

SUPERIOR COURT OF THE DISTRICT OF COLUMBIA

ORDER BY CHIEF JUDGE JOSEY-HERRING

(Amended 4/8/22)

By Order issued on March 18, 2020, and reaffirmed on May 29, 2020, the Joint Committee of Judicial Administration authorized the Chief Judge to issue orders extending the period during which deadlines are suspended, tolled, and extended for all statutory and rules-based time limits in the D.C. Code, and the Superior Court Rules, during the current judicial emergency and consistent with the best interest of the administration of justice.

By Orders issued March 18, 2020, March 19, 2020, May 14, 2020, June 19, 2020, August 13, 2020, November 5, 2020, January 13, 2021, March 30, 2021, May 12, 2021, July 14, 2021, September 11, 2021, and November 21, 2021, the Chief Judge ordered that (except as otherwise specified) all deadlines and time limits in statutes, court rules, and standing and other orders issued by the Court that would otherwise expire before April 8, 2022, including statutes of limitations, are suspended, tolled, and extended during the period of the current judicial emergency. As indicated in that order, the deadlines and time limits may be further suspended, tolled, and extended as circumstances change. Suspension, tolling, and extension will continue, unless otherwise specified in this Order, until at least Friday, June 10, 2022.

The Court is expanding the types and number of cases it will hear through Friday, June 10, 2022.

To the extent that a case type has not been identified below, all nonpriority matters scheduled through Friday, June 10, 2022, will be rescheduled and new dates set; emergency matters will be heard as scheduled by the Court and as set forth below.

No attorney or persons should enter the courthouse with symptoms of COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/about/symptoms.html>.

All persons entering a Superior Court building must wear a mask covering their nose and mouth. See [Order Requiring Persons To Wear Cloth Face Coverings In Court Buildings During The Covid-19 Pandemic](#).

All Divisions and the Family Court will be open in a remote and in-person status for filing of pleadings, motions, and new cases. Electronic filing will continue. See the Clerk's Offices Remote Operations Notices for detailed information. <http://www.dccourts.gov/coronavirus>

The Court is now accepting electronic payments in certain circumstances. For more specific information, see <https://www.dccourts.gov/services/online-payment>.

When permitted by law, members of the public may have real-time access to remote hearings. Information about the process for listening to live remote proceedings are posted on the Court's website. <https://www.dccourts.gov/services/remote-hearing-information>.

All Superior Court Clerks' offices in every division of the Court are opened as of July 12, 2021.

The Court will operate primarily remotely under the following conditions:

CIVIL DIVISION

Unless otherwise ordered by the Court, no deadlines and time limits in statutes (including statute of limitations), court rules, and standing and other orders issued by the Court are suspended, tolled or extended during the period of emergency, except that statutes of limitations on claims subject to a statutory moratorium during a public health emergency are suspended, tolled, and extended until the moratorium ends.

The Civil Division will continue to operate as follows:

- Except for jury trials, hearings will continue to be conducted remotely.
- Judges will conduct remote hearings five days per week in virtual courtrooms. Except for jury trials, no parties or attorneys should appear in person unless specifically directed to do so by a judge.
- The Civil Division has resumed jury trials. The Civil Division has the capacity to conduct at least three jury trials simultaneously. For health and safety reasons, spectators are strongly encouraged to observe civil jury trials remotely, and the court reserves the right to limit the number of people physically present in any courtroom.
- The Civil Division will continue to conduct remote non-jury trials in multiple courtrooms.
- When the Civil Division schedules in-court jury or non-jury trials, it will schedule the trial during a hearing with all counsel or parties present.
- The Civil Division will continue to conduct remote hearings, including evidentiary hearings and bench trials, in any case where it is appropriate.
- Any emergency motion must be electronically filed and emailed to Civilefilings@dcsc.gov.
- An application for fee waivers and any filing accompanying the application may be electronically filed and emailed to Civilefilings@dcsc.gov.
- The public windows in the clerk's office for the Civil Actions Branch in the Moultrie Courthouse and for the Small Claims and Landlord Tenant Branches in Building B are open from 8:30 – 5:00 on Monday through

Friday. The clerk's office will use social distancing and capacity limits to protect the health of the public and staff. Limited staff will work on-site, and other staff continue to work remotely.

