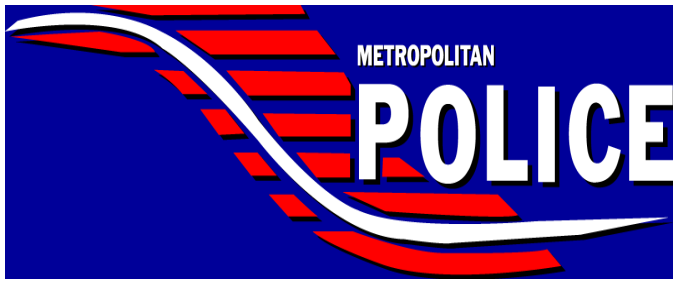


# EXECUTIVE ORDER



<b>Subject:</b>	<b>Judicial Summonses and Booking Orders</b>
<b>Number</b>	<b>EO-22-011</b>
<b>Effective Date</b>	<b>July 14, 2022</b>
<b>Related to:</b>	GO-PCA-702.01 (Arrests and Bench Warrants) SOP-03-02 (Holding Facilities) SOP-03-04 (Booking Team Procedures)

## DISTRICT OF COLUMBIA

### I. PURPOSE

The Superior Court of the District of Columbia rule promulgation order 21-04 states that instead of issuing an arrest warrant for a misdemeanor charge, the court may issue a summons if the court finds that “because of the emergency conditions, the use of a warrant would create a significant risk to health or safety that outweighs the risk of dangerousness to any other person or the community; and the government has not demonstrated good cause for issuing a warrant instead of the summons.” The purpose of this order is to inform members of the procedures for handling a judicial summons and a booking order.

### II. PROCEDURES

#### A. Judicial Summons

1. In cases where the judge has advised that a judicial summons (see Attachment A) will be issued in lieu of an arrest warrant, and if the prosecuting attorney decides to proceed with the request for a judicial summons, the prosecuting attorney will prepare the necessary documents for the judge’s signature. These documents include: charging documents (see Attachment B) and the completed judicial summons. The prosecuting attorney will email the charging documents, the completed judicial summons, and the corresponding affidavit to the judge.
2. Once the judge approves the judicial summons, the court will serve the subject with the summons, and a copy will be emailed to the affiant and he or she shall upload it in the attachments section of the corresponding Records Management System (RMS) offense report.

#### B. Booking Order

1. If the subject complies with the judicial summons and appears before the court then a booking order will be issued by the court. The booking order commands the subject to report to the Civilian Fingerprint Office (telephone number: 202-727-4409), room 3054 of the Metropolitan Police Department’s (MPD) headquarters, 300 Indiana Avenue, NW, to be booked and processed (see Attachment C for a sample Booking Order).

2. The affiant or a designee shall follow up no later than one business day after the defendant's court appearance to obtain a copy of the booking order and attach it into the attachments section of the corresponding RMS report.
3. Booking orders, charging documents, and the judicial summons for a defendant can be found in JUSTIS:
  - a. Select the "JUSTIS Inquiry Home" box;
  - b. Enter search criteria for the subject;
  - c. Select search;
  - d. Go to Search Results and select the plus sign next to D.C. Superior Court-Adult;
  - e. Select the associated case no.;
  - f. Select the "Docket/Documents" box at the top right of the screen; and
  - g. Browse through the screens to find the docket image for the documents

C. Processing a Subject with a Booking Order

1. Subjects who appear to be processed under a booking order are not under arrest, are free to leave at any time. Members shall discreetly handle the booking order process in order to protect the subject's privacy.
2. When the subject of a booking order arrives, members shall obtain their identifying information and request the booking order and/or charging documents. If the subject does not have any identification on their person, a sworn member shall attempt to identify them through cases contained in RMS or through the Department of Motor Vehicle (DMV) records. If the subject is not in possession of the booking order or charging documents, they can be found in JUSTIS.
3. Once the subject is identified, the member shall begin the livescan process. After the livescan process, the member shall conduct a WALES/NCIC check to determine if there are any outstanding warrants for the subject. If the subject has any outstanding local or extraditable arrest warrants, the member shall contact the First District to assist with arresting and transporting the subject to the First District. The member conducting the livescan process shall update the booking to include the outstanding warrants.

4. The member shall prepare the arrest card in the corresponding offense report in RMS to generate the arrest number needed to book the defendant.
  - a. The narrative shall state, "The defendant responded on [*enter date*] to the Civilian Fingerprinting Office at 300 Indiana Avenue, NW, to be processed under the booking order issued by [*enter Judge's name*] in Criminal Case No. [*enter Criminal Case No. found on the booking order*]"
  - b. There may be instances where a booking order does not have a corresponding offense report in RMS (e.g., OAG investigators investigating cases such as welfare fraud). In these cases, the member shall obtain a central complaint number (CCN) if one has not already been generated, complete the offense report to include attaching the charging documents to the attachments section, and upload the booking order into RMS's attachment section.

NOTE: This process does not apply to defendants already in custody and new charges are being filed. In those circumstances, Central Cellblock personnel will handle the booking order.

