



**Superior Court of the District of Columbia**  
**Tax Division**  
**500 Indiana Ave NW, Suite 4100, Washington, DC 20001**  
**(202) 879-1737 | <https://www.dccourts.gov/>**

\_\_\_\_\_, Petitioner  
v.  
\_\_\_\_\_, Respondent

Case Number: \_\_\_\_\_

Judge: \_\_\_\_\_

**INITIAL ORDER AND NOTICE OF SERVICE AND MEDIATION PROCEDURES**

Service of the Petition was accomplished by the Clerk's Office in accordance with Superior Court Tax Rule 6(c) <https://www.dccourts.gov/superior-court/rules>. Accordingly, the Court ORDERS the following:

1. This case is assigned to **(Judge)**. All future filings in this case must state the assigned judge's name beneath the case number in the caption.

**2. INITIAL STATUS CONFERENCE:**

(A) All counsel and unrepresented parties must appear before the assigned judge at an initial status conference to discuss a possible settlement of the case, and to establish a schedule for the completion of the proceedings. **This order is the final notice that parties and counsel will receive concerning this conference.**

Hearing Information: **Initial Status Conference** on **(date)** at **(time)**

**This is a remote hearing.** See Remote Hearing notification for instructions.

(B) The initial status conference will be vacated by the Tax Office if the case is scheduled for mediation and the parties are represented by counsel.

(C) The Tax Office will reschedule the initial status conference if a Consent Praecipe is filed at least 30 days before the date of the conference; otherwise, a motion must be filed.

(D) If counsel or an unrepresented party fails to appear at the initial status conference, the Court may enter a default, dismiss the case with or without prejudice, or take other action it deems appropriate, including the imposition of penalties and sanctions.

**3. INCOME TAX REFUND DENIAL APPEAL:**

(A) For Income Tax Refund Denial cases only, the parties must file a Joint Motion for Scheduling Order within 90 days of this order. The Office of the Attorney General will contact the petitioner or petitioner's counsel, if any, regarding the proposed scheduling order within 60 days of this order. The initial status conference will be vacated by the Tax Office upon the filing of the joint Motion for Scheduling Order.

(B) Section 2(B) and Section 4 do not apply to Income Tax Refund Denial cases.

#### 4.MEDIATION PROCEDURES:

(A) All counsel and unrepresented parties must select a mutually agreeable date from the Tax Multi-Door Mediation Calendar and file a praecipe (notice to court) regarding mediation within 150 days after this order. The Tax Multi-Door Mediation Calendar and praecipe (notice to court) form are available on the Court's Tax Division website at <https://www.dccourts.gov/services/mediation-matters/tax>.

(B) The mediation date may be rescheduled one time by Consent Praecipe filed at least 30 days before mediation; otherwise a motion must be filed. A courtesy copy of any Consent Praecipe or motion to reschedule mediation must be emailed to the Multi-Door Dispute Resolution Division's Tax Mediation Program ("Tax Mediation Program") at [LTPMediation@dcsc.gov](mailto:LTPMediation@dcsc.gov).

(C) If counsel or unrepresented party fails to appear for or participate in good faith in any alternative dispute resolution session, the Court may dismiss the case with or without prejudice, or take such other action, including the award of attorney's fees and reasonable expenses, and the imposition of any such other penalties and sanctions, as it deems appropriate.

(D) Not less than sixty (60) days before the mediation date, Petitioner shall send a settlement offer (and supporting documents) to Respondent's counsel and to the Tax Mediation Program at [LTPMediation@dcsc.gov](mailto:LTPMediation@dcsc.gov). Respondent's guidelines for settlement offer submission and preferred formatting are available on the Court's Tax Division website.

(E) If the case is settled or otherwise resolved in a final manner prior to mediation, a praecipe (notice to court) or disposing pleading shall be filed, and a courtesy copy emailed to the Tax Mediation Program at [LTPMediation@dcsc.gov](mailto:LTPMediation@dcsc.gov).

(F) Unless the Court orders otherwise, or enters a Scheduling Order, the parties may not seek formal discovery until the mediation process is completed.

(G) Eight weeks after the mediation is held, the parties shall file:

- i. Joint motion for a Scheduling Order,
- ii. Notice to Court (praecipe) that the case is settled-in-principle pending party approval, or
- iii. Notice to Court (praecipe) that withdraws or voluntarily dismisses the case.

Failure to comply with this requirement will result in the scheduling of a status hearing before the assigned case judge.

Chief Judge \_\_\_\_\_

Date: \_\_\_\_\_