- Drop boxes have been installed in Building B for filers to stamp and drop off their filings in small claims and landlord-tenant cases.
- Any proceeding subject to a statutory moratorium will be stayed to the extent required by the statute, and if any such statutory moratorium is lifted, such matters will then proceed.
- The Civil Division will continue to conduct remote hearings or rule on ripe motions in eviction, foreclosure, and debt collection cases that are not stayed.
- The Court can accept in-person payments required by a protective order. Tenants shall make **non-cash** payments by one of the following methods: (1) bringing or mailing the payment to the Landlord and Tenant Clerk's Office, 510 4th Street NW, Room 110, Washington, DC 20001; (2) depositing the payment in the drop box in Building B, 510 4th Street NW, Washington, DC 20001 with the case number written on the payment; (3) making the payment electronically through the court's portal, provided that the total monthly payment does not exceed \$1,000. Please see the Notice of the Clerk's Offices Operations for instructions about electronic payments: <https://www.dccourts.gov/sites/default/files/Superior-Court-Clerks-Offices-Remote-Operations.pdf>. **Cash payments** can be accepted on a limited basis at the courthouse. Please see the Notice of the Clerk's Offices for more information about dates and times (click on the link above).
- Notwithstanding anything in Administrative Order 06-17, affidavits of service may be filed electronically during the period of the emergency.

- Notwithstanding anything in Administrative Order 15-03, housing condition violations cases and all matters heard by Judge in Chambers, including applications to amend vital records, name change requests, gender reassignment requests, foreign subpoenas, petitions for civil asset forfeiture, libels of information, and friendly suits, may be filed electronically during the period of the emergency with CaseFileXpress.
- Notwithstanding anything in Rule 5 and 5-III, documents may be filed electronically in cases under seal which contain an SLD in the case number (e.g. 2020 CABSLD 000001) during the period of emergency. Sealed and unredacted documents in an otherwise unsealed case must continue to be submitted in paper to the clerk’s office in person, by mail or via the drop box.
- To facilitate remote hearings, the Civil Division encourages all parties to contact the Civil Division Clerk’s Offices to provide contact information, including any telephone numbers and email addresses where parties can be reached. Please email or call the number listed below to provide your contact information or that of any other parties.

Civil Actions Branch	CivilDocket@dcsc.gov	(202) 879-1133
L&T Branch	LandlordandTenantDocket@dcsc.gov	(202) 879-4879
Small Claims Branch	SmallClaimsDocket@dcsc.gov	(202) 879-1120

CRIMINAL DIVISION

Effective March 15, 2022, the Court ceased tolling the 90-day indictment timeline (D.C. Code §23-1322(h)).

Effective April 15, 2022, the Court will cease tolling the 9-month indictment timeline in detained cases only (Rule 48 (c)(1), D.C. Code § 23-102).

Effective April 26, 2022, the Court will cease tolling the 100-day trial timeline (D.C. Code §23-1322(h)).

Effective May 9, 2022, the Court will cease tolling deadlines pursuant to D.C. Code §§ 24-801 (Interstate Agreement on Detainers) and 24-531.01 et. seq. (competency proceedings).

Effective September 6, 2022, the Court will cease tolling the 9-month indictment timeline in non-detained cases (Rule 48 (c)(1), D.C. Code § 23-102).

The period from March 15, 2020, the date upon which the above timelines were originally tolled pursuant to § D.C. Code 11-947(c), to the date of expiration of the tolling period, shall be excluded from the calculation of indictment, trial, or other relevant deadlines.

Effective May 9, 2022, timelines for preliminary hearings pursuant to Rule 5.1 and D.C. Code § 23-1322(a) and (b) will cease tolling, so that any new cases presented in C-10, beginning May 9, 2022, in which a hold is requested, will be set according to the statutes and rules of the court.

