

EXECUTIVE ORDER



Subject: Coronavirus 2019: Updated Citation Calendar and Release Form
Number EO-21-018
Effective Date June 28, 2021
Expiration Date September 27, 2021
Related to: GO-PCA-502.06 (Citation Release Program)

DISTRICT OF COLUMBIA

Due to the Coronavirus 2019 (COVID-19) emergency, the Superior Court of the District of Columbia has issued an updated court calendar for arrestees who are released on citation.

Effective immediately through September 27, 2021, members shall use the below calendar when scheduling court dates for arrestees released on citation along with the **revised** Notice to Appear in Court or Post and Forfeit form (attached). In addition to the Notice to Appear in Court or Post and Forfeit form, members shall also provide individuals with the Tips for Attending Remote Hearings (attached). The updated calendar and Notice to Appear in Court or Post and Forfeit form can be found on the District of Columbia Courts website:

<https://www.dccourts.gov/services/criminal-matters/criminal-forms-and-lists>

Districts 1, 3, 4	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
6/28/21	1/6/22
7/5/21	11/4/21
7/12/21	11/18/21
7/19/21	11/18/21
7/26/21	12/9/21
8/2/21	12/16/21
8/9/21	12/16/21
8/16/21	12/30/21
8/23/21	1/6/22
8/30/21	1/13/22
9/6/21	1/20/22
9/13/21	1/27/22
9/20/21	2/3/22
9/27/21	2/10/22

Districts 2, 5, 6	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
6/28/21	12/21/21
7/5/21	11/2/21
7/12/21	11/9/21
7/19/21	11/16/21
7/26/21	11/23/21
8/2/21	11/30/21
8/9/21	12/7/21
8/16/21	12/14/21
8/23/21	1/4/22
8/30/21	1/11/22
9/6/21	1/18/22
9/13/21	1/25/22
9/20/21	2/1/22
9/27/21	2/8/22

District 7, USCP, PP	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
6/28/21	12/29/21
7/5/21	11/3/21
7/12/21	11/10/21
7/19/21	11/17/21
7/26/21	11/24/21
8/2/21	12/8/21
8/9/21	12/15/21
8/16/21	12/15/21
8/23/21	1/5/22
8/30/21	1/12/22
9/6/21	1/19/22
9/13/21	1/26/22
9/20/21	2/2/22
9/27/21	2/9/22

While this executive order will expire on September 27, 2021, the revised form will remain in effect until updated by the Superior Court of the District of Columbia.

Robert J. Contee III
Chief of Police



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Criminal Division

Notice to Appear in Court or Post and Forfeit

1st, 3rd and 4th District Arrests by Any Law Enforcement Agency Within These Districts

Thumb Print

SUBJECT INFORMATION

Arrest No. CCN PDID DOB

Station Clerk/Officer/Badge/Unit/Cad. No. Offense PSA

Name of Arrested Person: Last, First, Middle

You Have Been Arrested for the following offense(s) [Please List All Arrest Charges]

Release and Return to Court Information

CITATION RELEASE ONLY Officers: Please mark the appropriate Courtroom location and select a date by using the date chart on the Court's website.

You are being released on your promise to appear at the Superior Court of the District of Columbia, 500 Indiana Ave., NW, Washington, D.C. on the DATE and TIMES below:

ONLY OAG Charge(s) Appearance times are based on the charge(s): Impaired Driving Offenses 9 AM Any Other Traffic Offense 10 AM All Non-Traffic Offenses 11 AM

ONLY U.S. Charge(s) DATE TIME at 9:30 a.m. in Courtroom C-10

U.S. AND OAG Charges DATE TIME at 9:00 a.m. in Courtroom 120 DATE TIME at 9:30 a.m. in Courtroom C-10

I acknowledge receipt of this Notice to Appear. I promise to appear on the date and time indicated above. I understand that if I fail to appear, a bench warrant may be issued for my arrest. I also understand that if I fail to appear I may be charged with a criminal offense that may result in a fine, imprisonment, or both if I am convicted of failing to appear.

Signature of Arrested Person Date

POST AND FORFEIT MONEY ONLY

Charge: Post and Forfeit Amount: \$

I have chosen to pay and forfeit the collateral (money) amount set for the charge(s). I understand that I am waiving my right to a Court hearing when I pay and forfeit the amount set for the charge(s).

Signature of Arrested Person Date

COURT ORDERED BOND RELEASE ONLY Officers: Please complete if the arrested person posts bond on a warrant issued by a D.C. Superior Court Judge.

You were arrested on a bench warrant issued by a D.C. Superior Court Judge because you failed to appear in a criminal case. You must report to Courtroom C-10, 500 Indiana Ave., NW, Washington, D.C. on:

Bond Amount \$ DATE TIME at 9:30 a.m.

