



Sherri Koch  
*Administrative Judge*

**DISTRICT COURT OF MARYLAND**  
District Number 6

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Rockville, Maryland 20850  
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IN THE SIXTH DISTRICT COURT OF MARYLAND FOR MONTGOMERY COUNTY

THIRD AMENDED ADMINISTRATIVE ORDER — REMOTE HEARING PROTOCOLS

WHEREAS Pursuant to the Court of Appeals March 1, 2022, FIFTH AMENDED ADMINISTRATIVE ORDER EXPANDING STATEWIDE JUDICIARY OPERATIONS IN LIGHT OF THE COVID-19 EMERGENCY, the Judiciary moves to PHASE V of Operations but recognizes the increasing need for additional health measures; 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

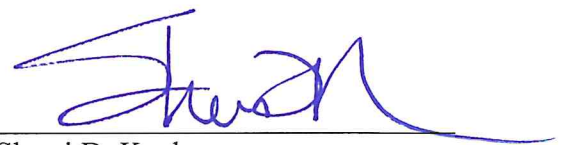
WHEREAS, Pursuant to the authority of the Court of Appeals, Maryland courts are permitted to provide services and conduct court proceedings remotely or in-person, and

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 3 day of March 2022 ORDERED that the following protocols shall be followed

1. All court appearances shall be in person unless otherwise enumerated in this Order or granted by motion.
2. The Court will grant Remote Hearings for certain Covid related health concerns and issues.
3. 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.
4. 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.

5. Parties who elect to opt-in to have a remote proceeding shall do so 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.
6. Notwithstanding the above, criminal matters must have the consent of the State and the defense to proceed remotely. All criminal trials will be conducted in person.
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, must be received in the clerk's office via MDEC 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. Bond hearings shall continue to be remote.
12. Incarcerated persons' ability to appear in person may be limited by the ability to safely transport such individuals.
13. The Amended Administrative Order – Remote Hearings dated 9, August 2021 is rescinded,
14. To the extent that this Order conflicts with any prior District 6 Administrative Order on Remote Hearings, this order shall prevail.
15. This Order will become effective 7 March 2022.



Sherri D. Koch  
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District 6  
Montgomery County, Maryland