

ADMINISTRATIVE ORDER – REMOTE HEARING PROTOCOLS

WHEREAS, pursuant to the authority of the Court of Appeals, Maryland courts are permitted to provide services and conduct court proceedings remotely or in-person, and

WHEREAS, the Maryland Judiciary's preferred platform for remote proceedings is Zoom for Government, and

Pursuant to the authority found in Maryland Courts and Judicial Proceedings Code Ann., Section 1-607 and to ensure the administration, operation, and maintenance of District Six, it is this 14th day of October 2020 **ORDERED** that the following protocols shall be followed for all proceedings in which at least one party/counsel for party is appearing remotely:

1. Remote hearings will be conducted just as in-person/on-site courtroom proceedings. Parties must be in the courtroom at the assigned time whether appearing in person or remotely. Those appearing remotely must use the confidential meeting ID and passcode shown on the hearing notice.
2. Court proceedings may be conducted with all parties in-person, all parties remotely, or in a hybrid manner with one side or certain witnesses appearing remotely while others are in-person.
3. All civil large claims shall be scheduled as remote proceedings. With the exception of Show Cause and Initial Replevin hearings, all civil motions shall be scheduled as remote proceedings. Parties may, without leave of court, elect to opt-out of the remote proceeding and appear in-person.
4. All other civil proceedings and all criminal proceedings will be scheduled for in-person hearings. Parties (any or all) may elect to opt-in to have a remote proceeding by filing a **Motion For Remote Proceeding Or To Appear Remotely**. This must be filed using the Judiciary form motion. **Form CC-DC-110** is available on the Judiciary website.
5. Notwithstanding the above, criminal matters must generally have the consent of the State and the defense to proceed remotely.
6. If granted, parties will receive an **Order Regarding Motion For Remote Proceeding Or To Appear Remotely (CC-DC-110JO)**.
7. In order to ensure that scheduled proceedings are fully prepared for hearing/trial on the assigned date, and time, deadlines for filing exhibits in advance of trial are necessary.
8. For ALL remote proceedings (totally remote or hybrid), pre-marked exhibits, in paper form, must be received in the clerk's office *AND* by opposing parties a **minimum** of 3 business days before the scheduled proceeding. **Rebuttal exhibits and impeachment exhibits need not be pre-filed.**
9. Exhibits that are modified with drawing/diagrams/other markings must be scanned by the party and provided to the court when needed for record purposes.
10. The Court will not scan/share exhibits on behalf of parties.



Patricia Mitchell, District Administrative Judge