I have paid the bond set by the Court. I promise to appear on the date and time above. I understand that if I fail to appear, a bench warrant may be issued for my arrest. I also understand that if I fail to appear, I may be charged with a criminal offense that may result in a fine, imprisonment, or both if I am convicted of failing to appear.

Signature of Arrested Person Date

JURORS ONLY

Acknowledgement of Receipt of Notice to Arrested Person

I acknowledge that I have received and read the Notice To Arrested Persons and I understand my rights.

Signature of Arrested Person Date

Address:

Phone: Email:

Issued by Acting Clerk, Superior Court of the District

Signature of Station Clerk Badge No. Unit

ATTENTION ALL ARRESTED PERSONS

If the Superior Court is closed due to an emergency, you must return to Court on the next business day at 9 a.m.

NOTICE TO ARRESTED PERSONS

Please review the information below that explains your release and your duty to comply. The information below is subject to change without advance notice.



CITATION RELEASE

If you are eligible, you may be released immediately on your promise to go to D.C. Superior Court, 500 Indiana Ave., NW, Washington, D.C. on the **date and time** on the Citation Release section on Page 1 of this document.

A prosecutor will decide whether to file a criminal case against you. If you do not appear in Court, a bench warrant may be issued for your arrest. In addition, you could be charged with failing to appear even if the prosecutor decides to drop the case.

As a condition of your release on citation, you may be directed to stay away from and have no contact with a particular person or persons and/or to stay away from a particular place until you appear in Court.

If you violate the stay away, a police officer can immediately arrest you, and you will be brought to Court on the next day that the Court is open. If the prosecutor charges you with any crime, you will have a right to be represented by an attorney. If you cannot afford an attorney, one will be provided for you.

IMPORTANT INFORMATION

Even though you were arrested, the government may decide not to file charges against you in Court. It is important that you bring the citation release form with you to Court on your arraignment date because it contains information that you may need to identify whether or not the government has filed charges in Court.

FOR CASE INFORMATION

For information on the status of your case, you may call the D.C. Superior Court's Criminal Division Customer Service line at **(202) 879-1373**.



BOND RELEASE

You have been arrested on a bench warrant. You may post a bond in the amount set by the judge who issued the warrant. If you pay the bond, you will be released to appear in Court on the **date and time** indicated on Page 1 of this document. If you do not appear on that date and time, a new bench warrant could be issued for your arrest. You could be charged with failure to appear even if the prosecutor decides to drop this case. Failure to appear for the Court date also could lead to the loss of the bond you have paid.



POST AND FORFEIT MONEY

If you have been charged with an eligible offense and you are eligible to post and forfeit, you may pay the amount of money set by the Court for the offense and the case will end. If you choose to pay the amount set, you will **NOT** get your money back because you are agreeing to forfeit the amount. No sanction, penalty, enhanced sentence, or civil disability will be imposed by any District of Columbia court or agency in any subsequent criminal, civil, or administrative proceeding or action if you post and forfeit. You **WILL** have an arrest record. You may file a motion with the Superior Court to seal your arrest record. For more information regarding sealing your record, you can contact the Public Defender Service of the District of Columbia at **202-628-1200** or via email at www.pds.dc.org.

- **WHAT IF YOU CHANGE YOUR MIND AND DECIDE TO CONTEST THE CHARGES?** If you decide you would rather appear in Court after you post the money, you can file a "Motion to Set Aside Forfeiture" within 90 days of today's date.
- **WHAT IF THE GOVERNMENT DECIDED TO OPPOSE YOUR POST AND FORFEIT DECISION?** The Office of the Attorney General for the District of Columbia, the prosecutor for this case, may file a "Motion to Set Aside Forfeiture" within 90 days.
- **WHAT HAPPENS IF THE COURT GRANTS THE MOTION?** If your motion or the government's motion is granted, the charges be reinstated and you will have to go to Court. If you cannot afford an attorney, you may be eligible for appointed counsel.

If you choose not to post and forfeit and elect to continue the criminal case, you are eligible for release on citation.



IMPORTANT NOTICE TO ARRESTED PERSONS REGARDING TRAFFIC OFFENSES

If you have been arrested for **No Permit**, **Operating After Suspension** or **Operating After Revocation**, it may help to resolve your case early if you bring the following documents to your Court date:

- **No Permit:** A valid permit (or learner's permit from the District of Columbia Department of Motor Vehicles (DMV) or a valid out-of-state permit **AND** a 15-year driving record.
- **Operating after Suspension or Revocation:** If your license was suspended or revoked, provide certified documentation from the District of Columbia Department of Motor Vehicles or from your home state's Department of Motor Vehicles stating that you have corrected the problems that led to your suspension or revocation, including the payment of any outstanding tickets or support obligations, and that you have paid any reinstatement fees. The document also must indicate that your license has been reinstated and that you are in good standing.

