
TABLE OF CONTENTS

Juvenile Law and Practice

I. OVERVIEW OF THE JUVENILE JUSTICE SYSTEM	777
A. Introduction.....	777
B. Terminology	778
C. Jurisdiction	779
D. Confidentiality of Juvenile Court Records and Proceedings	780
II. APPOINTMENT-OF-COUNSEL PROCEDURES IN JUVENILE DELINQUENCY CASES	784
A. General Procedures	784
B. Appointment Vouchers.....	786
C. Eligibility for Court-Appointed Counsel.....	786
D. The Role of Counsel	787
E. The Role of the Prosecutor	789
III. JUVENILE COURT PRACTICE.....	789
A. Arrests in Delinquency Cases.....	789
B. Intake Procedures	790
C. The Petition	791
D. Initial Interviews.....	792
E. Detention Hearing.....	796
F. Diversion	807
G. Status Hearings.....	810
H. Pretrial Motions in Delinquency Cases.....	811
I. Plea Bargaining.....	817
J. Preparation for Trial.....	819
K. Day of Trial	821
L. Post-Trial Release.....	823
M. Dispositional Hearings	823
N. Rights of Victims or Eyewitnesses in Delinquency Proceedings.....	834
O. Procedures After Disposition.....	835
P. Sealing of Juvenile Records.....	838
IV. APPEALS	839
V. APPENDIX	840
A. Department of Youth Rehabilitation Services Facilities and Programs.....	840
B. Monitory Activity	841

Landlord and Tenant Practice

I. INTRODUCTION	843
A. The Rental Housing Act of 1985	843
B. D.C. Code § 42-3201, et seq.	844
C. Judicial Decisions	844
D. Landlord and Tenant Court Rules.....	844
E. D.C. Rules of Civil Procedure	844
F. Tenant Opportunity to Purchase Act (TOPA).....	844
G. Forums/Venues for Litigating Landlord and Tenant Issues.....	845
II. LANDLORD AND TENANT COURT	845
A. Summary Jurisdiction	845
B. Self-Help	845
C. Who May Sue	845
D. Certification to the Civil Actions Branch	845

E.	Attorney’s Fees; Court Costs; Late Fees	846
F.	Injunctive Relief	846
III.	TYPES OF ACTIONS IN LANDLORD AND TENANT COURT	846
A.	Nonpayment of Rent Cases.....	846
B.	Tenant’s Violation of an Obligation of Tenancy (Other Than Nonpayment)	849
C.	Notice to Vacate Cases	849
D.	Trespassers, Foreclosed Homeowners, and Former Employees	851
IV.	PROCEDURES BEFORE COMMENCING ACTION IN LANDLORD AND TENANT COURT.....	851
A.	Notice to Quit/Notices to Correct or Vacate/Notices to Vacate	851
B.	Tenant Notice on Intent to Vacate	853
V.	COMPLAINTS AND PLEADINGS IN LANDLORD AND TENANT COURT	853
A.	Action Commencement.....	853
B.	Service of Process.....	853
C.	Proof of Service	854
D.	Answers, Defenses—Writing Not Required (Exceptions).....	854
E.	Demanding Jury Trials.....	854
F.	Plea of Title	854
VI.	APPEARANCES IN LANDLORD AND TENANT COURT.....	854
A.	Resolution of Cases Encouraged After Roll Call.....	855
B.	Cases Called Before the Court	855
C.	Protective Orders.....	855
D.	Release of Funds From Registry.....	856
VII.	PRETRIAL PROCEDURES IN LANDLORD AND TENANT COURT	857
A.	Discovery	857
B.	Motions Practice—Cases Set for Bench Trial in Landlord and Tenant Court.....	857
C.	Motions Practice—Cases Certified to Civil Actions Branch for Jury Trial	857
VIII.	TRIALS	857
IX.	POSTTRIAL PROCEEDINGS IN LANDLORD AND TENANT COURT	857
A.	Costs	857
B.	Eviction; Writ of Restitution.....	858
C.	Redemption—Trans-Lux	858
D.	Servicemembers’ Affidavit.....	858
E.	Period of Validity.....	858
F.	Requests for Stays.....	858
G.	Right to Redeem—Trans-Lux	858
X.	RENT CONTROL AND ADMINISTRATIVE AGENCIES	859
A.	Rent Control	859
B.	Administration of Rent Stabilization Program	859
C.	What Rent Control Covers	859
D.	Exemptions.....	859
E.	Requirements for Rent Increases.....	860
F.	Special Rent Increases	860
G.	Tenant Petitions.....	861
H.	Other Penalties.....	862
XI.	TENANT OPPORTUNITY TO PURCHASE ACT (TOPA).....	862
A.	Tenant’s Statutory Rights to Purchase Residential Rental Property	862
B.	Offer of Sale	862
C.	Contract Negotiations.....	862
D.	Time Periods.....	862
E.	Right of First Refusal.....	863
F.	Exemption for Single-Family Dwellings.....	863
XII.	HOUSING CONDITIONS COURT.....	863

