

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022

Civil Differentiated Case Management Plan

The Civil Non-Domestic DCM plan includes the following case types:

APOS	Adverse Possession	IPSA	Independent Proceedings - Spec Admission - Out of State Attorney
ADA	Americans with Disabilities Act (ADA)	IPSI	Independent Proceedings - Subpoena Issue/Quash
APA	Appeal - Administrative Agency	IPTS	Independent Proceedings - Trustee Substitution
WC	Appeal - Administrative Agency - WCC	IPWA	Independent Proceedings - Witness App, Request to Compel
APDM	Appeal - District Court Motion	IJ	Injunction
APOC	Appeal - Orphans Court	INTP	Interpleader
APPO	Appeal - Peace Order	BONF	Judgment - Bond Forfeiture
ARB	Arbitration	CCL	Judgment - County/City Lien
ATG	Attorney Grievance	DCL	Judgment - District Court Lien
BROL	Breach of Lease	FX	Judgment - Federal Lien
CVRI	Civil Rights	FOL	Judgment - Foreign
CD	Condemnation/Eminent Domain	HCL	Judgment - Health Care Lien
CFJ	Confessed Judgement	HX	Judgment - Hospital Lien
CNTP	Contempt	DLLRL	Judgment - Maryland Department of Labor
CNAS	Contract - Asbestos	MX	Judgment - Medical Assistance Lien
CNBR	Contract - Breach	MSL	Judgment - Miscellaneous Lien
CNCM	Contract - Commercial	MJ	Judgment - Monetary
CNCN	Contract - Construction	OJ	Judgment - Other Court
CNDB	Contract - Debt	REST	Judgment - Restitution
CNFR	Contract - Fraud	MSTL	Judgment - State Tax Lien
CNGO	Contract - Government	CVMUMNI	Municipal Infraction
CNIN	Contract - Insurance	PF	Petition for Compliance
CNPR	Contract - Product Liability	PRR	Prisoner Rights
DCJU	Declaratory Judgment	PROW	Property - Ownership
DETN	Detinue	PRPS	Property - Partition/Sale
DISC	Discrimination	PRQT	Property - Quiet Title
DIST	Distress/Distrait for Rent	PRRS	Property - Return of Seized
EEHR	EEO/HRC	PIAR	Public Information Act Record
EJET	Ejectment	QUIS	Quarantine/Isolation
ELEC	Election Law	RCVR	Receivership
ENVI	Environmental	RESC	Rent Escrow
ERCN	Error Coram Nobis	REPL	Replevin
FTPR	Failure to Pay Rent	RD	Right of Redemption
FTPM	Failure to Pay Rent- Mobile Home	STSE	Structured Settlements
FLSA	Fair Labor Standards Act (FLSA)	TNHO	Tenant Holding Over
FMLA	Family Medical Leave Act (FMLA)	TOAS	Tort - Assault
FRCN	Foreclosure - Commercial	TOBA	Tort - Battery
FRIR	Foreclosure - In Rem.	TOCM	Tort - Commercial
FROO	Foreclosure - Residential	TOCN	Tort - Conspiracy
FF	Forfeiture	TOCV	Tort - Conversion
FS	Friendly Suit	TODE	Tort - Defamation
GRPO	Grantor in Possession	TOFA	Tort - False Arrest/Imprisonment
HC	Habeas Corpus	TOFR	Tort - Fraud
HG	Health General	TOLP	Tort - Lead Paint
IPAA	Independent Proceedings - Attorney Appointment	TOLC	Tort - Loss of Consortium
IPBC	Independent Proceedings - Birth Certificate Amendment	TOMP	Tort - Malicious Prosecution
IPBA	Independent Proceedings - Body Attachment Issuance	MEDMAL	Tort - Malpractice Medical
IPCS	Independent Proceedings - Change of Sex	PM	Tort - Malpractice Professional
IPDC	Independent Proceedings - Death Certificate Issuance/Correction	TOMS	Tort - Misrepresentation
IPDD	Independent Proceedings - Declare Deceased	MT	Tort - Motor
IPDN	Independent Proceedings - Deposition Notice	NG	Tort - Negligence
IPDB	Independent Proceedings - Dispose Body	TONU	Tort - Nuisance
IPFI	Independent Proceedings - Financial	OT	Tort - Other
IPGJS	Independent Proceedings - Grand Jury Subpoenas	TOPL	Tort - Premises Liability
IPGJ	Independent Proceedings - Grand Jury/Petit Jury	PDL	Tort - Product Liability
IPIC	Independent Proceedings - Issuance of Commission	TT	Tort - Toxic
IPJNC	Independent Proceedings - Juror Non-Compliance	TOTR	Tort - Trespass
IPMC	Independent Proceedings - Marriage Certificate Amendment	WD	Tort - Wrongful Death
IPMS	Independent Proceedings - Miscellaneous	TRST	Trustee
IPPT	Independent Proceedings - Perpetuate Testimony/Evidence	WRCE	Writ of Certiorari
IPPD	Independent Proceedings - Production of Documents Request	WR	Writ of Garnishment/Execution
IPST	Independent Proceedings - Sentence Transfer	WRON	Wrongful Detainer-Grantor in Possession
		WRTE	Wrongful Termination

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Differentiated Case Management (DCM) is a concept designed to improve the efficiency of case processing and reduce the demand for judicial intervention at every phase of litigation. DCM achieves these goals by the early differentiation of cases entering the justice system in terms of the nature and extent of judicial/justice system resources they will require. Each case is then assigned to the appropriate case track established within the court system that allows for the performance of pre-trial tasks and allocates the appropriate level of judicial and other system resources, minimizing processing delays.

