

IN THE CIRCUIT COURT FOR FREDERICK COUNTY, MARYLAND

ADMINISTRATIVE ORDER

POSTPONEMENT POLICY – CRIMINAL/CIVIL/FAMILY LAW CASES

The following procedures will be followed in granting postponements in Criminal, Civil and Family Law cases:

1. A postponement may be granted when any party or attorney has an appearance in another court previously set on the date of hearing. The party requesting a postponement shall attach a copy of the other assignment to the Motion for Postponement.
2. Except in case of emergency, all requests for postponement must be filed within thirty (30) days of the hearing date notice. Non-emergency matters include: pre-paid vacations, CLE, etc.
3. Any Motion for Postponement filed less than twenty-five (25) days before the scheduled hearing date shall reflect the position of the opposing party, or the reason for the inability to contact or obtain the position of the opposing party.
4. Since the majority of hearing dates are set in Court with counsel and the parties present, or dates are cleared with counsel by the Assignment Office via telephone, postponements of hearing dates for any but the most serious and unavoidable reasons will be denied.
5. All Motions for Postponement will be considered by the County Administrative Judge. When a case is specially assigned to a Judge, the County Administrative Judge will consult with that assigned Judge regarding the Motion for Postponement.
6. If the County Administrative Judge is not available, either due to illness, leave, or Judicial Assignments, the Motion for Postponement shall be referred to the Honorable Theresa M. Adams. If neither the County Administrative Judge nor the Honorable Theresa M. Adams are available, the Motion for Postponement shall be referred to Honorable William R. Nicklas, Jr. If neither the County Administrative Judge nor the Honorable Theresa M. Adams, nor the Honorable William R. Nicklas, Jr. are available, the Motion for Postponement shall be referred to the Honorable Scott L. Rolle.
7. Continuances (defined as a proceeding which has begun and is extended for additional day(s)) should be rescheduled for the next day the Court sits and should remain on the docket day-to-day until concluded. The only exception is a case continued pending the receipt of additional evidence, which should be rescheduled as soon as possible.

Mar 14, 2016

Date



Julie S. Solt
County Administrative Judge