

**SUPPLEMENT TO GENERAL ORDER
JUDGE TANYA M. JONES BOSIER
CIVIL II CALENDAR 14
2025
REVISED AS OF JANUARY 23, 2025**

I. GENERAL INFORMATION

Judge: Tanya M. Jones Bosier

Chambers: Chambers 2210
Moultrie Courthouse
500 Indiana Avenue, NW
Washington, DC 20001

Phone: (202) 879-8397

Email Address: JudgeJonesBosierChambers@dcsc.gov

Law Clerks: Anthony Bock
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Courtroom: Courtroom 212
Moultrie Courthouse
500 Indiana Avenue, NW
Washington, DC 20001

Courtroom phone: (202) 879-1525

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 212 with all parties, counsel, and witnesses physically present in the courtroom unless they have been expressly permitted by Judge Jones Bosier in advance of the proceeding to participate remotely. **Judge Jones Bosier may direct the parties to appear in-person in matters not listed above, based upon her discretion.** See Section XI. Virtual Non-Jury Trials.

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 Jones Bosier, and will take place in Virtual Courtroom 212, which the parties and counsel may access in the following ways:

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings will take place in Virtual Courtroom 212, which the parties and counsel may access in the following ways:

- (1) going to the WebEx website at <https://dccourts.webex.com/meet/ctb212> or going to <https://dccourts.webex.com> and entering meeting ID number 129 440 9070; or
- (2) downloading the WebEx Meetings app, opening the app, selecting Join Meeting, and entering <https://dccourts.webex.com/meet/ctb212> ; or
- (3) calling 1-844-992-4726 or 202-860-2110 and entering meeting ID number 129 440 9070#.

Parties having trouble connecting to their remote hearing may call chambers at 202-879-8397 for assistance.

Failure to appear at a remote proceeding may result in the same sanctions as would result from failing to appear at an in-person hearing, 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, Counsels are required to appear via Webex video, unless telephonic appearance is approved by Judge Jones Bosier prior to the hearing.**

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 JudgeJonesBosierChambers@dcsc.gov, copying all sides, no later than 5:00 p.m. the day before the hearing. The party or counsel must also file the exhibits on the docket using the

Odyssey/Enterprise Justice 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 Jones Bosier's staff **may not and will not provide advice of any kind about court rules, practices, or procedures.** Judge Jones Bosier 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. If it is necessary for parties or counsel to contact chambers, they may send an email to all of the law clerks at JudgeJonesBosierChambers@dcsc.gov, copying the other party or parties.

VI. CONTACT INFORMATION

Consistent with Superior Court Rule of Civil Procedure 10-I(b), attorneys must 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 must also include an email address, if one is available.

VII. MOTIONS

Consent to motions: Judge Jones Bosier 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 Jones Bosier may summarily deny the motion, and if the party chooses to refile the motion with a certification, it will pay another \$20 filing fee.

The title of the motion should indicate whether it is opposed or unopposed. Judge Jones Bosier generally grants consent motions – without waiting for any response.

Paper copies: A party files by non-electronic means, the party must comply with Rule 12-I(d)(4) to deliver chamber copy to the depository designated by the clerk's office for receipt of such papers. Judge Jones Bosier may request a party to provide a paper copy of any filing, including exhibits, to chambers. A party files documents by electronic means that exceeds twenty-five (25) pages, must comply with Rule 5(d)(7)(C) to deliver a chamber copy to the clerk's office.

Proposed order: Judge Jones Bosier strictly enforces the requirement in Rule 12-I(f) for the proposed order to include the court's signature, all parties of those who copies of the judge's order must be sent, including addresses for those who cannot be served electronically. The proposed order must also include existing dates from the scheduling order. If a party does not submit a proposed order in such format, Judge Jones Bosier may summarily

deny the motion, and if the party chooses to refile the motion with a proposed order, it will pay another \$20 filing fee.

Length of filings: Judge Jones Bosier discourages motions or oppositions, including memoranda, more than ten pages long. No party may submit a motion or opposition more than fifteen pages long without leave of the court. Judge Jones Bosier grants leave to file longer documents only in extraordinary circumstances. If a party fails to comply with these rules, Judge Jones Bosier may summarily deny the motion. If the party chooses to refile the motion with a proposed order, it will pay another \$20 filing fee.

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 Jones Bosier may summarily deny a motion that does not comply with the pre-filing requirements. Additionally, because Judge Jones Bosier 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 Jones Bosier 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 Jones Bosier 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.