This Civil DCM Plan is established in accordance with Md. Rule 16-302(b) which requires the County Administrative Judge to develop and, upon approval by the Chief Judge of the Maryland Court of Appeals, implement and monitor a case management plan for the prompt and efficient scheduling and disposition of actions in the Circuit Court.

Statement of Purpose

From the commencement of litigation to its resolution, whether by trial or settlement, any elapsed time other than reasonably required for pleadings, discovery, and court events, is unacceptable and should be eliminated. To enable just and efficient resolution of cases, the court, not the lawyers or litigants, should control the pace of litigation. A strong judicial commitment is essential to reducing delay and once achieved, to maintaining a current docket. (Something doesn't feel right about the last sentence's structure here.)

This Civil DCM Plan is designed to facilitate settlement as early in the case as possible to spare the parties unnecessary expense and delay. **It is the intention of this Plan that matters be scheduled for trial only when they are ready for trial.** By setting a date for the Merits Hearing later in the case, the Court can more accurately schedule the appropriate number of cases on a said day, and parties and counsel can be assured that their case will proceed to trial on the assigned date. Established mechanisms avoid multiple court appearances and assure the timely provision of resources for the expeditious processing and resolution of cases on each track.

Information Form

In compliance with Md. Rule 2-111, all parties must file an Information Form.

Plaintiff's Civil Information Form: The plaintiff shall file a [Civil Non-Domestic Information Sheet](#) together with the complaint. In compliance with Md. Rule 2-112, the Clerk will issue a summons

together with a Scheduling Order.

Defendant's Civil Information Form: In compliance with Md. Rule 2-323, the defendant shall file with the answer [Civil Non-Domestic Information Sheet](#) if (1) the plaintiff has failed to file the [Civil Non-Domestic Information Sheet](#) required by Md. Rule 2-111(a), (2) the defendant disagrees with anything contained in an information sheet filed by the plaintiff, (3) the defendant disagrees with a differentiated case management track previously selected by the Court, or (4) the defendant has filed or expects to file a counterclaim, cross-claim or third-party claim. If the defendant fails to file a required information sheet with the answer, the Court may continue the action on any track previously assigned.

Attorneys' Fees

A party that asserts a claim for attorneys' fees pursuant to Md. Rules 2-703, 2-704 or 2-705 shall include the claim in the party's initial pleading, or by amended pleading, as required by the Md. Rules. The trial judge shall determine if a Scheduling Conference and/or enhanced procedures are warranted unless otherwise ordered by the Court. The determinations listed in Md. Rule 2-703(c) shall be made by the trial judge. Evidence regarding a party's entitlement to attorneys' fees and the amount of said fees shall be presented post-verdict in the underlying cause of action unless otherwise ordered by the Court. Any award of attorneys' fees shall be made in a judgment that is separate from any judgment entered in the underlying cause of action unless otherwise ordered by the Court.

If a party intends to assert that the case is likely to result in a substantial claim for attorneys' fees for services provided over a long period of time, the party shall provide a written statement to the Court, within 30 days of receipt of the Scheduling Order. The written statement shall set forth whether the claim is pursuant to the law, a statute, or a contract. If the claim is pursuant to a contract, it shall state whether the claim is part of the damages being sought or is due to the prevailing party. It shall also identify the legal theory, statute or contract provision and whether the claim is triable by a jury. It shall also address whether the Guidelines Regarding Compensable and Non-compensable Attorneys' Fees and Related Expenses contained as an Appendix to the Rules should be applicable. Upon a finding by the Court that enhanced procedures are necessary, and unless otherwise ordered by the Court, the procedures shall include that the parties shall provide to the parties against whom the award is sought quarterly statements showing the total amount of

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time all attorneys, paralegals and other professionals have spent on the case during the quarter and the total value of that time. Evidence regarding a party's entitlement to attorneys' fees and the amount of said fees shall be presented post-verdict in the underlying cause of action unless otherwise ordered by the Court. Any award of attorneys' fees shall be made in a judgment that is separate from any judgment entered in the underlying cause of action unless otherwise ordered by the Court.

Amended Complaint/Third-Party Complaint

Filing an **amended, counter, cross or third-party complaint** will not change any of the dates currently set. A motion and order to extend or modify will need to be filed. These motions will initially be referred to the Calendar & Caseflow Management Office (CCMO) for review and then forwarded to the County Administrative Judge for ruling.

Compliance

The Circuit Court for Howard County will take appropriate steps to ensure compliance with all Scheduling Orders and other orders issued in accordance with this Civil (Non-Domestic) DCM Plan. Attorneys and litigants (represented and unrepresented) are expected to adhere to the requirements set forth in all orders issued by this Court.

Excluded Matters

See [Administrative Order Altering Exemptions from Information Report Requirements Under Md. Rules 2-111 & 2-323.](#)

Settlement

If a complete settlement is reached as a result of a mediation, facilitation, or settlement conference, the CCMO shall be informed that the case has settled. To finalize the settlement and close the case, the parties **must file a stipulation of dismissal or notice of dismissal with the court, in conformance with Md. Rule 2-506 and provide a courtesy copy to the CCMO.** Payment of the Clerk's fee and any open court costs are required when filing a Joint Line of Dismissal.

Bifurcate

After review of the court file, the Court may, by motion or *sua sponte*, bifurcate the issues of liability

and damages. The issue of liability is to be heard first and the issue of damages will be set at a later date. An accurate trial estimate shall be given to the Court regarding these issues.

Other

In compliance with Md. Rule 1-203(a) (1), if any date by which action is due under this Plan falls on a Saturday, Sunday, court holiday or other date of court closure, the date to complete such action shall be extended to the next court day.

Civil Tracks

The parties select a track on the Civil Non-Domestic Information Report. The case will be assigned by the clerk to one of five tracks when initiating a case.