Legal Ethics and Lawyer Discipline

I. OVERVIEW OF THE DISCIPLINARY SYSTEM.....	865
A. Jurisdiction and Rules of Professional Conduct	865
B. Disciplinary Authorities	865
C. Permissible Disciplinary Sanctions.....	865
D. Cases Involving Incompetent or Incapacitated Attorneys	866
II. ORIGINAL DISCIPLINARY PROCEEDINGS	866
A. Investigation of Complaints.....	866
B. Possible Outcomes of a Disciplinary Counsel Investigation	867
C. Negotiated Dispositions	867
D. Formal Disciplinary Proceedings in Original Cases.....	868
III. RECIPROCAL DISCIPLINARY PROCEEDINGS.....	869
A. Jurisdictional Basis	869
B. Reciprocal Discipline Procedures.....	870
IV. DISCIPLINARY PROCEEDINGS BASED ON CONVICTION OF A CRIME	870
A. Notification Requirements	870
B. Serious Crimes	871
C. Nonserious Crimes.....	871
D. Final Disciplinary Action.....	871
V. REINSTATEMENTS	871
A. Petition for Reinstatement.....	871
B. Contested Petitions for Reinstatement	871
C. Uncontested Petitions for Reinstatement.....	872
VI. THE LEGAL ETHICS COMMITTEE	872
A. Introduction.....	872
B. Committee Composition, Quorum, and Voting.....	872
C. Inquiries	872
VII. D.C. RULES OF PROFESSIONAL CONDUCT	873
A. Incorporation of Amendments Effective February 1, 2007.....	873
B. History and Overview	873
C. Rule 1. Client-Lawyer Relationship	875
D. Rule 2. Counselor	899
E. Rule 3. Advocate.....	900
F. Rule 4. Transactions With Persons Other Than Clients	904
G. Rule 5. Law Firms and Associations.....	907
H. Rule 6. Public Service.....	910
I. Rule 7. Information About Legal Services	911
J. Rule 8. Maintaining the Integrity of the Profession.....	913
K. Rule 9.1. Nondiscrimination by Members of the Bar	915

Mental Health Proceedings

I. INTRODUCTION.....	917
II. CIVIL COMMITMENT	917
A. Introduction.....	917
B. Voluntary and Nonprotesting Hospitalization Procedure	918
C. Involuntary Admission and Detention Under D.C. Code §§ 21-521 to -528.....	919
D. Civil Commitment: Mental Health Commission Phase.....	924
E. Trial and Disposition.....	929
F. Appeals	932
G. Commitment	933
H. Voluntary and Involuntary Hospitalization of Minors and Federal Reservation Act.....	936
I. Rights of Patients Hospitalized in Psychiatric Facilities in the District of Columbia.....	936

III. POSTCOMMITMENT REPRESENTATION OF PERSONS ACQUITTED BY REASON OF INSANITY	938
A. Introduction.....	938
B. Nature of the NGBRI Commitment.....	938
C. Seeking Release on the Basis of Present Mental Condition.....	939
D. Seeking Release on the Basis of Defects in the Initial Trial Phase	940

Partnerships

I. INTRODUCTION.....	941
II. CHOICE OF STRUCTURE.....	941
A. Business Considerations.....	941
B. Tax Considerations.....	943
III. GENERAL PARTNERSHIPS.....	943
A. Formation	943
B. Operation.....	944
C. Dissolution and Winding-Up	947
IV. LIMITED PARTNERSHIPS	948
A. Formation	949
B. Operation.....	950
C. Withdrawal, Assignment, and Termination of Partnership	955
D. Foreign Limited Partnerships.....	956
V. REGISTERED LIMITED LIABILITY PARTNERSHIPS	956
A. Formation	956
B. Conversion to an LLP	957
C. Foreign Limited Liability Partnerships	957
D. Limited Liability of LLP Members.....	957
VI. LIMITED LIABILITY COMPANIES.....	957
A. Formation	958
B. Operation.....	958
C. Limited Liability of LLC Members	960
D. Foreign Limited Liability Company	960
VII. APPENDIX OF EXHIBITS.....	960
A.-K. [Reserved].....	960
L. Instruction Sheet for Articles of Organization for Domestic Limited Liability Company.....	960
M. Instruction Sheet for Two-Year Report for Domestic & Foreign Filing Entity.....	960
N. Statement/Plan of Conversion of Domestic & Foreign Filing Entity	960
O. Statement/Plan of Merger of Domestic Filing Entity	960
P. Statement of Dissolution for Domestic Limited Liability Company	960
Q. Statement/Plan of Domestication of Domestic & Foreign Filing Entity	960

