

**SUPPLEMENT TO GENERAL ORDER
JUDGE EBONY M. SCOTT
CIVIL CALENDAR 8
EFFECTIVE APRIL 8, 2022**

I. CHAMBERS AND STAFF

Judge: Ebony M. Scott

Chambers: Room 1420
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: (202) 879-1447

Email Address: judgescottchambers@dcsc.gov

Judicial Admin. Assistant: Toni D. King
Toni.King@dcsc.gov

Law Clerks: Joanne Ho
Joanne.Ho@dcsc.gov

Kyra Hudson
Kyra.Hudson@dcsc.gov

Courtroom: Courtroom 219
Moultrie Courthouse

II. REMOTE OPERATIONS

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings in matters on Calendar 8 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 <https://dccourts.webex.com/meet/ctb219>; or
- (3) Calling 1-844-992-4726 or 202-860-2110, then 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 judgescottchambers@dcsc.gov as staff will be monitoring the e-mails closely during hearings.

Failure to appear at a remote proceeding may result in the Court entering an unfavorable ruling against you, including dismissal of a case or entry of default.

III. VIRTUAL COURTROOM PROTOCOL

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 (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.

IV. 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 [judgescottchambers@dcsc.gov](mailto:judgetscottchambers@dcsc.gov), copying all sides, no later than 5:00 p.m. two business days 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.

V. COMMUNICATIONS WITH CHAMBERS

Except as specifically authorized in this Supplement, no party or lawyer may contact chambers by telephone. Judge Scott’s staff will not provide advice of any kind about court rules, practices, or procedures. Judge Scott 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.

In extraordinary circumstances, parties may contact chambers *jointly* concerning urgent scheduling issues.

VI. CONTACT INFORMATION

Consistent with Super. Ct. Civ. R. 10-I(b), attorneys shall include an email address in all filings, along with a mailing address and phone number. In addition to including a mailing address and phone number in all filings, *pro se* litigants shall also include an email address, if one is available.

VII. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set forth in Super. Ct. Civ. R. 16(b)(2), Judge Scott will consider a praecipe conforming to the format of Civil Action Form 113 (Praecipe Requesting Scheduling Order) signed by all attorneys and filed by 5:00 p.m. on the Wednesday prior to the Scheduling Conference date.

VIII. MOTIONS

Consent Motions: The title of every motion must indicate whether the motion is opposed or unopposed. Judge Scott strictly enforces the requirement in Super. Ct. Civ. R. 12-I(a) that every motion contains a certification that consent has been sought. Judge Scott may summarily deny a motion that does not contain the requisite certification.

Electronic Copy of Proposed Order: Administrative Order 06-17 requires a party eFiling a Motion to submit electronically to chambers at [judgescottchambers@dcsc.gov](mailto:judgetscottchambers@dcsc.gov) a proposed order. The proposed order shall not be write-protected and shall be in **Microsoft Word**. The proposed order shall include, after the signature block for the Judge, a list of all attorneys who are to be eServed, the method of service used, the party they represent, as well as the name and address of any *pro se* party to be served and the method of service used. Counsel's adherence to this Administrative Order assists the Court in ruling on motions and informing counsel of the Court's decision in a timely and expeditious manner. Judge Scott may summarily deny a motion if a proposed order is not submitted.

Length of Filings: No party may submit a motion or opposition with a legal memorandum exceeding fifteen (15) double-spaced pages in length without obtaining leave of Judge Scott. If a party fails to comply with these requirements, the motion may be summarily denied or struck.

Courtesy Copies: Administrative Order 06-17 requires that when an entire eFiling (including exhibits) exceeds twenty-five (25) pages, a paper courtesy copy be mailed or hand-delivered to chambers in addition to eService. During the period of remote operation, Judge Scott has suspended the requirement in Administrative Order 06-17. Parties shall instead submit a courtesy copy of any such filing (including any exhibits and attachments) to [judgescottchambers@dcsc.gov](mailto:judgetscottchambers@dcsc.gov).

Motions to Reschedule a Hearing: Any motion to reschedule a hearing shall suggest three alternative dates and times that are convenient to all parties. Pretrial Conferences shall take place on Tuesdays, Wednesdays, and Thursdays at 9:00 a.m. or 3:30 p.m. All other hearings shall take place on Fridays. It is within Judge Scott's discretion to alter this profile.

