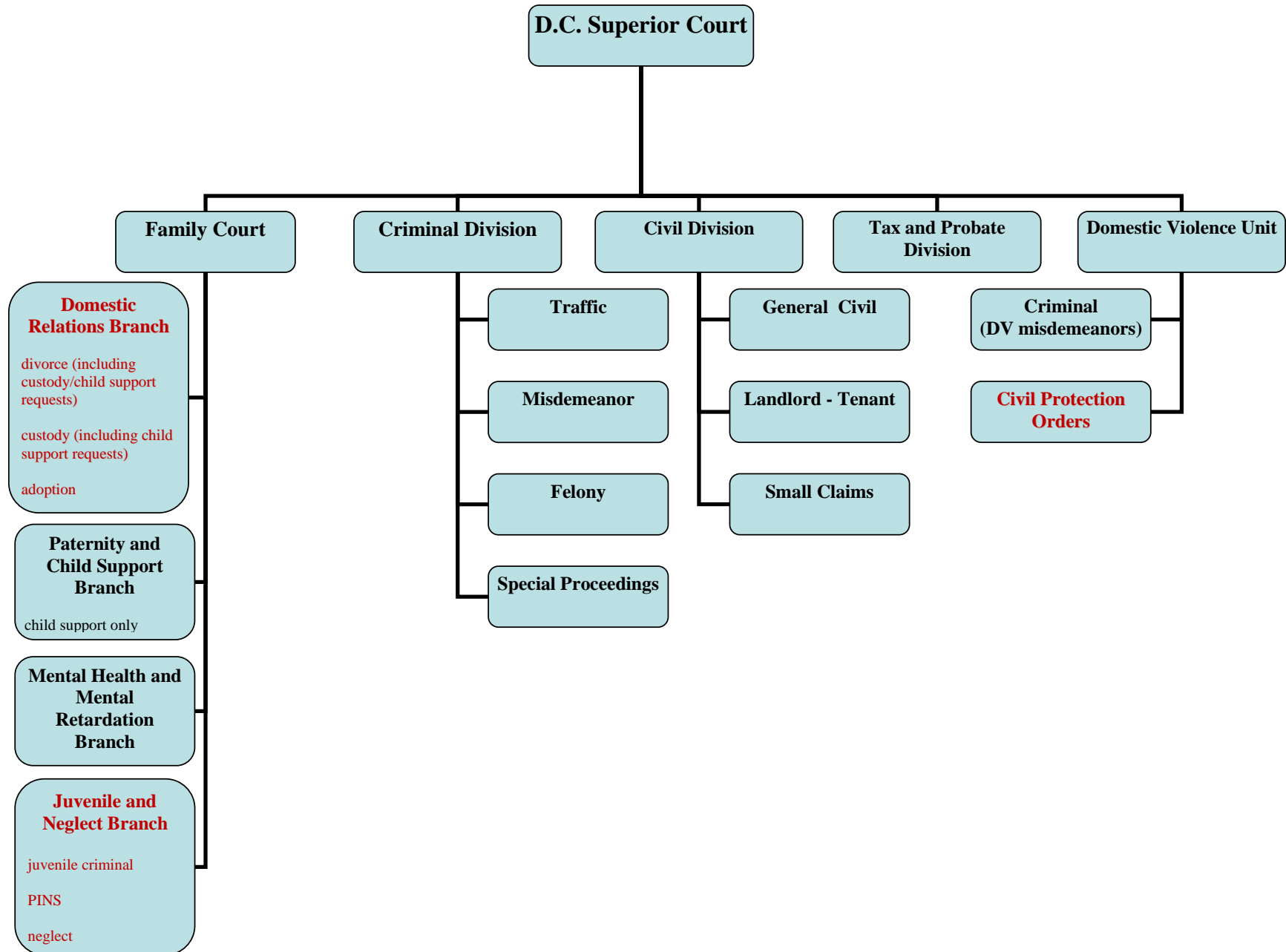


14. DC Superior Court Information

- A. DC Superior Court Organizational Chart
- B. DC Superior Court Contact Information
- C. DC Superior Court Tour Handout

D.C. Superior Court Organizational Chart



DC SUPERIOR COURT INFORMATION

Moultrie Courthouse (main courthouse)
500 Indiana Avenue, NW, Washington, DC 20001
Court Main Information Number: (202) 879-1010

Judge contact information and daily courtroom assignment list:

