

## CRIMINAL INFORMATION

### I. District of Columbia Criminal Records

#### A. Superior Court Criminal Records

General Information: 879-1010

##### Criminal Information

Superior Court for the District of Columbia

500 Indiana Avenue, NW

Rm. 4000, 4001, 4019, 4110

M-F 9:00 a.m. - 4:00 p.m.

**Closed/Prior Felony, Misdemeanor, and DC Traffic Cases** can be found in Rm. 4001 of the Superior Court. This office is open Monday - Friday, 9:00 a.m. to 5:00 p.m. 879-1373

**Open Felony cases** can be found in Rm. 4000 of the Superior Court. This office is open Mon. -Friday, 9:00 a.m. to 5:00 p.m. 879-1944

**Open Misdemeanor cases** can be found in Rm. 4110 of the Superior Court. This office is open Monday - Friday, 9:00 a.m. to 5:00 p.m. 879-1353

**Open DC Traffic cases** can be found in Rm. 4019 of the Superior Court. This office is open Monday - Friday, 9:00 a.m. to 5:00 p.m. 879-1345

The Court computer, located in Rm. 4000, reflects all criminal cases since 1974. You can get PDID numbers, docket numbers, as well as the disposition of a case by running the case or docket number in the computer. To obtain the information about an individual's prior and pending cases you need at least an accurate name (including the middle initial), a PDID number, or a date of birth.

The information that can be provided by this computer is usually in the form of a PDID printout or a case summary printout. A PDID printout provides a list of a person's past and pending criminal cases, it includes docket numbers, counts and information on the disposition of the case. Case summary printouts include date, the next pending court date if the case is still active and the judge assigned to the case. To check an individual's criminal record you normally want to request the PDID and case summary printouts on all pending cases and prior convictions.

The Court computer does not always provide an accurate record check, so to verify a record you should check the books in the lobby of criminal information. The books are arranged by year and listed alphabetically by defendant's last name. The books go back to around 1972. To check a criminal record before that, you need to fill out a green card on the operator's desk, requesting a record search, and specify the name and year you want checked. It will take them several days to find this information. In addition, you want to check the actual case jacket to confirm the disposition of a case.

## CRIMINAL CASE JACKETS

Jackets contain pre-trial service reports with names, addresses, employer, friends, and prior record information, all of which are boost your investigative efforts. Jackets also contain all the motions and papers filed during a case.

Closed case jackets are available in Rm. 4001, Criminal Information, of D.C. Superior Court. You need to fill out a green card, (available on the counter), with the date, the defendant's name, your name and telephone number, and where the file is going and why. Give this card to the attendant and they will pull the file for you. You may only order three at a time, especially if the office is busy. You are not allowed to take the case jackets out of the room, except to copy them. PDS employees are authorized to use the copy machine in the back room of the Criminal Information Office free of charge. This is a privilege, so remember that you have to give the right of way to all court personnel. Please remember to place all documents back in their proper order after copies are made. You will be given the code for the court copy machine during training.

If a case is more than five years old, it may be stored in the record center in Suitland, MD. You may order it in Criminal Information with the order form provided at the desk, or arrange to go out to Suitland to view the file. It takes at least 5 business days for the records to arrive from Suitland.

To obtain open felony case jackets, go to the Felony Clerk's Office, and request the case by filling out a green card including the following information: the jacket number, what stage the case is in, (pending sentencing, set for trial), when the next court date is and the name of the judge that the case is before. All of this information is contained in the case summary printout available in Rm. 4000, as described before.

Open Misdemeanor and DC Traffic case jackets can be obtained in the same manner as open and closed felony case jackets, only in the respective office.

#### Criminal History Requests

300 Indiana Avenue, NW, Rm. 2076

M-F 9:00 a.m. - 3:00 p.m.

To obtain the D.C. Convictions of a defendant, and only a defendant, fill out a Criminal History Request Form. The form must contain the CCR number, the PDID number, the docket number, and the signature of both the person requesting the information and the attorney. It is recommended that an attorney, who must show that s/he is a member of the D.C. Bar, make these requests. PDS investigators must receive approval from the Chief of Investigations.

#### c. Juvenile Client's Criminal Record

While only some clients may have juvenile records, you often need to know whether a juvenile record exists. This information will not be contained within the pretrial services report, nor will it usually come up on the criminal information computer (WALES). Juvenile records will, however, be reported on the pre-sentence report and probably considered by the sentencing judge. Due to the privacy rights of juvenile and various protections within that system, you must obtain a judge's permission to inspect/search for that information. There is special family division form for this captioned: APPLICATION FOR INSPECTION/ COPYING OF RECORDS. You fill out that form and a judge off on it. You then take the form to the juvenile clerk's office and give it to a clerk who will search for the file and give it to you to review in that office. The attorney will most likely do this him/herself, but it could help you to be familiar with the process.