Consistent with the case time standards adopted by the Judicial Council, and applicable Md. Rules, it is the goal of this Plan to ensure that the following time standards are met whenever possible.

Expected case duration is based on needed time to reach resolution, which may be less than the time standard.

- ❖ *Civil Non-Domestic Cases* – 98% should be concluded within 18 months of the filing date. Tracks define expected case processing events, the timing of events, assignment, and the expectations for case duration. For civil non-domestic case tracks, expected case durations are based on the length of time needed for trial. Expected case duration is not a time standard.
- ❖ *Foreclosure Cases* – 98% should be concluded within 24 months of the filing date. Tracks define expected case processing events, the timing of events, assignment, and the expectations for case duration.

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Table 1.1 – Civil Tracks by Case types/Expected Case Duration and Outcomes

<i>Track</i>	<i>Examples of Case types</i>	<i>Expected Case Duration and Notes</i>
Track 1 Administrative	Administrative Agency Appeals, Orphans Court Appeals, District Court Appeals, Friendly Suits, Forfeitures, Habeas Corpus, Injunctions, Mandamus, Mechanics Lien, Other Civil, Petition to Enforce Arbitration	1 day of trial or less. Concluded in 18 months
Track 1a Foreclosure Track	Foreclosures	Concluded within 24 months
Track 2 Expedited	Worker's Comp Appeals, Contract, Declaratory Judgment, District Court Jury Trial Prayers, Injunctions, Mechanics Liens, Motor Torts, Other Civil, Sale in Lieu of Partition	1 day of trial. Concluded within 18 months
Track 3 Standard	Condemnation, confessed Judgment, Contracts, Declaratory Judgment, Motor Tort, Other Civil, Other Tort	1-2 days of trial. Concluded within 18 months.
Track 4 Extended	Contracts, Medical Malpractice, Motor Tort, Other Tort	3 days of trial. Concluded within 18 months
Track 5	Contracts, Medical Malpractice, Motor Tort, Other Tort	More than 3 days of trial. Concluded within 18 months.

Table 1.2 Civil Non-Domestic Track Guidelines

		Complaint Filed	Plaintiff's Expert Reports	Defendant's Expert Reports	Discovery	ADR/ Mediation Complete	Motions Filed *	Pretrial Settlement Conference	Attorneys Exchange Exhibit List	Trial	Notes
Track 1	Administrative	Day 1	NA							30-270	
Track 1a	Foreclosure	Day 1	NA							30-270	
Track 2	Expedited	Day 1	151 days	181 days	211 days	191 days	196 days	216 days	216 days	211-450 days	
Track 3	Standard	Day 1	212	242	272	282	287	288	288	350-500	
Track 4	Extended	Day 1	212	272	331	360	346	372	372	450-520	
Track 5	Complex	Day 1	331	331	391	380	406	407	407	480-520	

Track 1 – Administrative

Track 1 is the administrative track. Track 1 cases are forwarded to the CCMO for scheduling. Cases will be set on the Court's docket within 30 to 270 days, but in no event contravene the Maryland Rules of Procedure.

Track 1a - Foreclosure Track

Foreclosure cases are tracked in the same manner as Track 1 cases. If a foreclosure case has been open for more than 365 days, it will be scheduled for a status conference before the designated foreclosure judge. If a foreclosure case has been assigned to an auditor for more than four months, it will be scheduled for a status conference before the designated foreclosure judge.

Track 2 - Expedited

Track 2 is the expedited track. The length of the trial is anticipated to be ½ day to 1 day duration. If an information form selecting a track is not provided, the Clerk's Office will automatically place the case on Track 2.

When a Track 2 case is filed, a Scheduling Order will be generated. Deadlines will be automatically posted in the Scheduling Order. The Clerk's Office will forward the order, along with summons (if applicable), to the plaintiff's attorney. The Scheduling Order shall be served on defendant along with the summons.

Requests to reissue service will not produce a new Scheduling Order with new dates. If reissued, a copy of the original Scheduling Order will be attached to the new summons to be served. **THE DATES IN THE SCHEDULING ORDER ARE TO REMAIN THE SAME UNLESS EXPRESSLY REQUESTED TO BE MODIFIED AND SO ORDERED BY THE COURT. THE DATES WILL NOT BE MODIFIED SIMPLY BECAUSE A LINE TO REISSUE WAS FILED.** Upon expiration of 120 days from any issuance of original process directed to a defendant, the Clerk shall issue Notice of Contemplated Dismissal in any action against any defendant who has not been served or over whom the Court has not otherwise acquired jurisdiction pursuant to Md. Rule 2-507(b).

When the defendant files the Information Form, and the track designation is different from the

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plaintiff's track designation, any party may file a motion and a proposed order requesting the track to be changed. The motion will be forwarded to the CCMO. If consented to or unopposed, CCMO will change the track assignment and generate a new Scheduling Order. Contested motions will be forwarded to the County Administrative Judge for ruling. Upon granting the motion, a new Scheduling Order will be issued, and a copy will be distributed accordingly.

If a track change is done in open court, the attorneys/parties will be directed to CCMO. A new Scheduling Order will be generated based upon the track change. **DISCOVERY DEADLINES ARE TO REMAIN THE SAME UNLESS THEY ARE EXPRESSLY REQUESTED TO BE MODIFIED AND SO ORDERED BY THE COURT.** Copies will be disbursed to all counsel and parties present. Copies will be mailed to any served party and counsel not present. If a defendant(s) has not been served, it will be the responsibility of the counsel filing the complaint to serve the new Scheduling Order on any unserved defendant(s) in the case.

Motions to extend or modify the Scheduling Orders will initially be referred to the CCMO for review and then forwarded to the County Administrative Judge for ruling. Discovery and motions dates will be strictly enforced. Any motion requesting a modification of these dates should be supported by good cause shown.