Personal Injury

I. INTRODUCTION.....	971
II. EVALUATION OF CLAIM.....	971
A. Initial Interview	971
B. Initial Investigation	971
C. Choice of Law	972
D. Demand Letter	972
III. GENERAL TORT PRINCIPLES.....	973
A. Negligence.....	973
B. Causation.....	973
C. Common-Law Affirmative Defenses.....	974
D. Intrafamily Immunity	974
E. Premises Liability	974
F. Statutory and Regulatory Violations	975
G. Res Ipsa Loquitur	975

H.	Collateral Source Rule.....	976
I.	Death Cases	976
J.	Product Liability	977
K.	Damages in Personal Injury Cases.....	978
L.	Indemnification, Contribution, and Joint Tortfeasor Liability	978
M.	Emotional Distress in the Absence of Physical Injury.....	979
N.	Federal Employers' Liability Act	979
O.	Professional Negligence	979
P.	Punitive Damages.....	980
IV.	AUTO INSURANCE	981
V.	COMPULSORY/NO-FAULT MOTOR VEHICLE INSURANCE ACT OF 1986	981
A.	Effective Date	981
B.	1986 Amendments	981
C.	Optional PIP Coverage	981
D.	Lawsuit Restriction	982
E.	Practice Note	982
F.	Mandatory Liability Insurance.....	982
G.	Mandatory Uninsured Motorist Protection.....	982
H.	Arbitration.....	982
I.	Uninsured Motorist Fund	982
J.	Taxicabs.....	983
VI.	CLAIMS AGAINST THE GOVERNMENT	983
A.	Claims Against the District of Columbia	983
B.	Claims Against the United States; Federal Tort Claims Act.....	984
VII.	STATUTE OF LIMITATIONS	984
A.	Negligence.....	984
B.	Intentional Torts.....	984
C.	Death	984
D.	Discovery Rule.....	985
E.	Continuing Treatment Rule in Professional Liability Cases.....	985

Political Law

I.	ELECTION LAW	987
A.	Background	987
B.	Voter Registration.....	987
C.	Campaigning for Office	988
D.	Ballot Questions (Initiative/Referenda)	990
II.	CAMPAIGN FINANCE.....	990
A.	Background	990
B.	Office of Campaign Finance	990
C.	Political Committees	991
D.	Contributions and Expenditures	991
III.	LOBBYING	992
A.	Background	992
B.	What Is Lobbying and What Is Not Lobbying.....	992
C.	Registration	993
D.	Disclosure and Reporting.....	994
E.	Enforcement and Termination.....	995

Real Property

I.	INTRODUCTION.....	997
II.	COMMERCIAL LEASING	997
A.	Introduction.....	997
B.	The Commercial Lease.....	997
C.	Tenant's Rights and Remedies.....	1002

D.	Landlord’s Rights and Remedies	1002
E.	Relationship Between Litigation in Civil Division and Landlord and Tenant Branch.....	1007
F.	Relief From Forfeiture.....	1007
G.	Postjudgment and Appeal.....	1008
III.	CONDOMINIUMS, COOPERATIVES, AND HOMEOWNERS ASSOCIATIONS	1008
A.	Introduction.....	1008
B.	General Concepts of Condominiums and Cooperatives.....	1008
C.	Condominiums	1009
D.	Leasehold Condominiums.....	1018
E.	Cooperatives	1019
F.	Development Techniques: Contractable and Expandable Condominiums; Convertible Land and Space.....	1021
G.	2018 Legislative Updates.....	1022
IV.	RESIDENTIAL REAL ESTATE SALES CONTRACTS	1022
A.	Introduction.....	1022
B.	Parties to the Contract.....	1023
C.	Statute of Frauds.....	1024
D.	Deposit	1024
E.	Property Description.....	1025
F.	Terms of Sale	1026
G.	Title	1026
H.	Settlement	1028
I.	Possession.....	1028
J.	Nonmerger Clause	1029
K.	Inspection Contingency	1029
L.	Miscellaneous Warranties.....	1029
M.	Default.....	1029
N.	Existing Home Sale Contingency.....	1029
O.	Broker	1029
P.	Dates.....	1029
Q.	Preliminary Lender Approval	1030
R.	Condominium/Cooperative Sale	1030
V.	RESIDENTIAL REAL ESTATE SETTLEMENTS	1030
A.	Introduction.....	1030
B.	Organizing a Law Office for Conducting Settlements.....	1030
C.	Preliminary Processing of Settlement Case	1031
D.	Preparations for Closing the Purchase Money Loan.....	1036
E.	Preparation of Settlement Documents.....	1037
F.	Conducting Settlement	1044
G.	Post-Settlement Matters.....	1047
H.	Summary.....	1048
VI.	MORTGAGES AND DEEDS OF TRUST	1049
A.	In General	1049
B.	Financing Transactions	1052
C.	Special Clauses in a Mortgage or Deed of Trust	1056
VII.	LIENS AND ENCUMBRANCES.....	1057
A.	Introduction.....	1057
B.	Judgment Liens (D.C. Code §§ 15-101 to -321).....	1057
C.	Mechanic’s Liens (D.C. Code §§ 40-301.01–40-307.03).....	1058
D.	Water and Sewer Liens; Liens for Expenses Incurred to Correct Nuisance or Unlawful Conditions.....	1063
E.	Lis Pendens.....	1063