### A. The Forms

The forms can be obtained from two different places. You can get the forms from the juvenile clerk's office or from the chambers of the presiding judge of the family division. The forms are self-explanatory. Fill them out.

### B. Judicial Approval

Either you can get the forms signed by the presiding judge of the Family Division or Judge-in-Chambers (located on the east wing of the 4th floor, Rm. 4220). The judge will sign off and may or may not keep a copy of the form.

### C. Juvenile Clerks Office:

The Juvenile Clerks will usually only release information directly to attorneys. However, this is the process, take completed and approved form to the juvenile clerks office (Rm. 4310 - located in the east wing of the 4th floor, down the corridor to your left). Give them to a juvenile clerk. Be sure to bring your client's social security number and/or your file with you. Although that information is not required on the form, the clerk may well require it in order to make sure it is the same person.

Juvenile files come in two parts. There is a case relating to the individual child (a.k.a. respondent). The case file will have a J number (i.e. J-XXX-94) and will contain pleadings and disposition forms relating to that case. The social file will have a six-digit number (i.e. 123456) and will contain all social reports and disposition reports relating to all of the person's cases. They should all be kept in the same place.

Take notes and/or make copies of pertinent material. If there's a social report in the file that says great things about your client and/or explains his/her involvement with the criminal system, copy it and note the social worker's name and number.

You may also want abuse/neglect records. These files are contained in a separate office.

## 2. District Court Criminal and Civil Records

District Court  
**Criminal** Files and Copies  
Rm. 1225  
3rd & Constitution Avenue, NW  
202-354-3120

District Court  
**Civil** Files & Copies  
Rm. 1225  
202-354-3120

District court records include both Federal and D.C. Convictions, and you need at least a proper name to retrieve the records. It is best if you have a middle initial or date of birth to confirm you have the correct person. To perform a complete record check on a person you need to be sure you check for any possible cases in District Court. They have both Civil and Criminal dockets, dating before 1972.

Any Federal offense is tried in District Court. The criteria for determining if a case is Federal or not are fairly arbitrary, and it is often up to the discretion of the U.S. Attorney's Office to prosecute a case in Superior Court or in District Court. In addition, the records for every crime committed in the District of Columbia before 1972 will be housed in District Court. To look up the records, go to the Criminal Information desk, located on the west side of the building on the first floor, and use the computer located there. There is an instructional sheet next to the computer explaining the procedure. Take that information to Rm. 1825 and request to see the case jackets. Be aware many of the cases are on microfilm and microfiche.

### 3. Maryland Criminal Records

- a. CJIS - Central Repository  
1201 Reisterstown Road  
Building G  
Pikesville, MD 21208  
(888) 795-0011 Customer Assistance  
(410) 764-4501 (Ask for records)

Criminal records in Maryland may be obtained at the following locations:

- b. Prince George's County Circuit Court  
Criminal Clerk - Rm. 167 M  
Juvenile Clerks Office - Rm. 165 M (1st Floor)  
14735 Main Street (New Courthouse)  
Upper Marlboro, MD 20772  
M-F 8:30 a.m. - 4:30 p.m.  
(301) 952-3344  
(301) 952-3240 (Civil)  
\*have open and closed criminal cases dating back to 1977

**Important to note:** If you are trying to retrieve records that are too old to be filed in Circuit Court Criminal Records in Maryland (PG County) you may need to try **Central Files**. Directions for Central are as follows: turn right on Main Street, coming from the courthouse. Follow Main Street through town (many curves) and you will pass a white church. Once you cross the RR tracks, take an immediate right and follow gravel road back until you are able to turn left (you will see signs off Main Street for Central Files). Turn left between the two buildings and Central Files is directly ahead with a green sign above the door.

