

WASHINGTON COUNTY CIRCUIT COURT

HOW TO PLAN YOUR PHASE 4 VISIT TO THE CLERK'S OFFICE:

BEGINNING ON MONDAY, MARCH 15, 2021



TO ENTER THE COURTHOUSE, YOU MUST:

- Wear your own mask to properly cover your nose and mouth;
- Submit to a temperature check;
- Answer any screening questions.

ENTRY REASONS:

- **SCHEDULED IN-PERSON COURT HEARING/TRIAL:**
 - a. Arrive no earlier than **10-15 minutes** prior to hearing time
 - b. **Limit** the number of people you bring to your hearing (*limited Courtroom and waiting area capacities*)
- **COURT DEPARTMENTS:**
 - a. **Make** your inquiry by phone (provide your case number, if applicable):
 - i. Civil/Family/Juvenile/Child Support - **301-790-4972 ext#2**
 - ii. Criminal - **301-790-7941 ext#3**
 - b. **File** your documents by mail or drop-box
 - c. If you must visit:
 - i. **limit** your visit yourself (*limited capacities are posted*)
 - ii. **limit** your visit to **five minutes** or less
- **LICENSING:** *Marriage Licenses, Business Licenses, Recordation*
 - a. **Make** your inquiry by phone - **301-790-7991 ext#1**
 - b. **File** your documents (marriage license, business license or tax liens) by mail or drop-box
 - c. **Record** your documents using SimpliFile or drop-box
 - d. **Consider making an appointment for oaths of office or marriage applications**
 - e. **Limit** visit to appointee or applicant(s) only (*limited capacities are posted*)
 - f. Civil Ceremonies are by Microsoft Teams only – appointment **is** required
- **LAND RECORDS:**
 - a. **Make** your inquiry by phone - **301-790-7413 ext#4** or by email
washcocc_landrecordsrequest@mdcourts.gov
 - b. **Consider making an appointment – (*limited capacities are posted*)**

WHILE IN THE COURTHOUSE, YOU MUST:

- Observe all posted **SOCIAL DISTANCING** and **CAPACITY** signage;
- Continue to wear your mask at all times to properly cover your nose and mouth;
- Maintain proper social distancing;
- Use hand sanitizer, as needed;
- Observe any directions as given by Court personnel;
- Promptly exit the building after your business has concluded.