<http://www.dccourts.gov/internet/superior/judges/main.jsf>

DOMESTIC RELATIONS JUDGES AND CLERKS

<u>Judge</u>	<u>Chambers</u>	<u>Clerk</u>	<u>Clerk Email</u>	<u>Clerk Phone</u>
Presiding Judge Puig-Lugo, Hiram	3430	Suzanne Kritzberg	Suzanne.Kritzberg@dcsc.gov	879-8372
Deputy Presiding Judge Dalton, Carol Ann	JM-630	Ana Jara	Ana.Jara@dcsc.gov	879-4623
Epstein, Anthony (Adoptions & DR I)	2630	Caitlyn Yuschak	Caitlyn.Yuschak@dcsc.gov	879-4634
Becker, Julie	5520	Rachel Marshall Christopher Schafbuch	Rachel.Marshall@dcsc.gov Christopher.Schafbuch@dcsc.gov	879-3396 879-3395
Iscoe, Craig	2430	Emily Ittner Olajumoke (Jummy) Obayanju	Emily.Ittner@dcsc.gov Olajumoke.Obayanju@dcsc.gov	879-7838 879-7835
McCabe, John	2420	Yasmin Schenkman JAA: Karen James	Yasmin.Schenkman@dcsc.gov John.McCabe3@dcsc.gov CC: JAA John.McCabe2@dcsc.gov	879-1439 Chambers: 879-1246
Okun, Robert	3610	Kroopa Desai Samantha (Sami) Hall	Kroopa.Desai@dcsc.gov Samantha.Hall@dcsc.gov	879-9951 879-4602
O'Keefe, Michael	3620	Jaclyn Roeing Amy Yoon	Jaclyn.Roeing@dcsc.gov Amy.Yoon@dcsc.gov	879-4884 879-4805
Williams, Yvonne	1440	Gabrielle Best Husband	Gabrielle.Husband@dcsc.gov	879-4888

ABUSE AND NEGLECT MAGISTRATE JUDGES

<u>Judge</u>	<u>Room</u>	<u>Clerk</u>	<u>Clerk Email</u>	<u>Clerk Phone</u>
Magistrate Judge Janet Albert	4450	Prianka Sharma-Iacobucci	Prianka.Sharma- Iacobucci@dcsc.gov	879-0437
Magistrate Judges Julie Breslow and Sean Staples	4450	Joanna Funke	Joanna.Funke@dcsc.gov	879-1488
Magistrate Judge Tara Fentress and Lloyd Nolan	4450	Alicia McNeal	Alicia.McNeal@dcsc.gov	879-4870
Magistrate Judges S. Pamela Gray and Errol Arthur	4450	Aida Faverio	Aida.Faverio@dcsc.gov	879-4792

Magistrate Judge Noel Johnson	4450	Laura Burton Perry	Laura.Burtonperry@dcsc.gov	879-4807
Magistrate Judge Lori Parker	4450	David Han	David.Han@dcsc.gov	879-1771

SUPERIOR COURT OFFICES

Moultrie Courthouse (main courthouse):

500 Indiana Avenue NW
Washington, DC 20001

Court Building A:
515 5th Street NW
Washington, DC 20001

Court Building B:

510 4th Street NW
Washington, DC 20001

Court Building C:

410 E Street NW
Washington, DC 20001

<u>Office</u>	<u>Main Phone</u>	<u>Room</u>	<u>Division Contact</u>
Assessment Center	724-4377	300 Indiana Ave. NW Room 4023	Debbie Allen
Crime Victims Compensation Program	879-4216	Court Building A Room 109	Darrell Hale, Acting Director
Domestic Relations Branch Clerk	879-1660	Moultrie Courthouse Room JM 300	Thomas Whitaker Corey Thompson
	879-1411		Anitra Chastine, Section Supervisor
	879-1261		
Domestic Violence Unit	879-0157	Moultrie Courthouse Room 4400	Betty Fraizer
Family Court Central Intake Center	879-1212	Moultrie Courthouse Room JM 540	Paul Trudeau
Family Court Operations	879-1633 879-1633	Moultrie Courthouse Room 4240	Avrom Sickel, Esq., Director Toni F. Gore, Deputy Director
Family Court Self-Help Center	879-0096	Moultrie Courthouse Room 4201	John King
Office of Court Social Services (Home Study Officers for Domestic Relations Cases)	636-2768	118 Q Street NE	Marsha Murray-Shillea Marsha.Murray-Shillea@dcsc.gov
	636-2761		Lawrence Weaver, Supervisor
	636-2762		Stefanie Lea, LGSW, Supervisor Stefanie.lea@dcsc.gov
	879-1549	Court Building C Room 2900	Jeannie M. Adams, Director

