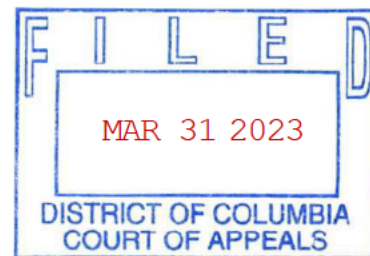


District of Columbia
Court of Appeals

ORDER
(FILED—March 31, 2023)



By Order of the Chief Judge, the District of Columbia Court of Appeals is updating its August 4, 2022, operations order addressing court operations (<https://www.dccourts.gov/court-of-appeals/orders>). This order is issued *nunc pro tunc* to January 31, 2023.¹

Effective April 1, 2023, there is no requirement for wearing masks inside the Historic Courthouse. The public, court employees, and contractors are not required to provide either proof of Covid-19 vaccinations or negative Covid-19 test results. While mask wearing is optional in all DC Court buildings, we respect the rights of persons who decide to wear masks at their discretion.

The court will make additional adjustments as circumstances warrant. We encourage the public to check the court's website for any updates or changes to the court's health and safety protocols.

ORAL ARGUMENTS: The Court of Appeals resumed in-person oral arguments in September 2022 and continues to conduct hybrid (some participants in-person, some remote) or fully remote oral argument when circumstances require. Oral arguments will be held in person unless a party files a motion to appear remotely and shows good cause or unless the court sua sponte issues an order directing remote or hybrid argument. Unless otherwise prohibited, regardless of location, all oral arguments continue to be livestreamed on the [DC Court of Appeals YouTube channel](#) to provide public access. All previously livestreamed oral arguments are archived on

¹ Previous 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, December 23, 2021, April 28, 2022, and August 4, 2022.

the DC Court of Appeals YouTube channel. A link to the upcoming livestreamed oral argument is also on the court's website: <https://www.dccourts.gov/court-of-appeals/oral-arguments>

- **In-person:** If you are scheduled to appear in person, but there is an emergency (including family emergency or COVID-19 positive test), please immediately contact the Public Office at (202) 879-2700. If the circumstances permit, the court will try to allow you to appear remotely (please see below for details).
- **Hybrid Oral Argument:** In advance of oral argument, participants may request to appear remotely using the Zoom Government platform, while the remainder of the participants appear in person. (A hybrid argument may also involve one or more judges appearing remotely.)
 - A hybrid oral argument information sheet is available online at: [https://www.dccourts.gov/sites/default/files/COA-efiling-cases-online-PDFs/Hybrid Oral Argument Information Sheet.pdf](https://www.dccourts.gov/sites/default/files/COA-efiling-cases-online-PDFs/Hybrid%20Oral%20Argument%20Information%20Sheet.pdf)
 - To request to be excused from appearing in person and to convert an argument to a hybrid proceeding, a party shall file a motion asking to appear remotely no later than 14 days before their scheduled oral argument. Persons who eFile should file their motions through the eFiling system. Parties without counsel may email motions to efilehelp@dcappeals.gov, or submit the motion by mail or in person (please see below for details).
 - If a motion is granted to appear remotely, the court will hear that case as the first argument of the day. In instances when there are multiple hybrid oral arguments scheduled on the same calendar, the Clerk's Office will alert the parties of changes to the order of cases heard on the day of oral argument. The court posts notice of any change in the order of cases at: <https://www.dccourts.gov/court-of-appeals/court-of-appeals-calendar>

- **Entirely Remote Oral Argument:** The court may elect to hold proceedings entirely remotely as circumstances require, for example, in case of inclement weather or new public health considerations. Court staff will contact parties with Zoom links and further information. Remote access sites remain open and are an option for litigants with permission to attend an oral argument remotely (please see below for details).

All parties must verify their contact information, including cell phone number 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.

COURT ACCESS: The public may enter the courthouse to conduct business or to attend a proceeding. The Court of Appeals continues to support the public's access to court personnel and court documents as follows:

- **PUBLIC OFFICE:** The Public Office in the Historic Courthouse is open Monday to Friday, 8:30 a.m. to 5:00 p.m. to accept filings, provide access to court records, and assist the public.
- **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 appearances 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 proceeding 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 D.C. Courts' website. <https://www.dccourts.gov/sites/default/files/Remote-Hearing-Sites-Tip-Sheet-3.pdf>
- **EMERGENCY FILINGS:** Emergency Filings intended for the Court of Appeals may be submitted by email to emergencyfilings@dcapeals.gov or hand delivered by self-represented parties. 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/dccarules> 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://www.dccourts.gov/coronavirus>, or 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 counter is open, **eFiling is strongly encouraged for self-represented parties and is required for counsel appearing before this court.** The court has suspended the requirement for filing paper copies of any filed documents. See Electronic Filing and Service (“ESF”) Procedure 8. See *also* 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@dcappeals.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 of administrative agency decisions, writs of mandamus and prohibition, other extraordinary writs, and applications for allowance of appeal) may email their filings to efilehelp@dcappeals.gov, mail their filings, or 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, DCCA Court Operations order, 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 in D.C. App. R. 36(b) 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 conference 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.dcappeals.gov/home>

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

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

The Committee on Unauthorized Practice of Law monthly meetings are now hybrid.

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@dcapeals.gov.
- For questions regarding the unauthorized practice of law: cupl@dcapeals.gov.
- For questions regarding admission pro hac vice: rhunter@dcapeals.gov.
- For questions regarding Rule 46 admission requirements and Rule 49 extension requests: sshanks@dcapeals.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@dcapeals.gov

Ci to Gr - nlane@dcapeals.gov

Gs to Kr - sparrish@dcapeals.gov

Ks to Ni - iwelch@dcapeals.gov

Nj to Sh - ddade@dcapeals.gov

Si to Z - rhunter@dcapeals.gov