



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Case Management Plan

Office of the Auditor-Master

Reginald Harris, Esq.
Auditor-Master

Kisha L. Woolen, Esq.
Deputy Auditor-Master

Version: Final #2

Document Revision History			
Version	Revision	Made By	Date
Draft # 3	Revised Draft	Sandra Arrington	9/03/2021
Draft # 4	Revised Draft	Sandra Arrington	02/10/2025
Draft #5	Revised draft	Reginald Harris	2/13/2025
Final #2	Approved version	Kisha Woolen	2/13/2025

Table of Contents

Overview 4

 A. Purpose..... 4

Office of the Auditor-Master Information 4

Filing Fees and Court Costs 4

Filing Process - In Person and Electronic 5

Case Types 5

Trial..... 9

Exhibits 9

Information and Resources 10

Overview

A. Purpose

The Office of the Auditor-Master ensures thorough, impartial, and efficient adjudication of financial matters within the District of Columbia Superior Court. This Case Management Plan provides a structured approach to case processing, emphasizing efficiency, clarity, and accessibility to all stakeholders. It aligns with the broader goals of the court to deliver just and equitable outcomes.

B. Judicial Appointments

The Auditor-Master and the Deputy Auditor-Master preside over the investigations and hearings. The cases are rotated between the Auditor-Master and Deputy Auditor-Master. Hearings are conducted in person and remotely via the Webex platform. Hearings may also be conducted off-site for individuals who are unable to come to the hearings to secure testimony or for on-site inspection of real properties.

Office of the Auditor-Master Information

Physical Address and Mailing Address:

Office of the Auditor-Master
500 Indiana Avenue, N.W.,
Suite 3605
Washington, DC 20001

Hours of Operations

8:30 a.m. - 5:00 p.m.
Office Number: (202) 626-3280
Fax Number: (202) 626-3291

Email Address: auditor.master@dcsc.gov

Website: www.dccourts.gov

E-File DC: <https://efiledcsuperiorcourt.gov/>

Filing Fees and Court Costs

The Office does not charge filing fees or Court Costs. In accordance with DC Super Ct. Civ. R. 53, the Office is not compensated for the investigation but is authorized to collect reimbursement for costs incurred by the investigation. Pursuant to DC Super Ct. Dom Rel R 53, the Court must set the fee for the work of the Auditor-Master in relation to the value of the investigation. DC Super Ct. Dom Rel R 53, also states that the Court may also order no fee to be paid to the Auditor-Master.

Filing Process - In Person and Electronic

Cases are not initiated in this office. Cases are referred by a Judicial Officer from the following Divisions: Civil, Family, Probate, and Tax. The Judicial Officer will issue an order to the Auditor-Master detailing the type of investigation needed or required.

Parties may file pleadings and documents with this office either in person, by mail, or by e-filing at: E-File

For Pleadings: **DC: <https://efiledcsuperiorcourt.gov>**

Office of the Auditor-Master
500 Indiana Avenue, N.W.,
Suite 3605
Washington, D.C. 20001

By email at **auditor.master@dcsc.gov** for correspondence and **AMFinancialBox@dcsc.gov** for financial or production of documents.

Case Types

The Office has five case types:

AMP – Probate matters

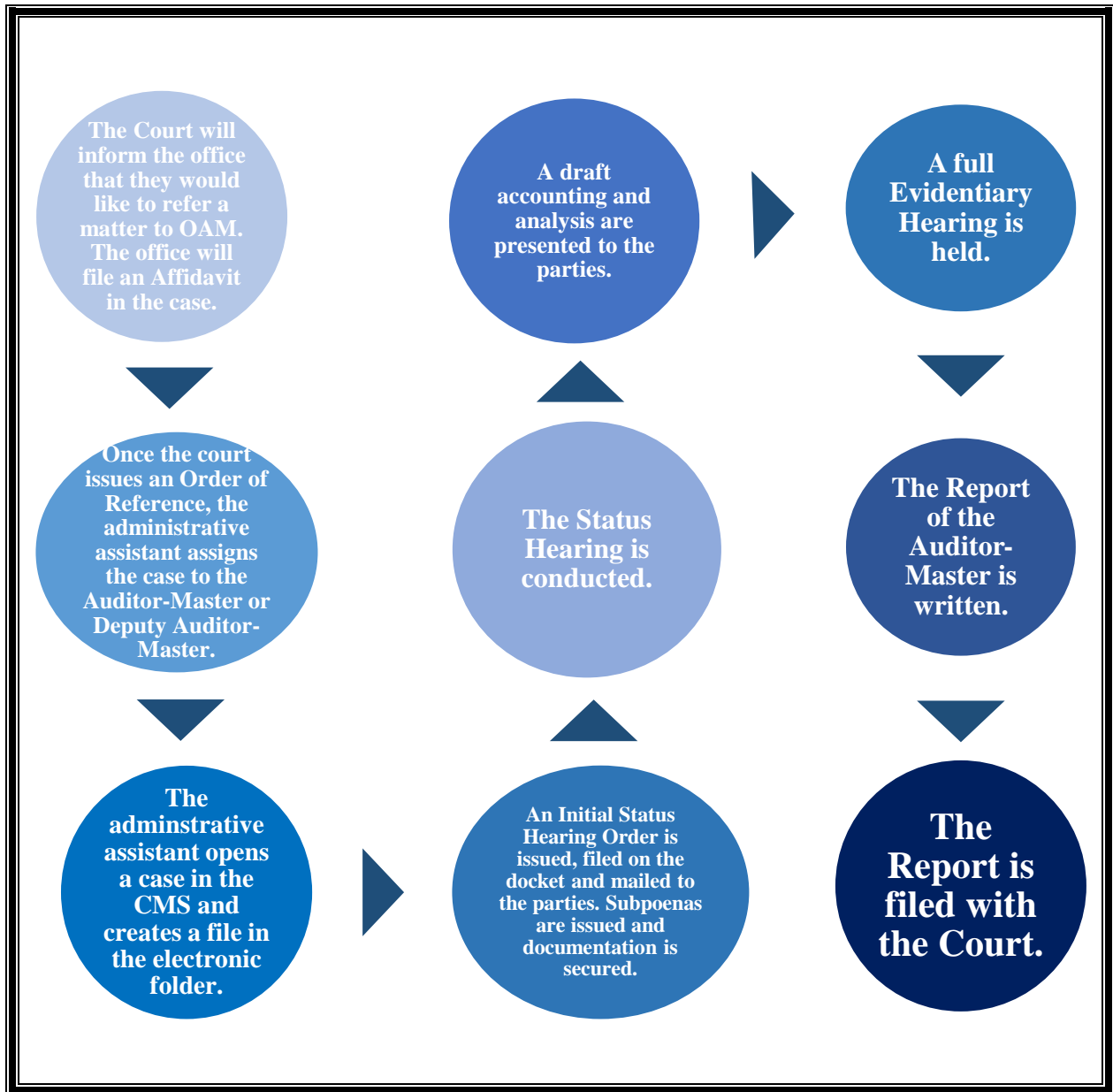
AMC – Civil matters

AMF – Family matters

AMT – Tax matters

AMS – Cases from another division in the Court

Case Flow Management



(CMS – Case management system)

A. Case Lifecycle Flow Chart

Cases are not initiated in this division. They are referred from either the Probate, Civil, Family, or Tax Division. A party may file a petition to have a matter referred to the Auditor-Master or the Court can direct the matter to be sent to the Auditor-Master pursuant to DC Super Ct. Civ. R. 53 and DC Super Ct. Dom Rel R 53.

- In cases from the Probate, Civil, or Tax Division, the Court will forward a draft Order of Reference to the office for review to notify the Court if there are any conflicts. Once the Office has reviewed the draft Order of Reference, the Office will file an Affidavit of Nonbias in the case.
- Once the Court sees that there is no conflict, the case is referred to the Office by an Order of Reference that states the type of investigation that is required.
- The case is assigned to either the Auditor-Master or Deputy Auditor-Master. The Auditor-Master and Deputy Auditor-Master work with an Attorney-Advisor to complete the investigation.
- An Initial Hearing Order is issued to the parties which schedules a status hearing with a request for the Production of Documents needed for the investigation. The parties are placed under oath and the hearings are recorded through the Courts recording system.
- Subpoenas are issued by the Office to the financial institutions where assets are held or any other entity holding information relevant to the investigation. For example, where real property has been sold by the fiduciary under investigation, subpoenas may be issued to the title company that conducted the settlement proceedings.
- The Status Hearing is conducted either by the Auditor-Master or the Deputy Auditor-Master. After the hearing, the Auditor-Master or the Deputy Auditor-Master will determine if additional status hearings are required or if the next hearing will be the full evidentiary hearing. At times, it may be determined that a full trial is necessary in which case the Office will proceed by issuing a scheduling order, conducting a pretrial hearing, and then holding a trial.
- During the time between the hearings, the Office continues the process of collecting and reviewing relevant documentation, and preparing a draft accounting.
- A Full Evidentiary Hearing(s) is conducted by the Auditor-Master or the Deputy Auditor-Master. During the hearing, the draft accounting is presented, parties give testimony, witnesses are presented, and the Auditor-Master or the Deputy Auditor-Master may state their preliminary findings. At the completion of the hearing, the Auditor-Master or the Deputy Auditor-Master may direct the parties to file post hearing documentation or post hearing briefs or memorandums.

- Upon the completion of the hearings, a report is written outlining the findings of facts, conclusions of law, and recommendations made by the Auditor-Master or by the Deputy Auditor-Master. The Report is then filed and docketed to both the Auditor-Master's and the underlying referred case's docket.