Tips for Attending Remote Hearings – Criminal Division

Many courtrooms are closed because of the COVID-19 or coronavirus pandemic. Your court hearing may be held remotely. This means that you will participate by phone or by video conference instead of coming to the courthouse. Here are some tips on how to prepare.

How do I know if I have a remote hearing?



The Court or your attorney will contact you to tell you that your hearing is remote. They may contact you by sending you an email, letter in the mail, or by calling you.

How do I take part in the remote hearing?

The Court or your attorney will give you step-by-step instructions on how to take part in the remote hearing.

If you lose your written notice, call the Criminal Division for instructions at:



(202) 879-1373

Is there anything that I should do before the day of the hearing?

Let the court and your attorney know immediately if you cannot join a hearing because you do not have a phone or computer.

You may want to contact your attorney for legal help including issues related to evidence, witnesses or submission of other documentation.

Accommodations & Language Access: let the court and your attorney know if you need an interpreter or other accommodation for your hearing.



Tips for the Hearing

- Join the hearing a few minutes early!
- Charge your computer or phone and make sure you have enough minutes to join the call. Find a private and quiet space. If possible, be alone in a room during the hearing. Try to limit distractions as much as possible. If others are in the room with you, ask if they can be quiet during the hearing.
- Mute your microphone when you are not talking.
- Mute all sounds on your phone or computer.
- Say your name before you speak so the record is clear. Be prepared to identify your role in the hearing (e.g., observer, plaintiff, defendant, witness, etc.).
- Speak slowly and clearly so everyone hears what you are saying.
- Pause before speaking in case there is a lag. Use a headset or headphones, if you can. This will free up your hands and sound better.
- Try not to talk over anyone else. Only one person can speak at a time. If you talk while someone else is talking, the judge will not be able to hear you.
- Have all your documents for the hearing in front of you.
- Have a pen and paper to take notes.



Special Tips for Video Hearings

(Click [here](#) for more information)

- Download the court's hearing software, WebEx, in advance and do a test run! The Court will provide you with a WebEx link in advance of the hearing.
- Set up the camera at eye level. If you are using your phone, prop it up so you can look at it without holding it.
- Look at the camera when you speak and avoid moving around on the video.
- Wear what you would normally wear to court.
- Sit in a well-lit room with no bright lights behind you.
- If possible, find a blank wall to sit in front of. Remember the judge will be able to see everything on your screen, so pick a location that is not distracting.





Tips for Using DC Courts Remote Hearing Sites

The DC Courts have **remote hearing sites** available in various locations in the community to help persons who may not have computer devices or internet service at home to participate in scheduled remote hearings. The Courts are committed to enhancing access to justice for all.

There are five remote access sites throughout the community which will operate: **Monday–Friday, 8:30 am – 4:00 pm.**

The remote site locations are:

Remote Site - 1

Balance and Restorative Justice Center
1215 South Capitol Street, SW
Washington, DC 20003

Remote Site - 2

Balance and Restorative Justice Center
1110 V Street, SE
Washington, DC 20020

Remote Site - 3

Balance and Restorative Justice Center
118 Q Street, NE
Washington, DC 20002

Remote Site - 4

Balance and Restorative Justice Center
920 Rhode Island Avenue, NE
Washington, DC 20018

Remote Site - 5

Reeves Center
2000 14th Street, NW, 2nd Floor – Community Room
Washington, DC 20009



If you want to use a remote site location for your hearing, call **202-879-1900** or email DCCourtsRemoteSites@dcsc.gov at least **24 hours before your hearing to reserve a remote access computer station**. If you require special accommodations such as an interpreter for your hearing, please call **202-879-1900 at least 24 hours in advance of your hearing so the Courts can make arrangements.**

You should bring the following items when you come to your scheduled site location

1. Your **case number** and any **hyperlinks** provided by the Courts for your scheduled hearing.
2. Any documents you need for the hearing (evidence), including exhibits, receipts, photos, contracts, etc.
3. Materials for notetaking, including pen and paper.
4. A facial covering will be required for entry into the remote hearing location; if you do not have a facial covering one will be provided.

