

**District of Columbia
Court of Appeals**

**ORDER
(FILED—April 28, 2022)**



By Order of the Chief Judge, the District of Columbia Court of Appeals is updating its operations as it continues to address concerns regarding the Coronavirus (COVID-19). Throughout the COVID-19 pandemic, the Court of Appeals continued regular operations, holding oral arguments by video conference since May 2020, and ensuring continued access to justice during the pandemic. This order updates the court's order issued December 23, 2021, and addresses court operations through **August 31, 2022**. (<https://www.dccourts.gov/court-of-appeals/orders>). The court will make additional adjustments as circumstances warrant.¹

ON-SITE OPERATIONS.

ORAL ARGUMENTS: For the months of May and June 2022, oral arguments will continue to be heard via remote video conference, unless otherwise directed. The court will email participants a link to the video conference, so parties must ensure that their email addresses are on file with the court (email efilehelp@dcapeals.gov or call (202) 879-2700). Unless otherwise prohibited, oral arguments will be live streamed on YouTube to provide public access. Protocols for participants and a link to the live streamed oral arguments are on the court's website (<https://www.dccourts.gov/court-of-appeals/oral-arguments>).

¹ Previous court's orders addressing court operations were issued on March 16, 2020, March 23, 2020, May 21, 2020, June 29, 2020, August 27, 2020, November 23, 2020, January 25, 2021, March 22, 2021, June 25, 2021, August 31, 2021, and December 23, 2021.

- **IN-PERSON:** The Court of Appeals plans to resume in-person oral arguments in September 2022. The court's Public Office will provide written guidance concerning the court's safety protocols prior to the resumption of in-person oral arguments.
- **HYBRID ORAL ARGUMENTS:** In conjunction with returning to in-person oral arguments, beginning in September 2022, this court will initiate a pilot project to conduct hybrid oral arguments. Hybrid oral arguments will allow one or more participants scheduled for in-person oral argument to appear remotely if circumstances make their appearance in court infeasible.
- **CONTACT INFORMATION:** ALL parties must verify their contact information, *cell phone and email address*, in the eFiling system; those who do not use the eFiling system, must email efilehelp@dcapeals.gov or call the Public Office at (202) 879-2700.

PUBLIC COUNTERS: Public counters in the Historic Courthouse are open Monday to Friday, 8:30 a.m. to 5:00 p.m. The public may enter the courthouse to conduct business with the Public Office, the Committee on Admissions, and the Committee of Unauthorized Practice of Law.

COURTHOUSE HEALTH AND SAFETY PROCEDURES. No person may enter the Historic Courthouse who is quarantining, either because the person has been exposed to the Coronavirus or has been diagnosed with COVID-19. Individuals who feel unwell but are unsure if they have contracted COVID-19 should not seek to enter the Historic Courthouse and may be turned away as a result of the screening measures referenced below.

Consistent with the January 21, 2022, order issued by the Joint Committee on Judicial Administration, regardless of vaccine status, all persons authorized to enter the Historic Courthouse must--

- take a **temperature check**;

- wear a **face covering** or mask that covers the person's mouth and nose at all times, with the exception of young children, persons who have trouble breathing when wearing a face covering or mask, persons who are unable to remove the face covering without assistance, or persons who require a religious or other accommodation. If the person does not have a face covering or mask, a mask will be provided for them; and
- maintain **social distancing** requirements as recommended by public health authorities.

Persons entering the Historic Courthouse should consider **completing the COVID-19 self-screening** questions posted on the signs at the building entrance (also available at <https://www.dccourts.gov/form/health-screening-public#no-back>).

The D.C. Courts' cleaning and safety procedures are available at <https://www.dccourts.gov/stepstokeepyousafe>.

COURT ACCESS. The Court of Appeals continues to support the public's access to court personnel and court documents as follows:

- **REMOTE ACCESS SITES:** The D.C. Courts continue to offer sites across the District of Columbia for those without computers or Internet access at home to use for their remote oral argument or appellate mediation. Those interested in scheduling a time to use a remote location should call (202) 879-1900 or email DCCourtsRemoteSites@dcsc.gov at least 24 hours before their scheduled hearing to reserve a computer station. When parties call or email, they can indicate if they need an interpreter or other assistance. Additional information is available on the court's website. (<https://www.dccourts.gov/sites/default/files/Remote-Hearing-Sites-Tip-Sheet-3.pdf>)
- **EMERGENCY FILINGS:** Emergency Filings intended for the D.C. Court of Appeals may be submitted by email

to: emergencyfilings@dcapeals.gov. Please continue to follow the procedures outlined in this court's rules, which are available on the court's website (<https://www.dccourts.gov/court-of-appeals>). In addition, attach to such filing the relevant order and indicate whether any deadline (statutory or otherwise) applies. Please include the appeal number, Superior Court case number, and the names and contact information (i.e., cell phone, home or business number, email address, etc.) for all counsel and parties. For filings intended for other courts such as the D.C. Superior Court, please see <https://dccourts.gov/coronavirus>, and the US District Court, please see <https://www.dcd.uscourts.gov>.

