

**SUPPLEMENT TO GENERAL ORDER
JUDGE JOHN M. CAMPBELL
CIVIL CALENDAR 13
JANUARY 2015**

I. GENERAL INFORMATION

Judge: John M. Campbell

Chambers: Chambers 6520
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Phone: (202) 879-1430

Fax: (202) 879-0101

Email Address: JudgeCampbellEServe@dcsc.gov

Judicial Admin. Assist: Toni King

Law Clerk: Megan Pence

Courtroom Clerk: Mansitan Sow

Courtroom: 519
500 Indiana Avenue, N.W.
Washington, D.C. 20001

Courtroom Phone: (202) 879-4639

Unless otherwise directed, matters on Calendar 13 will take place in Courtroom 519. Pretrial and Settlement Conferences will be conducted in Courtroom 519 or in the adjoining jury room.

II. COMMUNICATIONS WITH CHAMBERS

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

III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set forth in Rule 16(b) of the Superior Court Rules of Civil Procedure, Judge Campbell will consider a Civil Action Form 113 (Praecipe Requesting Scheduling Order) filed up to two (2) days prior to the scheduling conference date. A praecipe filed later than the Wednesday preceding a Friday scheduling conference therefore will not be considered, and the parties will be required to appear for the scheduling conference.

IV. MOTIONS

Consent to motions: The title of every motion must indicate whether the motion is opposed or unopposed. Judge Campbell 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 Campbell may summarily deny the motion, and if the party chooses to refile the motion with a certification, it will pay another \$20 filing fee.

Proposed order: Judge Campbell strictly enforces the requirement in Administrative Order 06-17 that a party eFiling a motion must submit electronically to chambers at JudgeCampbellEServe@dcsc.gov 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 decisions in a timely and expeditious manner. Judge Campbell may summarily deny a motion that is not accompanied by a proposed order in the required format.

Courtesy copies: Administrative Order 06-17 requires that when an entire eFiling (including exhibits) exceeds twenty-five pages, a paper courtesy copy be mailed or hand-delivered to Chambers in addition to eService. If a party wishes to hand-deliver a courtesy copy, they should take the courtesy copy to the mailroom for delivery to chambers. Again, counsel's adherence to this Administrative Order assists the court in ruling on motions and informing counsel of the court's decisions in a timely and expeditious manner. Judge Campbell may summarily deny a motion if a paper courtesy copy is required but not submitted.

Reply briefs: Reply briefs may be filed without leave of court, and will be considered, so long as they are filed before Judge Campbell has ruled on the motion to which they relate. Sur-replies may not be filed without leave of court.

Length of filings: Judge Campbell discourages memoranda more than ten pages long. No party may submit a motion and memorandum more than twenty pages long without leave of court. Judge Campbell grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with these rules, Judge Campbell may summarily deny the motion, and if the party chooses to refile the motion with page limits that conform to this rule, it will pay another \$20 filing fee.

E-Filed Motions: It takes time for e-filed motions and other filings to reach Chambers. It generally takes 1-2 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 www.dccourts.gov/pa or contact the Clerk's Office at (202) 879-1133. If a party contacts chambers, that party will be told only that Judge Campbell rules on any pending motion as promptly as possible.

Motions for leave to file: Except in extraordinary circumstances, a party seeking leave to file a document should submit a copy of the proposed filing with the motion.

Motions for extensions of time: Stipulations between parties or lawyers are not effective to change deadlines set by the Court. To extend any such deadline, a party must file a motion requesting the extension.

Motions to Compel Discovery: Judge Campbell strictly enforces the requirements in Civil Rules 26(i) and 37(a) that the parties meet for a reasonable period of time in an effort to resolve or narrow any discovery-related dispute and that discovery-related motions include a certification that the parties have done this. If a party submits a discovery-related motion without such a certificate, Judge Campbell may summarily deny the motion, and if the party chooses to refile the motion with the certification, it will pay another \$20 filing fee. Parties should be aware that Judge Campbell often requests prompt responses to motions to compel discovery so that the motions can be resolved without unduly delaying the litigation.

Motions *in Limine*: Judge Campbell generally rules on motions *in limine* at or before the pretrial conference, but may defer ruling until the trial itself. Notwithstanding the later deadline set forth in Rule 16(d) of the Superior Court Rules of Civil Procedure, parties should file motions *in limine* at least three weeks before the pretrial conference, and oppositions to such motions should be filed no later than one week before the pretrial conference.

Emergency Motions: Judge Campbell expects the 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 JudgeCampbellEServe@dcsc.gov and other parties, with a copy of the motion and the proposed order (in an editable format) attached.

V. SCHEDULING AND PRETRIAL CONFERENCES

Scheduling and calendars: Any party or lawyer who attends a hearing where matters can reasonably be expected to be scheduled shall bring a calendar. Judge Campbell, and the courtroom clerk, will not delay setting a schedule to give anyone an opportunity to contact the person's office. If the person does not have his or her schedule immediately available, Judge Campbell will set a schedule, and the party may later file a motion to modify the schedule if the party so chooses and pay the \$20 filing fee.

Non-party principals: Except in extraordinary circumstances with prior judicial approval, non-party principals with settlement authority must attend settlement conferences in person. Judge Campbell may allow such principals from outside the Washington metropolitan area to participate by telephone. Any request to excuse a non-party principal from personal attendance should be made by motion at least two weeks before the date of the conference.

Joint pretrial statements: Counsel and parties are reminded that Rule 16(c) of the Superior Court Rules of Civil Procedure requires the filing of a joint pretrial statement no later than one week before the pretrial conference. Judge Campbell may *sua sponte* continue a pretrial conference if the parties have not timely filed their joint pretrial statement.

VI. TRIALS

Trial status update: On the Wednesday preceding a trial date, the parties jointly or, if mutually agreed on, through one party making a joint representation, shall call chambers and inform chambers whether the parties expect to proceed on the scheduled trial date.

Exhibit Index: On the first day of trial, each party must give to the courtroom clerk an exhibit summary form. Parties may obtain this form from the Clerk's Office or at <http://www.dccourts.gov/internet/documents/dcsc15r1-06.pdf>.

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 should be part of the record on appeal.