**Please note that if you inquire in the record's room (#072B), you can check anybody's criminal, civil and/or traffic record for all of Maryland, if they have a District Court case.** PG County Courthouse has a criminal records computer that contains information on anyone who has had a Maryland District court case. It will provide you with the statewide records including criminal, civil and traffic case information. In the traffic case information, address, DOB and SSN information is included. However, to gain any of this information you will need a district court case number.

c. Prince George's County District Court

Criminal Clerk - Rm. 170-B  
14735 Main Street  
Upper Marlboro, MD 20772

M-F 8:30 a.m. - 4:30 p.m.  
(301) 952-4080 direct

- \*open cases are in Rm. 170 B
- \*closed cases are in Rm. 359 B

**Important to note:** There is a \$1.00 per page fee to copy case jackets in PG County. It also costs \$5.00 or more to have documents certified. You may try asking if you can obtain free copies with your PDS ID, or try upstairs at the Maryland Public Defender office. Maybe they can be of assistance in either calling down or getting the copies for you. If this does not work, try to obtain the money from your attorney before you go. (S) He will have to submit a separate reimbursement form to get a refund.

**Directions:** Take Route 4 South (Pennsylvania Avenue). Get off at the Upper Marlboro Exit (a sign reading "Prince Georges Equestrian Center" will be posted at the exit as well). At the end of the exit go right and park in the public parking lot. Park nearest the gazebo (this is where the transportation van stops). This is public parking and the shuttle van runs all day. If you park here it is **FREE**. The van takes you to the Courthouse, which houses both Circuit and District Courts. (You do not **need** to wait for the van; you can walk across to the Courthouse.) Criminal records for both courts are in this building. You will need to look up the names and cases in each of the places yourself. They will be found in books at each location. Fill out a sheet requesting your specific case jacket with the information provided in the books.

d. Montgomery County Circuit Court

50 Courthouse Square - Rm. 113  
Rockville, MD 20850  
M-F 8:30 a.m. - 4:30 p.m.  
(240) 777-9466

Warrant Office  
(240) 773-5360  
(240) 773-5325 Fax

- \* have both open and closed criminal cases.

e. Montgomery County District Court

27 Courthouse Square  
Criminal Clerk's Office - Lower Level  
Rockville, MD 20850  
M-F 8:30 a.m. - 4:30 p.m.  
(301) 279-1565

**\*Juvenile records, within the Circuit Court, are housed on the 3rd floor of the District Courthouse.**

f. Anne Arundel County Court

251 Rowe Boulevard  
Annapolis, MD 21401  
M-F 8:30 a.m. B 4:30 p.m.  
(410) 260-1370  
(410) 260-1800 (civil)

- g Baltimore City Court  
Borgerding District Court Building  
5800 Wabash Ave.  
Baltimore, MD 21225-3330  
(410) 887-2601

Maryland State Archives

350 Rowe Boulevard  
Annapolis, MD 21401  
Tuesday - Friday 8:00 a.m. - 4:30 p.m.  
Saturday 8:30 a.m. - 12:00 p.m., 1:00 p.m. - 4:30 p.m.  
(410) 260-6400

\* has both District and Circuit criminal cases when they are too old to be at the County Courthouses.

**Directions:** Take Route 4 South to Route 301 South to Route 50 East to Route 70 (Rowe Boulevard). Go through 2 traffic lights and after the 2nd light; take a left at crossover street and that is the Hall of Records. Go to the registration desk. ONLY take what you need inside with you because the rest will have to be put in a locker.

#### 4. Virginia Criminal Records

Criminal records in Virginia may be obtained at the following locations:

- a. Alexandria District Court  
520 King Street - Rm. 201  
Alexandria, VA 22314  
M-F 8:00 a.m. - 4:00 p.m.  
(703) 838-4030
  
- b. Alexandria Circuit Court  
Clerk of the Circuit Court  
520 King Street - Rm. 307  
Alexandria, VA 22314  
M-F 9:00 a.m. - 5:00 p.m.  
(703) 838-4044  
Crim Records: (703) 838-4047
  
- c. Arlington City District Court  
Clerk's Office - Rm. 2300  
1425 N. Courthouse Road  
Arlington, VA 22201  
M-F 8:00 a.m. - 4:00 p.m.  
Crim Records: (703) 228-4485  
Civil: (703) 228-4590  
Take Metro Orange line to Courthouse stop.
  
- d. Arlington City Circuit Court  
1425 N. Court House Road  
Arlington, VA 22201  
M-F 8:00 a.m. - 5:00 p.m.

Crim Rec: (703) 228-4485/4405  
Take Metro Orange Line to Courthouse stop.

- e. Fairfax County Courthouse  
4110 Chain Bridge Road  
Fairfax, VA 22030  
(703) 591-8582
- f. Fairfax County Archives  
6800 Industrial Ave.  
Springfield, VA  
(703) 658-3775
- g. Virginia State Police

**Please note: Currently we can no longer subpoena statewide criminal records for the state of Virginia from the Virginia State Police. Please see the above information for researching Virginia criminal record**