- **ELECTRONIC AND IN-PERSON FILING:** The court continues to receive and consider all eFiled documents and documents emailed or hand-delivered by self-represented parties (parties who do not have counsel) who do not have an electronic filing (“eFiling”) account (see details below). Although the public counters are now open, **eFiling is strongly encouraged**. The court has suspended the requirement for filing paper copies of electronically filed documents. See Electronic Filing and Service (“ESF”) Procedure 8. See *a/so* DCCA Administrative Order 1-18. (<https://www.dccourts.gov/sites/default/files/2018-01/AdministrativeOrder1-18.pdf>)
- **SELF-REPRESENTED PARTIES:** Self-Represented parties (parties who do not have counsel) who are not currently registered for eFiling may continue to email their filings to efilehelp@dcapeals.gov. If unable to email, they may mail their filings or hand-deliver them, during business hours, to the Public Office or, after business hours, to the security desk at the entrance of the courthouse at 430 E Street, NW (which is staffed twenty-four hours a day).
- **FILINGS TO OPEN NEW CASES (other than Notices of Appeal):** Parties filing case-initiating pleadings in this court (i.e., petitions for review, writs of mandamus and prohibition, other extraordinary writs, and applications for allowance of appeal) may email their filings to

efilehelp@dcapeals.gov, mail their filings, hand-deliver them to the Public Office or the security desk as described above. Parties who mail or hand-deliver case-initiating pleadings must include the filing fee or a Motion for Waiver of Prepayment of Court Fees and Costs. Parties who email a case-initiating pleading must include a Motion for Waiver of Prepayment of Court Fees and Costs or promptly submit the filing fee.

- **NO PAPER COPIES:** For any filings that are mailed or hand-delivered, the court has, pursuant to the May 21, 2020, order, temporarily suspended the requirement that a party provide any additional paper copies that may be required under the applicable court rules.
- **NOTICE OF JUDGMENT:** The May 21, 2020, order, suspended the requirement that the Clerk must mail to all counsel and unrepresented parties a copy of the opinion — or the judgment, if no opinion was written — and a notice of the date when the opinion or judgment was entered. The Clerk may continue to email all counsel and unrepresented parties a copy of the opinion or judgment and notice. If no email is available, the Clerk shall comply with D.C. App. R. 36(b).
- **APPELLATE MEDIATION:** Appellate mediations may be held in person or via telephonic conference or remote video conferencing at the discretion of the mediation program coordinator. Appellate Mediation program staff will notify eligible parties about the protocol and procedures to conduct appellate mediations.
- **BAR ADMISSIONS, APPLICATIONS FOR ADMISSION PRO HAC VICE, AND OTHER ADMISSIONS-RELATED INQUIRIES:** The Committee on Admissions is open to the public. **For updates on District of Columbia Bar admissions matters, applicants should check the Committee on Admissions website.** (<https://admissions.dcapeals.gov/home>).

Persons wishing to make *pro hac vice* applications or to apply for special legal consultant status must now apply and submit payment online: <https://admissions.dcappeals.gov/information-and-applications>.

Committee on Admissions meetings and hearings will proceed, as practicable, via video conference.

Most questions concerning admissions are addressed in the FAQs: <https://admissions.dcappeals.gov/faq>.

The Committee on Admissions may be reached at the following email addresses:

- For questions regarding wall plaques: nlane@dcappeals.gov.
- For questions regarding the unauthorized practice of law: cupl@dcappeals.gov.
- For questions regarding admission *pro hac vice*: rhunter@dcappeals.gov.
- For questions regarding Rule 46 admission requirements and Rule 49 extension requests: sshanks@dcappeals.gov.
- For all other questions, use the “create message” button on the homepage of your application account, or if you do not have an account, use the contact email with the alphabetical range that contains your last name:

A to Ch - kallen@dcappeals.gov

Ci to Gr - nlane@dcappeals.gov

Gs to Kr - sparrish@dcappeals.gov

Ks to Ni - iwelch@dcappeals.gov

Nj to Sh - ddade@dcappeals.gov

Si to Z - rhunter@dcappeals.gov