It is the policy of the Court to encourage the use of Alternative Dispute Resolution (ADR) in accordance with Title 17 of the Maryland Rules of Procedure. The CCMO will review all cases assigned to Track 2 cases. Suitable cases will be referred to facilitation OR settlement conference within approximately 217-230 days following the filing of complaint. Order for Facilitation OR Order for Settlement Conference will be mailed to attorneys/parties. Pursuant to Md. Rule 17-202, the Court may not require an objecting party or the attorney of an objecting party to participate in an alternative dispute resolution proceeding other than a non-fee-for-service settlement conference. The Settlement Conference Order will direct parties to exchange draft pretrial statement 206 days following the filing of the complaint and to file a final joint pretrial statement, witness lists and a list of exhibits 216 days following the filing of the complaint. **At the facilitation conference or the settlement conference, all self-represented litigants and trial counsel are to be present with their clients (and insurance representatives).** Pursuant to Md. Rule 2-504.2, a joint pretrial statement must be prepared by the parties stating the nature of the case, set forth claims and defenses, stipulations, and the number of witnesses and list of exhibits. If parties are

not ordered to attend facilitation or settlement conference, the case will be forwarded to CCMO for scheduling of a trial date. If settlement is not reached in facilitation or settlement conference, attorneys/parties will be directed to the CCMO to obtain trial date. The trial date shall be scheduled for 30 to 120 days thereafter, (approximately 211 -450 days from filing of the complaint), or as calendars permit. The trial date will be firm and may only be moved if a motion for postponement is granted by the County Administrative Judge. See [Howard County Circuit Court Postponement Policy](#) currently in effect.

Track 3 - Standard

Track 3 is the standard track. The length of the trial is anticipated to be 1 - 2 days duration. When a Track 3 case is filed, a Scheduling Order will be generated. Deadlines will be automatically posted in the Scheduling Order. The Clerk's Office will forward the order, along with summons (if applicable), to the plaintiff's attorney. The Scheduling Order shall be served on defendant along with the summons.

Requests to reissue service will not produce a new Scheduling Order with new dates. If reissued, a copy of the original Scheduling Order will be attached to the new summons to be served. **THE DATES IN THE SCHEDULING ORDER WILL NOT BE MODIFIED SIMPLY BECAUSE A LINE TO REISSUE WAS FILED.** Upon expiration of 120 days from any issuance of original process directed to a defendant, the Clerk shall issue Notice of Contemplated Dismissal in any action against any defendant who has not been served or over whom the court has not otherwise acquired jurisdiction pursuant to Md. Rule 2-507(b).

When the defendant files the Information Form, and the track designation is different from plaintiffs, any party may file a motion and proposed order requesting the track to be changed. The motion will be forwarded to the CCMO. If consented to or unopposed, CCMO will change the track assignment and generate a new Scheduling Order. Contested motions will be forwarded to the County Administrative Judge for ruling. Upon granting the motion, a new Scheduling Order will be issued, and a copy will be distributed accordingly.

If a track change is done in open court, the attorneys/parties will be directed to CCMO. A new Scheduling Order will be generated based upon the track change. Copies will be disbursed to all

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counsel and parties present. Copies will be either e-served or mailed to any served party and counsel not present. If a defendant(s) has not been served, it will be the responsibility of the counsel filing the complaint to serve the new Scheduling Order on any unserved defendant(s) in the case.

Motions to extend or modify the Scheduling Orders will initially be referred to the CCMO for review and then forwarded to the County Administrative Judge for ruling. Discovery and motions dates will be strictly enforced. Any motion requesting a modification of these dates should be supported by good cause shown.

Civil cases may be referred to a court-appointed mediator upon agreement of the parties. See Md. Rule 17-202. Early use of mediation is encouraged in all appropriate cases. The mediation deadline is 282 days following the filing of the complaint. If the parties wish, they can continue mediation on their own.

A settlement conference shall be held approximately 302 days following the filing of the complaint. The Settlement Conference Order will direct parties to exchange draft pretrial statements 281 days following the filing of the complaint and to file a final joint pretrial statement, witness lists and a list of exhibits 288 days following the filing of the complaint. **At the settlement conference all self-represented litigants and trial counsel are to be present with their clients (and insurance representatives).** Pursuant to Md. Rule 2-504.2, a joint pretrial statement must be prepared by all parties stating the nature of the case, set forth claims and defenses, stipulations, and the number of witnesses and list of exhibits. If a settlement is not reached at this time, attorneys/parties will be directed to the CCMO to obtain a trial date. The trial date shall be scheduled for 30 to 90 days thereafter, (approximately 350-500 days from filing of the complaint), or as calendars permit. The trial date will be firm and may only be moved if a motion for postponement is granted by the County Administrative Judge. See [Circuit Court for Howard County Postponement Policy](#) currently in effect.

Track 4 - Extended

Track 4 is the extended track. The length of the trial is anticipated to be 3 days.

When a Track 4 case is filed, a Scheduling Order will be generated. Deadlines will be automatically

posted in the computer-generated Scheduling Order. The Clerk's Office will forward the order, along with summons (if applicable), to the plaintiff's attorney. The Scheduling Order should be served on the defendant along with the summons.

Requests to reissue service will not produce a new Scheduling Order with new dates. If reissued, a copy of the original Scheduling Order will be attached to the new summons to be served. **THE DATES IN THE SCHEDULING ORDER WILL NOT BE MODIFIED SIMPLY BECAUSE A LINE TO REISSUE WAS FILED.** Upon expiration of 120 days from any issuance of original process directed to a defendant, the Clerk shall issue Notice of Contemplated Dismissal in any action against any defendant who has not been served or over whom the Court has not otherwise acquired jurisdiction pursuant to Md. Rule 2-507(b).

