

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
TAX DIVISION**

JANE DOE,

Petitioner

v.

DISTRICT OF COLUMBIA,

Respondent.

_____ CVT _____

Judge _____

NOTICE OF SERVICE AND MEDIATION PROCEDURES

The parties are to note the following:

- A. **NOTICE OF SERVICE:** Service required under Tax Division Rule 6(c) is complete upon this electronic transmission.
- B. **MEDIATION PROCEDURES:**
 - 1. **SCHEDULING:**
 - a. The parties shall select a mutually agreeable date from the Tax Multi-Door Mediation Calendar, available on the Court's Tax Division website.
 - b. Within 150 days of service of the petition, the parties shall file a praecipe scheduling mediation. In the event the parties cannot agree on a mediation date, or do not file a praecipe scheduling mediation, a date will be selected by the Tax Division.
 - c. Mediation dates may be rescheduled by Consent Praecipe filed at least 30 days before mediation; otherwise a motion to reschedule mediation must be filed. A courtesy copy of any Consent Praecipe or motion to reschedule mediation shall be emailed to the Multi-Door Dispute Resolution Division's Tax Mediation Program ("Tax Mediation Program") at LTPMediation@dcsc.gov.
 - d. Failure to appear for mediation will result in the scheduling of a show cause hearing before the assigned case judge.
 - 2. **SETTLEMENT OFFER:**
 - a. Not less than sixty (60) days before the mediation date, Petitioner shall send a settlement offer, and supporting documents, to the Office of the Attorney

General – Tax and Finance Section (OAG), and to the Tax Mediation Program at LTPMediation@dcsc.gov.

- b. OAG’s guidelines for settlement offer submission and preferred formatting are located on the Court’s Tax Division website.

3. PROCEDURES BEFORE MEDIATION

- a. If the case is settled or resolved in a final manner prior to mediation, a praecipe or disposing document shall be filed and a courtesy copy emailed to the Tax Mediation Program at LTPMediation@dcsc.gov.
- b. Unless the Court orders otherwise, or enters a Scheduling Order, formal discovery is held in abeyance until the mediation process is completed

4. All parties and counsel (if any) are required to attend mediation unless excused by agreement of parties or court order.

5. PROCEDURES AFTER MEDIATION:

- a. Five weeks following the mediation, the parties shall file a:
 - Joint motion for a Scheduling Order,
 - Praecipe that the case is settled-in-principle pending party approval, or
 - Notice to withdraw or voluntarily dismiss the case.
- b. Failure to comply with the requirements described in B(5)(a) will result in the issuance of a scheduling order by the assigned case judge.