

**District of Columbia**  
**Court of Appeals**  
**ORDER**  
**(FILED—December 23, 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). Throughout the COVID-19 outbreak, the Court of Appeals continued regular operations, holding oral arguments by videoconference since May 2020 and ensuring continued access to justice during the pandemic.

This order updates the court's orders 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, and August 31, 2021, and addresses court operations through **April 30, 2022**. (<https://www.dccourts.gov/court-of-appeals/orders>) The court will make additional adjustments as circumstances warrant.

**ON-SITE OPERATIONS.**

- **ORAL ARGUMENTS:** Oral arguments will continue to be heard via remote video conference, 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 (email [efilehelp@dcappeals.gov](mailto:efilehelp@dcappeals.gov) or call (202) 879-2700). 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>).
- **PUBLIC COUNTERS:** Public counters in the Historic Courthouse are open Monday to Friday, 8:30 am to 5:00 pm. The public may enter the

courthouse to conduct business in the Public Office and the Committee on Admissions. Court staff are on site to process requests for files and records.

**COURTHOUSE HEALTH AND SAFETY PROCEDURES.** No person may enter the Historic Courthouse who is quarantining, either because the person has been exposed to the virus or has been diagnosed with COVID-19. Individuals who feel unwell but are unsure if they have contracted COVID-19 should not seek to enter the Historic Courthouse and may be turned away as a result of the screening measures referenced below.

Signs will list the maximum occupancy of public offices. Consistent with the June 26, 2020, order issued by the Joint Committee on Judicial Administration, regardless of vaccine status, all persons authorized to enter the Historic Courthouse must--

- take a **temperature check** and **complete a COVID-19 screening** questionnaire (available at <https://www.dccourts.gov/form/health-screening-public#no-back> or paper copy at the security desk);
- maintain **social distancing** requirements as recommended by public health authorities; and
- 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.

The D.C. Courts' cleaning and safety procedures are 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>.

**REMOTE ACCESS.** The Court of Appeals continues to support remote access to court personnel and court documents as follows:

- **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 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>)
- **EMERGENCY FILINGS:** Emergency Filings intended for the D.C. Court of Appeals may be submitted by email to: [emergencyfilings@dcappeals.gov](mailto:emergencyfilings@dcappeals.gov) (for D.C. Superior Court matters please see <https://dccourts.gov/coronavirus>; for US District Court matters please see <https://www.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 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 counters are now open, **efiling is strongly encouraged**. The court has suspended the requirement for filing paper copies of electronically filed documents. See Electronic Filing and

Service (“ESF”) Procedure 8. See *a/so* 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 efilings may continue to email their filings to [efilehelp@dcapeals.gov](mailto:efilehelp@dcapeals.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, writs of mandamus and prohibition, other extraordinary writs, and applications for allowance of appeal) may email their filings to [efilehelp@dcapeals.gov](mailto:efilehelp@dcapeals.gov), mail their filings, 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, 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 MEDIATION:** Appellate mediations may be held via telephonic conference or remote videoconferencing 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 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 may now apply and submit payment online: <https://admissions.dcappeals.gov/information-and-applications>.

Committee on Admissions meetings and hearings will proceed, as practicable, via videoconference.

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@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)