

**SUPPLEMENT TO GENERAL ORDER  
JUDGE FERN FLANAGAN SADDLER  
CIVIL CALENDAR 6**

**I. GENERAL INFORMATION**

**Judge:** Fern Flanagan Saddler

**Chambers:** Room 2410  
Moultrie Courthouse  
500 Indiana Avenue, Northwest  
Washington, D.C. 20001

**Telephone:** (202) 879-4854

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

**Law Clerks:** Kimiya Gilani  
[Kimiya.Gilani@dcsc.gov](mailto:Kimiya.Gilani@dcsc.gov)

Genevieve Mesch  
[Genevieve.Mesch@dcsc.gov](mailto:Genevieve.Mesch@dcsc.gov)

Umair Mamsa  
[Umair.Mamsa@dcsc.gov](mailto:Umair.Mamsa@dcsc.gov)

**Courtroom:** Courtroom 100  
Moultrie Courthouse  
500 Indiana Avenue, Northwest  
Washington, D.C. 20001

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings in matters on Calendar 6 will take place in Virtual Courtroom 100, which the parties and counsel may access in the following ways:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctb100> or going to <https://dccourts.webex.com> and entering meeting ID number 129 846 4145; or

- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering <https://dccourts.webex.com/meet/ctb100>; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 129 846 4145.

Parties having trouble connecting to their remote hearing may e-mail chambers at [JudgeSaddlerChambers@dcsc.gov](mailto:JudgeSaddlerChambers@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.

## II. COMMUNICATIONS WITH CHAMBERS

Except as specifically authorized in this Supplement to General Order, no party or lawyer may contact Chambers by telephone. Judge Saddler's staff may not and will not provide legal advice of any kind about court rules, practices, or procedures. Judge Saddler does not accept letters from parties or lawyers about a case. If a party needs clarification of any rule, practice, or procedure, then that party 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, copying the other party(s).

## III. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 6 will take place as follows:

Pretrial/Settlement Conferences: Mondays at 4:00 p.m.; Tuesdays at 9:30 a.m. and 3:30 p.m.; Wednesdays at 9:30 a.m. and 3:30 p.m.; and Thursdays at 9:30 a.m. and 3:30 p.m.

Trials: Monday through Thursday 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

Pursuant to Superior Court Rule of Civil Procedure 16(b), Judge Saddler will approve a Civil Action Form 113 (Praecipe Requesting Scheduling Order) submitted **by close of business one (1) week prior** to the scheduling conference date (i.e. by 5:00 p.m. on Friday for cases scheduled the following Friday). 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 Saddler strongly encourages attorneys to submit a praecipe.

#### V. MOTIONS

**Requests for Motion Hearings:** Requests for Motion Hearings must be emailed directly to JudgeSaddlerChambers@dcsc.gov **within two (2) business days** after the motion is filed.

**Consent to Motions:** The title of all motions should indicate whether the motions are opposed or unopposed. Judge Saddler strictly enforces the requirement in Rule 12-I(a) that before a party files any 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 Saddler may summarily deny the motion.

**Telephonic Motions:** Telephonic motions are not accepted.

**Proposed Orders:** Pursuant to Administrative Order 06-17, a party e-filing a motion must provide a proposed order in a format that can be edited (i.e. Microsoft Word) to Chambers at JudgeSaddlerChambers@dcsc.gov. Counsel's adherence to this Administrative Order assists the Court in ruling on motions in an expeditious manner.

**Courtesy Copies:** Pursuant to Administrative Order 06-17, when an entire motion or pleading, including exhibits, exceeds twenty-five (25) pages, a paper courtesy copy must be mailed or hand-delivered to Chambers in addition to e-

Service. However, during the period of remote operation, Judge Saddler has suspended the requirement in Administration Order 06-17 that a party provide a paper copy of any filing that exceeds twenty-five pages in length. Parties shall instead submit a courtesy PDF copy of any such filing (including any exhibits and attachments) to JudgeSaddlerChambers@dcsc.gov.