F.	District of Columbia Tax Liens	1064
G.	Federal Tax Liens (26 U.S.C. §§ 6321–6327)	1072
H.	Federal Versus District Tax Liens	1073
I.	Bankruptcy	1073
J.	Landlord–Tenant Liens	1074
K.	Suits to Quiet Title	1075
L.	Title Insurance	1075
M.	Condominium Assessment Liens.....	1075
VIII.	RECORDATION	1075
A.	Introduction.....	1075
B.	Documents Requiring Recordation.....	1076
C.	Relevant Statutes	1076
D.	Form of Documents.....	1076
E.	Effect of Recording	1077
F.	System of Recordation	1077
G.	Fees	1077
IX.	FORECLOSURE	1079
A.	Pre-Notice of Foreclosure Period	1079
B.	The Nonjudicial Process	1082
C.	Statutory Notice of Foreclosure Period	1090
D.	The Auction Stage.....	1097
E.	Postauction Stage.....	1097
F.	The Judicial Process.....	1098
X.	USURY	1101
A.	Requirements of the Usury Act	1101
B.	Exceptions to the Usury Act.....	1103
C.	Penalties for Violating the Usury Act	1104
XI.	APPENDIX OF EXHIBITS.....	1104
A.	GCAAR Sales Contract	1104
A-2.	District of Columbia Jurisdictional Disclosure and Addendum to the Sales Contract.....	1104
A-3.	District of Columbia Tenancy Addendum (all three versions).....	1104
A-4.	Seller’s Disclosure Statement	1104
A-5.	Condominium Seller Disclosure/Resale Addendum for the District of Columbia	1104
A-6.	Co-operative Seller Disclosure/Resale Addendum for Maryland and the District of Columbia.....	1104
B.	Deed of Trust Note	1104
C.	Deed of Trust.....	1104
D.	Title Insurance Binder/Title Insurance Commitment.....	1104
E.	Real Property Recordation and Transfer Tax Form FP-7/C.....	1104
F.	Recordation Tax Exemptions	1104
G.	Transfer Tax Exemptions	1104
H.	Documentation Required for Claiming Exemption from Recordation and/or Transfer Taxes.....	1104
I.	Buyer Closing Disclosure	1104
J.	ALTA Settlement Statement	1104
K.	Deed of Release (WLR Form 23)	1104
L.	Release Affidavit With Promissory Note	1104
M.	Certification of Satisfaction	1104
N.	Release Affidavit—Lost, Misplaced, or Destroyed Promissory Note	1104
O.	ALTA Owner’s Policy Form (1992)	1104
P.	ALTA Loan Policy Form (1992).....	1104
Q.	Eagle Title Insurance Owner’s Policy.....	1104

R.	Eagle Title Insurance Lender’s Policy	1104
S.	Owner’s Inflation Endorsement.....	1104
T.	Variable Rate Mortgage Endorsement.....	1104
U.	Condominium Endorsement (ALTA Endorsement Form 4).....	1104
V.	Environmental Protection Lien Endorsement.....	1104
W.	Deed of Trust Note (1 to 4 Family) (FNMA/FHLMC Uniform Instrument)	1104
W-1.	Fixed Rate Balloon Note (FNMA Uniform Instrument Form 3290).....	1104
X.	Deed of Trust (1 to 4 Family) (FNMA/FHLMC Uniform Instrument)	1104
X-1.	Condominium Rider (FNMA/FHLMC Uniform Instrument Form 3140)	1104
X-2.	Planned Unit Development Rider (FNMA/FHLMC Uniform Instrument Form 3150)	1104
X-3.	Family Rider (Assignment of Rents) (FNMA/FHLMC Uniform Instrument Form 3170)	1104
X-4.	Acknowledgment of Property Seller/Owner.....	1104
Y.	Adjustable Rate Note (FNMA Uniform Instrument Form 3510).....	1104
Z.	Adjustable Rate Rider (FHLMC Uniform Instrument Form 3111).....	1104
AA.	Complaint on Mechanic’s Lien.....	1104
BB.	Notice of Mechanic’s Lien	1104
CC.	Release of Mechanic’s Lien	1104
DD.	Mechanic’s Lien Undertaking.....	1104
EE.	IRS Notice of Levy	1104
FF.	IRS Notice of Federal Tax Liens.....	1104
FF-1.	Notice of Condominium Lien for Assessments Due.....	1104
GG.	Deed of Trust (FNMA/FHLMC Uniform Instrument Form 3009)	1104
HH.	Deed of Appointment of Substitute Trustee	1104
II.	Form of Foreclosure Advertisement	1104
JJ.	Foreclosure Contract of Sale	1104
KK.	Substitute Trustees’ Deed	1104
LL.	Specific Power of Attorney.....	1104
MM.	Certification for No Information Reporting on the Sale or Exchange of a Principal Residence.....	1104

