

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
ADMINISTRATIVE ORDER CHANGING AVAILABILITY OF ELECTRONIC FILING
(AO-E13)

Having been authorized on April 3, 2020, by the Court of Appeals, to use a virtual dropbox for electronic filing during the COVID-19 emergency period, and having since determined that the Court's use of virtual dropboxes should be changed in the manner set forth below, it is this 1st day of June, 2020, by the Circuit Court for Montgomery County, Maryland, hereby

ORDERED, that the following Administrative Orders are **VACATED**, effective June 5, 2020, and the virtual dropboxes established in them may no longer be used:

- April 10, 2020 Administrative Order Regarding Electronic Filing;
- April 15, 2020 Administrative Order for Electronic Filing in Juvenile Emergencies;
- April 27, 2020 First Amended Administrative Order Expanding Availability of Electronic Filing;

and it is further

ORDERED, that for the limited purposes set forth below, effective June 8, 2020, the following eight virtual dropboxes are hereby established for electronic filing in cases pending in the Circuit Court for Montgomery County, Maryland: (1) civilexpedite@mcccourt.com; (2) civil@mcccourt.com; (3) criminalexpedite@mcccourt.com; (4) criminal@mcccourt.com; (5) familyexpedite@mcccourt.com; (6) family@mcccourt.com; (7) juvenileexpedite@mcccourt.com; and (8) juvenile@mcccourt.com; and it is further

ORDERED, that except for the excluded items defined below, any item may be filed electronically by emailing it as an attachment to the virtual dropbox designated below; and it is further

ORDERED, that in order to be filed electronically, the item must meet the following technical requirements: (1) must be in .pdf file format; (2) must include the correct case number; (3) must say

Circuit Court for Montgomery County, Maryland in the caption; (4) must include a signature if one is required; (5) must include a Certificate of Service if one is required; (6) cannot exceed 25 pages when combined with accompanying supporting documents such as supporting memorandum, exhibits, and a proposed Order and said page limit is not intended to expand lower page limits in Scheduling Orders; and it is further

ORDERED, that when filing items electronically, the filer is permitted to use an electronic signature, and shall provide the filer's address, email address, telephone number and Client Protection Fund identification number (if an attorney); and it is further

ORDERED, that a signature on an item submitted for electronic filing has the same force and effect as a signature required under Rule 1-311; and it is further

ORDERED, that items will be deemed "filed" as of the date received by the Clerk's Office, which date will be established by an automated email sent by the Clerk's Office to the filer; and it is further

ORDERED, that each virtual dropbox shall be used as follows:

(1) civilexpedited@mcccourt.com: in Civil cases, items to be reviewed by the Civil Duty Judge, such as *ex parte* motions to shorten time, motions for temporary restraining orders, and other motions that are "emergencies" or "urgent" under the Court of Appeals' May 22, 2020 Administrative Order on the Progressive Resumption of Full Function of Judiciary Operations Previously Restricted Due to the Covid-19 Emergency (hereinafter "the May 22, 2020 Order");

(2) civil@mcccourt.com: all other items in Civil cases;

(3) crimalexpedite@mcccourt.com: in Criminal cases, motions to postpone a trial or hearing date that is set to occur within three weeks; motions for bond review hearings to occur within the same week that the motion is filed; plea memos/consent orders to schedule a plea hearing within three days; and for motions that are "emergencies" or "urgent" under the May 22, 2020 Order;

(4) criminal@mcccourt.com: all other items in Criminal cases;

(5) familyexpedite@mcccourt.com: in Family Law cases, items to be reviewed by the

Family Duty Judge, such as emergency motions and *ex parte* motions to shorten time; motions for continuance; motions for entry of default; motions to vacate entry of default; motions to appear remotely at a live hearing; requests for an interpreter; and motions that are “emergencies” or “urgent” under the May 22, 2020 Order;

(6) family@mcccourt.com: all other items in Family Law cases;

(7) juvenileexpedite@mcccourt.com: items to be reviewed by the Juvenile Duty Judge; and motions that are “emergencies” or “urgent” under the May 22, 2020 Order; and

(8) juvenile@mcccourt.com: all other items in Juvenile cases; and it is further

ORDERED, that the following items are not eligible for electronic filing in any of the above virtual dropboxes (herein “excluded items”):

- (1) Any item that requires a filing fee, as required by §7-202 of the Courts Article and determined by the State Court Administrator,¹ or that will be accompanied by a request to waive said fees;
- (2) A Petition for Protection from Domestic Violence;
- (3) License Applications;
- (4) Land Records;
- (5) Requests to see files;
- (6) Requests for copies and certified copies (including copies of marriage licenses and exhibits);
- (7) Requests for Apostille Certifications; and
- (8) Any item to be served by the Sheriff’s Office; and it is further

¹ The Fee Schedule is available at <https://www.courts.state.md.us/sites/default/files/import/circuit/feeschedule.pdf>

ORDERED, that litigants wishing to file items electronically in the above virtual dropboxes may do so only if they abide by all provisions of this Administrative Order Changing Availability of Electronic Filing; and it is further

ORDERED, that any motion or paper submitted for electronic filing in the virtual dropboxes above that does not comply with all provisions of this Administrative Order Changing Availability of Electronic Filing will be rejected for electronic filing and treated as not received; and it is further

ORDERED, that nothing herein is intended to limit a litigant's ability to file items with the Clerk of the Court, either by regular mail, express delivery, by depositing them into the physical drop box on Maryland Avenue, or by special appointment with the Clerk's Office (collectively "physical filing" or "filed physically"); and it is further

ORDERED, nothing herein is intended to prevent timely re-filing, either electronically or physically, of items that are rejected for electronic filing due to failure to comply with the above technical requirements, provided that if the filer opts to re-file electronically, he or she first remedies any failure to follow the above technical requirements; and it is further

ORDERED, that the Court Administrator is directed to publish further instructions on the court's website regarding access to the Virtual Drop Box (montgomerycountymd.gov/cct/).



ROBERT A. GREENBERG

Administrative Judge of the

Circuit Court for Montgomery County, Maryland