

**SUPPLEMENT TO GENERAL ORDER  
JUDGE DANYA A. DAYSON  
CIVIL CALENDAR 9  
JANUARY 2022**

**I. GENERAL INFORMATION**

**Judge:** Danya A. Dayson

**Chambers:** Room 1505  
Moultrie Courthouse  
500 Indiana Avenue N.W.  
Washington, DC 20001

**Phone:** (202) 879-1640

**Fax:** (202) 879-1615

**Email Address:** JudgeDaysonChambers@dcsc.gov

**Law Clerks:** Jeremy Lofthouse  
Jeremy.Lofthouse@dcsc.gov  
(202) 879-1640

Brendan Flynn  
Brendan.Flynn@dcsc.gov  
(202) 879-1614

Lea Mano  
Lea.Mano@dcsc.gov  
(202) 879-\*\*\*\*

**Courtroom:** Courtroom 415<sup>1</sup>  
Moultrie Courthouse

**Courtroom phone:** (202) 879-1013

---

<sup>1</sup> The virtual courtroom can be accessed at <https://dccourts.webex.com/meet/CTB415>, at <https://dccourts.webex.com> through entering the meeting ID 129 314 3475, or by calling (844) 992-4726 and entering meeting ID 129 314 3475. The physical courtroom for in-person proceedings is TBA.

## **II. APPEARANCES IN VIRTUAL COURTROOM**

Parties having trouble connecting to their remote hearing may call chambers at 202-879-1640 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.

All parties should make best efforts to appear both by audio and video; if video is unavailable, a party may appear by telephone only for non-evidentiary proceedings. When entering the virtual courtroom, each party should mute themselves, or will be automatically muted by the courtroom clerk, to avoid interrupting another hearing that may be underway. If using the WebEx website or the app, parties may check in with the courtroom clerk using the “chat” function. Parties accessing the hearing by telephone only should wait for their case to be called before speaking.

Judge Dayson enforces the rule on witnesses for all virtual bench trials and other evidentiary proceedings. Accordingly, 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. Parties are also 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.

## **III. WEEKLY SCHEDULE**

Unless otherwise directed, matters on Calendar 9 will take place as follows:

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

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

Scheduling Conferences, Oral Examinations, Ex Parte Proofs, and other matters: Fridays beginning at 9:30 a.m.

Motions Hearings: As scheduled by Chambers.

## **IV. SCHEDULING PRAECIPES**

Notwithstanding the earlier deadline set in Superior Court Rule of Civil Procedure 16(b)(2), Judge Dayson will approve a Civil Action Form 113 (Praecipe Requesting Schedule Order) submitted up to 12:00 p.m. on the day prior to the scheduling conference date. In cases in which all parties are represented by counsel and there are no pending motions or other matters requiring the Court’s attention, Judge Dayson strongly encourages attorneys to consult with opposing counsel and submit a CA Form 113 rather than appearing in court for a scheduling conference.

## V. MOTIONS

**Consent to motions:** The title of all motions must indicate whether they are opposed or unopposed. Judge Dayson 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 Dayson may summarily deny the motion.

**Proposed order:** Administrative Order 06-17 requires a party filing a motion to submit electronically to chambers at a proposed order *in a format that can be edited* (Microsoft Word is preferred). Counsel's adherence to this Administrative Order assists the Court in ruling on motions and informing counsel of the Court's decision in an expeditious manner. If an attorney does not submit a proposed order in such format, Judge Dayson may summarily deny the motion.

**Length of filings:** No party may submit a motion and memorandum (or an opposition to a motion and memorandum in support thereof) more than fifteen double-spaced pages in length without leave of Judge Dayson. Judge Dayson grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with this rule, Judge Dayson may summarily deny or strike the motion.

**Reply briefs:** Parties who wish to file a reply brief may do so within seven days of the filing of an opposition brief without leave of the Court. No party may submit a reply to an opposition more than five double-spaced pages long without leave of Judge Dayson. Surreplies may not be filed without leave of Judge Dayson.

**Motions to reschedule a hearing:** Any motion to reschedule a hearing shall suggest three alternative dates on which all counsel, unrepresented parties, and other necessary parties will be available.

**E-filed motions:** It generally takes up to two 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 <https://eaccess.dccourts.gov/eaccess/home.page.2> or contact the Clerk's Office at (202) 879-1133.

**Emergency motions:** Judge Dayson 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 JudgeDaysonChambers@dcsc.gov and other parties, with a copy of the motion and the proposed order (in an editable format) attached.

## VI. MOTIONS TO COMPEL DISCOVERY

A party filing a motion to compel discovery must comply with the requirements of Superior Court Rules of Civil Procedure 26(h) and 37(a).

A party filing a motion to compel must contact Judge Dayson's chambers within two business days of filing the motion and provide three possible dates within the next two weeks on which all counsel and unrepresented parties will be available for a hearing on the motion.

## **VII. PRETRIAL CONFERENCES AND PRETRIAL STATUS HEARINGS**

**Non-party principals:** Any request to excuse a non-party principal from personal attendance at a mediation, pretrial conference, or settlement conference should be made by motion at least two weeks prior to the date of the conference.

**Joint pretrial statements:** Counsel and parties are reminded that Superior Court Rule of Civil Procedure 16(e) requires the filing of a joint pretrial statement no later than one week prior to the pretrial conference. Judge Dayson may *sua sponte* cancel and continue a pretrial conference if the parties have not timely filed the joint pretrial statement. Judge Dayson expects the parties to bring any useful photographs, documents or other materials.

**Motions *in limine*:** Judge Dayson generally rules on motions *in limine* at the pretrial conference. Pursuant to Superior Court Rule of Civil Procedure 16(d), parties should file motions *in limine* at least three weeks before the pretrial conference, unless the Court grants leave to file them later. Oppositions to such motions should be filed no later than one week prior to the pretrial conference.

**Pretrial status hearing:** At the pretrial conference, the Court will schedule a trial date as well as a status/trial readiness hearing to occur no later than two weeks prior to trial. At that hearing, counsel and unrepresented parties are required to appear and be prepared to discuss voir dire questions and procedures, scheduling concerns, any remaining evidentiary issues, and other matters requiring the Court's attention prior to trial. While the court remains in modified operations, the parties will also pick a date and time for a courtroom walk through for counsel to familiarize themselves with the processes and technology that will be used during jury selection and trial.

## **VIII. LANGUAGE ACCESS**

The Court provides professional interpreters in all matters, when needed. The parties must notify the Court in advance of any hearing for which an interpreter will be needed. Family members, friends, counsel, or counsel's staff will not be permitted to interpret for parties or witnesses during a hearing.