

**SUPERIOR COURT OF THE DISTRICT OF COLUMBIA  
CRIMINAL DIVISION**

Arrest Book No. \_\_\_\_\_

PDID NO. or DOB \_\_\_\_\_

Officer/Badge/Unit \_\_\_\_\_

**CITATION TO APPEAR IN COURT**

To: \_\_\_\_\_ :

(Name of Arrestee: First, Middle, Last)

You have been arrested and charged with the following criminal offense:

\_\_\_\_\_  
(List arrest charge(s) and applicable CCR)

You are being released from police custody upon your promise that you will appear, as further specified below, in the Superior Court of the District of Columbia (500 Indiana Avenue, N.W.) on \_\_\_\_\_ to answer these charges:

*\*Citation Dates and Times to be obtained from Pretrial Services Agency*

**You are to report to Courtroom 115 at \_\_\_\_\_ a.m. (Traffic and D.C. – Office of the Attorney General cases).**

**You are to report to Courtroom 201 at \_\_\_\_\_ a.m. (U.S. Attorney's cases).**

**You are to report to Courtroom 115 at \_\_\_\_\_ a.m. and you are to report to 201 at \_\_\_\_\_ a.m. (Traffic, DC and USAO cases).**

*\*\*Additional important information appears on the back of this form.\*\**

I acknowledge receipt of this Citation to Appear and promise to appear in court as directed. I understand that if I fail to appear a warrant will be issued for my arrest and that if I am charged and convicted of failing to appear, I could be fined and imprisoned for up to 180 days.

\_\_\_\_\_  
Signature of arrested person

\_\_\_\_\_  
Date

Issued by: Acting Clerk, Superior Court of the District of Columbia

\_\_\_\_\_  
Signature of Station Clerk, Badge No. & Unit

**INSTRUCTIONS TO STATION CLERKS:**

In the PDID No. or DOB block, enter the PDID if you have it; if not, please enter the DOB.

The signature of the arrestee on this form must be made in your presence.

Check Courtroom 115 block for offenses prosecuted by the Office of the Attorney General. Check the Courtroom 201 block for offenses prosecuted by the U.S. Attorney. Check the block for both Courtrooms when there are offenses for both prosecutors' offices.

**INSTRUCTIONS TO THE PAPERING OFFICER AND PROSECUTOR:**

The original (white copy) of the Citation must accompany the charging papers or no paper slip when it is filed with the clerk. It will become part of the court file.

In cases where there are charges prosecuted by both the Office of the Attorney General and the U.S. Attorney, a photocopy of the Citation for each prosecutors' files should be made. In these situations, the yellow copy should be filed with the clerk of the court to be placed in the D.C. case, and the original copy will be filed with clerk in the U.S. case.

**\*\* Citation to Appear in Court dates and time to be obtained from Pretrial Services Agency**

Rev 1/13/09

**\*\* IMPORTANT INFORMATION \*\***

You MAY be allowed to close out your case without a criminal conviction by paying an amount ranging from \$25 to \$100. To speed up the process, you may wish to bring funds with you when you appear in court.

Additionally, if you have been charged with:

- **Driving While Intoxicated (DWI), Driving Under the Influence (DUI), or Operating While Impaired (OWI),**
- **Operating a Motor Vehicle without a Valid Permit (No Permit),**
- **Operating after Revocation (OAR),**
- **Operating after Suspension (OAS),**
- **Speed in Excess of 30 MPH over the Posted Limit**

AND you have NOT previously been arrested for a similar offense, you MAY be eligible for a special program to help quickly resolve your case, which can include, under certain circumstances, dismissal. To qualify for a special program, you MUST appear in court on the date assigned and bring the documentation below.

**When charged with DWI, DUI, OWI, or Speed in Excess of 30 MPH over the Posted Limit, bring:**

- If you do not reside in the District of Columbia, a complete, official, detailed copy of your driving record from your state of residence.

**When charged with Speed in Excess of 30 MPH over the Posted Limit, also bring:**

- \$200 in cash, check, or money order (if you want to be eligible for the special program involving donations and community service).

**When charged with No Permit, bring:**

- A valid permit (or learner's permit) from the District of Columbia; or
- A valid out-of-state permit, and, if you were suspended or revoked in your home state, documentation from the Department of Motor Vehicles (DMV) from your home state, stating that you have:
  - Corrected any problems, such as outstanding tickets, that led to your suspension or revocation,
  - Paid any reinstatement fee, and
  - Been reinstated.

**When charged with OAS or OAR, bring:**

- Documentation from the Department of Motor Vehicles (DMV) stating that you have:
  - Corrected any problems, such as outstanding tickets, that led to your suspension or revocation, and
  - Paid the reinstatement fee.

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**You MUST appear in court on the date listed on the citation.  
If you fail to appear, the Court may issue a WARRANT for your arrest.**

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