<u>Multi-Door Dispute Resolution Division and Program for Agreement and Cooperation in Contested Custody Cases</u>	879-0670		Suzanne Rose, Family Mediation Program Officer
	879-0676		Janice Buie, Family Branch Chief
	879-3180		Main Number
Office of Parenting Coordinator (Open Monday-Wednesday)	508-1670	Court Building B Room 223	Carly Blackstone
<u>Supervised Visitation Center</u>	879-0482 879-4253	Court Building A Room 112	Gale Aycox

Pro Bono Attorney Court Tour

1st Floor:

Information Desk

- The Information Desk has a notary. The cost is \$2 per signature.
- You can also call court information (202- 879-1010) or check the court's website for important updates (e.g. weather closings or other emergency closures).

The board above the information desk lists the courtrooms for all judges – check there in case a judge has changed courtrooms for the day.

After-Hours Filings

- Clerk's offices are generally open 8:30 a.m. to 5:00 p.m. However, if you need to file a document outside office hours, it is possible to do so in the after-hours filing area (a non-issue if you are e-filing in a case)
- On the first floor, to the left side of the Information Desk, there is an after-hours filing area. Date stamp the filing and place it in an envelope in the appropriate slot (most often the "Family Court" slot). It is best to email a courtesy copy to the Judge's chambers as well.
- After-hours filing is not relevant to many of your cases as e-filing is mandatory for litigants in neglect and most domestic relations matters (except for *pro se* parties and legal services attorneys).

Domestic Relations Courtrooms

- Judge Iscoe – 101
- Judge O'Keefe – 102
- Judge Epstein (DR 1) – 103
- Judge Nash – 104

Neglect and Abuse Courtrooms

- Judge Breslow – 99
- Judge Fentress – 106
- Judge Nolan – 108

Associate Judges' Chambers (mainly 1st and 2nd floors)

- You can ask the Information Desk where the particular judge's chambers are.
- Chambers are located on the outer rim of the floors. In order to access them, you will need to use the call box located by the doorways on either side of each floor as you step off the escalator. Indicate your name, where you are from, and what chambers you would like to visit. The security guard will call chambers to see if anyone is in. If they are, the security guard will buzz you in.
- The most likely reason you'd visit chambers is to drop off a courtesy copy of a filing if you have not already done so via e-mail. When doing so, locate the room and leave the copy with the chambers' staff. If you are not permitted access, there are mail slots near the information desk that can be used.

C Level:

- Pretrial Services Agency offices are located on this level in room C-220, including an in-house laboratory for drug testing. (Paternity testing is on the JM level.)
- The court's Child Care Center is located in room C-185 and is open from 8:30 a.m. to 5:00 p.m. Children ages 2-12 are allowed, provided they are toilet trained and not in diapers or pull-ups. The Child Care Center does not provide lunch and is closed from 1:00-2:00 p.m.
- Firehook Bakery runs the court cafeteria, which is located on the C level.

JM Level:

Juvenile/Neglect/Domestic Relations Clerks' Office (Room JM 300)

- There are separate windows for the different types of case matters
- If you need specific documents from your case, a clerk will print them for you, provided they are scanned into the court database. Most cases from 2012 and after are available, with the exception of documents that have been filed in the past few days.
- Neglect clerk:
 - To copy a court file from the neglect office you will need to fill out a green/red card. This card requires the docket number, the social file number and the child's name. You will need to indicate your name and the reason for pulling the file (simply stating "copy" is sufficient).
 - Please note that the lawyers only have the right to access the neglect file if their client is a party to the case. Not all foster parents are parties, so representing a foster parent in a neglect case does not automatically entitle one to party status. This is one of the initial questions you should ask your client/other parties.
 - A paralegal/investigator needs to have letter indicating he/she works for the attorney of record.
 - You must provide ID in exchange for copy card. The copier is free but you may want to bring your own paper.
 - You cannot remove documents from this clerk's office.
- Domestic Relations clerk:
 - This office processes case filings for divorce, annulment, legal separation, custody, visitation, standby guardianship, foreign judgments, foreign subpoenas, adoption, and termination of parental rights (TPR).
 - If you are seeking a certified copy of a Domestic Relations order, there is a fee of \$3.50 (they are the only office that has a fee for this). The dockets for these files are free of charge, but there is sometimes a charge for printing specific documents.