Methods and Timing of Service

- B. Motions - Parties may file motions requesting relief before the Office. Parties must attempt to obtain consent from opposing parties. A copy of the motion must be served on all parties. A Certificate of Service must be included in the motion stating the name, address, date, and method of service for each party.
- C. Discovery – The Office has subpoena powers. The Office will send out subpoenas to financial institutions and other entities to acquire documentation needed for the investigation. The Office will also send an Order directing the production of documents to parties to secure documentation necessary for the investigation.
- D. Hearings
Hearings are normally conducted in the following locations:
 - Remotely
 - District of Columbia Superior Court Courtrooms
 - Auditor-Master Hearing Rooms
 - Alternative Hearing Room when the number of participants exceeds the capacity of the Auditor-Master Hearing Rooms
 - Offsite Location if a party or witness is unable to come to Auditor-Master offices or if the Office needs to do an on-site inspection of a real property.

The Office conducts the following hearings:

- Status Hearing
The status hearing is the first meeting of the parties with the Auditor-Master or with the Deputy Auditor-Master.
- Full Evidentiary Hearing
The Full Evidentiary Hearing is the culmination of the anticipated work done in the case. All parties are required to be present for the full evidentiary hearing. At the full evidentiary hearing, the parties review entries in the draft account and voice any issues or concerns with the calculations. The parties can give testimony, provide additional evidence, and have witnesses present.

- **Show Cause Hearing**
The Show Cause Hearing is when we direct a party or a nonparty to a hearing to secure testimony and documents to assist in the investigation.

E. Pre-Trial Hearings

- **Status Hearing**
The status hearing is the first meeting of the parties with the Auditor-Master or with the Deputy Auditor-Master.
- **Scheduling Conference**
If it is determined during the status hearing that a trial is necessary to complete the investigation, the Office will conduct a scheduling conference with the parties to determine the timeline for discovery, submission of witness lists, pretrial conferences, joint pretrial statements, and trial dates.
- **Mediation or Arbitration**
The Auditor-Master or the Deputy Auditor-Master may make the determination that the matter is suitable for mediation and can direct the parties to participate in mediation. The Office will assist in the scheduling of the mediation.

Trial

Trials are conducted before the Auditor-Master or the Deputy Auditor-Master.

Exhibits

Since the Office of the Auditor-Master conducts investigations, the Office creates the exhibits used during the hearings or trials. The Office will assemble the documentation secured from subpoena requests and from the parties that will be used during the hearings. The parties are given copies of the exhibits before the hearings. When the Office is conducting a trial, the exhibits will be a combination of exhibits prepared by the Office as well as the parties presented in their trial books.

Report of the Auditor-Master

Upon completion of the investigation/trial, the Office prepares a report which contains:

1. The reason the matter was referred to the Office.
2. Proposed Resolution: summarizing the recommendations of the Office based on the completed investigation.
3. Parties: identifying the interested persons and their position in the case.
4. Relevant History of the case which brought the matter to the Office.
5. Execution of the Order of Reference: explanation of the manner in which the Office conducted the investigation.

6. Findings of Fact and Conclusions of Law: the Office's statement of the relevant facts, related rules, statutes, and/or precedent applicable to the case.
7. Recommendations: the Office's recommendation to the Court regarding resolution of the case based upon the Office's investigation.

Information and Resources

Requests for Interpretive Services

The District of Columbia Courts are committed to ensuring access to justice for individuals with limited English proficiency and individuals who are deaf or hard-of-hearing. The Office of Court Interpreting Services (OCIS) provides professional interpreting services at no cost to assist persons conducting business in the Court.

If you need an interpreter to assist you at a hearing, please contact OCIS at (202) 879-4828 or interpreters@dcsc.gov or visit <https://www.dccourts.gov/services/information-and-resources/interpreting-services#request-an-interpreter>. Fill out the request form as far in advance of the hearing as possible (a minimum of two weeks before the hearing is recommended). It is important that OCIS receive advance notice because the number of available interpreters is limited. If you have a hearing today, please go directly to the courtroom and tell the courtroom clerk that you need an interpreter. If you are in the courthouse for another court matter, go to the clerk's office or information desk to request an interpreter.

Court forms and informational brochures may be available in your language. Whenever you submit paperwork to the court, indicate whether you need an interpreter for court hearings.

More information about the services provided by OCIS may be found at:

<https://www.dccourts.gov/services/information-and-resources/interpreting-services#office-of-court>.

ADA Accommodation

The proceedings, programs, services, and events of the Superior Court are open and accessible to all, including persons with disabilities. If you need accommodations, contact the ADA Coordinator at: (202) 879-4812 (voice), 711 relay, or ADACoordinator@dccsystem.gov.

Childcare Services

The District of Columbia Courts provides childcare services free of charge to any member of the public conducting business in the Court. The Childcare Center provides a safe and fun experience for children ages 2.5 to 12 who are toilet trained. The Center is licensed by the DC Office of the State Superintendent of Education, and all staff and volunteers are CPR and first-aid certified. If you need childcare services, please visit <https://www.dccourts.gov/jurors/arranging-child-care> or contact the Child Care Center at ChildCareCenter@dcsc.gov or (202) 879-1684 to review the eligibility and registration requirements.