

**SUPPLEMENT TO GENERAL ORDER  
JUDGE TODD E. EDELMAN  
CIVIL CALENDAR 1  
JANUARY 2021**

**I. GENERAL INFORMATION**

**Judge:** Todd E. Edelman

**Chambers:** Room 3160  
Moultrie Courthouse  
500 Indiana Avenue N.W.  
Washington, DC 20001

**Phone:** (202) 879-0734

**Email Address:** [JudgeEdelmanChambers@dcsc.gov](mailto:JudgeEdelmanChambers@dcsc.gov)

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**Courtroom:** Courtroom JM-4  
Moultrie Courthouse

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings will take place in Virtual Courtroom JM-4, which the parties and counsel may access in the following ways:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctbjm4> or going to <https://dccourts.webex.com> and entering meeting ID number 129 797 7557; or
- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering <https://dccourts.webex.com/meet/ctbjm4>; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 129 797 7557#.

Parties having trouble connecting to their remote hearing may call chambers at 202-879-0734 for assistance.

During the pendency of the Chief Judge's Amended Order regarding emergency operations (currently in effect through January 15, 2021), *pro se* litigants are strongly encouraged to file through CaseFileXpress. If they are unable to do so, they are to email filings to [JudgeEdelmanChambers@dcsc.gov](mailto:JudgeEdelmanChambers@dcsc.gov) and mail to the Civil Clerks' Office and the opposing parties. Parties should not go to the courthouse.

## II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 1 will take place as follows:

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

Trials: Mondays through Thursdays from 9:15 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.

## III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set in Superior Court Rule of Civil Procedure 16(b)(2), Judge Edelman will approve a Civil Action Form 113 (Praecipe Requesting Schedule Order) submitted up to 2:00 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 Edelman strongly encourages attorneys to consult with opposing counsel and submit a CA Form 113 rather than appearing in court for a scheduling conference.

## IV. MOTIONS

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

**Proposed order**: Administrative Order 06-17 requires a party filing a motion to submit electronically to chambers at [JudgeEdelmanChambers@dcsc.gov](mailto:JudgeEdelmanChambers@dcsc.gov) a proposed order *in a format that can be edited* (generally Word or Word Perfect). 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 Edelman 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 Edelman. Judge Edelman grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with this rule, Judge Edelman may summarily deny or strike the motion.

**Reply briefs:** Parties who wish to file a reply brief may do so within five business 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 Edelman. Surreplies may not be filed without leave of Judge Edelman.

**Consolidated Motions:** A party ordinarily should raise in one motion all of the grounds for the relief it seeks. For example, a party should file one summary judgment motion or one motion *in limine*, even if the party seeks summary judgment on multiple grounds or 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 are ordinarily granted because consolidated motions are more efficient and require fewer total pages than separate motions.

**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.

**Emergency Motions:** Parties should request expedited action only in truly urgent situations. Parties and attorneys should be aware of the requirement of Rule 12-I(e) that the non-moving party be granted fourteen days within which to file a written opposition. Merely because a party labels a pleading as an "emergency motion" does not mean that the Court will act on an expedited basis. A party filing an emergency motion must send a courtesy copy of the motion by email to Judge Edelman's chambers staff and to the other parties.

**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 <http://www.dccourts.gov/superior-court/cases-online>, contact the Clerk's Office at (202) 879-1133, or check CaseFileXpress.com.

## V. 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 Edelman's chambers within two business days of filing the motion and provide three possible dates within the following two

weeks on which all counsel and unrepresented parties will be available for a hearing on the motion.

## VI. 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 Edelman may *sua sponte* cancel and continue a pretrial conference if the parties have not timely filed the joint pretrial statement.

**Motions *in limine*:** Judge Edelman 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 hearing to occur no later than two weeks prior to trial (and preferably on the Friday immediately prior to trial). At that status 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.

## VII. 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 [JudgeEdelmanChambers@dsc.gov](mailto:JudgeEdelmanChambers@dsc.gov), copying all sides, no later than 5:00 p.m. the day before the hearing. The party or counsel must also file the exhibits on the docket using the CaseFileXpress 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.

## VIII. VIRTUAL BENCH TRIALS

**Schedule:** During the period of remote operation, Judge Edelman will hold all bench trials remotely in Virtual Courtroom JM-4. Trials are generally scheduled to begin on Mondays at 9:15 a.m. Parties and attorneys should be prepared, however, to begin trial on Monday, Tuesday, Wednesday, or Thursday during the week that the trial is scheduled. Judge Edelman generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 and 2:00 p.m. By rule, Judge Edelman will adjourn each day no later than 4:45 p.m.

**Exhibit Index:** On the first day of trial, each party must submit an exhibit summary form by emailing to the form to [JudgeEdelmanChambers@dcsc.gov](mailto:JudgeEdelmanChambers@dcsc.gov). Parties may obtain this form from the Clerk's Office or on the Court's website.

**Custody of Exhibits:** 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 may be part of the record on appeal.

**Mid-trial Issues:** If an issue arises during trial, the parties should raise it by sending an email by 8:30 a.m. of the next trial date to Judge Edelman's chambers staff and to all other parties.

**Rule on Witnesses:** Judge Edelman enforces the rule on witnesses for all virtual bench trials. Accordingly, each party is responsible for ensuring that their non-party witnesses are not logged into the trial proceeding at any point other than when they are testifying.

## IX. 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.

## X. COMMUNICATIONS WITH CHAMBERS

Counsel and unrepresented parties may not communicate with chambers on matters other than scheduling and other administrative issues. All electronic mail pertaining to any substantive issue will be filed on the docket.