

**SUPPLEMENT TO GENERAL ORDER
JUDGE RAMSEY JOHNSON
CIVIL CALENDAR 15
Revised: December 28, 2016**

I. GENERAL INFORMATION

Judge: Ramsey Johnson

Chambers: Chamber 2520
Moultrie Courthouse
500 Indiana Avenue, N.W.
Washington, DC 20001

Phone: (202) 879-8306

Fax: (202) 879-8342

Email Address: JudgeJohnsonESERVE@dsc.gov

Judicial Admin. Assist.: Denise Briscoe-Lee (202) 879-8306

Law Clerk: Shannon McGovern (202) 879-8319

Courtroom: 317 on Fridays, all other days courtroom TBA
Superior Court—Moultrie Building
500 Indiana Avenue, N.W.
Washington, DC 20001

Courtroom Phone: (202) 879-1536

II. WEEKLY SCHEDULE

Unless otherwise directed, matters on Calendar 15 will take place as follows:

Pretrial/Settlement Conferences: Tuesdays at 9:30 a.m. and 3:45 p.m., Wednesdays at 9:30 a.m. and 3:45 p.m., and Thursdays at 9:30 a.m. and 3:45 p.m.

Trials: Monday 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.

III. SCHEDULING PRAECIPES

Notwithstanding the earlier deadline set in Superior Court Rule of Civil Procedure 16(b), Judge Johnson will approve a Civil Action Form 113 (Praecipe Requesting Schedule Order) submitted by 4:00 p.m. two (2) days prior to the scheduling conference date (*i.e.*, by 4:00 p.m. on Wednesday for cases scheduled for that 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 Johnson strongly encourages attorneys to consult with opposing counsel and submit a Praecipe Requesting Schedule Order rather than appear 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 Johnson enforces the requirement in Superior Court Civil 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 Johnson may summarily deny the motion.

Telephonic motions: Judge Johnson does not accept telephonic motions.

Proposed order: Administrative Order 06-17 requires a party e-Filing a motion to submit electronically to chambers at JudgeJohnsonESERVE@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 Johnson may summarily deny the motion.

Courtesy Copies: Administrative Order 06-17 requires that when an entire e-Filing including exhibits exceeds twenty-five pages, a paper courtesy copy should be mailed or hand-delivered to Chambers in addition to e-Service. Again, 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 fails to submit courtesy copies as required, Judge Johnson 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 twenty (20) double-spaced pages in length, excluding exhibits, without leave of Judge Johnson. Judge Johnson grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with this rule, Judge Johnson may summarily deny the motion.

Reply briefs: Parties who wish to file a reply brief may do so within five (5) business days of the filing of an opposition brief without leave of Judge Johnson. No party may submit a reply to an opposition more than five (5) double-spaced pages long, excluding exhibits, without leave of Judge Johnson. Sur-replies may not be filed without leave of Judge Johnson.

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 www.dccourts.gov/pa, or contact the Clerk's Office at (202) 879-1133, or check Casefileexpress.com.

V. 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).

A party filing a motion to compel must contact Judge Johnson's chambers within two business days of filing the motion and provide three possible dates within the next 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 in-person 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 Johnson may *sua sponte* cancel and continue a pretrial conference if the parties have not timely filed the joint pretrial statement.

Motions *in Limine*: Judge Johnson 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 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.

VII. TRIALS

Trials start promptly at 9:30 a.m., ordinarily on Mondays. The failure to appear in a timely manner may result in sanctions, up to and, including dismissal.