

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Coronavirus 2019: Updated Citation Calendar and Release Form
Number EO-21-023
Effective Date October 1, 2021
Expiration Date March 28, 2022
Related to: GO-PCA-502.06 (Citation Release Program)

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 March 28, 2022, 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. 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 below). 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
9/27/21	2/10/22
10/4/21	1/6/22
10/11/21	1/13/22
10/18/21	1/20/22
10/25/21	1/27/22
11/1/21	2/3/22
11/8/21	2/10/22
11/15/21	2/17/22
11/22/21	2/24/22
11/29/21	3/3/22
12/6/21	3/10/22
12/13/21	3/17/22
12/20/21	3/24/22
12/27/21	3/31/22
1/3/22	4/7/22
1/10/22	4/14/22
1/17/22	4/21/22
1/24/22	4/28/22

Districts 2, 5, 6	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
9/27/21	2/8/22
10/4/21	1/4/22
10/11/21	1/11/22
10/18/21	1/18/22
10/25/21	1/25/22
11/1/21	2/1/22
11/8/21	2/8/22
11/15/21	2/15/22
11/22/21	2/22/22
11/29/21	3/1/22
12/6/21	3/8/22
12/13/21	3/15/22
12/20/21	3/22/22
12/27/21	3/29/22
1/3/22	4/5/22
1/10/22	4/12/22
1/17/22	4/19/22
1/24/22	4/26/22

District 7, USCP, PP	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
9/27/21	2/9/22
10/4/21	1/5/22
10/11/21	1/12/22
10/18/21	1/19/22
10/25/21	1/26/22
11/1/21	2/2/22
11/8/21	2/9/22
11/15/21	2/16/22
11/22/21	2/23/22
11/29/21	3/2/22
12/6/21	3/9/22
12/13/21	3/16/22
12/20/21	3/23/22
12/27/21	3/30/22
1/3/22	4/6/22
1/10/22	4/13/22
1/17/22	4/20/22
1/24/22	4/27/22

Districts 1, 3, 4	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
1/31/22	5/5/22
2/7/22	5/12/21
2/14/22	5/19/21
2/21/22	5/26/21
2/28/22	6/2/21
3/7/22	6/9/21
3/14/22	6/16/21
3/21/22	6/23/21
3/28/22	6/30/22

Districts 2, 5, 6	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
1/31/22	5/3/22
2/7/22	5/10/22
2/14/22	5/17/22
2/21/22	5/24/22
2/28/22	5/31/22
3/7/22	6/7/22
3/14/22	6/14/22
3/21/22	6/21/22
3/28/22	6/28/22

District 7, USCP, PP	
ARRESTS OCCURRING WEEK BEGINNING	CITATION ARRAIGNMENT DATE
1/31/22	5/4/22
2/7/22	5/11/22
2/14/22	5/18/22
2/21/22	5/25/22
2/28/22	6/1/22
3/7/22	6/8/22
3/14/22	6/15/22
3/21/22	6/22/22
3/28/22	6/29/22

While this executive order will expire on March 28, 2022, 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

RJC:KDO:MOC:BK

DIRECTIVE CONFORMING AMENDMENTS

Amendment #	Page	Description of Change	Effective Date of Change	Name and Title of Authorizing Member
1	1	Removed revised Notice to Appear in Court or Post and Forfeit form: The District of Columbia Superior Court modified the remote login information on the form. The revised form is no longer attached, but may be found at the link on page 1.	11/15/21	Maureen O'Connell, Director, Policy and Standards Branch

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**

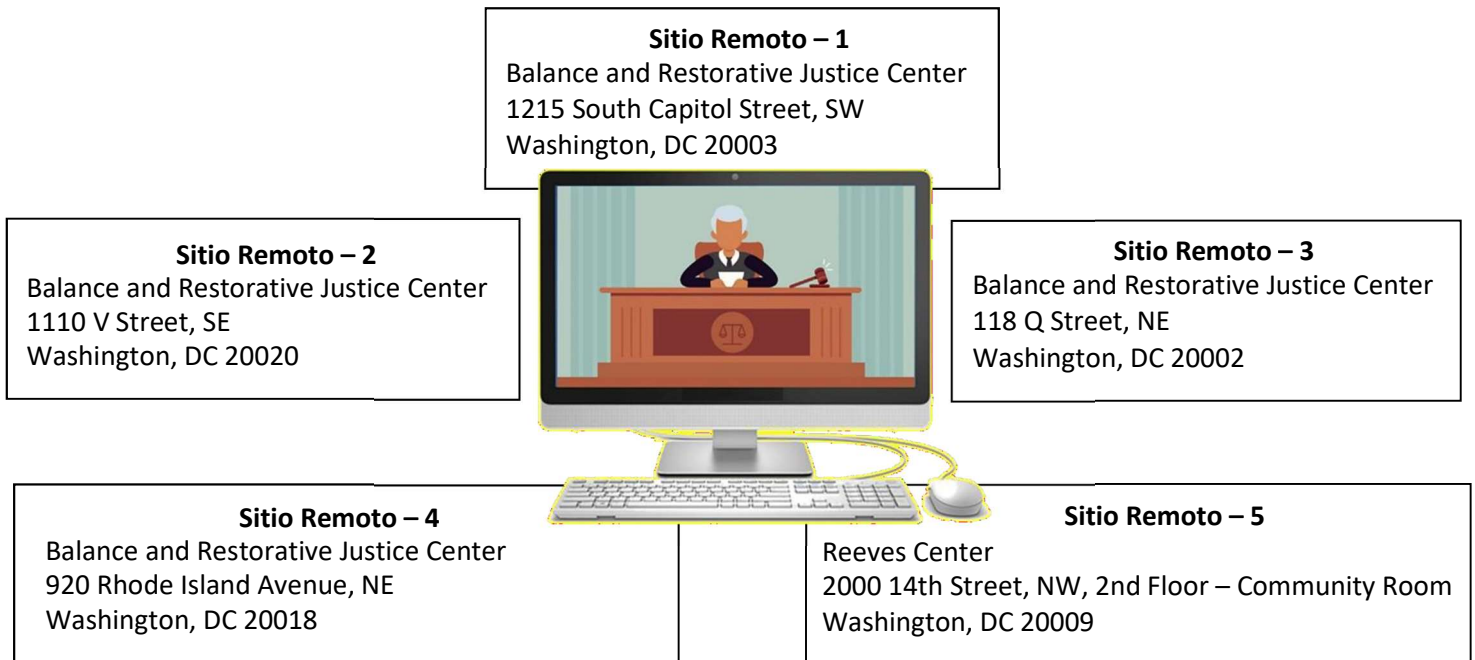
Email: DCCourtsRemoteSites@dcsc.gov



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