***Safety and security measures are in place at the remote sites.**

Contact information to schedule your remote access computer station:

Call: **202-879-1900**

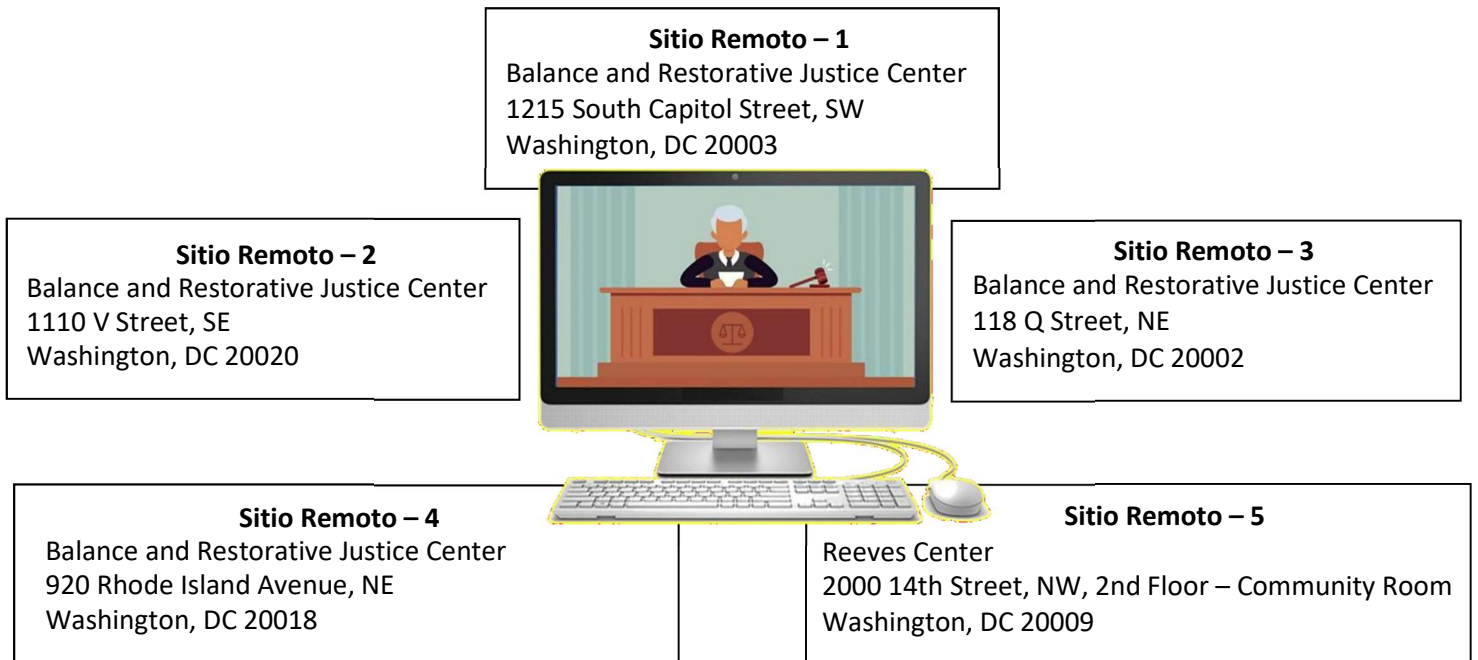
Email: DCCourtsRemoteSites@dcsc.gov



Los Tribunales de DC disponen de **sitios de audiencia remota** en distintos centros de la comunidad para ayudar a que las personas que no tienen dispositivos informáticos o servicio de Internet en su casa puedan participar en audiencias remotas programadas. Los Tribunales honran el compromiso de mejorar el acceso de toda la población a la justicia.

En toda la comunidad hay cinco sitios de acceso remoto que funcionarán de **lunes a viernes, de 8:30 am a 4:00 pm.**

Los centros de acceso remoto son:



Si desea usar un sitio remoto para su audiencia, llame al **202-879-1900** o envíe un mensaje de correo electrónico a DCCourtsRemoteSites@dcsc.gov **al menos 24 horas antes de la audiencia, para reservar una estación de computadora de acceso remoto.** Si necesita adaptaciones especiales, como un intérprete para la audiencia, llame al **202-879-1900** al menos 24 horas antes de la audiencia para que los Tribunales puedan hacer los arreglos necesarios.

Cuando concurra al sitio programado debe llevar los siguientes artículos

1. Su **número de caso** y todos los **hipervínculos** que le hayan proporcionado los Tribunales para la audiencia programada.
2. Cualquier documento que necesite para la audiencia (prueba), incluidos documentos probatorios, recibos, fotos, contratos, etc.
3. Materiales para tomar nota, como papel y lápiz.
4. Para ingresar al sitio de la audiencia remota deberá llevar una mascarilla facial; si no tiene mascarilla facial, se le proporcionará una.

***Los sitios de acceso remoto cuentan con medidas de seguridad y protección.**

Información de contacto para programar su estación de computadora de acceso remoto:

Teléfono: **202-879-1900**

Correo electrónico: DCCourtsRemoteSites@dcsc.gov