Small Claims

I.	INTRODUCTION.....	1285
II.	JURISDICTION	1285
A.	Jurisdictional Amount.....	1285
B.	Real Property.....	1286
C.	Union Contracts.....	1286
D.	Other Pre-Filing Considerations	1286
III.	COMMENCEMENT OF ACTION	1286
A.	Filing a Statement of Claim.....	1286
B.	Representation	1287
C.	Service	1287
D.	Initial Appearance	1288
E.	Defendant’s Response to Complaint	1288
F.	Jury Demand	1288
G.	Certification to the Superior Court	1288
IV.	TRIAL AND PROCEDURE	1288
A.	Flexible Rules of Procedure.....	1288
B.	Discovery	1289
C.	Settlement Encouraged.....	1289
D.	Failure to Appear.....	1289
E.	Conduct of the Trial.....	1290
V.	THE PARTIES’ DAY IN COURT.....	1291

A.	Calendar Call.....	1291
B.	Assignment for Mediation.....	1291
C.	Trial Stage.....	1291
VI.	JUDGMENT.....	1291
A.	Flexible Payment Schedules.....	1291
B.	Judgment on Claim for Wages.....	1291
C.	Judgment on Contract or Written Instrument.....	1292
D.	Recovery of Costs.....	1292
E.	Recovery of Attorney’s Fees.....	1292
F.	New Trial Motion.....	1292
VII.	APPEAL.....	1292
A.	Scope of Review.....	1292
B.	No Appeal of Right.....	1293
C.	Consideration of Application to Appeal.....	1293

Superior Court Civil Practice

I.	INTRODUCTION.....	1295
II.	GENERAL ADMINISTRATIVE MATTERS.....	1295
A.	Clerk’s Office: General Organization.....	1295
B.	Files and Copying.....	1295
C.	Judges and Staff.....	1295
D.	General Orders and Judges’ Supplemental Orders.....	1296
E.	Civil Division Case Management Plans.....	1296
F.	Attorney Admissions.....	1296
G.	Pro Hac Vice Admissions.....	1296
III.	ELECTRONIC FILING.....	1296
IV.	GENERAL FILING REQUIREMENTS AND PROCEDURES.....	1296
A.	Contents (Complaint).....	1296
B.	Privacy Requirement.....	1296
C.	Jury Demand.....	1297
D.	Role of the Clerk.....	1297
E.	Initiating an Action (Summons and Complaint).....	1297
F.	Additional Forms Required—Information Sheet.....	1297
G.	Assignment of Judge/Calendar.....	1297
H.	Service of Process.....	1297
I.	Substituted Service.....	1298
J.	Service Outside the District of Columbia.....	1299
K.	Return of Service.....	1299
L.	Other Pleadings.....	1299
M.	Basic Filing Procedures.....	1299
N.	Timeliness: Filing.....	1300
O.	Statute of Limitations: Tolling.....	1300
P.	Fees.....	1300
Q.	General Content Requirements.....	1301
R.	Certificate of Service.....	1301
S.	Entry of Appearance.....	1301
V.	RESPONSIVE PLEADINGS.....	1301
A.	Answer.....	1301
B.	Motions.....	1302
C.	Waiver or Preservation of Certain Defenses.....	1302
D.	Corporate Disclosure Statement.....	1302
VI.	ASSIGNMENT OF CASES FOR TRIAL.....	1302
A.	Scheduling Process.....	1302
B.	Mediation and Neutral Case Evaluation.....	1303

C.	General Mediation Orders	1303
D.	Arbitration.....	1303
VII.	DEFAULTS AND DEFAULT JUDGMENTS	1304
A.	Roles of the Clerk and Court	1304
B.	Procedure.....	1305
C.	Obtaining Relief From Default or Default Judgment.....	1305
VIII.	COLLECTING MONEY JUDGMENTS.....	1305
A.	File Authenticated Judgment With the D.C. Recorder of Deeds	1305
B.	Subpoena Debtor for Oral Examination.....	1306
IX.	MOTIONS, OPPOSITIONS, AND OTHER PAPERS.....	1306
A.	Form and Content	1306
B.	Motions With Special Requirements.....	1307
C.	Time for Filing.....	1310
D.	Hearings and Dispositions on Motions.....	1311
E.	Some Frequently Filed Motions	1311
F.	TROs and Preliminary Injunctions	1312
G.	Class Action Certification.....	1313
X.	DISCOVERY	1314
A.	Generally.....	1314
B.	Depositions.....	1314
C.	Interrogatories.....	1315
D.	Pre-Complaint Discovery	1315
E.	Post-Dismissal Discovery	1315
F.	Enlarging the Time for Discovery	1315
XI.	PRETRIAL PROCEDURE.....	1315
XII.	TRIAL	1316
A.	Jury Selection Procedures.....	1316
B.	Opening Statements.....	1316
C.	Motions During Trial	1316
D.	Jury Instructions	1317
E.	Witnesses	1317
F.	Closing Argument.....	1317
G.	Audiovisual Materials Available in Courthouse and Requests to Bring Equipment.....	1317
H.	Interpreters	1317
I.	Disposition of Exhibits.....	1318
XIII.	EVIDENCE	1318
A.	Order of Proof	1318
B.	Documentary Evidence	1318
C.	Life Expectancy Tables.....	1318
D.	Objections	1318
E.	Evidentiary Problems	1318
XIV.	VERDICT AND MOTIONS AFTER VERDICT	1319
A.	Verdict	1319
B.	Post-Verdict Motions.....	1319
C.	General Time for Filing Appeal.....	1320
D.	Tolling of Time to File Appeal	1320
XV.	SETTLEMENT OF CASES.....	1320
A.	General.....	1320
B.	Claims of Minors	1320
C.	Wrongful Death	1320
D.	Joint Tort-Feasors.....	1321
E.	Financial Settlement With Client.....	1321
XVI.	COSTS.....	1321
XVII.	PRE- AND POSTJUDGMENT REMEDIES.....	1321
XVIII.	APPENDIX OF EXHIBITS.....	1321

