

District of Columbia  
Court of Appeals



ORDER  
(FILED—June 25, 2021)

By Order of the Chief Judge, the District of Columbia Court of Appeals is updating its operations as it continues to address concerns regarding the Coronavirus (COVID-19). This order updates the court's orders issued on March 16, 2020, March 23, 2020, May 21, 2020, June 29, 2020, August 27, November 23, 2020, January 25, 2021, and March 22, 2021, and addresses court operations through August 31, 2021. (<https://www.dccourts.gov/court-of-appeals/orders>) The court will make additional adjustments as circumstances warrant.

**Expanding On-Site Operations.** Public counters in the Historic Courthouse open effective July 12, 2021, from Monday to Friday, 8:30am to 5:00pm. Until then, the Historic Courthouse remains closed to the public. Effective July 12, the public may enter the courthouse to conduct business in the Public Office and Committee on Admissions. Information on the D.C. Courts' cleaning and safety procedures is available at <https://www.dccourts.gov/stepstokeepyousafe>, with a more detailed video on the Court of Appeals at <https://www.youtube.com/watch?v=hUb6Uj1g2s8>. Consistent with the June 26, 2020, Order issued by the Joint Committee on Judicial Administration and other court safety policies (<https://www.dccourts.gov/stepstokeepyousafe>), during the remainder of the COVID-19 pandemic, or unless otherwise ordered by the court, all persons authorized to enter the Historic Courthouse:

- are required to take a **temperature check** and **complete a COVID-19 screening** questionnaire (available at

<https://www.dccourts.gov/form/health-screening-public#no-back> or in paper copy at the security desk);

- must maintain **social distancing** requirements as recommended by public health authorities; and
- must wear a **face covering** or mask that covers the person's mouth and nose at all times, with the exception of young children, persons who have trouble breathing when wearing a face covering or mask, persons who are unable to remove the face covering without assistance, or persons who require a religious or other accommodation. If the person does not have a face covering or mask, a mask will be provided for them.

No person should enter the Historic Courthouse if they are quarantining, either because they have been exposed to the virus or have been diagnosed with COVID-19. Individuals who are feeling unwell but who are unsure if they have contracted COVID-19 are strongly encouraged not to seek entry into the Historic Courthouse and may be turned away as a result of the screening measures referenced above.

The Court of Appeals continues to provide comprehensive remote access as detailed below.

The following procedures are in effect through August 31, 2021, or until further order of the court:

- **ORAL ARGUMENTS:** Oral arguments will continue to be heard via remote video conference until August 31, 2021, unless otherwise directed. The court will email participants a link to the video conference, so parties must ensure that their email addresses are on file with the court. Unless otherwise prohibited, oral arguments will be live streamed on YouTube to provide public access. Protocols for participants and a link to the live streamed oral arguments are on the court's website (<https://www.dccourts.gov/court-of-appeals/oral-arguments>). As part of a pilot project, redacted briefs for selected oral

arguments will be posted the week before the oral argument on the court's website (<https://www.dccourts.gov/court-of-appeals/oral-arguments>).

- **REMOTE ACCESS:** The DC Courts are offering sites across the District of Columbia for those without computers or WiFi at home to use when they need to appear for their remote oral argument or appellate mediation. Those interested in scheduling a time to use a remote location should call 202-879-1900 or email [DCCourtsRemoteSites@dcsc.gov](mailto:DCCourtsRemoteSites@dcsc.gov) at least 24 hours before their scheduled hearing 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 court's website. (<https://www.dccourts.gov/sites/default/files/Remote-Hearing-Sites-Tip-Sheet-3.pdf>)
- **FILING DEADLINES & MOTIONS FOR EXTENSION OF TIME:** Motions requesting extensions of time with respect to filing deadlines for motions, briefs, and other similar filings will be liberally granted consistent with the equities of the case.
- **EMERGENCY FILINGS:** Emergency Filings intended for the D.C. Court of Appeals may still be submitted by email to: [emergencyfilings@dcappeals.gov](mailto:emergencyfilings@dcappeals.gov) (for DC Superior Court matters please see <https://dccourts.gov/coronavirus>; for US District Court matters please see <https://dcd.uscourts.gov>). 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>). 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.
- **ELECTRONIC AND IN-PERSON FILING:** The court will continue to receive and consider all efiled documents and documents emailed or