The following previously issued orders will terminate on May 9, 2022, at 11:59 pm, unless a separate order is issued before then extending them:

- March 16, 2020 Order giving law enforcement discretion to release additional individuals on citation.
- March 27, 2020 Order suspending execution of bench warrants in certain misdemeanor cases.
- March 27, 2020 Order suspending weekend jail sentences.
- Standing Order Establishing Procedures for Filing Emergency Motions for Release from Custody Due to the COVID-19 Pandemic.
- October 4, 2021 Amended Standing Order Governing the Misdemeanor Community Court Calendars.
- November 8, 2021 Amended Standing Order Governing the Felony Calendars.

The following previously issued order will terminate on May 23, 2022, at 11:59 pm, unless a separate order is issued before then extending it:

- April 1, 2020 Order clarifying the status of expiration dates for Deferred Prosecution and Sentencing Agreements and probationary terms.

The Criminal Division will operate as follows:

- Until further notice, the following calendars will proceed entirely remotely and all parties must appear by video to the extent possible and, if unable to appear by video, by telephone. Individuals who are unable to appear remotely may report to the Information Desk of the courthouse to obtain assistance in logging in remotely for their hearing.
 - USAO/OAG Citation Arraignment/Diversion Calendar
 - Mental Health Community Court
 - Superior Court Drug Intervention Program (Drug Court)
- Arraignments and presentments will be heard in Courtroom C-10. C-10 assigned Government counsel and CJA Stand-In counsel will appear in person. Specially assigned Government and defense counsel may appear remotely. Defendants detained at the D.C. Jail will continue to appear by video. Defendants, where a hold is not requested, will continue to appear by video. Defendants, where a hold is requested, will continue to appear in person so long as it is feasible. Extradition hearings in fugitive cases will be set before the Chief Judge.
- All non-detained and detained cases will proceed on the assigned Misdemeanor Community Court and Felony Calendars, which will operate both remotely and in-person, in the designated courtroom.
- All courtrooms have been configured to accommodate both in-person and remote participation, consistent with the health and safety of

defendants, witnesses, victims, counsel, court personnel, jurors and other members of the public.

- **Regarding Defendants on release**, Defendants in misdemeanor cases on personal recognizance (“PR”) and who consent, are permitted to appear in person, by videoconference or telephone conference for pleas and sentencings. Defendants in felony cases on PR and who consent, are permitted to appear by videoconference for pleas.
- **Defendants in the custody of the Department of Rehabilitation Services, the Bureau of Prisons, and the Department of Behavioral Health may continue to appear remotely**, except for trial, detention and preliminary hearings, and contested evidentiary hearings (unless consent to appear remotely when legally permissible).
- **Defendants in the custody of the Department of Corrections will appear in person in felony and misdemeanor cases**, unless the defendant waives their presence at the hearing or the defendant consents to participate by video.
- If the defendant will be appearing remotely, **government and defense counsel** may also appear by video.
- If the defendant will be appearing in-person, **government and defense counsel** will also appear in-person unless permission is otherwise granted by the assigned judge.
- **Witnesses** in all proceedings will appear in person, unless authorized by the Court in an individual case to testify remotely.
- **Pretrial Services and Court Services and Offender Supervision Agency representatives** may appear in person, but are encouraged to continue to appear remotely by video, or if unable to appear by video, by telephone. Appearance by video is strongly encouraged.
- **Victims of crime** may appear in person, but are encouraged to continue to appear remotely by video or telephone if possible.

- **Generally, members of the public** may attend hearings in person, subject to capacity limitations, but are encouraged to continue to appear remotely by video or telephone if possible. However, in **jury trials**, members of the public who wish to view the trial must appear in person.

DOMESTIC VIOLENCE DIVISION

Unless otherwise ordered by the Court, all deadlines and time limits in statutes, court rules, and standing and other orders issued by the Court that would otherwise expire are suspended, tolled and extended during the period pending further order of the Court.

