

# **SUPERIOR COURT OF THE DISTRICT OF COLUMBIA**

## **ADMINISTRATIVE ORDER NO. 12-16 Supersedes Administrative Order 01-11**

### **Revised Order Governing the Scheduling and Availability of Court Video/Web Conferencing Technology**

The following procedures, established by order of the Chief Judge, govern the availability and scheduling of court video and web conferencing technology in available Superior Court Courtrooms. Given our current limited capacity, the technology will be made available primarily for use in prisoner litigation cases where prisoners are incarcerated outside the District of Columbia jurisdiction, and where witnesses and other parties are physically unavailable to appear in court.

#### **Availability of Video/Web Technology**

The court will make available the use of video/web technology in cases where prisoners incarcerated outside the jurisdiction are parties to the proceedings, and where witnesses and other parties are physically unavailable to appear in court.

#### **Times of Operation**

Videoconferencing will be available for use daily from 9:00 a.m. until 4:30 p.m. Eastern Standard Time. Actual hearing schedules shall be set at times mutually convenient to the court and the correctional facility.

#### **Scheduling of Proceedings**

Availability of the videoconferencing equipment shall be on a first-come, first served basis. Currently, courtrooms 215 and 315 are wired for immediate use. As more courtrooms become wired for connectivity, scheduling and availability of venues will be expanded. Web conferencing is available for scheduling in all courtrooms.

All matters shall be scheduled through the Court System's Courtroom Technology Branch via email to [courtroomtechnology@dcsc.gov](mailto:courtroomtechnology@dcsc.gov). Matters involving videoconferencing equipment in Courtroom 315 shall be scheduled in conjunction with the Chief Judge's chambers through the Special Counsel. **Two weeks advance notice is required.**

#### **Length of Proceedings**

All proceedings shall be scheduled in one hour blocks of time (i.e. 9:00 a.m.-10:00 a.m., 10:00 a.m.-11:00 a.m., etc.). Matters that may take longer than one hour

should be scheduled for two or more consecutive hours. Time limits, once scheduled, will be strictly enforced.

### **Notices of Continuance**

Should a continuance be necessary, all dates must be coordinated with the chambers of the judge who regularly sits in that courtroom, and the Court System's Courtroom Technology Branch. The Court System's Courtroom Technology Branch should be given notice of the continuance by email. A new email must be sent to the Court System's Courtroom Technology Branch to reschedule the hearing.

### **Unauthorized Use of Equipment**

The court's videoconferencing equipment will be made available for court hearings only.

**SO ORDERED.**

**BY THE COURT**

**DATE: November 29, 2012**

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**Lee F. Satterfield**  
**Chief Judge**

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