

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject:	Remote Hearings
Number	EO-23-005
Effective Date	April 27, 2023
Recinds:	EO-20-050 [Remote Hearings For the Department of Motor Vehicles (DMV)], Effective Date October 21, 2020
Related to:	GO-PCA-701.01 (Courts and Hearings), Effective Date December 31, 2008

I. PURPOSE

The Department of Motor Vehicles (DMV) and the Office of Administrative Hearings (OAH) conduct remote hearings using the web-conferencing tool WebEx. The purpose of this executive order is to provide Metropolitan Police Department (MPD) members with procedures for preparing for and attending remote hearings.

II. PROCEDURES

A. Remote DMV Hearings

1. DMV Adjudication Services conducts remote hearings for non-criminal minor traffic offenses. DMV Permit Control Section conducts permit and driving privileges remote hearings.
2. Members scheduled to attend a DMV remote hearing shall:
 - a. Prepare themselves for the hearings by gathering and reviewing all supporting documents relative to the incident or notice of infraction (NOI), such as MPD reports, certifications (e.g., Lidar), notes, and other relevant material.
 - b. Submit supporting documents at least five business days before the hearing to the Court Liaison Division (CLD) at court.liaison@dc.gov. The subject of the email shall contain the respondent's name and NOI ticket number (e.g., NOI7900140140, John Doe). Both the ticket number and respondent's name are on the computer-assisted notification system (CANS) notice.
3. On the day of the remote hearing no later than 10 minutes prior to the hearing, members shall access the remote hearing calendar at <https://dmv.dc.gov/node/1490296> (or dmv.dc.gov by selecting "Virtual Hearings" and navigating to "Hearing Calendar"). Members shall select the

hearing room link for the appropriate respondent. Members may be required to wait in a virtual waiting room until the hearing examiner invites the attendees.

B. Remote OAH Hearings

1. OAH conducts remote administrative hearings for minor taxicab and vehicle-for-hire violations.
2. Members scheduled to attend an OAH remote hearing shall:
 - a. Prepare themselves for the hearings by gathering and reviewing all supporting documents relative to the incident.
 - b. Submit supporting documents at least five business days before the hearing to CLD at court.liaison@dc.gov. The subject of the email shall contain the respondent's name and OAH ticket number. Both the ticket number and respondent's name are on the CANS notice.
3. At least 10 minutes prior to the remote hearing, members shall access the remote hearing calendar at <https://oah.dc.gov/page/dfhv-virtual-hearing-calendar> (or <https://oah.dc.gov/dfhv-hearings> by selecting "Virtual Hearing Calendar"). Members shall select the hearing room link for the appropriate respondent. Members will be placed in the virtual waiting room until the administrative law judge starts the hearing session. Members may log in 15 minutes prior to the hearing and those who appear late may lose their case.

C. Remote Hearing Process

1. Department cell phones are equipped with the WebEx app for use during remote hearings. Reporting to CLD is not necessary for remote hearings unless a member has other court-related matters that day.
2. Each patrol district, Special Operations Division (SOD), and CLD have department laptops for members needing a quiet place for remote hearings. Element administrative and CLD officials shall ensure that their designated laptop is functional and that the area is free from disruption.
3. Instructions for using WebEx to testify are available on the MPD intranet under "Training and Safety". A "How-to-Use WebEX" instructional module providing instructions for using WebEx on desktop or laptop computers, department cell phones, and Cisco DX80 is available in ACADIS.
4. Members experiencing difficulty connecting to the remote hearing shall request assistance from their administrative official or CLD.

D. Post Hearing Requirements

1. At the conclusion of their hearing(s) for the day, members shall complete a PD Form 140A (Traffic/Mass Arrest Court Attendance Record).

2. False information or deliberately inaccurate recording of times on a PD 140A, shall be viewed as a serious infraction and may subject members to disciplinary action and criminal sanctions.
- E. Members shall consult with CLD if any situations arise that are not covered by the provisions of this executive order or [GO-PCA-701.01 \(Courts and Hearings\)](#).



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RJC:KDO:MOC:SMM