Paternity and Child Support Branch

- These cases can be helpful background material for custody cases
- You may also access child support printouts in this office
- There are two types of cases – SUP and PCS. PCS cases (where paternity is an issue) cannot be accessed.

Central Intake Center (“CIC”)

- E-filing is now mandatory in most family court cases, except for *pro se* parties and legal services organizations. Even if you are required to e-file, initial complaints must still be filed at the CIC.
- E-filing fees are waived for GALs in custody cases (use the code “dccourtapprovedgal”) and for any party who has *in forma pauperis* (IFP) status (use the code “dccourtapprovedifp”).
- There is no e-filing in adoption cases (either private or related to a neglect matter).
- You generally need to have three copies of everything (the original for file, one courtesy copy for the judge, and one copy for your files). The Clerk will keep the original. Make sure to date stamp the copy for the judge and yourself.
- If you are asked to file something in a neglect case with more than one child or case number, the court will keep a copy for each child. In other words, the Court keeps the original for the first child, and another copy for each subsequent child. Remember to bring the appropriate number of copies.
- All filing fees are paid at the Central Intake Center.
 - Filing fees (if not IFP status) range generally from \$20 (motion) to \$80 (complaint).

Domestic Relations Courtrooms

- Judge McCabe—JM-3
- Judge Williams—JM-5
- Judge Puig-Lugo—JM-9
- Judge Dalton—JM-12
- Judge Okun—JM-13
- Judge Iscoe—101
- Judge O’Keefe—102
- Judge Becker—104

Neglect and Abuse Courtrooms

- Judge Gray—JM-8
- Judge Parker—JM-10
- Judge Johnson—JM-11
- Judge Albert—JM-16
- Judge Staples—JM-17

Paternity Testing Lab

- Testing is available at no cost in neglect matters; available for a fee and upon request in domestic relations matters.
- Testing is done on site through a lab that contracts with the court.
- Results are available to parties within a few weeks.

Family Court Self Help Center (Room JM-570)

- The Self-Help Center is a free walk-in service that provides unrepresented people with general legal information in a variety of family law matters (such as divorce, custody, visitation, child support).

Mayor’s Liaison’s Office

- Located across the hall from the paternity and support window, the Mayor's Liaison's Office is another resource that can be used to get drug test results in juvenile and neglect matters. They have their own form and return the requested results every Monday, Wednesday, and Friday.

4th Floor:

Criminal Records Division (Room 4001)

- This office contains records for closed criminal cases (i.e.: misdemeanors, traffic violations, felonies, and bench warrants) from D.C.
- You only need the individual's name (try multiple derivations), but it is best to have the date of birth as well. Make sure the name is in all capitals when you enter it into the appropriate fields. The search will not work if it is in lower case.
- Recent court documents (from the past 5 years) have been scanned into the computers, but you will occasionally need to pull the criminal jacket. To do so, sign in at the desk, then fill out a green card that indicates the case number (you can get this number by conducting a criminal background check).
 - Criminal files are public documents. In order to look at the file you will need to leave a photo ID with the clerk. You can remove the jacket from the office and go to any copier in the courthouse. Printing documents from criminal matters can be done at no cost but you must bring your own paper.
 - There is a time limit of 15 or 20 minutes BUT it is not always observed.
- If the case is too old, you will need to complete an archives request to view the file. These generally take two weeks to be returned; however, they can take much longer. It is helpful to keep a copy of the archives request form you fill out so that you can call later and check on the status of the file. The criminal records office will call you when the file is ready to be picked up, but you should mark your calendar to follow up with them 2-3 weeks later.
- You may obtain certified copies of Judgment and Commitment orders and Probation orders here. You will need to make a copy from the criminal file or print it from a computer (if it has been scanned). Provide the clerk with the copy to be certified. Criminal documents are certified for free.

Finance Office

- Printing fees are paid here.
- If a fee needs to be paid here, the clerk's office will direct you.

Judge-in-Chambers Office

- This is where you bring *in forma pauperis* (IFP) requests
- If you are requesting IFP status when filing the initial complaint-, you must attach the complaint to the IFP request. Once it is approved, you must file proof of IFP and the complaint at Central Intake Center.

