

Rule 101. Duties and Operation of the Assignment Section

(a) Duties. The Calendar Control Judge who shall sit in the Assignment Section shall discharge on behalf of the Felony Branch and the Misdemeanor Branch of the Criminal Division the following duties, when applicable:

(1) Assign cases to other judges of the Criminal Division for trial, except as otherwise provided in these Rules;

(2) Grant or deny continuances, except as otherwise provided in these Rules;

(3) Conduct any other matters, including the holding of trials or hearings, should the judge's schedule permit.

(b) Assignment of cases upon the filing of an information. Except as otherwise provided in these Rules, cases prosecuted by the filing of an information, other than those to be prosecuted in the District of Columbia-Traffic Branch or the Tax Division, shall be assigned for trial by the judge sitting in the Assignment Section in the following manner:

(1) The Section shall convene promptly at 9:15 a.m.

(2) The calendar call shall begin with the government's "ready cases", and then proceed to a call of the entire calendar. Cases may be certified for trial even if the government's witnesses are not present, but are available on call within not more than 30 minutes. Such cases shall be certified to the Criminal Assignment Commissioner who shall recertify them to the judge sitting in the Assignment Section if the witnesses do not appear as represented.

(3) Defense attorneys shall be in the Assignment Section when their cases are called. No case may be certified unless the attorney and the attorney's client are present, except where the attorney has previously announced ready and has been certified for trial in another case. If an attorney is unable to be present in the Assignment Section because of the attorney's active engagement in trial or because of a required appearance in the United States District Court or an appellate court, the attorney shall leave a slip with the courtroom Clerk indicating where the attorney will be, when the attorney expects to return, and whether the attorney is ready for trial.

(4) When an attorney's 1st case is called, the attorney shall advise the Court of any other cases the attorney has on the calendar, so that the judge sitting in the Assignment Section can review the status of all such cases at the same time. So far as practicable, the calendar shall be printed, grouping all of an attorney's cases together, and posted in a conspicuous place outside the courtroom in which the Assignment Section is convened.

(5) Each morning 1 or more ready cases shall be certified directly to trial judges by the judge sitting in the Assignment Section.

(6) After 1 or more cases have been sent to each trial judge, the balance of ready cases shall be certified by the judge sitting in the Assignment Section to the Criminal Assignment Commissioner. All of an attorney's cases shall be sent to the same judge whenever possible. The Assignment Commissioner shall insure that at least 1 back-up case is waiting in each trial judge's courtroom at all times, unless the Commissioner is advised by the trial judge that the current case in trial or hearing is expected to last in excess of one-half of a trial day, or will carry over until the next day. The Assignment Commissioner shall periodically inform the judge sitting in the Assignment Section of the status of cases certified for trial.

(7) Attorneys shall report directly to the courtroom to which their cases have been assigned. If they wish to leave the courtroom, they must first make arrangements with that courtroom's Clerk. Attorneys whose cases have been certified to the Assignment Commissioner shall not leave the lawyer's lounge without the permission of the Assignment Commissioner.