When the defendant files the Information Form, and the track designation is different from plaintiffs, any party may file a motion and proposed order requesting the track to be changed. The motion will be forwarded to the CCMO. If consented to or unopposed, CCMO will change the track assignment and generate a new Scheduling Order. Contested motions will be forwarded to the County Administrative Judge for ruling. Upon granting the motion, a new Scheduling Order will be issued, and a copy will be distributed accordingly.

If a track change is done in open court, the attorneys/parties will be directed to CCMO. A new Scheduling Order will be generated based upon the track change. Copies will be disbursed to all counsel and parties present. Copies will be either be e-served or mailed to any served party and counsel not present. If a defendant(s) has not been served, it will be the responsibility of the counsel filing the complaint to serve the new Scheduling Order on any unserved defendant(s) in the case.

Motions to extend or modify the Scheduling Orders will initially be referred to the CCMO for review and then forwarded to the County Administrative Judge for ruling. Discovery and motions dates will be strictly enforced. Any motion requesting a modification of these dates should be supported by good cause shown.

A telephone scheduling/status conference is held 90 days after the filing of the complaint. Scheduling conferences should not be reset unless there are exceptional circumstances. See the

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[Circuit Court for Howard County Postponement Policy](#) currently in effect. A postponement does not automatically generate a new Scheduling Order. Even if the defendant has not been served, the plaintiff must participate in the scheduling conference. If the plaintiff participates and the defendant has not been served, **the Court may keep the Scheduling Order in effect**. Should the plaintiff fail to participate in the scheduling conference, and the defendant has not been served, the Court may dismiss the case. All counsel and unrepresented parties are required to participate. **All counsel and parties are to have their calendars in hand**. At the scheduling conference, Scheduling Order dates are confirmed; mediation is determined to be appropriate or not; the settlement conference is scheduled; and the pre-trial conference may be scheduled. CCMO will prepare the Mediation Order and Settlement Conference Order. Track changes requested at the scheduling conference will be made by CCMO and copies will be distributed accordingly. Civil cases may be referred to a court-appointed mediator upon agreement of the parties. See Md. Rule 17-202. Early use of mediation is encouraged in all appropriate cases. The mediation deadline is 360 days following the filing of the complaint. If the parties wish, they can continue mediation on their own.

A settlement conference shall be held approximately 380 days following the filing of the complaint. The Settlement Conference Order will direct parties to exchange draft pretrial statement 365 days following the filing of the complaint and to file a final joint pretrial statement, witness lists, and a list of exhibits 372 days following the filing of the complaint.

At the settlement conference all self-represented litigants and trial counsel are to be present with their clients (and insurance representatives). Pursuant to Md. Rule 2-504.2, a joint pretrial statement must be prepared by all parties stating the nature of the case, set forth claims and defenses, stipulations, and the number of witnesses and list of exhibits. If a settlement is not reached at this time attorneys/parties will be directed to the CCMO to either obtain or confirm trial date. Scheduling of the trial date shall be 30 - 90 days thereafter (approximately 450-520 days from filing of the complaint), or as calendars permit. The trial date will be firm and may only be moved if a motion for postponement is granted by the County Administrative Judge. See [The Circuit Court for Howard County Postponement Policy](#) currently in effect.

Track 5 - Complex

Track 5 is the complex track. The length of the trial is anticipated to be more than 3 days.

When a Track 5 case is filed, a Scheduling Order will be generated. Deadlines will be automatically posted in the computer-generated Scheduling Order. The Clerk's Office will forward the order, along with summons (if applicable), to the plaintiff's attorney. The Scheduling Order shall be served on defendant along with the summons.

Requests to reissue service will not produce a new Scheduling Order with new dates. If reissued, a copy of the original Scheduling Order will be attached to the new summons to be served. **THE DATES IN THE SCHEDULING ORDER WILL NOT BE MODIFIED SIMPLY BECAUSE A LINE TO REISSUE WAS FILED.** Upon expiration of 120 days from any issuance of original process directed to a defendant, the Clerk shall issue Notice of Contemplated Dismissal in any action against any defendant who has not been served or over whom the court has not otherwise acquired jurisdiction pursuant to Md. Rule 2-507(b).

When the defendant files the Information Form, and the track designation is different from plaintiff's, any party may file a motion and proposed order requesting the track to be changed. The motion will be forwarded to the CCMO. If consented to or unopposed, CCMO will change the track assignment and generate a new scheduling order. Contested motions will be forwarded to the Administrative Judge for ruling. Upon granting the motion, a new Scheduling Order will be issued, and a copy will be distributed accordingly.

If a track change is done in open court, the attorneys/parties will be directed to CCMO. A new Scheduling Order will be generated based upon the track change. Copies will be disbursed to all counsel and parties present. Copies will either be e-served or mailed to any served party and counsel not present. If a defendant(s) has not been served, it will be the responsibility of the counsel filing the complaint to serve the new Scheduling Order on any unserved defendant(s) in the case.

Motions to extend or modify the Scheduling Orders will initially be referred to the CCMO for review and then forwarded to the County Administrative Judge for ruling. Discovery and motions dates will be strictly enforced. Any motion requesting a modification of these dates should be supported

by good cause shown.

