



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) DATE at TIME in Courtroom 120

Appearance times are based on the charge(s):

Table with 2 columns: Offense, Time. Includes Impaired Driving Offenses (9 AM), Any Other Traffic Offense (10 AM), All Non-Traffic Offenses (11 AM).

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

U.S. AND OAG Charges DATE at 9:00 a.m. in Courtroom 120

DATE 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

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.

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:

DATE at 9:30 a.m. TIME

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.

Bond Amount

\$

Name and Address of Person Posting Bond

Name

Address

Signature of Arrested Person Date

JURORS ONLY

You were arrested on a bench warrant for failing to appear for D.C. Superior Court jury service. You will be released today to report to the D.C. Superior Court, Room 3130 [The Jurors' Office], 500 Indiana Ave., NW, Washington, D.C., on:

NEXT BUSINESS DAY DATE at 9:30 a.m. TIME

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

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

## 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](http://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.