The Domestic Violence Division (DVD) will operate as follows:

- The Domestic Violence Division Clerk's Office is available in person and remotely from 8:30AM to 5:00PM Monday through Friday.
- The Clerk's Office will use social distancing and capacity limits to protect the health of the public and staff. Limited staff will work on-site, and other staff will continue to work remotely.
- Civil filings can be submitted in person at the Clerk's Office or remotely:
 1. Online at www.probono.net/dccourts, or,
 2. By emailing completed forms available on the DVD webpage to DVD@dcsc.gov. To access fillable forms, click [here](#).
- Criminal filings in DVM and CCC cases should continue to be filed electronically via CaseFileXpress.
- The DVD will maintain hybrid operations with both in-person and onsite services. Some judges and courtroom staff will continue to work remotely. Parties may continue to appear via telephone or

videoconference for hearings held in DVD remote courtrooms, except when specifically ordered to appear in person in a partially remote courtroom.

- Proceedings in the DVD are open to the public. Parties will receive instructions on how to join the courtroom directly. Non-parties should contact the DV Division Clerk's Office by calling (202) 879-0157 or emailing DVHearings@dcsc.gov to obtain information to access a specific courtroom.

- Six courtrooms are operating remotely or partially remotely and, if court-ordered, in person. Please see a list of courtrooms below with the types of hearings assigned to the courtroom:
 - 113 – CPO, ASO, ERPO cases
 - 114 – CPO, ASO, ERPO cases
 - 117 – DVM, CCC, and ERPO cases
 - 118 – DVM, CCC and ERPO cases
 - 119 – TPO, TASO, Child Support Matters (Detention Hearings will be heard in 119 starting May 9, 2022)
 - JM-9 – Backup TPO, TASO

Criminal Cases – Domestic Violence Misdemeanor (DVM) and Criminal Contempt (CCC)

- All hearings for released defendants will go forward **remotely or in person** (depending on the notice provided) on the date and time they are scheduled in courtroom 117 and courtroom 118. This includes, but is not limited to, status hearings, arraignments, DSA review and sentencing dates, and show cause hearings.

- Appearing for Hearings: DV Division criminal courtrooms will continue to operate remotely, partially remotely, or in-person. Remote hearings will be conducted by telephone or videoconference with defendants appearing from the D.C. Jail or the community. When practicable,

Fridays will be a completely remote day with all parties, attorneys, courtroom staff and judges appearing remotely in the WebEx platform.

- All courtrooms have been configured to accommodate both in-person and remote participation, consistent with the health and safety of defendants, witnesses, victims, counsel, court personnel, jurors and other members of the public.
- **Defendants on release** may appear by video to the extent possible and, if unable to appear by video, by telephone, unless ordered by the court to appear in-person.
- If the defendant will be appearing remotely, **government and defense counsel** may also appear by video.
- If the defendant will be appearing in-person, **government and defense counsel** shall also appear in-person.
- **Witnesses** in all proceedings will appear in person, unless authorized by the Court in an individual case to testify remotely.
- **Pretrial Services and Court Services and Offender Supervision Agency representatives** may appear in person, but are encouraged to continue to appear remotely by video, or if unable to appear by video, by telephone.
- **Victims of crime** may appear in person, but are encouraged to continue to appear remotely by video or telephone if possible.
- **Members of the public** may attend in person, subject to capacity limitations, but are encouraged to continue to appear remotely by video or telephone if possible.
- **Arraignments:** DVM arraignments will be heard in Courtroom C-10. CCC arraignments will be heard remotely in a DVD courtroom.

- **Detained Defendants:** Defendants detained in C-10 after their arraignments will be set for a detention hearing in Courtroom 120 until May 6, 2022. Starting May 9, 2022, DV Detention hearings will be heard in Courtroom 119. All parties must appear in person for these hearings. These hearings will be heard by the designated magistrate judge.
- **Show Cause Hearings:** In-person and partially remote pretrial and probation show cause hearings will be set Monday through Thursday in DVD courtrooms. Defendants are to appear before the judge in person, subject to an approved COVID-19 protocol. If a defendant is appearing in-person, defense counsel and the government should appear in-person unless otherwise ordered by the Court. All other parties may appear by video or telephone at the discretion of the judge.
- Fully remote pretrial and probation show cause hearings may be set on any day, Monday through Friday. All parties, including defendants, should appear remotely by phone or videoconference.
- Probation show cause hearings will be heard on the date scheduled in a remote courtroom unless otherwise ordered by the Court. The filing of an AVR shall toll the expiration of probation.
- **Walk-in Bench Warrant Cases:** Defendants with bench warrants may turn themselves in to the DVD Clerk's Office prior to 3:30pm and the Clerk's Office will set the matter for a hearing before the calendar judge.