A telephone scheduling/status conference is held 90 days after the filing of the complaint. Scheduling conferences should not be reset unless there are exceptional circumstances. See [The Circuit Court for Howard County Postponement Policy](#) currently in effect. A postponement does not automatically generate a new Scheduling Order. Even if the defendant has not been served, the plaintiff must participate in the scheduling conference. Failure to serve defendant(s) should not be a basis for continuing a scheduling conference. If the plaintiff participates and the defendant has not been served, **the Court may keep the Scheduling Order in effect or issue a new Scheduling Order.** Should the plaintiff fail to participate in the Scheduling Conference, and the defendant has not been served, the Court may dismiss the case. All counsel and unrepresented parties are required to participate. **All counsel and parties are to have their calendars in hand.**

The purpose of the scheduling conference is to refer the case to ADR and to schedule a settlement conference date. Cases exceeding five days of trial time will be scheduled for trial. Cases requiring less than five days will be scheduled for trial after a settlement conference is held. Cases exceeding five days of trial time will be scheduled for a pre-trial Conference, which will occur approximately two weeks before the scheduled trial date. It will also be determined whether the case is on the appropriate track. Track changes requested at the Scheduling Conference will be made by CCMO and copies will be distributed accordingly. Other matters regarding trial preparation, discovery, motions hearings, etc. may also be discussed. The case will then be forwarded to CCMO for preparation of Mediation Order and a Settlement Conference Order.

Civil cases may be referred to a court-appointed mediator upon agreement of the parties. See Md. Rule 17-202. Early use of mediation is encouraged in all appropriate cases. The mediation deadline is 380 days following the filing of the complaint. If the parties wish, they can continue mediation on their own.

A settlement conference shall be held approximately 421 days following the filing of the complaint. The Settlement Conference Order will direct parties to exchange draft pretrial statement 400 days following the filing of the complaint and to file a final joint pretrial statement, witness lists and a list of exhibits 407 days following the filing of the complaint. **At the settlement conference all self-**

represented litigants and trial counsel are to be present with their clients (and insurance representatives). Pursuant to Md. Rule 2-504.2, a Pretrial Statement must be prepared by all parties stating the nature of the case, set forth claims and defenses, stipulations, and the number of witnesses and list of exhibits. If a settlement is not reached at this time attorneys/parties will be directed to the CCMO to either obtain or confirm a trial date. The trial date shall be scheduled for 30 to 120 days thereafter, (approximately 480-520 days from filing of the complaint), or as calendars permit. The trial date will be firm and may only be moved if a motion for postponement is granted by the County Administrative Judge. See [Circuit Court for Howard County Postponement Policy](#).

Postponement Requests:

See [The Circuit Court for Howard County Postponement Policy](#) currently in effect.

Remote Hearings

The availability of a remote hearing or remote appearance is subject to the current Maryland Judiciary Administrative Orders and the County Administrative Judge. If a party wishes to request to appear remotely or convert an in-person hearing to a remote proceeding, a [Motion for Remote Proceeding or to Appear Remotely](#) must be filed.

Interpreters

If any party becomes aware of the need for an interpreter for any party or witness, the party shall promptly notify the Court by using the [Request for Spoken Language Interpreter form](#). A delay in notifying the Court of the need for an interpreter may result in the inability to handle a case on the scheduled date. Requests for interpreters must be specific as to the language and, if appropriate, the particular dialect that may be needed. The request must also specify for whom the interpreter is needed.

The party requesting an interpreter shall confirm with the Interpreter Coordinator that the request for an interpreter has been received by the Interpreter Coordinator. The requesting party shall notify the Court immediately if the need for the interpreter changes. If a request for interpreter is not cancelled at least 48 hours in advance of the trial or hearing, the Court will be billed for the

interpreter's services. If the Court is billed for an interpreter needlessly as a result of counsel's failure to advise the Court that the interpreter will not be needed, or because counsel or a litigant does not appear in court in a timely fashion, the Court may assess the interpreter costs against the party or counsel causing the unnecessary expense.

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022

Exhibit 1

Scheduling Deadlines

Event	Administrative Track 1	Foreclosure Track 1A	Expedited Track 2	Standard Track 3	Extended Track 4	Complex Track 5
Filing Date	1		1	1	1	1
Scheduling Conference					90	90
Plaintiff Expert ID			151	212	212	331
Defendant Expert ID			181	242	272	361
Rebuttal Expert ID			195	250	285	375
Deadline for filing Amended Pleadings			188	219	278	338
Service Written Discovery			120	220	240	260
Discovery Deadline			211	272	331	391
Motions Filing Deadline			196	287	346	406
Court Ordered Mediation			191	282	360	380
Draft Pre-Trial Statement			206	281	365	400
Final Pre-Trial Statement			216	288	372	407
Settlement Conference Date			230	302	380	421
Witness Exhibit List			216	288	372	407
Proposed Voir Dire/Jury Instruction			2 weeks prior to trial	2 weeks prior to trial	2 weeks prior to trial	2 weeks prior to trial
Computer Evidence			30 days prior to trial	30 days prior to trial	30 days prior to trial	30 days prior to trial
Objections to Videotape Testimony (including de bene esse depositions)			30 days prior to trial	30 days prior to trial	30 days prior to trial	30 days prior to trial
Opposition to objections (including de bene esse depositions)			10 days thereafter	10 days thereafter	10 days thereafter	10 days thereafter
Motions In Limine			1 week prior to trial	1 week prior to trial	1 week prior to trial	1 week prior to trial
Trial Date	30-270	30-270	211-450	350-500	450-520	480-520

Sample Scheduling Orders



CIRCUIT COURT FOR HOWARD COUNTY, MARYLAND

9250 JUDICIAL WAY
ELLCOTT CITY, MARYLAND 21043

Main: 410-313-2111 Civil: 410-313-3844 Criminal: 410-313-3822 Juvenile: 410-313-3827 Land Records: 410-313-5850 Calendar Office: 410-313-3575 Family Law: 410-313-2225

Case Number: C-13-CV-22-XXXXXX

Other Reference Numbers:

In the Matter of

SCHEDULING ORDER

This Order is your official notice of dates established pursuant to this Court's Differentiated Case Management Plan. The above case has been assigned to the EXPEDITED TRACK. ANY MODIFICATIONS OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must provide good cause to justify the requested modification. Stipulations between the parties and/or their counsel shall not change any deadline in this Scheduling Order absent Court approval.

