

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER ON  
HOURS OF OPERATION

WHEREAS, Access to justice is fundamental to a democracy based upon the rule of law; and

WHEREAS, Access to justice must include logistical accessibility by those seeking to complete transactions or obtain services in the courthouses and judicial facilities of Maryland; and

WHEREAS, The time of court users, many of whom must take unpaid leave to conduct important business at the courthouse, is valuable; and

WHEREAS, It is appropriate and necessary to establish a minimum level of accessibility to the courthouses and other facilities of the Judicial Branch of Maryland:

NOW, THEREFORE, I, Mary Ellen Barbera, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Maryland Constitution, do hereby order this 16th day of December 2016 that courthouses and other facilities of the Judicial Branch of Maryland shall be open for operations no later than 8:00 AM and shall close no earlier than 5:00 PM every day the courts are open; and

All court services not otherwise contractually limited to other hours and court business offices must be available to the public to conduct business and obtain services no later than 8:30 AM up to and until 4:30 PM; and

Staff shall be scheduled so that offices are ready to conduct business with the public promptly at 8:30 AM and, further, end-of-day record-keeping and reconciliation are performed after 4:30 PM; and

Any courthouse or facility of the Judicial Branch of Maryland unable to provide the service level required by this Order shall document the circumstances preventing

fulfillment of this Order and provide the State Court Administrator with a plan for hours of service; and

The State Court Administrator shall forward the report and plan, along with any recommendations, to the Chief Judge of the Court of Appeals for approval; and

This Order shall not be construed to prevent jurisdictions able to expand hours of operation, including provision of services to the public, beyond 8:30 AM to 4:30 PM from doing so.

/s/ Mary Ellen Barbera  
Mary Ellen Barbera  
Chief Judge  
Court of Appeals of Maryland

Filed: December 16, 2016

/s/ Bessie M. Decker  
Bessie M. Decker  
Clerk  
Court of Appeals of Maryland