Civil Protection Order Cases (CPOs), Anti-Stalking Order Cases (ASOs) and Extreme Risk Protection Order Cases (ERPOs)

To facilitate remote hearings, the Domestic Violence Division encourages all parties to contact the Clerk's Office at (202) 879-0157 to provide contact information, including any telephone numbers and email addresses where parties can be reached. Please call this number to provide your contact information or that of any parties.

Requests for Civil Protection Order Cases (CPOs):

- Requests for Temporary Civil Protection Orders will be heard by a remote judge. New TPO requests will expire approximately 2 or 3 weeks after filing.
- Parties will receive TPOs and other case-related paperwork (such as self-service packets) electronically, including through email correspondence. In person filers may request hard copies of their paperwork from the Clerk's Office.
- All CPO, and related hearings will take place approximately two weeks after the case is filed.

Bench Warrants in Default CPO Cases: Respondents with bench warrants may turn themselves in to the DVD Clerk's Office by 3:30pm to be scheduled for an in-person hearing before the Court on the same business day. Or may contact the clerk's office (202-879-0157) to schedule a remote hearing to address the bench warrant

Child Support Cases with Underlying CPOs:

- The Domestic Violence Division will hear Child Support cases assigned to the Division in a virtual courtroom. Parties will receive notice and instructions on how to join the virtual hearing in advance of the assigned hearing date.

Requests for Anti-Stalking Order Cases (ASOs):

- Requests for Temporary Anti-Stalking Orders (TASOs) will be heard by a remote judge. New TASO requests will expire approximately 2 or 3 weeks after filing.
- Parties will receive TPOs and other case-related paperwork (such as self-service packets) electronically, including through email correspondence. In person filers may request hard copies of their paperwork from the Clerk's Office.

- Parties will receive TASOs and other case-related paperwork (such as self-service packets) electronically, including through email correspondence.

Requests for Extreme Risk Protect Orders (ERPOs):

- Requests for Ex Parte and Final ERPOs are available and can be made in person in the Clerk's Office during business hours, or electronically by emailing the completed filing to DVD@dcsc.gov. The petition can be obtained from the [DC Courts website](#). The assigned judge will hear the matter in a remote courtroom.
- All existing ERPOs expire on the expiration date of the order, unless a Motion to Extend is filed.
- All ERPO trials and ERPO-related motions will be held on the date listed in the paperwork, approximately after the initial filing. Parties will receive notice and instructions on how to join the virtual hearing electronically in advance of the assigned hearing date.
- Parties will receive Ex Parte ERPOs and other case-related paperwork electronically, including through email correspondence. In person filers may request hard copies of their paperwork from the Clerk's Office.

FAMILY COURT

Unless otherwise ordered by the Court, all deadlines and time limits in statutes, court rules, and standing orders and other orders issued by the Court that would otherwise expire are suspended, tolled and extended during the period pending further order of the Court, except for the following:

1. Abuse and Neglect Cases and Related Matters:

Motions practice and discovery in Neglect matters, Adoption matters, Termination of Parental Rights matters, and Guardianship matters shall

continue to be governed by applicable Superior Court rules unless otherwise directed by the assigned judge. Adoptions and Safe Family Act (ASFA) deadlines shall remain in effect.

Adoption petitions may be filed electronically, via digital drop box at <https://dcscgov.app.box.com/f/aeaf4eb2153743519a495d3f95d26c93>. All other pleadings in adoption matters may be filed remotely via E-Filing/CaseFileXpress.