It is hereby ORDERED that the following events shall occur by the following dates:

1. Plaintiff's Experts shall be identified by (151 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
2. Defendant's Experts shall be identified by (181 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
3. Rebuttal expert witnesses shall be identified by (195 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
4. All discovery shall be commenced so as to be concluded by (211 days from filing). The filing of a motion to compel or a motion for protective order will not result in a general extension of the discovery deadline. All parties are advised that this Court will enforce the Discovery Guidelines of the State Bar as set forth in the Maryland Rules when resolving discovery disputes. Extensions of time to answer specific discovery must be approved by Court Order for good cause shown. Failure to timely respond to discovery fully and completely because the discovery deadline is not imminent, or for any other reason lacking merit, will subject the offending party to sanctions, including attorney's fees.
5. All amended pleadings must be filed by (188 days from filing).
6. All motions (except motions in limine), including dispositive motions, must be filed by (196 days from filing).
7. Objections to portions of testimony on videotape, (including de bene esse depositions), for which a party seeks ruling by the Court for purposes of trial shall be submitted no later than 30 days prior to trial. Any

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022

In the Matter of

Case Number: C-13-CV-22-XXXXXX
Other Reference Number(s):

opposition should be submitted within 10 days thereafter. Failure to timely follow these requirements may result in any such objection being considered waived.

8. Notice of intent to use computer-generated evidence at trial must be given 30 days prior to trial.
9. Parties are to exchange draft pretrial statements on or before (206 days from filing). A final joint pretrial statement, witness list and list of exhibits shall be filed with the court on or before (216 days from filing).
10. In cases when a jury trial has been prayed, a joint pretrial statement, requested voir dire, motions in limine, proposed jury instructions and proposed verdict sheet shall be submitted one week prior to trial. If using Maryland Pattern Jury Instructions (MPJI), it is only necessary to submit the MPJI numbers. The text of any other proposed jury instructions(s) must be provided to the Court as well as the legal authority for such instructions.
11. Suitable cases will be referred to Facilitation or Settlement Conference by (230 days from filing). An Order for Facilitation OR Pretrial Settlement Conference will be mailed to all counsel and unrepresented parties. If the parties are not ordered to attend Facilitation or Settlement Conference, the case will be scheduled for trial. If settlement is not reached in Facilitation or Settlement Conference, counsel and any unrepresented parties will be directed to the Calendar Management Department to obtain a trial date.

Failure to abide by this order will subject the non-complying counsel, party, or both to appropriate sanctions.

01/01/XXXX

Date

William V. Tucker

William V. Tucker

County Administrative Judge

cc:

Need for Accommodation or Interpreter: If any attorney or party who is required to appear before the Court is in need of an accommodation under the Americans with Disability Act or needs an interpreter, please contact the Court at 410-313-2028 or the Administrative Judge's Office at 410-313-2143.

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022



CIRCUIT COURT FOR HOWARD COUNTY, MARYLAND

9250 JUDICIAL WAY

ELLICOTT CITY, MARYLAND 21043

Main: 410-313-2111 Civil: 410-313-3844 Criminal: 410-313-3822 Juvenile: 410-313-3827 Land Records: 410-313-5850 Calendar Office: 410-313-3575 Family Law: 410-313-2225

Case Number: C-13-CV-22-XXXXXX

Other Reference Numbers:

Plaintiff vs. Defendant

SCHEDULING ORDER

This Order is your official notice of dates established pursuant to this Court's Differentiated Case Management Plan. The above case has been assigned to the STANDARD TRACK. ANY MODIFICATIONS OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must provide good cause to justify the requested modification. Stipulations between the parties and/or their counsel shall not change any deadline in this Scheduling Order absent Court approval.

It is hereby ORDERED that the following events shall occur by the following dates:

1. Plaintiff's Experts shall be identified by (212 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
2. Defendant's Experts shall be identified by (242 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
3. Rebuttal expert witnesses shall be identified by (250 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
4. All discovery shall be commenced so as to be concluded by (272 days from filing). The filing of a motion to compel or a motion for protective order will not result in a general extension of the discovery deadline. All parties are advised that this Court will enforce the Discovery Guidelines of the State Bar as set forth in the Maryland Rules when resolving discovery disputes. Extensions of time to answer specific discovery must be approved by Court Order for good cause shown. Failure to timely respond to discovery fully and completely because the discovery deadline is not imminent, or for any other reason lacking merit, will subject the offending party to sanctions, including attorney's fees.
5. All amended pleadings must be filed by (219 days from filing).
6. All motions (except motions in limine), including dispositive motions, must be filed by (287 days from filing).
7. Objections to portions of testimony on videotape, (including de bene esse depositions), for which a party seeks ruling by the Court for purposes of trial shall be submitted no later than 30 days prior to trial. Any opposition should be submitted within 10 days thereafter. Failure to timely follow these requirements may result in any such objection being considered waived.