Taxation

I. INTRODUCTION.....	1351
II. ADMINISTRATIVE PROCEDURE BEFORE THE D.C. OFFICE OF TAX AND REVENUE.....	1351
A. Organization of the Office of Tax and Revenue	1351
B. Administrative Practice and Procedure	1352
C. Tax Appeals	1358
III. INDIVIDUAL INCOME TAXATION	1359
A. Introduction.....	1359
B. Taxpayers Subject to Taxation.....	1360
C. Filing.....	1361
D. Rates	1361
E. Computing Taxable Income	1363
F. Credits.....	1366
G. Accounting Periods and Methods.....	1367
H. Partnership Net Income.....	1368
I. Withholding and Estimated Tax.....	1368
J. Capital Gain From Qualified Stock to Other Qualified Stock.....	1368
K. Health Care Insurance Requirement	1369
IV. FRANCHISE TAXATION.....	1369
A. Introduction.....	1369
B. Taxpayers Subject to Taxation.....	1369
C. Filing.....	1370
D. Rates	1371
E. Computing Taxable Income	1372
F. Accounting Periods and Methods.....	1375
G. Allocation and Apportionment	1375
H. Credits.....	1377
I. Withholding and Estimated Tax.....	1379
J. Combined Reporting for Affiliated Corporations	1379
V. INHERITANCE AND ESTATE TAXATION	1383
A. Introduction.....	1383
B. The Inheritance and Estate Tax Revision Act of 1986.....	1384
C. The Inheritance Tax Under the Revenue Act of 1937	1389
D. The Estate Tax Under the Revenue Act of 1937.....	1395
E. Miscellaneous Provisions Under the Revenue Act of 1937	1396
VI. REAL PROPERTY TAXATION	1397
A. Introduction.....	1397
B. Property Tax Assessments.....	1397
C. Real Property Transfer and Recordation Tax.....	1411
VII. PERSONAL PROPERTY TAXATION	1415
A. Introduction.....	1415
B. Returns, Limitations, Deficiencies, and Enforcement	1416
C. Exemptions	1417
VIII. SALES AND USE TAXATION	1417
A. Introduction.....	1417
B. Rates of Tax.....	1421
C. Persons and Transactions Subject to Tax	1422
D. Exemptions	1426
E. Measurement of Tax and Tax Basis	1428
F. Accounting Methods.....	1429
G. Returns, Payments, and Permits	1429
H. Forms.....	1430
I. Deficiencies.....	1431
J. Collection of Tax	1432
K. Taxpayer Remedies	1432

IX.	EXEMPTION FROM D.C. INCOME AND FRANCHISE, SALES AND USE, PERSONAL PROPERTY, AND REAL PROPERTY TAXES	1432
A.	Introduction.....	1432
B.	Requirements for Exemption.....	1433
C.	Exemption Application Procedures and Effective Date of Exemptions.....	1436
D.	Exemption Applications as Research Sources.....	1437
X.	APPENDIX OF EXHIBITS.....	1437
A.	CFO Organizational Chart	1437
B.	Agency Directory, D.C. Office of the Chief Financial Officer.....	1437

