

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
ADMINISTRATIVE ORDER 07-17**

**(Supersedes Administrative Orders 07-02 and 07-02A)**

(Temporary appearances for L&T Court – Pilot Project)

**WHEREAS**, each year, almost 45,000 cases are filed in the Landlord and Tenant Branch ("L&T Court") of the Superior Court of the District of Columbia seeking summary evictions; and

**WHEREAS**, a significant number of residential landlords and the vast majority of residential tenants do not have legal counsel in these cases; and

**WHEREAS**, the District of Columbia Bar Pro Bono Program's Landlord Tenant Resource Center provides legal and referral information, but not legal representation, to residential landlords and residential tenants; and

**WHEREAS**, some pro se litigants require extended services to effectively present their claims and defenses in L&T Court or to obtain continuances in order to secure full representation; and

**WHEREAS**, in order to provide unrepresented, low-income landlords and tenants in landlord-tenant cases with (1) the opportunity to obtain immediate pro bono representation, and (2) the opportunity to retain pro bono counsel on a temporary basis while pro bono counsel is conducting the investigation required to determine whether continued representation also will be provided, it is appropriate to make temporary pro bono representation available to them for the purpose of requesting continuances for ascertainment of counsel or for the purpose of presenting their claims and defenses during a court proceeding already scheduled for that day or until the conclusion of that proceeding or the related proceeding described in the Landlord and Tenant Branch Temporary Appearance form; and

**WHEREAS**, it is anticipated that the entry of temporary appearances on behalf of unrepresented, low-income litigants under the terms set forth in this Administrative Order will result in the provision of continued representation to the vast majority of those litigants,

**NOW, THEREFORE**, it is by the Court,

**ORDERED**, that counsel for low-income residential landlords or residential tenants who are providing pro bono representation are hereby authorized to file in the Landlord and Tenant Branch the attached form of Praeceptum noting a temporary appearance titled, "Landlord and Tenant Branch Temporary Appearance," which appearance is withdrawn at the conclusion of the proceeding, continued proceeding or related proceeding, without necessity of filing a motion to withdraw, unless counsel is unable to provide continued representation as stated in the Temporary Appearance Praeceptum, in which case counsel will file a formal motion to withdraw; and it is further

**ORDERED**, that nothing in this order shall preclude counsel appearing under its provisions from subsequently filing a separate Praeceptum entering a general appearance for the

duration of the litigation or until such time as a motion to withdraw is filed and granted; and it is further

**ORDERED**, that any appearance entered that does not use the "Landlord and Tenant Branch Temporary Appearance" form constitutes a general appearance, to withdraw from which requires a motion to withdraw; and it is further

**ORDERED** that this Administrative Order, which supersedes Administrative Orders 07-02 and 07-02A, shall go into effect on July 23, 2007, and, along with the pilot project, shall remain in effect until further order of the Court.

**SO ORDERED.**

**BY THE COURT**

**DATED: July 19, 2007**

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**Rufus G. King, III, Chief Judge**

**Copies to:**

**Judges  
Senior Judges  
Magistrate Judges  
Division Directors  
Executive Officer  
Clerk of the Court  
Library  
Daily Washington Law Reporter  
Gideon Website  
DC Bar Webmaster**

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**  
CIVIL DIVISION, LANDLORD AND TENANT BRANCH  
BLDG. B, 510 4th STREET, N.W., RM. 110  
Washington, D.C. 20001 Telephone (202) 879-1152

\_\_\_\_\_  
Plaintiff/Landlord

v.

L&T. \_\_\_\_\_

\_\_\_\_\_  
Defendant/Tenant

**LANDLORD AND TENANT BRANCH TEMPORARY APPEARANCE**

THE CLERK OF THE COURT will please note that I am an attorney acting without charge and am entering on behalf of (circle one): **Plaintiff/Landlord** or **Defendant/Tenant** (hereinafter "my Client") a "Landlord and Tenant Branch Temporary Appearance" pursuant to Administrative Order 07-17. (Check all that apply):

- I will represent my Client in the above-captioned case during today's proceeding. Pursuant to the terms of Administrative Order 07-17, I have been given permission to withdraw my appearance at the conclusion of today's proceeding without the necessity of filing a formal Motion to Withdraw, whether or not the case is resolved.
- In the event today's proceeding is continued to another date, I will represent my Client until the conclusion of that proceeding. Pursuant to the terms of Administrative Order 07-17, I have been given permission to withdraw my appearance at the conclusion of the continued proceeding, without the necessity of filing a formal Motion to Withdraw, whether or not the case is resolved. I will file a formal Motion to Withdraw in the event I am unable to represent my Client at the continued proceeding.
- In the event my Client prevails at today's proceeding or at the continued proceeding, I will represent my Client at the following related proceeding: (specify) \_\_\_\_\_.  
Pursuant to the terms of Administrative Order 07-17, I have been given permission to withdraw my appearance at the conclusion of the related proceeding described above, without the necessity of filing a formal Motion to Withdraw, whether or not the case is resolved. I will file a formal Motion to Withdraw in the event I am unable to represent my Client at the related proceeding described above.

Party information shall not change, and all Court notices shall continue to be sent directly to my Client.

If the Court continues this matter in my absence, I understand I will not receive further notice of the new date. I will ascertain the continued date and appear in Court on that date.

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Attorney Name (Please Print)

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Attorney Signature

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D.C. Bar Number

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Address

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Phone Number

---

Date

cc: 

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Opposing Counsel or Party (if unrepresented)