and other matters that Judge Crowell can usefully address before trial.

Trial readiness hearing: If there is a substantial delay between the date of the pretrial conference and that of trial, the Court may schedule an in-person trial readiness hearing to occur approximately one (1) week prior to trial. At such a hearing:

- Counsel and unrepresented parties are required to attend and be prepared to discuss *voir dire* questions and procedures, scheduling concerns, any outstanding evidentiary issues, and other matters requiring the Court's attention prior to trial.
- Counsel should ensure that they have the necessary technical capacity and equipment to display all exhibits, including audio, video, photographic and documentary exhibits, via WebEx, as will be required during trial.

IX. 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 email chambers and inform chambers whether the parties expect to proceed on the scheduled trial date.

Trial schedule: Judge Crowell schedules trials to begin on Mondays at 9:30 a.m. Trials generally proceed Monday through Thursday from 9:30 a.m. to 4:45 p.m. Judge Crowell 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 Crowell expects the parties to raise the issue prior to the conclusion of trial for the day.

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

Proposed Findings of Fact and Conclusions of Law: As a discretionary matter, the Court may require counsel to provide proposed findings of fact and conclusions of law at the close of the evidence in a bench trial.

B. Availability during deliberations

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

X. 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.

XI. D.C. BAR VOLUNTARY STANDARDS OF CIVILITY IN PROFESSIONAL CONDUCT

Attorneys are expected to adhere to these Standards in their dealings with one another and with other participants in the legal process. The Standards may be found on the D.C. Bar's

Website: www.dcbart.org/for-lawyers/legal-ethics/d-c-bar-voluntary-standards-of-civility-inprofess.

Judge Crowell and his Chamber's staff express their appreciation in advance for compliance with this Supplement to the General Order.