

## CIRCUIT COURT FOR QUEEN ANNE'S COUNTY

### ADMINISTRATIVE ORDER 15-06

#### TRIAL AND MEDIA PROTOCOL ORDER

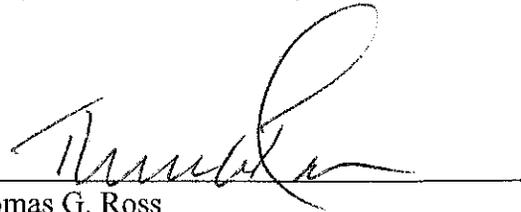
In order to ensure fair trials and to preserve the dignity of the Court while accommodating the interests of the public and the media and in order to cause minimal disruption to the Circuit Court and its neighbors, it is this 11 day of August, 2015, by the Circuit Court for Queen Anne's County, **ORDERED**, as follows:

1. Trials shall be open to the public and conducted at the Queen Anne's County Courthouse, 100 Courthouse Square, Centreville, Maryland 21617, in Courtroom 1, unless otherwise noted on the court docket or publicized by authority of the Court.
2. This Administrative Order, and any other appropriate information about trials, will be posted on the Court's website:  
<http://www.mdcourts.gov/circuit/queenannes/index.html>
3. The public and representatives from news organizations shall be permitted in the courtroom as allowed by regulations of the Sheriff and Fire Marshall. Seating is limited and available on a first come basis.
4. Trials will be recorded in accordance with the standard practice of the court. There will be no webcasts, podcasts, dial-in or other electronic broadcast of court proceedings.
5. Transcripts or other copies of court proceedings will be available upon written request in accordance with the policy of this Court. (See website as noted above.)
6. Trials are assigned to court dockets, not to individual judges. The assignments of judges for court dockets will not be posted or announced prior to the date of the trial, and court staff is not authorized to provide information about judicial assignments in advance.
7. The Court may impose time limits for trial proceedings as deemed appropriate. Each party will be informed in advance of the time allowance.
8. When it is deemed appropriate, the Court may publish notice of filing of an opinion or a copy of the opinion on the Court's website.

9. For purposes of this Order, the Court's Media Liaison is:  
Sandra G. Smith  
Court Administrator  
Circuit Court for Queen Anne's County  
100 Courthouse Square, Second Floor  
Centreville, MD 21617  
410.758.0216, Extension 111  
sandra.smith@mdcourts.gov
10. All media inquiries must be referred to the Media Liaison.
11. All persons entering the courthouse must pass through electronic security devices and submit their equipment to search at the direction of the Sheriff's deputies. Members of the media are requested to refrain from bringing excess bags or backpacks into the courthouse.
12. No audio or video recording equipment, press cameras or recording or transmitting equipment shall be permitted in the Circuit Court for Queen Anne's County except as provided in this Order. No tape recorders shall be permitted in the courtrooms at any time.
13. After court proceedings adjourn each day, trial exhibits that have been entered into evidence will be available, unless otherwise ordered by the Court, for review in the courtroom, for a maximum of 30 minutes.
14. No "live" television, telephone, radio or other broadcasts of exhibits shall be permitted during the viewing of exhibits.
15. The courtroom clerk assigned for the proceedings shall serve as coordinator of the viewing of trial exhibits and as custodian of same.
16. Cell phones or other electronic devices containing cameras shall not be turned on, activated or used in the courtroom without prior authorization of the Court. Violations of this provision, or use of electronic devices in the courthouse in a manner that is disruptive to normal business operations of the Court, may result in confiscation of the device and/or expulsion from the courtroom and the building.
17. Counsel for the parties shall be allowed to be present for any activity permitted by this Order.

18. No one shall be permitted to enter the courtroom or remain therein during trial proceedings who is wearing any item on his or her person or exhibiting any sign which, in the opinion of the Court, may tend to influence any juror or affect the orderly administration of the trial proceedings.
19. No food or drink is permitted in the courthouse.
20. Smoking is not allowed anywhere in the courthouse or on the courthouse grounds.
21. With respect to trials by juries, under no circumstances are members of the media permitted to contact, photograph or interview jurors during the course of the trial proceedings.
22. Members of the media shall not photograph vehicles transporting jurors when entering, leaving or standing in areas of the courthouse.
23. No court personnel or court-appointed specialist shall be recorded, photographed or otherwise depicted in conjunction with trial exhibits.
24. Members of the Circuit Court staff shall not be interviewed regarding trial proceedings.
25. No media conferences or interviews shall be permitted in the courthouse.
26. If members of the media believe that any aspect of this Order is unworkable or inappropriate, they may request modification only if such request is made in writing in sufficient time in advance of the court matter to permit the Court to review the proposed modification.
27. This Trial and Media Protocol Order is subject to modification by the Court at any time.

Date: August 11, 2015



Thomas G. Ross  
Administrative Judge  
Circuit Court for Queen Anne's County

**ENTERED**

AUG 12 2015

Circuit Court  
for Queen Anne's County