

**Supplement to General Order**  
**Judge Michael L. Rankin**

**I. CHAMBERS, STAFF, AND SCHEDULE FOR CIVIL CALENDAR 7**

**Judge:** MICHAEL L. RANKIN  
**Chambers:** 6440 – Moultrie Building  
500 Indiana Avenue, NW  
Washington, DC 20001

**Phone:** (202) 879-1220

**Fax:** (202) 879-0129

**Email address for proposed orders:** [JudgeRankinEServe@dcsc.gov](mailto:JudgeRankinEServe@dcsc.gov)

**Judicial Admin. Assistant:** Jayne I. Withers

**Law Clerk:** Kyra Smerkanich

**Courtroom Clerk:** Claytronna “Clay” Rogers

**Courtroom:** Courtroom 517 (Fifth Floor)  
Superior Court—Moultrie Building  
500 Indiana Avenue, NW  
Washington, DC 20001

**Courtroom Telephone No.:** 202-879-4637

**Unless otherwise directed, matters on Calendar 7 will take place as follows:**

**II. IN-COURT PROCEEDINGS:** Courtroom 517

**III. PRETRIAL/SETTLEMENT CONFERENCES:** By appointment in Courtroom 517.

*Joint Pretrial Statements:* Counsel and parties are reminded that Superior Court Rule of Civil Procedure 16(3) requires the filing of a joint pretrial statement no later than one week prior to the pretrial conference.

**IV. TRIALS:** Mondays through Thursdays from 9:30 am to 4:45 pm in Courtroom 517.

**V. SCHEDULING CONFERENCES, ORAL EXAMINATIONS, and EX PARTE PROOFS:**  
(Fridays in Courtroom 517 from 9:30 am to 11:00 am)

In matters set for initial scheduling, Judge Rankin encourages parties in agreement as to scheduling track to submit consent praecipes requesting a scheduling order.

These praecipes must be filed **not later than 5:00 pm on the Tuesday before the scheduling conference date**. In addition to filing the praecipe with the clerk of the court, parties should email a copy of the praecipe to [JudgeRankinEserve@dcsc.gov](mailto:JudgeRankinEserve@dcsc.gov).

## **VI. MOTIONS:**

### **Consent Motions:**

Pursuant to Rule 12-I(a) 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 Rankin may summarily deny the motion. If consent is obtained, the title of the motion should indicate that it is a consent motion.

### **Proposed Orders:**

Administrative Order 06-17 requires that in addition to efileing, a party submitting a motion must email the corresponding proposed order in editable format (generally Word or Word Perfect). Proposed orders should be sent to [JudgeRankinEserve@dcsc.gov](mailto:JudgeRankinEserve@dcsc.gov). Failure to comply with this regulation may result in the delay of motions rulings.

### **Motion Status:**

Before calling chambers to inquire about the status of a motion, parties should check the publicly accessible online docket at [www.dccourts.gov/pa](http://www.dccourts.gov/pa). If no docket entry indicating a responsive order appears, the motion is pending. You will receive a copy of the order when one is issued. Please note that efiled documents take at least twenty-four hours to be processed by the civil clerk and accepted for docketing.

If you did not receive a copy of an order that appears on the docket, and you are registered for CaseFile Express electronic service, please contact CaseFile Express directly to address the problem.