2. Domestic Relations Cases:

Counsel and parties are expected to comply with applicable procedural rules including service within 60 days, and the filing of motions and oppositions unless otherwise directed by the assigned judge. All deadlines in orders issued on or after March 20, 2020 stand. All deadlines in orders issued before March 20, 2020 are extended by 90 days. Failure to file proof of service of post judgment motions within 60 days may result in dismissal without prejudice by the clerk.

Because individuals are likely unable to comply with social distancing and “diligent efforts” to serve (either personally or by going to the post office to obtain a certified mail), electronic service via text message or email is permissible in accordance with Rule 4(c)(3)(B) without further order of the Court. The serving party must prove service to the satisfaction of the assigned judge, including showing that the electronic method of service was “reasonably calculated to give actual notice.” Parties cannot serve electronically under Rule 4(c)(3)(B) if personal service is required by statute, including D.C. Code §§ 13-332 (requiring personal service on minors), 13-333 (requiring personal service on incompetent persons), and 46-206 (requiring personal service of the notice in cases involving support).

Pursuant to Super. Ct. Dom. Rel. R. 5(d)(5)(B), the court authorizes parties to electronically file any affidavit of service of process.

3. Mental Habilitation Cases:

Counsel for Respondents shall continue to file Updated Status Reports pursuant to Administrative Order No 00-06, and to the extent possible, shall file Respondents Reports on Informed Consent for Voluntary Commitment and Substitute Decision Maker Reports. Parties shall comply with any existing order to file a special report or specific document. Parties shall comply with any existing order (a) requiring participants to convene meetings or (b) requiring the Department of Disability Services to provide specific services or supports to the extent possible, in light of the pandemic.

The Family Court will conduct the following types of in-person hearings:

Fact-finding hearings in Delinquency cases—priority will be given to respondents who are securely detained, followed by respondents who have been placed in shelter houses, and then respondents who are in the community. In-person hearings may be granted for any other case types for good cause and with the approval of the Family Court Presiding Judge or Deputy Presiding Judge. In-person hearings will be held in courtroom JM-2 and other courtrooms depending on availability. The trial judge will address any concerns relating to these hearings at a pre-trial hearing.

The Family Court is conducting the following types of remote hearings:

Abuse and Neglect and Related Matters:

- Neglect initial hearings
- Emergency hearings
- Disposition hearings
- Stipulation Hearings
- Trials of any type, including *Ta. L.* Hearings, Adoptions, Termination of Parental Rights Motions, and Guardianship Trials
- Family Treatment Court hearings
- Permanency Hearings, Review of Disposition Hearings, and Pretrial Hearings shall be scheduled
- Other hearings

Domestic Relations:

- Trials and hearings of any kind involving divorce, annulment, legal separation, common law marriage, custody, child support, and other such matters that the Court deems appropriate
- Domestic relations same day emergency hearings
- Emergency motions to modify custody or for contempt where same day emergency hearing was denied but the Court concludes that it is both necessary and feasible to hear the motion on an expedited basis

Juvenile Delinquency, Persons in Need of Supervision, and Private Adoptions:

All deadlines and time limits in statutes, court rules, and standing and other orders issued by the Court that would otherwise expire are suspended, tolled, and extended during the period pending further order of the Court. Notwithstanding this Order, the Family Court will hold the following hearings:

- Juvenile initial hearings, including probable cause hearings
- Any other hearings (e.g. emergency hearings, status hearings, disposition hearings) based upon the judge's determination that holding a hearing would be beneficial toward resolving the case or will result in a change in the level of detention of a juvenile; this applies to HOPE and Juvenile Behavioral Diversion Program (JBDP) courts
- Factfinding hearings for juveniles may occur in-person (see above for the Family Court in-person trial section). Factfinding hearings may occur remotely only if the Court finds for specific reasons that the factfinding hearing in that case cannot be further delayed without serious harm to the interests of justice, and only with the consent of the respondent after consultation with counsel
- Special Immigrant Juvenile Status hearings

- Private adoptions

Mental Health:

- Mental health probable cause hearings
- Mental Health Commission hearings
Revocation hearings, status hearings where needed, emergency hearings, pretrial hearings and trials

Mental Habilitation:

- Mental habilitation review and emergency hearings

Name Changes:

- Name changes hearings will be held

Parentage and Support Cases:

- All are being scheduled and resolved on paper where possible

Other Relevant Information:

Remote filing remains available, however limited in-person services at the courthouse are also available (see in-person service section below).

