

# NOTICE

## CHANGES TO LANDLORD AND TENANT BRANCH PROCESSES Effective May 16, 2016

The Landlord and Tenant Branch is committed to reducing the time parties and counsel wait in court and to the efficient management and processing of cases. To help us achieve these goals, beginning May 16, 2016, the Court will implement the following changes:

### Changes to L&T Schedule

Cases will be scheduled in one of the two Landlord and Tenant Courtrooms (B-109 or B-53) based on the type of hearing. Cases will be heard Monday through Friday in Courtroom B-109 beginning at 9:00 a.m. and in Courtroom B-53 beginning at 9:30 a.m.

### New Schedule for Hearings

<b>Courtroom B-109</b>	
9:00 a.m.	Initial Hearings
	Further Initial Hearings
10:00 a.m.	Further Initial Hearings
	Hearings on Applications to Stay a Writ of Restitution
11:00 a.m.	Trial Status Hearings
<b>Courtroom B-53</b>	
9:30 a.m.	Hearings on Applications to Terminate Stay,
	Hearings on Notices of Intent to Seek a Writ of Restitution
	Accounting Hearings
	Hearings on Applications to Late File Redemption Forms (Form 6)
	Hearings on Applications to Reduce Payment Required to Avoid Eviction
	Servicemembers Affidavit Hearings
	Show Cause Hearings
	Status Hearings
10:30 a.m.	Motion Hearings
	Ex Parte Proof Hearings
11:30 a.m.	Evidentiary Hearings
	Bell Hearings

The Judge presiding in Courtroom B-109 will begin at 9:00 a.m. with an opening statement followed by the roll call. Cases scheduled for hearing in Courtroom B-53 will not be called during the roll call in Courtroom B-109. Hearings in Courtroom B-53 will begin at 9:30 a.m. and there will be no roll call in Courtroom B-53. Based on the volume in each courtroom, cases may be certified from one courtroom to another. Parties will be notified by the courtroom clerk if their case is transferred to another courtroom.

### **Restrictions on Scheduling Cases in Both Courtrooms**

Attorneys and *pro se* parties will not be permitted to schedule hearings in Courtroom B-53 on days when they have more than five initial or further initial hearings scheduled in Courtroom B-109. Firms with more than one attorney may schedule cases for both courtrooms, but will be required to have two attorneys present until excused by the court.

### **Trial Readiness**

Attorneys may schedule trials based on their availability, but are responsible for ensuring that they are able to complete their other business before 11:00 a.m. and are prepared to begin trial or mediation at 11:00 a.m. Similarly, parties using the Resource Center will be expected to be ready for trial beginning at 11:00 a.m.; the court will not delay a mediation or trial because a party is in the Resource Center as of 11:00 a.m. on the trial date.

### **Limitations on Motions Hearings**

Attorneys and *pro se* parties will continue to be limited to scheduling five motions hearings per day. Motions to enforce settlement agreements will no longer be counted in the five motion limit.

### **Changes to Landlord and Tenant Branch Filing Processes**

#### **Bulk Filing of Complaints**

All complaints must be filed in the clerk's office, Court Building B, Room 110 in order to be scheduled. The clerk's office will no longer accept phone reservations for scheduling of initial hearings. The clerk's office will attempt to accommodate a bulk filer's request to schedule initial hearings on specific days of the week or on a specific hearing date. On the bulk filing sheet, filers should clearly indicate their preferred hearing dates. Otherwise, the cases will be scheduled for the next available date.

Attorneys and law firms will continue to be limited to 75 initial hearings per day; a firm may schedule up to 125 initial hearings per day if two attorneys are present for the hearings and they have not scheduled hearings in Courtroom B-53.

### **Feedback**

The Landlord and Tenant Branch Clerk's Office is committed to supporting the judicial process by ensuring that matters are resolved and disposed of in a timely manner. We believe these changes will increase our ability to serve parties appearing in the Landlord and Tenant Branch. If you have any questions, concerns or suggestions, please send them electronically to [L&TOffice@dcsc.gov](mailto:L&TOffice@dcsc.gov). You also may call LaShaye White, Branch Chief, Landlord and Tenant Branch at 202-879-1619.

Thank you in advance for your cooperation and support as the Landlord Tenant Branch makes this transition.