



**Superior Court of the District of Columbia
Criminal Division
500 Indiana Ave NW, Room 4001, Washington DC 20001
202-879-1373 | www.dccourts.gov**

Defendant Name (First, Middle, Last): _____ **PDID:** _____
Date of Birth: _____ **CCN:** _____
Address: _____ **Arrest No.:** _____
Email Address: _____ **Phone No.:** _____ **PSA:** _____
Arrest Offense: _____ **Station Clerk/Badge/Unit/CAD:** _____

NOTICE TO APPEAR IN COURT ON CITATION RELEASE

Your hearing is scheduled for _____ at 9:00 am. This hearing will be held remotely. If you are unable to appear remotely, you must appear in person in Courtroom 313 at 9:00 am. Failure to appear may result in the issuance of a warrant for your arrest.

1. **To join from your computer or smartphone**, enter this website: <https://dccourts.webex.com/meet/ctbCitationDiversion>
2. **To join by phone**, call either the direct number (202-860-2110) or the toll-free number (844-992-4726). Enter the WebEx Meeting ID: 179 547 6433 followed by the # key twice.
 - a. Please note that the direct number may incur fees depending on your phone provider.
 - b. Once in the meeting, press *6 to mute and unmute your phone.

For additional log in instructions and remote information, please see page 3.

To find out who your attorney is visit: www.burkaengle.com/lawyer.

CITATION RELEASE ACKNOWLEDGEMENT

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.

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 dismiss 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.

_____ Date _____ Arrestee Signature _____ Email Address _____

OTHER RELEASE

Post and Forfeit

Offense: _____ 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 charges.

_____ Date _____ Arrestee Signature _____

Court Ordered Bond Release Only

In Court Appearance: _____ at 9:00 am in Courtroom 313. Bond Amount: \$ _____
Date

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.

_____ Date _____ Arrestee Signature _____ Issued By: _____ Signature and Unit _____ Date _____

ARRESTEE ACKNOWLEDGMENT

I acknowledge that I have received and read the Notice to Arrested Persons, and I understand my rights.

_____ Arrestee Signature _____ Date _____

NOTICE TO ARRESTED PERSONS

Please review the information below regarding your release and duty to comply. This information is subject to change without advance notice.

CITATION RELEASE

If eligible, you may be released immediately on your promise to appear at D.C. Superior Court, 500 Indiana Avenue NW, Washington, D.C., on the **date** and **time** listed in the Citation Release section on Page 1 of this document.

A prosecutor will decide whether to file charges against you. If you fail to appear in court, a bench warrant may be issued for your arrest, and you could be charged with failing to appear, even if the prosecutor drops the case.

As a condition of your release, you may be ordered to stay away from certain persons or locations until your court appearance.

Violating the stay-away order may result in immediate arrest, and you will be brought to court on the next day the court is open. If the prosecutor charges you with a crime, you have the right to be represented by an attorney; if you cannot afford one, one will be provided.

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.

- **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 to be released 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 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 Clerk's Office at (202) 879-1373.

If 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 could also 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.

Citation Arraignment – REMOTE Appearance Only

The remote hearing will be held via Webex. To join the hearing, follow the below instructions.

To Join by Computer, Tablet, or Smartphone:

1) Click the link below or copy and paste it into a web browser:

<https://dccourts.gov/citation>

2) Click “Join Meeting”. You may be placed in the lobby until the courtroom clerk gives you access to the hearing.

OR To Join by Phone:

1) Call 202-860-2110 (local) or 844-992-4726 (toll-free).

2) Enter the Meeting ID: **179 547 6433** followed by “##”.

OR To Join by Room Systems

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

Resources and Contact Information:

1) For best practices on how to participate in Webex Meetings, click here www.webex.com/learn/best-practices.html.

2) For technical issues or questions, call the Information Technology Division at 202-879-1928 and select option 2.

3) For case questions, call the Criminal Division Clerk’s Office at (202) 879-1373

4) To change your method of hearing participation, visit <https://www.dccourts.gov/hearing-information> for instructions and forms.

Accessibility and Language Access

Persons with Disabilities:

If you have a disability as defined by the American Disabilities Act (ADA) and you require an accommodation, please call 202-879-1700 or email ADACoordinator@dcsc.gov. The D.C. Courts does not provide transportation service.

Interpreting and Translation Services:

The D.C. Courts offers free language access services to people having business with the court who are deaf or who are non-English speakers. Parties to a case may request free translations of court orders and other court documents. To ask for an interpreter or translation, please contact the Clerk’s Office listed for your case. For more information, visit <https://www.dccourts.gov/language-access>.

Language access is important to the D.C. Courts. You can provide feedback on language services by visiting <https://www.dccourts.gov/services/information-and-resources/interpreting-services#language-access>.

Servicios de interpretación y traducción:

Los Tribunales del Distrito de Columbia ofrecen servicios gratuitos de acceso al idioma a las personas sordas o que no hablan inglés que tienen asuntos que atender en el tribunal. Las partes de un caso pueden solicitar traducciones gratuitas de las órdenes judiciales y otros documentos del tribunal. Para solicitar un intérprete o una traducción, póngase en contacto con la Secretaría de su caso. Para más información, visite <https://www.dccourts.gov/language-access>.

El acceso al idioma es importante para los Tribunales del Distrito de Columbia. Puede dar su opinión sobre los servicios de idiomas visitando <https://www.dccourts.gov/services/information-and-resources/interpreting-services#language-access>.

የቃልና የጽሑፍ ትርጓሜ አገልግሎቶች:

የዲ.ሲ. ፍርድ ቤቶች መስማት ለተሳናቸውና የእንግሊዝኛ ቋንቋ ተናጋሪ ላልሆኑ በፍርድ ቤቱ ጉዳይ ላላቸው ሰዎች ነጻ የቋንቋ ተደራሽነት አገልግሎቶች ያቀርባል። ተከራካሪ ወገኖች የፍርድ ቤት ትእዛዞችና ሌሎች የፍርድ ቤት ሰነዶች በነጻ እንዲተረጎሙላቸው መጠየቅ ይችላሉ። የቃል ወይም የጽሑፍ ትርጓሜ ለመጠየቅ እባክዎን በመዝገብዎ የተዘረዘረውን የጸሀፊ ቢሮ (ክለርክስ ኦፊስ) ያናግሩ። ለተጨማሪ መረጃ <https://www.dccourts.gov/language-access> ይጎብኙ።

የቋንቋ ተደራሽነት ለዲ.ሲ. ፍርድ ቤቶች አስፈላጊ ነው። የቋንቋ አገልግሎቶች በተመለከተ አስተያየትዎን <https://www.dccourts.gov/services/information-and-resources/interpreting-services#language-access> በመጎብኘት መስጠት ይችላሉ።