



Sherri Koch
Administrative Judge

DISTRICT COURT OF MARYLAND
District Number 6

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AMENDED ADMINISTRATIVE ORDER — REMOTE HEARING PROTOCOLS

WHEREAS Pursuant to the Court of Appeals May 24, 2021, SECOND AMENDED ADMINISTRATIVE ORDER EXPANDING STATEWIDE JUDICIARY OPERATIONS IN LIGHT OF THE COVID-19 EMERGENCY, the Judiciary moves to more robust levels of operations on June 1, 2021; and

WHEREAS, Remote proceedings have proved to be useful and effective in facilitating the court's performance of core functions during the COVID-19 emergency and will continue to be necessary; and

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 1st day of June 2021 ORDERED that the following protocols shall be followed

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 except as otherwise provided in this Order.
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, with leave of court, elect to opt-out of the remote proceeding and appear in-person.

4. All other civil proceedings and 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. All criminal trials will be conducted in person.
6. If granted, parties will receive an Order Regarding Motion For Remote Proceeding Or To Appear Remotely (CC-DC-110JQ).
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 three (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.
11. Incarcerated persons' ability to appear in person may be limited by the ability to safely transport such individuals.
12. The Administrative Order – Remote Hearings dated 4 October 2020 is rescinded,
13. To the extent that this Order conflicts with any prior District 6 Administrative Order on Remote Hearings, this order shall prevail.

Sherrí D. Koch
Administrative Judge
District 6
Montgomery County, Maryland