

**SUPPLEMENT TO GENERAL ORDER  
JUDGE EBONY M. SCOTT  
CIVIL CALENDAR 8  
EFFECTIVE OCTOBER 21, 2024**

**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](mailto:judgescottchambers@dcsc.gov)

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**Courtroom:** Courtroom 219  
Moultrie Courthouse

**II. IN-PERSON AND REMOTE OPERATIONS**

**All Jury Trials, Non-Jury Trials, Contested Evidentiary Hearings, and Pretrial Conferences will be conducted in-person in Courtroom 219** with all parties, counsel, and witnesses physically present in the courtroom unless they have been expressly permitted by Judge Scott in advance of the proceeding to participate remotely. **Judge Scott may direct the parties to appear in-person in matters not listed above, based upon her discretion.**

**All Initial Scheduling Conferences, Scheduling Conference Hearings, Status Hearings, *Ex Parte* Proof Hearings, and Motion Hearings will be conducted remotely**, unless otherwise directed by Judge Scott, and 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](mailto:judgescottchambers@dcsc.gov) or at (202) 879-1447.

**Failure to appear at a 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. **However, Counsel are required to appear via Webex video, unless telephonic appearance is approved by Judge Scott prior to the hearing.**

When entering the virtual courtroom (by dialing in on a phone or signing in through the WebEx website or app), a 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 a hearing, the party or counsel shall e-mail the exhibits to the Court at [judgescottchambers@dcsc.gov](mailto:judgescottchambers@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 and provide a copy of the exhibits 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 or emails from parties or lawyers about a case. If a party needs clarification of any rule, practice, or procedure, they should file a Motion. Additionally, while the Court appreciates courtesy copies, as indicated in Section VIII below, the Court will not consider a Motion, or any other type of filing requiring the Court’s action, unless the Motion or other document has been filed with the Court and appears on the Court’s docket.**

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. “The names, addresses, email addresses, and telephone numbers so shown will be conclusively deemed to be correct and current. It is the obligation of the attorney or unrepresented party whose address, email address, or telephone number has been changed to give immediate notice to the . . . Civil Division and all other attorneys and unrepresented parties named in the case of this change.” Super. Ct. Civ. R. 10-I(b)(1).

## **VII. SCHEDULING PRAECIPES**

Notwithstanding the earlier deadline set forth in Super. Ct. Civ. R. 16(b)(2), Judge Scott will consider a Praeceptum conforming to the format of Civil Action Form 113 (Praeceptum 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, before filing any non-dispositive Motion, except Motions filed pursuant to Super. Ct. Civ. R. 11, the moving party must make a good faith effort to discuss the anticipated Motion with other parties to determine whether there is any opposition to the relief sought and, if there is, to narrow the areas of disagreement. Judge Scott may summarily deny a Motion that does not contain the requisite certification.

**Electronic Copy of Proposed Orders:** A party eFiling a Motion shall submit a proposed order electronically to chambers at [judgescottchambers@dcsc.gov](mailto:judgescottchambers@dcsc.gov). 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 Court. If a party fails to comply with these requirements, the Motion may be summarily denied or struck.

**Courtesy Copies:** When an entire eFiling (including exhibits) exceeds twenty-five (25) pages, a paper courtesy copy shall be mailed or hand-delivered to Chambers in addition to eService.

**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 9:30 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 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 Odyssey.

**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:** Effective September 8, 2023, consistent with Super. Ct. Civ. R. 16(d), as amended, parties must file Motions *in Limine* at least four 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. **A party must seek leave of Court to file more than five (5) Motions in Limine.** 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 timely apply to the Court for a default judgment either by Motion or by Praecipe, served on all parties, requesting the setting of an Ex Parte Proof Hearing 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**

**All Pretrial Conferences shall be held in-person in Courtroom 219 unless Judge Scott has authorized or directed parties to appear remotely.** 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 Trial Readiness Hearing at 2:30 p.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:** Judge Scott enforces the rule on witnesses for all non-jury trials, jury trials, and other evidentiary proceedings. Accordingly, each party is responsible for ensuring that their non-party witnesses are not present in the courtrooms, or logged into the evidentiary proceeding via WEBEX, at any point other than when they are testifying. Parties are also reminded that Administrative Order 20-08 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 5:00 p.m. on the evening before the next trial day to: [judgetscotchambers@dcsc.gov](mailto:judgetscotchambers@dcsc.gov), with a copy to all other parties, with the words

“Trial Issue – Case Name, Case Number” in the subject line so that the correspondence can be quickly identified.

**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:** Judge Scott requires the parties to provide proposed Findings of Fact and Conclusions of Law at the close of the evidence in all non-jury trials.

**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 may be part of the record on appeal.

## **XII. LANGUAGE ACCESS**

The Court provides professional interpreters in all matters, when needed. The party requiring an interpreter must notify the Court before any hearing at which an interpreter will be needed, **preferably four (4) weeks before the hearing**. A party or attorney may request an interpreter by completing and submitting the form provided at <https://www.dccourts.gov/services/language-access-services>. Please note that family members, friends, lawyers, or lawyers’ staff are not permitted to interpret for parties or witnesses during a hearing.

## **XIII. PROFESSIONAL CONDUCT**

Attorneys are expected to adhere to the D.C. Bar’s Voluntary Standards of Civility in Professional Conduct 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 and here: [www.dcbar.org/for-lawyers/legal-ethics/d-c-bar-voluntary-standards-of-civility-in-profess](http://www.dcbar.org/for-lawyers/legal-ethics/d-c-bar-voluntary-standards-of-civility-in-profess).