E-Filed Motions: It generally takes up to two to three business days for the Clerk's Office to process filings. A lawyer or party who has a question about the status of a pending motion should check online at <https://eaccess.dccourts.gov/eaccess/>, contact the Clerk's Office at (202) 879-1133, or check CaseFileXpress.com.

Motions to Compel Discovery: A party filing a motion to compel discovery must certify compliance with the pre-filing requirements set forth in Super. Ct. Civ. R. 26(h) and 37(a). Judge Scott may summarily deny a motion that does not comply with the pre-filing requirements. Additionally, because Judge Scott will schedule a hearing in these matters, such motions shall include three suggested dates and times for a hearing that have been mutually agreed upon by all parties.

Judge Scott will presumptively award attorney's fees and any costs associated with litigating the motion to the prevailing party, pursuant to Super. Ct. Civ. R. 37(a)(5). Parties should bring documentation of their fees to any hearing on the motion. The parties are encouraged to resolve discovery disputes prior to any discovery hearing, and the moving party may file a praecipe withdrawing the motion to compel if parties are able to reach resolution.

Motions *in Limine*: Consistent with Super. Ct. Civ. R. 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. Judge Scott may rule on Motions *in Limine* at or before the Pretrial Conference.

Motions for Default Judgment: A party seeking a default judgment must file a motion for default judgment pursuant to Super. Ct. Civ. R. 55(b)(2). A party filing a motion for default judgment should obtain the Affidavit in Compliance with the Servicemembers Civil Relief Act (Civil Action 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.

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, the effect of granting the motion on other existing deadlines, and must suggest three alternative dates and times that are convenient to all parties. Judge Scott does not automatically grant multiple extensions of Scheduling Orders even when the parties agree. Judge Scott expects any request for an extension to be based on the parties' realistic assessment of the time needed to complete the remaining tasks, and thereby to eliminate the need for additional extensions except in unexpected circumstances. The more extensions one or all parties request, the stronger the justification that Judge Scott expects for each successive request, including a demonstration that the factors that justify the additional extension were not reasonably foreseeable at the time the parties requested the previous extension.

IX. PRETRIAL CONFERENCES

Non-party principals with settlement authority must attend settlement conferences. Counsel and parties are reminded that Super. Ct. Civ. R. 16(e) requires the filing of a Joint Pretrial Statement no later than one week before the Pretrial Conference. Judge Scott may *sua sponte* continue a Pretrial Conference if the parties have not timely filed their Joint Pretrial Statement, or convert the Conference to a Status Hearing.

X. TRIAL READINESS HEARINGS

Generally, Judge Scott will schedule a Status Hearing at 10:00 a.m. on the Friday before a trial, at which the court and parties likely will discuss jury selection procedures and jury instructions (in cases of jury trials); projected length of trial; the witnesses who will be called; issues that could impact the trial schedule; pending motions, if any; evidentiary issues that are anticipated during the trial; and any other issues that will facilitate a fair and efficient trial.

XI. TRIALS

Schedule: Judge Scott schedules trials to begin at 9:30 a.m. Trials generally proceed Monday through Thursday from 9:30 a.m. to 4:45 p.m. Judge Scott generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 p.m. and 2:15 p.m.

Rule on Witnesses During Bench Trials: Judge Scott 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.

Mid-trial Issues: If issues arise during trial, Judge Scott expects parties to first attempt to resolve them themselves. Failing resolution after discussion, parties are expected to advise the Court about any unresolved issue by sending an email by the evening before the next trial day to: Joanne.Ho@dcsc.gov, Kyra.Hudson@dcsc.gov, and judgetscottchambers@dcsc.gov, with a copy to all other parties.

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

Proposed Findings of Fact and Conclusions of Law: As a discretionary matter, Judge Scott may require counsel to provide proposed Findings of Fact and Conclusions of Law at the close of the evidence.

XII. 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, and preferably two weeks before the hearing that they wish to have the interpreter attend. The parties can submit a request for an interpreter at <https://www.dccourts.gov/services/information-and-resources/interpreting-services>.