



**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

**CRIMINAL DIVISION**

**NOTICE TO APPEAR IN COURT OR POST AND FORFEIT**

<b>Defendant Name:</b>	(First, Middle, Last)	<b>PDID:</b>	
<b>Date of Birth:</b>		<b>Arrest Number:</b>	
<b>Address:</b>		<b>CCN:</b>	
<b>Email Address:</b>		<b>PSA:</b>	
<b>Phone Number:</b>		<b>Station Clerk/Badge/Unit/CAD:</b>	
<b>Arrest Offense:</b>			
<input type="checkbox"/> <b>Remote Appearance</b> If you are not able to appear remotely, you may appear in person in Courtroom C-10 at 1:30pm. (See attached instructions).	Date: _____, at 1:30PM. Option 1) Webex (Vanity) Link: <a href="http://www.dccourts.gov/citation">www.dccourts.gov/citation</a> Option 2) Webex (Main) Link: <a href="http://dccourts.webex.com">dccourts.webex.com</a> — Meeting ID: 179 547 6433 Option 3) Phone: 202-860-2110 — Access Code: 179 547 6433 #,# Find out who your attorney is by going to <a href="http://www.burkaengle.com/lawyer">www.burkaengle.com/lawyer</a> .		
<b>If you are not able to appear remotely, you may appear in person in Courtroom C-10 at 1:30 pm.</b>			
<b>Citation Release Acknowledgement</b>			
<b>Remote APPEARANCE:</b> <i>I acknowledge receipt of this Notice to Appear. I promise to appear virtually on the date indicated above. I understand that if I fail to attend my arraignment hearing remotely, a bench warrant may be issued for my arrest. I also understand that if I fail to appear, I may be charged with an additional criminal offense that may result in a fine, imprisonment, or both if I am convicted of failing to appear.</i>	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.		
_____ Arrestee Signature	_____ Date		
_____ Email Address:			
<b>Other Release</b>			
<b>Post and Forfeit</b>			
Offense: _____	Post and Forfeit Amount: \$ _____		
<i>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 charges.</i>			
_____ Arrestee Signature	_____ Date		
<b>Court Ordered Bond Release Only</b>			
In Court Appearance Date: _____	Bond Amount: \$ _____		
<i>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 an additional criminal offense that may result in a fine, imprisonment, or both if I am convicted of failing to appear.</i>			
_____ Arrestee Signature	_____ Date		
Issued by Acting Clerk, Superior Court of the District of Columbia	_____ Signature/Unit	Date:	
Arrestee Acknowledgement	I acknowledge that I have received and read the Notice to Arrested Persons and I understand my rights. _____ Arrestee Signature	Date:	<b>Find out who your attorney is: <a href="http://www.burkaengle.com/lawyer">www.burkaengle.com/lawyer</a></b>

# SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

Citation Arraignment – REMOTE Appearance Only

## Connecting to Webex (Internet)

### **Method 1:**

1. Open Web Browser in Google Chrome and copy and paste following URL or click: <https://dccourts.gov/citation> You will be connected directly into the waiting room or the live WebEx session. If this is the first time you are connecting to a Webex session an applet will download to your computer first then connect you to the session.
2. When prompted, click “Join” to enter the session.

### **Method 2:**

1. Open Web Browser in Google Chrome and copy and paste following URL or click: <https://dccourts.webex.com>
2. Under **Join A Meeting**, enter Meeting ID: **179 547 6433**

**Audio Alternative:** Instead of automatically using **USE COMPUTER FOR AUDIO**, you may select **CALL-IN** and follow the **CALL-IN** prompt window. It is very important that you enter the **Access ID #** so that your audio is matched with your video. You will be heard clearer if you **do not** place your phone on SPEAKER.

## Smartphone / Tablets or iPads:

### **Method 1:**

Go to App Store, Download the Webex App (**Webex Meetings**), Select **Join Meeting**, Enter Meeting ID **179 547 6433**, enter your Name and E-mail.

## Audio Only / Dial-in by Phone:

### **Method 1:**

Toll **(202) 860-2110**, enter Meeting ID: **179 547 6433 #** and press **#** again to enter session.

## Rooms Systems

### **Method 1:**

Enter the following into your room system: **1795476433@dccourts.webex.com**

**Questions: Call (202) 879-1928 and select Option 2, or  
Send an e-mail to CourtroomTechnology@dcsc.gov**

# SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

## 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.

### 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 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**.

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.

### BOND RELEASE

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.