Consolidated motions: A party, or multiple parties aligned in interest and represented by the same lawyer, should ordinarily raise in one motion all the grounds for the relief they seek. For example, a party should file one summary judgment motion if the party seeks summary judgment on multiple grounds, or one motion *in limine* if the party seeks pretrial rulings on multiple issues. The party (or parties) may file with the consolidated motion a motion for leave to file a longer brief to the extent that more pages are needed to address multiple issues. Judge Jones Bosier ordinarily grants motions for reasonable increases in page

limits because consolidated motions are more efficient and require fewer total pages than separate motions. Judge Jones Bosier may deny separate motions to the extent they avoid the usual page limits.

Reply briefs: No party may submit a reply more than five (5) doubled-spaced pages long without leave of the court. A party may not file a sur-reply without leave of Judge Jones Bosier.

Motions for leave to file a pleading, brief, or other document: Except in extraordinary circumstances, a party seeking leave to file any pleading, document or other filing, including motions for leave to amend a pleading or to file a sur-reply, must submit with the motion a copy of the proposed filing. Failure to do so may result in summary denial of the request for leave.

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, and the effect of granting the motion on other existing deadlines.

Judge Jones Bosier does not automatically grant multiple extensions of scheduling orders even when the parties agree. Judge Jones Bosier 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 Jones Bosier 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. It is not a sufficient justification that the lawyers were too busy on other matters to complete tasks on the schedule that they previously proposed and agreed to.

Moreover, the longer the requested extension, the stronger the justification that Judge Jones Bosier expects.

Except in extraordinary circumstances involving unforeseen and unforeseeable events, all motions seeking to extend a deadline or continue a hearing date must be filed **at least three (3)** business days before that date.

Any motion to reschedule a hearing must suggest three alternative dates and times that are convenient to all parties.

Except as provided in Rule 16(b)(7)(B) and Rule 55(a)(3)(B), 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 and justifying the extension.

E-filed motions: It takes time for e-filed motions and other filings to reach chambers. It generally takes up to two (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, contact the Clerk's Office at (202) 879-1133, or Odyssey (Enterprise Justice). If a party contacts chambers, that party will be told only that Judge Jones Bosier rules on any pending motion as promptly as possible.

Emergency motions: Judge Jones Bosier expects 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 JudgeJonesBosierChambers@dcsc.gov and other parties, with a copy of the motion and the proposed order (in an editable format) attached.

VIII. DISCOVERY

Judge Jones Bosier strictly enforces the requirements in Rules 26(h) and 37(a)(1)(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 concerning advance consultation. If a party submits such a motion without such a certification, Judge Jones Bosier may summarily deny the motion, and if the party chooses to refile the motion with the certification, it will pay another \$20 filing fee.

A party filing a motion to compel must contact Judge Jones Bosier's chambers within two business days after filing the motion and provide three dates within two weeks after the motion is ripe on which all counsel and unrepresented parties will be available for a hearing on the motion.

IX. SCHEDULING AND SETTLEMENT CONFERENCES

Scheduling praecipes: Notwithstanding the earlier deadline in Rule 16(b)(2), Judge Jones Bosier will approve a Civil Action Form 113 ("Praecipe Requesting Schedule Order") submitted up to 12:00 p.m. on the Wednesday before the scheduling conference date. In cases in which all parties are represented by counsel, and no pending motions or other matters require the Court's attention, Judge Jones Bosier encourages attorneys to consult with opposing counsel and submit a CA Form 113 rather than appear in court for a scheduling conference.

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 Jones Bosier, 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 Jones Bosier 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.

Joint pretrial statements: Rule 16(e) requires the filing of a joint pretrial statement at least one week before the pretrial conference. Judge Jones Bosier will vacate the pretrial conference if the parties have not timely filed the joint pretrial statement and set a status hearing to schedule a new pretrial conference.

Motions *in limine*: Consistent with Rule 16(d), parties should file motions *in limine* at least four (4) 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 Jones Bosier generally rules on motions *in limine* at the pretrial conference.

Settlement conferences: Judge Jones Bosier conducts a settlement conference along with the pretrial conference. She expects the parties to discuss settlement before the conference (including insurance adjusters) and to bring any useful photographs, documents, or other material.

Non-party principals: Except in extraordinary circumstances with prior judicial approval, non-party principals with settlement authority must attend settlement conferences in person. Judge Jones Bosier may allow such principals from outside the Washington metropolitan area to participate by Webex. 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.