- Process for Filing Domestic Relations Emergency Motions:
 - Parties represented by counsel are required to eFile any emergency motions through CaseFileXpress at <https://www.dccourts.gov/superior-court/e-filing>
 - In the “comments” section, parties should indicate they are requesting an emergency hearing.
 - Litigants represented by a 501(c)(3) organization and self-represented litigants may eFile their emergency motions

through CaseFileXpress at <https://www.dccourts.gov/superior-court/e-filing>.

- In the “comments” section, parties should indicate they are requesting an emergency hearing.
- Self-Represented litigants who are approved for a fee waiver AND who choose not to eFile, can send an email to FamilyCourtCIC@DCSC.GOV with their motion attached. Filers must write “Emergency Motion” in the subject line of any such emails. Self-Represented litigants who are seeking a fee waiver for the first time should send their request and emergency motion to FamilyCourtCIC@DCSC.GOV, and must write “Emergency Motion and Fee Waiver Request” in the subject line.
 - Self-Represented litigants who are eFiling using CaseFileXpress must indicate they are requesting an emergency hearing in the “comments” section.
- Self-Represented litigants who do not have an approved fee waiver are required to eFile emergency motions through CaseFileXpress at <https://www.dccourts.gov/superior-court/e-filing>.
 - In the “comments” section, parties should indicate they are Requesting an Emergency Hearing.
- If a filer fails to properly identify their motion as an emergency as outlined above, the motion may not be processed in a timely fashion.
- The process for filing domestic relations complaints or petitions in Family Court is specified in detail on the Court’s website, see: <https://www.dccourts.gov/sites/default/files/DRB-Case-InitiationInstructions-for-filers.pdf>.

- The Family Court Self-Help Center (202) 879-0096 is operating on a remote basis to provide information and to assist parties in filing documents in Family Court cases (divorce, child custody, child support, etc.).
- The Court will issue summonses electronically and will email them to the filer.
- The Supervised Visitation Center is conducting intake interviews and supervised visits remotely.
- Multi-door mediation and intake for mediation is available for parties able to participate in remote mediation either through videoconferencing or telephonically.
- PAC (Program for Agreement and Cooperation in Custody Cases) co-parenting seminars have resumed twice a month.

In-Person Services:

The Family Court's public offices (including Central Intake Center, Domestic Relations, Parentage and Support, Juvenile and Neglect, Mental Health and Habilitation, Counsel for Child Abuse and Neglect and the Marriage Bureau) will be open for in-person service. The Family Court will also continue to process documents submitted via eFiling. Emergency matters are forwarded to the judge for review and most hearings are conducted remotely. Please note that all emergency matters must be filed by 4:00 p.m., Monday through Friday, except holidays.

Attorneys and self-represented litigants can file documents electronically using CaseFileXpress at <https://dc.casefilexpress.com/Login.aspx>.

Self-represented litigants who require assistance completing and filing requests for custody, divorce and/or child support should contact the Family Court Self-Help Center at 202-879-0096.

For questions or to request a copy of documents please contact the Family Court Call Center at 202-879-1212 or send an email to FamilyCourtCertifiedCopies@dcsc.gov.

Marriage Bureau:

The Marriage Bureau is processing applications for marriage licenses both in person and remotely and is performing weddings by videoconference. All parties – both the parties to the wedding and the person performing the wedding – must be physically present in the District of Columbia at the time of the ceremony.

To begin the application process, please complete and submit the online application at <https://www.dccourts.gov/form/marriage-application>. You can use a computer or mobile device (iPad, Tablet or smartphone) to complete and submit the application. A representative from the Marriage Bureau will then contact you to complete the application process. You are strongly encouraged to submit the online application even if you intend to pick up your marriage license in person.

If you are not able to apply online, you can complete an application in-person.