Domestic Violence (DV) Unit (Room 4510):

- Hears cases in which parties request protection orders against persons related by blood, legal custody, marriage, having a child in common, sharing of the same residence (currently or in the past), having a

romantic dating relationship (currently or in the past), parties with a partner in common (currently or in the past), or parties who claim they have been stalked.

- Judges in the DV Unit also hear cases alleging violations of protection orders and all misdemeanor criminal cases involving an 'intra-family offense.' When appropriate, judges in the DV Unit also adjudicate related divorce, custody, visitation, paternity and support cases involving the same parties, as well as certain related civil actions.
- Petitions, service of process, motions, etc. filed in the DV Unit are *free of charge*.
- The Metropolitan Police Department serves protection order petitions and motions at no charge when the receiving party resides or works in the District of Columbia and a valid home or work address is provided by the party seeking the protection order. In addition, the Unit has an agreement with the sheriff's departments of the surrounding jurisdictions of Maryland and Virginia counties to accomplish service free of charge.
- Courtview is available at the computers in this office. You can log on yourself (password at desk) and print off case documents. Make sure to bring your own paper for the printer.
- To access files that have not been scanned into the Courtview, speak with the clerk at the desk.

Domestic Violence Intake Center (DVIC) (Room 4550)

- Representatives from DC Office of the Attorney General, DC Survivors and Advocates for Empowerment, DC Metropolitan Police Department, DC Coalition Against Domestic Violence, and US Attorney's Office are all located here.
- Advocates are available in the DVIC to assist survivors of intimate partner violence with petition writing, emergency housing, and other crisis intervention services.

Counsel for Child Abuse and Neglect (CCAN) Office (Room 4415)

- CCAN is responsible for the assignment of attorneys in child abuse and neglect cases.
- The office consists of an attorney (Wilma Brier, Branch Chief), social worker, and 3 deputy clerks.

Magistrate Judges' Chambers (Room 4450)

- Place the courtesy copy of any pleadings in an envelope, indicate the judge it is to be delivered to, and leave the envelope with the receptionist.

5th Floor:

Court Reporting and Recording Division (Room 5400)

- This is where you can obtain transcripts from court proceedings. Instructions for making requests as well as the necessary request forms can be located online at <http://www.dccourts.gov/internet/system/recording/main.jsf>.
- The transcript per page cost varies depending upon the amount of time allowed to fill the request. The price ranges from \$3.65/page for 30 calendar days to \$7.25/page hourly.
- A deposit of one half of the estimated cost is required at the time the order is placed. This payment can be made in the form of cash, money order, or check made out to the Clerk of the Court. Personal checks are not permitted, only checks from a law firm or other such organization. All checks must also include the requesting attorney's bar number.
- An estimate of the page number can be obtained by calling (202) 879-1009.

Civil Actions Branch Clerk's Office (Room 5000)

- Note – each part of the Civil Division has its own location, including clerk.
- See below for information about the Landlord-Tenant and Small Claims and Conciliation Branch.
- The Civil Actions Branch Clerk's Office is at the Moultrie Building, and includes actions filed under the Housing Conditions calendar.
- E-Filing is also used for the Civil Actions Branch.

Other Court Information

Supervised Visitation Center

Court Building A
515 5th Street, N.W., Room 112
Washington, D.C. 20001

Wednesdays, Thursdays, Fridays: 6:00 p.m.-8:00 p.m.

Saturdays: 9:00 a.m.-4:00 p.m.

Sundays: 12:00 p.m.-5:00 p.m.

Prior to the first visit, an intake interview is required. To schedule an intake interview call weekdays between the hours of 8:30 a.m. and 5:00 p.m.

Supervisor: Gale Aycox

Phone: (202) 879-0482 or (202) 879-4253 during the Center's hours of operation

Multi-Door Dispute Resolution Division

Court Building C
Room 2900
410 E Street N.W.
Washington, D.C. 20001

Mondays-Fridays: 8:30 a.m.-5:00 p.m. (office hours)

Mondays-Fridays: 9:00 a.m.-3:30 p.m. (mediation hours)

Additional family mediation evening hours: Tuesday-Thursday: 6:00 p.m.; Saturday: 11:00 a.m. or 1:00 p.m.

Main Phone: (202) 879-3180

Director Jeannie Adams (202) 879-1549

Landlord-Tenant and Small Claims and Conciliation Branches of the Civil Division

Court Building B
510 4th Street N.W.
Washington, D.C. 20001

DC Court of Appeals

Historic Courthouse
430 E Street N.W.
Washington, D.C. 20001