

**SUPPLEMENT TO GENERAL ORDER  
JUDGE WILLIAM JACKSON  
CIVIL CALENDAR 8  
Effective July 2021**

**I. CHAMBERS AND STAFF FOR CALENDAR 8**

**Judge William M. Jackson**  
**Chambers** 6420 - Moultrie Courthouse  
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<b>Courtroom:</b>	219 Moultrie Courthouse

**II. REMOTE OPERATIONS**

During the period of remote operation, as determined by the Chief Judge of the Superior Court, all proceedings in matters on Calendar 8 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 [judgew.jacksonchambers@dcsc.gov](mailto:judgew.jacksonchambers@dcsc.gov) as staff will be monitoring the e-mails closely during hearings. 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. Please note that the Judge only appears by telephone.

**III. VIRTUAL COURTROOM PROTOCOL**

**Guidelines:** 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.

**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 [judgew.jacksonchambers@dcsc.gov](mailto:judgew.jacksonchambers@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 using the CaseFileXpress 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.

#### **IV. CONTACT INFORMATION**

Consistent with Super. Ct. Civ. Rule 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.

#### **V. SCHEDULING PRAECIPES**

Notwithstanding the earlier deadline set forth in Rule 16(b) of the Superior Court Rules of Civil Procedure, Judge Jackson will consider a Civil Action Form 113 (Praecepte Requesting Scheduling Order) filed by 5:00 p.m. on the Tuesday before the scheduling conference.

#### **VI. MOTIONS**

**Consent to motions:** The title of every motion must indicate whether the motion is opposed or unopposed. Judge Jackson enforces the requirement in Rule 12-I(a) of the Superior Court Rules of Civil Procedure that every motion contain a certification that consent has been sought. Judge Jackson may summarily deny a motion that does not contain the requisite certification.

**Proposed order:** Administrative Order 06-17 requires a party eFiling a motion to submit electronically to chambers at [judgew.jacksonchambers@dcsc.gov](mailto:judgew.jacksonchambers@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 W. Jackson 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. Again, 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 Jackson may summarily deny a motion if a paper courtesy copy is required but not submitted.

**Reply briefs:** Reply briefs may be filed where permitted under Rule 12-I(g) of the Superior Court Rules of Civil Procedure, and will be considered, so long as they are filed before Judge Jackson has ruled on the motion to which they relate. If not permitted under Rule 12-I(g), a party shall file a motion for leave seeking permission if they contemplate filing a reply brief. No party may submit a reply to an opposition that is more than ten (10) pages long without leave of court. A party may not file a sur-reply without leave of court.

**Motions to Reschedule a Hearing:** Any motion to reschedule a hearing shall suggest three alternatives dates and times that are convenient to all parties. Pretrial conferences shall only take place on Wednesdays and Thursdays at 9:30 AM, 11:00 AM, or 2:30 PM. Any other hearings shall only take place on Fridays.

**E-Filed Motions:** It generally takes up to 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 CaseFileXpress.com.

**Motions to Compel Discovery:** A party filing a motion to compel discovery must certify compliance with the pre-filing requirements set forth in Rules 26(i) and 37(a) of the Superior Court Rules of Civil Procedure. Judge Jackson may summarily deny a motion that does not comply with the pre-filing requirements. Motions regarding discovery disputes likely will result in a hearing. Consequently, a motion related to a discovery dispute shall include three suggested dates and times for a court hearing that have been mutually agreed upon by all parties. Any proposed date must fall on a Friday.

**Motions *in Limine*:** Judge Jackson may rule on motions *in limine* at or before the pretrial conference. Notwithstanding the later deadline set forth in Rule 16(d) of the Superior Court Rules of Civil Procedure, parties therefore 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.

## **VII. PRETRIAL CONFERENCES**

Non-party principals with settlement authority must attend settlement conferences in person. 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 Jackson may *sua sponte* continue a pretrial conference if the parties have not timely filed their joint pretrial statement.

## **VIII. TRIAL READINESS HEARINGS**

Generally, Judge Jackson will schedule a status hearing at 11:30 a.m. on the Friday before a jury trial at which the court and parties likely will discuss jury selection procedures; 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; jury instructions; and any other issues that will facilitate a fair and efficient trial.

## **IX. TRIALS**

**Trial status update:** By 1:00 p.m. on the Tuesday preceding a trial date, (or by 1:00 p.m. three business days before the status hearing date, whichever is earlier) 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.

**Schedule:** Judge Jackson 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 Jackson generally takes one morning and one afternoon break, as well as a lunch break between approximately 1:00 and 2:15 p.m.

**Mid-trial issues:** If issues arise during trial, Judge Jackson 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 the evening before the next trial day to: [Joanne.Ho@dcsc.gov](mailto:Joanne.Ho@dcsc.gov), [Monique.Gaskins@dcsc.gov](mailto:Monique.Gaskins@dcsc.gov) and [judgew.jacksonchambers@dcsc.gov](mailto:judgew.jacksonchambers@dcsc.gov), with a copy to all other parties.

**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 <http://www.dccourts.gov/internet/documents/dcsc15r1-06.pdf>.