Pretrial Conference: At the pretrial conference, Judge Jones Bosier ordinarily schedules a trial date, and she may also schedule a status hearing no more than two weeks before trial. At any pretrial conference, counsel and unrepresented parties must appear and be prepared to discuss *voir dire* questions and procedures, scheduling concerns, any remaining evidentiary issues, and other matters that Judge Jones Bosier can usefully address before trial.

Trial Readiness Hearings: Judge Jones Bosier may schedule a Trial Readiness Hearing at least two weeks before a trial, at which time 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.

X. TRIALS

A. Pretrial and trial procedures

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.

Witness availability: Judge Jones Bosier will not delay the trial to accommodate a witness' schedule, except in extraordinary, unexpected, and documented circumstances. If a witness availability issue arises, a party shall immediately notify other parties and chambers.

Rule on Witnesses: Judge Jones Bosier enforces the rule on witnesses for all jury trials, non-jury trials, and evidentiary hearings. Accordingly, each party is responsible for ensuring that their non-party witnesses are not logged into the trial or evidentiary hearing at any point other than when they are testifying. Prior arrangements should be made so that witnesses can appear on camera and be isolated from other witnesses and third parties when testifying.

Juror Notes: The Court allows jurors to take notes.

Trial schedule: Trials are scheduled to begin on Mondays at 9:30 a.m. All counsel shall be present in the courtroom at 9:00 a.m. each trial day to address any preliminary matters and to discuss voir dire and jury instructions. Trials generally proceed Monday through Thursday from 9:30 a.m. to 4:45 p.m. Judge Jones Bosier generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 and 2:00 p.m.

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 <https://www.dccourts.gov/node/18758>.

Mid-trial issues: If an issue arises during trial, Judge Jones Bosier strongly encourages parties to raise it by sending an email by 8:30 a.m. of the next trial day to JudgeJonesBosierChambers@dcsc.gov, with a copy to all other parties.

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.

Availability during deliberations: Throughout jury deliberations, counsel must be available on five (5) minutes' notice. Counsel should give the courtroom clerk a telephone number where they can be reached.

Proposed Findings of Fact and Conclusions of Law: As a discretionary matter, the Court may require counsel to provide proposed findings of fact and conclusions of law at the close of the evidence.

B. Jury selection and instructions

Before the meeting three weeks before the pretrial conference required by Rule 16(c), Judge Jones Bosier provides the parties with (1) an overview of jury selection and trial procedures and (2) a set of proposed initial and final jury instructions, and she solicits comments from the parties. Judge Jones Bosier instructs the jury after closing arguments.

C. Availability during deliberations

Throughout jury deliberations, counsel must be available on ten minutes' notice. Counsel should give the courtroom clerk a telephone number where they can be reached.

IX. VIRTUAL NON-JURY TRIALS

Schedule: Judge Jones Bosier may permit remote non-jury trials in Virtual Courtroom 212. Trials are generally scheduled to begin on Mondays at 9:30 a.m. Parties and attorneys should be prepared, however, to begin trial on Monday, Tuesday, Wednesday, or Thursday during the week that the trial is scheduled. Judge Jones Bosier generally takes one morning and one afternoon break, as well as a lunch break between approximately 12:30 and 1:30 p.m. By rule, Judge Jones Bosier will adjourn each day no later than 4:45 p.m.

Exhibit Index: On the first day of trial, each party must submit an exhibit summary form by emailing to the form to JudgeJonesBosierChambers@dcsc.gov. Parties may obtain this form from the Clerk's Office or on the Court's website at <https://www.dccourts.gov/node/18758>.

Custody of Exhibits: 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.

Mid-trial Issues: If an issue arises during trial, the parties should raise it by sending an email by 8:30 a.m. of the next trial date to JudgeJonesBosierChambers@dcsc.gov and to all other parties.

Rule on Witnesses: Judge Jones Bosier enforces the rule on witnesses for all virtual bench trials. Accordingly, each party is responsible for ensuring that their non-party witnesses are not logged into the trial proceeding at any point other than when they are testifying.

Proposed Findings of Fact and Conclusions of Law: As a discretionary matter, the Court may require counsel to provide proposed findings of fact and conclusions of law at the close of the evidence.

X. LANGUAGE ACCESS

The Court provides professional interpreters in all matters, when needed. The party who needs an interpreter must notify the Court before any hearing at which an interpreter will be needed by submitting the form provided at <https://www.dccourts.gov/services/information-and-resources/interpreting-services>. Family members, friends, lawyers, or lawyers' staff are not permitted to interpret for parties or witnesses during a hearing.

XI. 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.dcbbar.org/for-lawyers/legal-ethics/d-c-bar-voluntary-standards-of-civility-in-profess.