5. In the RMS arrest report, the booking member shall enter "Booking Order" in the "Arrest Disposition" field and enter the next court date in the "Court Date" field for each charge related to the booking order.
6. Members shall upload the charging documents into RMS, and a supervisor shall approve the report prior to providing the subject with a copy.
7. After the booking process is complete, the member shall provide the subject with a copy of the public packet.



Robert J. Contee III  
Chief of Police



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
CRIMINAL DIVISION
JUDICIAL SUMMONS

UNITED STATES OF AMERICA

Criminal No: XXXX XXX XXXXXX

Vs

Officer in Charge:

Defendant Name

Issued By Judge : xxx

Defendant's Address

YOU ARE HEREBY COMMANDED to appear before the Criminal Division, Superior Court of the District of Columbia, 500 Indiana Avenue, N.W. Washington, D.C., on date at time in Courtroom to answer to a criminal information charging you with

CHARGE

YOUR FAILURE TO COMPLY WITH THIS SUMMONS WILL RESULT IN THE ISSUANCE OF A WARRANT FOR YOUR ARREST.

WITNESS, the Honorable Chief Judge of the Superior Court of the District of Columbia under the seal of said Court on this date

Superior Court of the District of Columbia

Judge/ (Deputy Clerk)

RETURN ON THIS SUMMONS IS REQUIRED ON OR BEFORE THIS DATE:

I hereby certify that I have personally served or mailed, or have executed as shown in "REMARKS" the above summons on the individual at the address below.

Name and Title of Individual Served

Address (If different than shown above)

I hereby certify that after diligent investigation, I am unable to locate the individual, company, corporation, etc., named in the above summons for the reason(s) as shown in "REMARKS".

Date (s) of Endeavor

Date and Time of Final Endeavor

REMARKS

Signature and Title of Server

**Superior Court of the District of Columbia  
CRIMINAL DIVISION**

**THE ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA  
INFORMS THE COURT THAT WITHIN THE DISTRICT OF COLUMBIA:**

**NAME** \_\_\_\_\_ **AKA** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**PDID** \_\_\_\_\_ **DOB** \_\_\_\_\_ **ARREST #** \_\_\_\_\_ **DCTN #** \_\_\_\_\_

**on or about** \_\_\_\_\_ **at** \_\_\_\_\_

<b>Date</b>			Assistant Attorney General District of Columbia	
<b>Court Date</b>				
<b>Reported By:</b>		<b>Badge #</b>		<b>Agency/District</b>
<b>COL.</b>		<b>Lockup #</b>	<b>Warrant</b>	

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

**CRIMINAL DIVISION**

**INFORMATION**

**DCTN:** \_\_\_\_\_

**LKUP#** \_\_\_\_\_

**Case #:** \_\_\_\_\_

**Citation Date:** \_\_\_\_\_

The United States Attorney for the District of Columbia informs the Court that within the District of Columbia:

**Defendant's Name:**

\_\_\_\_\_  
(First) (MI) (Last) (PDID) (CCNO) (DOB)

**As Known As:**

\_\_\_\_\_  
(First) (Middle) (Last)

**Address:**

\_\_\_\_\_

**Rule 105:**      **Judge:** \_\_\_\_\_

**United States Attorney for the District of Columbia**

**By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**By Officer:** \_\_\_\_\_ **Badge No.:** \_\_\_\_\_

**PSA:**                      **Domestic**



**SUPERIOR COURT FOR THE DISTRICT OF COLUMBIA**

**Criminal Division**

**500 Indiana Avenue, NW, 4000, Washington, DC 20001**

**(202) 879-1380 [CriminalBenchWarrants@dcsc.gov](mailto:CriminalBenchWarrants@dcsc.gov)**

**UNITED STATES /  
DISTRICT OF COLUMBIA**

**v.**

**Criminal Case No.:**

**CCN#:**

**DEFENDANT**

**BOOKING ORDER FOR A JUDICIAL SUMMONS**

On this date, the defendant appeared in response to a judicial summons before this Court to answer criminal charges presented by the United States Attorney's Office for the District of Columbia or Office of the Attorney General Office for the District of Columbia

Therefore, it is, by this Court, this \_\_\_ day of \_\_\_\_\_

**ORDERED:**

1. The defendant shall report to the Metropolitan Police Department's Headquarters located at 300 Indiana Ave. NW, Washington, DC 20001, at least one week prior to the defendant's next scheduled court appearance: \_\_\_\_\_. Therefore, the defendant must report to be booked **on \_\_\_\_\_; (Booking will occur Monday through Saturday 9:00am – 5:00pm)** and
2. The Metropolitan Police Department shall perform the booking, fingerprinting, photographing, and processing of the defendant on a charge(s) alleging a violation of the District of Columbia Code, and at the conclusion thereof, release the defendant in this matter only.
3. Upon completion of the booking process, the Metropolitan Police Department shall enter a JUSTIS DQA action that notifies each partner agency of the booking action, along with the newly-assigned arrest number and CCN.

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Judge, D.C. Superior Court

EO-22-011 (Judicial Summonses and Booking Orders)  
Attachment C  
Sample Booking Order