

Supplement to General Order

I. CHAMBERS, STAFF, AND SCHEDULE FOR CALENDAR 6

Judge:	Brian F. Holeman
Chambers:	Suite 2020 - Moultrie Building 500 Indiana Avenue, N.W. Washington, D.C. 20001
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Eserve address:	JudgeHolemanEServe@dcsc.gov
Judicial Admin. Assistant:	Sherron Offer
Law Clerk:	Alyssa Crow
Courtroom Clerk:	Kia Darby
Courtroom:	49, Building A 515 5 th Street, N.W. Washington, D.C. 20001 Phone: (202) 879-2849

Unless otherwise directed, matters on Calendar 6 will take place in **Courtroom 49, Building A**, including:

In-court proceedings ;

Pretrial/Settlement Conferences ;

Trials;

(Mondays through Thursdays, beginning at 9:00 a.m.)

Scheduling Conferences, Oral examinations, and Ex Parte Proofs .

(Fridays from 9:30 a.m. to 12:00 p.m.)

[THE FOLLOWING SUPPLEMENTS IDENTICAL SECTIONS OF THE GENERAL ORDER]

II. MOTIONS, OTHER FILINGS AND COURT RECORDS

Page Limits, Replies and Memoranda of Law: When **any filing** is over fifteen (15) pages in total, a paper copy must be mailed to Chambers at the above address either through the postal service or by delivering a copy to the mailroom on the JM level of the Moultrie Building. **Replies** to oppositions are discouraged. **Memoranda** of law that exceed ten (10) pages in length are discouraged, and memoranda of law that exceed twenty (20) pages are **prohibited** without leave of Court.

e-Filing Requirements: Failure to comply with the requirements set forth in the General Order will result in **summary denial** of the motion, without prejudice.

Docket Maintenance: The official court record is CourtView. The docket and court filings are maintained electronically and may be viewed at terminals in the clerk's office (Room JM-170) of the Moultrie Building or on the internet via the Superior Court's website, www.dccourts.gov/pa/.

Ripe Motions: Irrespective of the nature of the matter scheduled for hearing before the Court, any Motion that is **ripe** (ready for disposition) may be heard by the Court at the hearing already scheduled on the Court's calendar.

V. PRETRIAL/SETTLEMENT CONFERENCE

Special Jury Instructions and Municipal Regulations: Where the parties request special jury instructions and/or that municipal regulations receive judicial notice and admission into evidence, each proposed special instruction and/or regulation shall be typed on a separate sheet of paper.

VI. TRIAL

Juror Questions and Deliberations: The Court allows jurors to submit written questions for witnesses. Further, the Court permits jurors to discuss the case prior to deliberations at the conclusion of the evidence.

Delay: Each party will have thirty (30) minutes of time allocated over the duration of the trial for delay occasioned by the parties, counsel or witnesses. Once the allocated time is consumed, the Court will proceed with trial without further delay.

Exhibits: The originals of trial exhibits must be brought to court with exhibit numbers affixed to them corresponding to the listing on each party's Exhibits Summary Form. The "original" version of the marked exhibits and the Exhibits Summary Form must be given to the courtroom clerk on the first trial day. *A separate set of Exhibits must be utilized for witness examinations.*

Generally, the Court does not allow jurors to receive and hold voluminous exhibits during trial. Any presentation requiring that the jury peruse voluminous exhibits during trial must be addressed by the Court at the Pretrial Conference.

De Bene Esse Depositions: Generally, the parties may use videotaped *de bene esse* depositions at trial. If they choose to do so, the parties shall conduct the depositions as if they were at trial and preserve any objections on the *written* record. Any objections requiring a ruling by the Court shall be submitted in the form of a motion *prior to trial* with the entire transcript (4 per page manuscript) of the deposition attached as an exhibit.

Courtroom Protocol: Questioning of witnesses must be conducted from behind the podium, counsel table or the floor area adjacent thereto. Walking in the well of the courtroom is prohibited except

as permitted by the Court. Permission is required to approach the Court or any witness. Any in-court demonstration requires prior permission of the Court.

Able counsel are expected to stand when addressing the Court. Speaking objections are prohibited.