hand-delivered by pro se parties who do not have an electronic Filing (“efiling”) account (see details below). Additionally, court staff **will be** on site to process requests for files and records. These requests may be submitted by email to: [fileroom@dcappeals.gov](mailto:fileroom@dcappeals.gov) or phone to 202-879-2701 and 202-879-2707. **Even after the courthouse reopens**, efilings are strongly encouraged. The court has suspended the requirement for the filing of paper copies of electronically filed documents. See Electronic Filing and Service (“ESF”) Procedure 8. See *also* DCCA Administrative Order 1-18.

- **PRO SE PARTIES:** Pro se parties (parties who do not have counsel) who are not currently registered for efilings may, during this period, continue to email their filings to [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov). Pro se parties who are unable to email their filings may mail their filings or hand-deliver them to the security desk at the entrance to the courthouse at 430 E Street, NW, which is staffed twenty-four hours a day.
- **NEW FILINGS:** The court remains open for all new filings. Parties filing case-initiating pleadings in this court, i.e., petitions for review, writs of mandamus and prohibition, and other extraordinary writs, and applications for allowance of appeal, may email their filings to [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov), mail their filings, or hand-deliver them to the security desk at the entrance to the courthouse at 430 E Street, NW. Parties who mail or hand-deliver these filings shall also include the filing fee or a Motion for Waiver of Prepayment of Court Fees and Costs. Parties who email a case-initiating pleading shall include a Motion for Waiver of Prepayment of Court Fees and Costs or promptly submit the filing fee.
- **PAPER FILINGS:** For any filings that are mailed or hand-delivered, the court has, pursuant to the May 21, 2020, order, temporarily suspended the requirement that a party provide any additional paper copies that may be required under the applicable court rules.

- **RULE 36(b): NOTICE OF JUDGMENT:** The May 21, 2020, order suspended the requirement 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 MEDIATIONS:** Appellate mediations shall continue to be held via telephonic conference or remote videoconferencing. Appellate Mediation program staff will notify eligible parties about the protocol and procedures that the court will implement to conduct appellate mediations.
- **BAR ADMISSIONS, APPLICATIONS FOR ADMISSION PRO HAC VICE, AND OTHER ADMISSIONS-RELATED INQUIRIES:** The Committee on Admissions office is closed to the public through July 11, 2021, and opens effective July 12. **For updates on bar admissions matters, applicants should check the Committee on Admissions website <https://admissions.dcappeals.gov/home>**

The Committee on Admissions office continues to process applications for special legal consultant status and pro hac vice applications. To expedite the processing of pro hac vice applications, email the Form 8 to [rhunter@dcappeals.gov](mailto:rhunter@dcappeals.gov). **Non-electronic payments for pro hac vice applications will be due and accepted when the Committee on Admissions office reopens.**

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

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 accommodations for the upcoming bar exam: [dcaccommodations@dcappeals.gov](mailto:dcaccommodations@dcappeals.gov).
- For questions regarding wall plaques: [nlane@dcappeals.gov](mailto:nlane@dcappeals.gov)
- For questions regarding the unauthorized practice of law: [cupl@dcappeals.gov](mailto:cupl@dcappeals.gov).
- For questions regarding admission pro hac vice: [rhunter@dcappeals.gov](mailto:rhunter@dcappeals.gov).
- For questions regarding Rule 46 admission requirements and Rule 49 extension requests: [sshanks@dcappeals.gov](mailto:sshanks@dcappeals.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@dcappeals.gov](mailto:kallen@dcappeals.gov)

Ci to Gr - [nlane@dcappeals.gov](mailto:nlane@dcappeals.gov)

Gs to Kr - [sparrish@dcappeals.gov](mailto:sparrish@dcappeals.gov)

Ks to Ni - [iwelch@dcappeals.gov](mailto:iwelch@dcappeals.gov)

Nj to Sh - [ddade@dcappeals.gov](mailto:ddade@dcappeals.gov)

Si to Z - [rhunter@dcappeals.gov](mailto:rhunter@dcappeals.gov)