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022

Plaintiff vs. Defendant

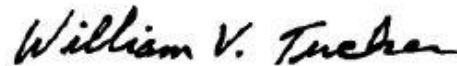
Case Number: C-13-CV-X-XXXXX
Other Reference Number(s):

8. Notice of intent to use computer-generated evidence at trial must be given 30 days prior to trial.
9. Parties are to exchange draft pretrial statements on or before (281 days from filing). A final joint pretrial statement, witness list and list of exhibits shall be filed with the court on or before (288 days from filing).
10. Court ordered Mediation shall be completed by 08/05/2021. An Order for Mediation will be mailed to all counsel and unrepresented parties.
11. Parties shall attend any court ordered Pretrial Settlement Conference by (302 days from filing). An Order for Pretrial Settlement Conference will be mailed to all counsel and unrepresented parties. If the parties are not ordered to attend Mediation or Settlement Conference, the case will be scheduled for trial. If settlement is not reached as a result of Mediation or Pretrial Settlement Conference, counsel and any unrepresented parties will be directed to the Calendar Management Office to obtain a trial date.
12. In cases when a jury trial has been prayed, a joint pretrial statement, requested voir dire, motions in limine, proposed jury instructions and proposed verdict sheet shall be submitted one week prior to trial. If using Maryland Pattern Jury Instructions (MPJI), it is only necessary to submit the MPJI numbers. The text of any other proposed jury instructions(s) must be provided to the Court as well as the legal authority for such instructions.

Failure to abide by this order will subject the non-complying counsel, party, or both to appropriate sanctions.

01/01/XXXX

Date



William V. Tucker

County Administrative Judge

cc:

Need for Accommodation or Interpreter: If any attorney or party who is required to appear before the Court is in need of an accommodation under the Americans with Disability Act or needs an interpreter, please contact the Court at 410-313-2028 or the Administrative Judge's Office at 410-313-2143.

The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022



CIRCUIT COURT FOR HOWARD COUNTY, MARYLAND

9250 JUDICIAL WAY

ELLCOTT CITY, MARYLAND 21043

Main: 410-313-2111 Civil: 410-313-3844 Criminal: 410-313-3822 Juvenile: 410-313-3827 Land Records: 410-313-5850 Calendar Office: 410-313-3575 Family Law: 410-313-2225

Case Number:

C-13-CV-22-XXXXXX

Other Reference Numbers:

Plaintiff vs. Defendant

SCHEDULING ORDER

This Order is your official notice of dates established pursuant to this Court's Differentiated Case Management Plan. The above case has been assigned to the EXTENDED TRACK. ANY MODIFICATIONS OF THIS SCHEDULING ORDER MUST BE REQUESTED BY WRITTEN MOTION AND FILED BEFORE THE COMPLIANCE DATE(S). The motion must provide good cause to justify the requested modification. Stipulations between the parties and/or their counsel shall not change any deadline in this Scheduling Order absent Court approval.

It is hereby ORDERED that the following events shall occur by the following dates:

1. Plaintiff's Experts shall be identified by (212 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
2. Defendant's Experts shall be identified by (272 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
3. Rebuttal expert witnesses shall be identified by (285 days from filing). Pursuant to Md. Rule 2-402(g), any designation shall include the following: (i) the subject matter on which the expert is expected to testify at trial; (ii) the substance of the findings and the opinions to which the expert is expected to testify and a summary of grounds for each opinion; and (iii) the production of any written report made by the expert concerning those findings and opinions.
4. All discovery shall be commenced so as to be concluded by (331 days from filing). The filing of a motion to compel or a motion for protective order will not result in a general extension of the discovery deadline. All parties are advised that this Court will enforce the Discovery Guidelines of the State Bar as set forth in the Maryland Rules when resolving discovery disputes. Extensions of time to answer specific discovery must be approved by Court Order for good cause shown. Failure to timely respond to discovery fully and completely because the discovery deadline is not imminent, or for any other reason lacking merit, will subject the offending party to sanctions, including attorney's fees.
5. All amended pleadings must be filed by (278 days from filing).
6. All motions (except motions in limine), including dispositive motions, must be filed by (346 days from filing).
7. Objections to portions of testimony on videotape, (including de bene esse depositions), for which a party seeks ruling by the Court for purposes of trial shall be submitted no later than 30 days prior to trial. Any opposition should be submitted within 10 days thereafter. Failure to timely follow these requirements may result in any such objection being considered waived.

HOCC-V-003 (Rev. 10/2021)

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The Circuit Court for Howard County, Maryland 5th Circuit
Civil Differentiated Case Management Plan
Updated September 2022

Plaintiff vs. Defendant

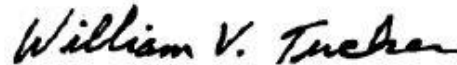
Case Number: C-13-CV-22-XXXXX
Other Reference Number(s):

8. Notice of intent to use computer-generated evidence at trial must be given 30 days prior to trial.
9. Parties are to exchange draft pretrial statements on or before (365 days from filing). A final joint pretrial statement, witness list and list of exhibits shall be filed with the court on or before (372 days from filing).
10. Court ordered Mediation shall be completed by (360 days from filing). An Order for Mediation will be mailed to all counsel and unrepresented parties.
11. Parties shall attend any court ordered Pretrial Settlement Conference by (380 days from filing). An Order for Pretrial Settlement Conference will be mailed to all counsel and unrepresented parties. If the parties are not ordered to attend Mediation or Settlement Conference, the case will be scheduled for trial. If settlement is not reached as a result of Mediation or Pretrial Settlement Conference, counsel and any unrepresented parties will be directed to the Calendar Management Office to obtain a trial date.
12. In cases when a jury trial has been prayed, a joint pretrial statement, requested voir dire, motions in limine, proposed jury instructions and proposed verdict sheet shall be submitted one week prior to trial. If using Maryland Pattern Jury Instructions (MPJI), it is only necessary to submit the MPJI numbers. The text of any other proposed jury instructions(s) must be provided to the Court as well as the legal authority for such instructions.

Failure to abide by this order will subject the non-complying counsel, party, or both to appropriate sanctions.

01/01/XXXX

Date



William V. Tucker

County Administrative Judge

cc:

Need for Accommodation or Interpreter: If any attorney or party who is required to appear before the Court is in need of an accommodation under the Americans with Disability Act or needs an interpreter, please contact the Court at 410-313-2028 or the Administrative Judge's Office at 410-313-2143.