U.S. District Court Civil Practice

I.	INTRODUCTION.....	1441
II.	ORGANIZATION OF D.C. DISTRICT COURT AND CLERK’S OFFICE AND GENERAL ADMINISTRATIVE MATTERS.....	1441
A.	Clerk’s Office: General Organization.....	1441
B.	Judges and Staff; Communications With Chambers.....	1442
C.	The Magistrate Judges	1442
D.	Attorney Admissions	1442
E.	The U.S. Attorney’s Office.....	1443
F.	The District of Columbia as a Party.....	1443
G.	Representation of Indigent Criminal Defendants.....	1444
H.	Priorities Among Trial and Nontrial Matters, and Among Courts.....	1444
I.	D.C. District Court Committees	1444
III.	GENERAL FILING REQUIREMENTS AND PROCEDURES.....	1444
A.	Electronic Filing.....	1444
B.	Documents Filed in Paper Form	1445
C.	Role of the Clerk	1446
D.	Fees	1446
E.	General Content Requirements	1446
F.	Certificate of Service	1446
G.	Entry of Appearance	1446
IV.	FILING A CIVIL ACTION.....	1446
A.	The Individual Calendar System	1446
B.	Random Assignment of Cases.....	1447
C.	Related Case Procedures	1447
D.	Class Actions	1447
E.	Jury Demands	1447
F.	District Court Mediation Program.....	1447
V.	DEFAULTS AND DEFAULT JUDGMENTS	1448
A.	Roles of the Clerk and Court	1448
B.	Procedure.....	1448
VI.	MOTIONS.....	1449
A.	Basic Requirements Common to All Motions	1449
B.	Replies.....	1450
C.	Oral Hearings.....	1450
D.	Motions Judge.....	1450
E.	Motions to Amend Pleadings	1450
F.	Motions to Intervene.....	1450
G.	Motions for Summary Judgment	1450
H.	Motions for Class Action Certification.....	1450
I.	Motions to Consolidate.....	1450
J.	Motions to Withdraw Appearance.....	1450
VII.	EMERGENCY MOTIONS	1450
A.	Role of Clerk’s Office	1450
B.	Special Procedures During Nonbusiness Hours.....	1451

C.	Special Requirements for Temporary Restraining Orders.....	1451
D.	Security	1451
E.	Hearings and Procedural Practice.....	1451
F.	Preliminary Injunction Motions	1452
VIII.	DISCOVERY	1452
A.	Generally.....	1452
B.	Depositions.....	1453
C.	Filing of Discovery Material	1454
D.	Interrogatories and Requests for Admission or Production of Documents	1454
IX.	PRETRIAL ORDERS AND CONFERENCES	1454
A.	Rule 16.3 Conferences	1454
B.	Scheduling Conferences	1454
C.	Discovery Plans and Orders	1454
D.	Discovery Conference.....	1455
E.	Pretrial Statements	1455
F.	Pretrial Orders.....	1455
G.	Settlement	1455
H.	The Role of the Magistrate Judges	1455
I.	Continuances.....	1456
X.	TRIAL	1456
A.	Jury Selection Procedures.....	1456
B.	Jury Instructions and Trial Briefs	1457
C.	Bench Trials	1458
D.	Audiovisual Materials Available in the Courthouse.....	1458
E.	Handling and Marking of Exhibits.....	1458
F.	Witnesses	1459
G.	Trials by Consent Before Magistrate Judges.....	1459
H.	Special Masters	1459
I.	Disposition of Exhibits.....	1459
J.	Communications With Jurors	1460
XI.	COSTS AND ATTORNEY'S FEES.....	1460
A.	Costs Recoverable.....	1460
B.	Procedures for Taxing Costs	1460
C.	Motions for Attorney's Fees.....	1460
XII.	PRE- AND POSTJUDGMENT REMEDIES.....	1461
A.	Attachment Before Judgment	1461
B.	Replevin.....	1461
C.	General Provisions Regarding Enforceability of Judgments	1461
D.	Recordation and Lien.....	1461
E.	Postjudgment Collection Procedures	1461
F.	Discovery in Aid of Execution.....	1462
G.	Bonds and Sureties	1462
H.	Registration of Foreign Judgments	1462
I.	Deposits Into Registry of Court.....	1462
J.	Interest on Judgment.....	1462
XIII.	APPENDIX OF EXHIBITS.....	1462
A.	Electronic Case Files, Attorney/Participant Registration Form.....	1462
B.	Appearance of Counsel	1462
C.	Notice of Appearance in a Criminal Case.....	1462
D.	Notice of Appeal.....	1462
E.	Notice of Appeal, Criminal	1462

Wills and Estates

I.	INTRODUCTION.....	1469
II.	CREATING A VALID WILL.....	1469

A. Basic Will Provisions.....	1469
B. Beneficiaries.....	1471
C. Factors Affecting Distribution	1472
III. PROBATE.....	1473
A. Introduction.....	1473
B. Initiating Probate.....	1474
C. Initial Duties of the Personal Representative	1478
D. Required Filings With the Register of Wills.....	1481
E. Distribution of Estate Assets.....	1485
F. Real Estate.....	1486
G. Termination of the Personal Representative’s Appointment.....	1487
H. Compensation of Personal Representative and Attorney	1489
I. Proceedings in Contested Estate Cases	1490
J. Small Estates.....	1490
IV. FOREIGN ESTATES	1491
V. DISTRICT OF COLUMBIA UNIFORM TRUST ACT OF 2003	1491
A. Creation of a Trust	1491
B. Creditor Claims.....	1492
VI. CHECKLIST AND TIMETABLE FOR UNSUPERVISED PROBATE.....	1493

