

GUIDANCE REGARDING USITC SECTION 337 PROCEEDINGS
AT THE
UNITED STATES DISTRICT COURT FOR THE DISTRICT OF COLUMBIA

The United States District Court for the District of Columbia has provided a courtroom for use by the United States International Trade Commission (ITC). Coordination of all use of this courtroom is to be through either the Secretary to the Commission or the administrative assistant to the USITC's Chief Administrative Law Judge. No parties to any 337 proceeding being held in this courtroom should contact the District Court directly. The Secretary, Marilyn Abbott, can be reached at 202.205.2000; the Chief ALJ's administrative assistant, Angelia Jones, can be reached at 202.205.2694.

Getting to the Courthouse:

The United States District Court for the District of Columbia is located at 333 Constitution Avenue, NW., Washington, D.C. 20001. Courtroom 21, on the 4th floor of the E. Barrett Prettyman Courthouse, is reserved for use by the USITC.

The building faces Constitution Avenue where Constitution and Pennsylvania Avenues merge. There are two convenient Metro subway stations within walking distance to the Courthouse: Judiciary Square (Red Line) and Archives-Navy Memorial (Yellow Line). The more convenient station is Judiciary Square.

Parking is extremely limited and can be expensive. There are two parking lots located within walking distance to the Courthouse: 440 3rd Street and the intersection of 6th and C Streets.

Entry into the Courthouse Building:

A picture ID is required for entry into the Courthouse. The 3rd Street entrance is open 24 hours/day. The Constitution Avenue and John Marshall Park entrances are open from 8:00 am to 5:00 pm.

Use of the 3rd Street entrance is recommended as there are no stairs or steps.

Policy on Electronic Devices with Cameras:

Members of the Bar are allowed to bring camera phones or other electronic devices with cameras into the Courthouse. You must display a Bar identification card or other proof of membership in the bar of the District of Columbia or of a state.

Unauthorized use of the camera function inside the Courthouse could result in confiscation of the device and possible contempt of court.

Parties to USITC Section 337 proceedings may request permission for hearing support personnel to bring camera phones into the Courthouse. At least one week in advance of the hearing, the parties must provide the ITC an alphabetized list of personnel. The Court has asked that the number of personnel listed be limited.

Laptop Computers

Parties may want to register laptops that may be used on a daily basis (carried in and out on a daily basis) for the length of the proceeding. At least one week in advance of the hearing, the parties must provide the ITC an alphabetized list of the personnel who will be carrying the laptops and the model and serial number of the laptop that the person will be carrying.

Wireless Internet Use:

Wireless Internet access in public areas (public cafeteria and atrium) of the courthouse is available. Any use of Court-provided wireless Internet access must be in accordance with the Court's Wireless Network Service Agreement/Terms of Use.

Cafeteria:

The Cafeteria located on the 1st floor is open to the public.

Heating and Cooling:

Heating/cooling is provided only during the hours of 8:00 am to 6:00 pm. The courtroom can be used outside of these hours but there will be no heating/cooling.

Furniture:

The two large conference tables and all the chairs in the courtroom are the property of the District Court. Under no circumstances are the conference tables or exhibits cabinets to be moved and under no circumstances are any of the chairs to be removed from the courtroom. If the room must be re-arranged, please let the on-site ITC employee know so that proper arrangements can be made.

Auxiliary Rooms:

The Court has indicated that the parties may use certain auxiliary rooms available, if available. Requests for rooms will be made by the ITC. Parties are required to provide the ITC with the name, e-mail address, telephone number, and cell phone number for the main contact person as well as an alternate contact person. This should be done at least one week ahead of the hearing. Rooms for witnesses not currently testifying may be available; the parties should check with ITC personnel.

Confidential Information:

The Court advises against leaving confidential information in the courtroom overnight. Although the doors may be locked, building support personnel (cleaning crews, facilities personnel, security guards), have access.

The ITC has purchased locking exhibit cabinets for the courtroom. One of the ITC coordinators will provide you with keys to your assigned cabinets.

Confidential Sessions:

There is no CONFIDENTIAL / PUBLIC electronic messaging system in the courtroom. Instead a sign will be placed outside the doors indicating that a session is confidential. Parties will be asked to put this sign in place as appropriate. Remember, that currently, parties have the responsibility to assure that only persons who should be in the room during a confidential session are in fact the only persons in the room.

Hearing Set-up and Breakdown:

Large items and large quantities of boxes or other materials such as electronic equipment, will need to be brought in through the loading dock, which is a secure area. At least one week, preferably, 10 days, in advance the USITC will need to be notified when the parties will be using the loading dock in order to coordinate deliveries to the loading dock and provide escort services to the Courtroom.

Similarly, when the hearing is concluded, the ITC will coordinate with Court personnel regarding removal of equipment and supplies.

Parties should maintain an inventory of equipment and supplies brought in through the loading dock.

Availability of ITC Personnel:

An ITC employee will be present during hearings and set-up and breakdown. This is as much to “run interference” as to assure that the parties set up the equipment as per the ALJs expectations and to lock the Courtroom at the end of the day.