PROBATE AND TAX DIVISIONS

With respect to matters in the Probate and Tax Divisions, the moratorium is now lifted and all deadlines for statutory and rules-based time limits in the D.C. Code and the Superior Court Rules are now in full force and effect.

In-person Services:

- The Probate and Tax Divisions' public service counters are open Monday through Friday from 8:30 a.m. to 5:00 p.m. to enable

persons who want to file documents or view cases in person to do so.

Remote Services:

- Services will continue to be provided remotely and electronic filing will continue. All scheduled hearings and trials will be conducted remotely. No parties or attorneys should appear in person for a hearing or trial in a case unless specifically directed to do so by a judge.
- The Probate Self-Help Center (ProbateSelfHelpCenter@dcsc.gov) is also operating on a remote basis to provide information and assistance in filing intervention proceedings and in large and small estate filings.

The Probate Division will operate as follows:

- Judges will hear the following matters remotely by WebEx:
 - 21-Day Emergency Guardians — Filed by email (attorneys and self-represented filers) or filed in person.
 - 90-Day Health-Care Guardians — Filed by email (attorneys and self-represented filers) or filed in person.
 - Petitions for General Proceedings (Guardianship and Conservatorship petitions) – Filed by email (attorneys and self-represented filers), by mail (self-represented filers), or in person.
 - Other Intervention matters which the individual judge determines are appropriate to be heard remotely by WebEx.

- Other Probate matters, including Estate cases, which the individual judge determines are appropriate to be heard remotely by WebEx.
- To facilitate remote hearings, new case filings and receipt of court Orders and division notices, the Probate Division encourages all parties to provide contact information on all filings including any telephone numbers and email addresses where parties can be reached.
- Triennial reviews of guardianship appointments resumed January 2, 2022.
- Monthly ward visitation requirements remain in effect.

For additional information regarding Probate Division services, please review the Probate Division Operations Notice. <https://www.dccourts.gov/superior-court/probate-division>

The Tax Division will operate as follows:

- Show Cause and status hearings, in addition to Initial Scheduling and Pre-Trial Conferences will be held remotely by WebEx. Trials will be conducted in-person unless otherwise ordered by the judge.
- Mediations will be held remotely by Zoom.gov.
- To facilitate remote hearings and mediations, the Tax Division encourages all parties to provide contact information on all filings including any telephone numbers and email addresses where parties can be reached.
- Self-represented litigants may continue to email their pleadings or an image of their pleadings to TaxDocket@dcsc.gov and mail a check

or money order for their filing fee to D.C. Superior Court, Tax Division, 500 Indiana Ave., NW, Suite 4100, Washington, DC 20001.

OFFICE OF THE AUDITOR MASTER

The Auditor-Master is conducting all hearings remotely by WebEx. Parties may attend by video-conferencing or telephone if they do not have the technology for video-conferencing. Instructions for remote participation will be provided to all Parties. The DC Courts have remote hearing sites available in various locations in the community to help persons who may not have computer devices or internet service at home to participate in scheduled remote hearings. If you want to use a remote site location for your hearing, call (202) 879-1900 or email DCCourtsRemoteSites@dcsc.gov at least 24 hours before your hearing to reserve a remote access computer station. In-person hearings may be conducted upon motion.

Parties should comply with all orders that the Auditor-Master has issued since August 1, 2020. The Office has issued orders to reschedule all previously scheduled hearings. Orders are being issued to schedule hearings in new matters, and to set dates for production of documents.

The Staff is available remotely from 8:30 AM to 5:00 PM, Monday through Friday. Staff is processing documents in the office and remotely. Documents may be submitted by email to: Auditor.Master@dcsc.gov or mailed to: D.C. Superior Court, Office of the Auditor-Master, 500 Indiana Avenue NW, Washington, DC 20001. Documents sensitive in nature may be emailed to AMFinancialBox@dcsc.gov. Documentation can be delivered to the office in person upon appointment only by calling (202) 626-3280.

Reports are currently being prepared for matters in which all hearings have been conducted and all documentation has been received. Reports will be served on parties when they are completed.

For questions, please contact the Office by telephone at (202) 626-3280 or email at Auditor.Master@dcsc.gov.