Workers Compensation

I. INTRODUCTION.....	1495
II. ADMINISTRATION.....	1495
A. Office of Workers’ Compensation	1495
B. Informal Conferences.....	1495
C. Administrative Hearings Division.....	1495
D. Director, OWC, Compensation Review Board (CRB)	1495
III. JURISDICTION	1495
A. In General	1495
B. Principally Localized Employment	1496
C. Exceptions to Coverage	1496
IV. COVERAGE.....	1497
A. Employer–Employee Relationship	1497
B. Accidental Injury	1497
C. Accidental Injuries.....	1498
D. “Arising Out of” and “in the Course of” Employment	1499
E. Coming-and-Going Rule	1499
F. Presumption of Compensability	1500
V. BENEFITS	1501
A. Calculations.....	1501
B. Earnings	1501
C. Compensation Rate	1502
D. Temporary Total Disability.....	1502
E. Temporary Partial Disability.....	1502
F. Permanent Partial Disability.....	1502
G. Permanent Total Disability.....	1503
H. Burden on the Claimant to Prove Nature and Extent of Disability	1503
I. Death Benefits	1503
J. Retaliatory Discharge.....	1504
K. Medical Care	1504
VI. UNCONTESTED CLAIMS PROCEDURE.....	1506
A. Notice	1506
B. Failure to Provide Notice.....	1506
C. Timely Filing of Claims.....	1506
D. Employer’s First Report	1507

E.	Payment Without Award.....	1507
VII.	CONTESTED CLAIMS PROCEDURE	1507
A.	Informal Conference	1507
B.	Formal Hearing.....	1507
C.	Review by Compensation Review Board.....	1508
D.	Appeal.....	1508
E.	Penalty.....	1509
F.	Bad Faith	1509
VIII.	AMICABLE RESOLUTION	1509
A.	Settlements	1509
B.	Stipulations.....	1510
IX.	CIVIL ACTIONS	1510
A.	Exclusiveness	1510
B.	Third-Party Liability	1510
X.	SPECIAL FUND.....	1510
XI.	ATTORNEY’S FEES.....	1511
A.	Liability for Attorney’s Fees.....	1511
B.	Factors in Determining Attorney’s Fees.....	1511
C.	Limitation on Attorney’s Fees	1511
D.	Submission of Fee Request.....	1512
XII.	APPENDIX OF EXHIBITS.....	1512
A.	Retainer, Claim, and Notice Forms.....	1512
B.	Notice of Controversion: Memo of Denial of Workers’ Compensation Benefits	1512
C.	Application for Informal/Mediation Conference.....	1512
D.	Memorandum of Informal Conference and Recommendation	1512
E.	Stipulation	1512
F.	Settlement Petition	1512
G.	Application for Formal Hearing.....	1512
H.	Joint Pre-Hearing Statement	1512
I.	Stipulation Form.....	1512

Zoning and Historic Preservation

I.	INTRODUCTION.....	1531
II.	COVERAGE AND EXCLUSIONS.....	1531
III.	ZONING REGULATIONS AND MAPS.....	1532
A.	Zoning Regulations	1532
B.	Zone Districts	1532
C.	Zoning Map.....	1533
D.	Permitted Uses.....	1533
IV.	ZONING COMMISSION OF THE DISTRICT OF COLUMBIA.....	1533
A.	Composition	1533
B.	Powers and Jurisdiction	1534
C.	Comprehensive Plan.....	1535
D.	Meetings.....	1536
E.	Procedure.....	1536
F.	Judicial Review	1537
V.	DISTRICT OF COLUMBIA BOARD OF ZONING ADJUSTMENT.....	1537
A.	Composition	1537
B.	Powers and Jurisdiction	1537
C.	Procedure.....	1539
D.	Judicial Review	1539
VI.	ADMINISTRATION AND ENFORCEMENT	1540
A.	Certificate of Occupancy	1540
B.	Nonconforming Uses and Structures	1540

C.	Zoning Administrator	1541
D.	Zoning Violations	1541
E.	Record Lot.....	1541
F.	Subdivision.....	1542
G.	Advisory Neighborhood Commissions	1542
VII.	RELATED CONSIDERATIONS AND LIMITATIONS.....	1542
A.	Building Permits	1542
B.	Height of Buildings	1542
C.	Building Restriction Lines	1542
D.	Large Tract Review	1542
VIII.	HISTORIC PRESERVATION	1543
A.	Historic Preservation Review Board.....	1543
B.	Mayor’s Agent	1544
C.	Historic Preservation Office.....	1544
D.	Commission of Fine Arts.....	1544
E.	Landmark Designation	1544
F.	Permit and Subdivision Applications.....	1545
G.	Penalties and Civil Remedies	1548
H.	Other Provisions	1548
IX.	BIBLIOGRAPHY OF FREQUENTLY CONSULTED AND USEFUL REFERENCES.....	1548