



DISTRICT COURT OF MARYLAND
District One

Barbara Baer Waxman
Administrative Judge

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Notice to Baltimore City Appointed Attorneys
Protocols for Baltimore City Detention Center Booking
Intake Facility

Appointed attorneys must enter the Eager Street entrance of the Baltimore City Detention Center. All appointed attorneys must go through security. Following the security checkpoint, appointed attorneys must clock in with a time card. A body alarm will also be assigned to appointed attorneys, which must be worn at all times while in the building.

An officer will direct Appointed Attorneys to the assigned office space, which is located next to the security desk. There is also an available restroom on the floor.

Appointed attorneys are authorized to bring food, drink, cell phones, briefcases, pads and pens into their assigned offices. Each office will contain a shelf, chairs, computers and phones. A copier will also be available.

Appointed attorneys will be escorted to an interview room to meet with each arrestee. For appointed attorneys, a folder with a legal pad and pen are the only items allowed into the interview room.

On the floor of the interview room, there will be three designated bins --- “wants appointed lawyer,” “waives appointed attorney” and “wants private attorney.”

Appointed attorneys must take the charging documents from the “wants appointed lawyer” bin. The “whip” officers will direct arrestees to the appointed attorneys interview booths. Arrestees will be transported to the commissioner booth when the interview has been concluded.

Each appointed attorney will be assigned to a commissioner. The “whip” officer will guide the work flow and monitor the time for any arrestee approaching the 24-hour deadline.

Some arrestees may be ineligible, by rule or by statute, to have their bail changed. In these instances, appointed attorneys must advise the arrestee of the reasons why the bail cannot be changed.

Baltimore City processes a large volume of cases. Shifts may be crowded. Please be as efficient as possible during interviews with arrestees.

At the end of the shift, appointed attorneys must give their invoice sheet and time card to a commissioner, and return the body alarm. Appointed attorneys must take all notes or other relevant documents with them when they depart.