

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

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Email address for proposed orders: JudgeRankinEServe@dcsc.gov

Judicial Admin. Assistant: Jayne I. Withers

Law Clerk: Leigh Orliner

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.

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. 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. 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.