**Length of Filings:** No party may submit a motion and memorandum (or an opposition to a motion and memorandum in support thereof) more than twenty (20) double-spaced pages in length, excluding exhibits, without leave of Judge Saddler. Judge Saddler grants leave to file longer documents only in extraordinary circumstances.

**Reply Briefs:** Parties who wish to file a reply brief may do so within three (3) business days of the filing of an opposition brief without leave of the Court.<sup>1</sup> No party may submit a reply to an opposition more than five (5) double-spaced pages long, excluding exhibits, without leave of Judge Saddler. Sur-replies may not be filed without leave of Judge Saddler.

**E-Filed Motions:** It generally takes up to five (5) business days for the Civil Division Clerk's Office to process filings. If a party has a question about the status of a pending motion, they should contact the Civil Division Clerk's Office at (202) 879-1133.

## **VI. MOTIONS TO COMPEL DISCOVERY**

A party filing a motion to compel discovery must comply with all requirements of Superior Court Rules of Civil Procedure 26(i) and 37(a). Additionally, a party filing a motion to compel must contact Judge Saddler's Chambers **within two (2) business days** of filing the motion, and provide three (3) possible dates on which all counsel and unrepresented parties will be available for a hearing on the motion.

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<sup>1</sup> This rule does not apply to replies filed under District of Columbia Superior Court Rule of Civil Procedure 12-I(g).

## VII. PRETRIAL CONFERENCES AND PRETRIAL STATUS HEARINGS

**Non-party principals:** Any request to excuse a non-party principal from personal attendance at Mediation, Pretrial Conference, or Settlement Conference should be made by motion at least two (2) weeks prior to the date of the conference.

**Joint Pretrial Statement:** 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 Saddler may *sua sponte* vacate and continue a Pretrial Conference if the parties have not timely filed a joint pretrial statement.

**Motions *in Limine*:** Judge Saddler generally rules on motions *in limine* at the Pretrial Conference. Notwithstanding the later deadline set forth in Superior Court Rule of Civil Procedure 16(d), parties should file motions *in limine* at least three (3) 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 and may also schedule a Pretrial Status Hearing to occur no later than two (2) weeks prior to trial (and preferably on the Friday immediately prior to trial). At the Status Hearing, the parties are required to appear and to be prepared to discuss *voir dire* questions and trial procedures; any remaining evidentiary issues; and other matters requiring the Court's attention prior to trial.

**Court Reporters at Trial:** Unless specifically requested by a party, this Court will not utilize a Court Reporter during trials. The Superior Court of the District of Columbia is a court of record. Consequently, all hearings before this Court are audio recorded, and transcripts of the trial will be available for purchase after the trial has concluded. Any party requesting a Court Reporter for trial must inform the Court of their request no later than close of business on the Thursday before the first day of trial.

## VIII. TRIALS

Trials start promptly at 9:30 a.m. on Mondays. A party's failure to appear for trial in a timely manner, with all witnesses, may result in the imposition of sanctions.

## V. VIRTUAL COURTROOM PROTOCOL

**Scheduling Remote Hearings:** Pursuant to Chief Judge Robert E. Morin's Order, henceforth and until further order of the Court, all civil matters shall be conducted remotely on the WebEx platform in a virtual courtroom. Remote hearings can be accessed by telephone or by signing in through the WebEx website or application. Self-represented parties should provide Chambers with their e-mail address by sending it to JudgeSaddlerChambers@dcsc.gov. Instructions for attending a scheduled hearing will be sent to parties via e-mail prior to the hearing.

**Guidelines:** When entering the virtual courtroom, by dialing in on a telephone or signing in through the WebEx website or application, parties should not attempt to speak because another hearing may be underway. All parties must wait until the Courtroom Clerk requests for them to state their name on the record. All parties must remain on mute unless they are speaking.

**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 JudgeSaddlerChambers@dcsc.gov, copying all parties, **at least one week** 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. If the exhibits or other documents exceed fifteen (15) pages, a paper courtesy copy must be mailed or hand-delivered to Chambers in addition to e-Service.