

TIMOTHY D. HAVEN
Administrative Commissioner



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DISTRICT COURT OF MARYLAND

District Eleven

Frederick County | Washington County

APPOINTED ATTORNEY INSTRUCTIONS

Frederick County: Changes as of July 2, 2014

Appointed Attorneys should report to the Commissioner's Office at the Frederick County Detention Center at 7300 Marcie's Choice Lane, Frederick MD.

Upon checking in the Commissioner, the Appointed Attorney will be provided Defendant packets for those defendants who are waiting.

Change: The Appointed Attorney will no longer be conducting consultations in the Professional Interview Rooms. The Frederick County detention center has provided an area in central booking for the Appointed Attorney. NO CELL Phones are allowed in this area, but they will allow a laptop, however a cell phone # should be provided to the Commissioner on Duty in case the Appointed Attorney steps out.

Paperwork (statement of charges, etc) will be provided by the defendant when the consultation begins.

The Commissioner on duty will provide any office supplies needed, ie legal pads, pens etc.

In addition, the Appointed Attorney will be allowed to use the Commissioner's bathroom and kitchen area for storage or cooking of food, but the Appointed Attorney can not mill around the Commissioner's Office.

The Appointed Attorney should provide a copy of their invoice to the Commissioner on duty upon termination of the shift. Note that sometimes due to case load the shifts might be shorter – if the Commissioner releases the Appointed Attorney, say 20 minutes early, due to a waiver and no other work occurring before the end of the shift, this will be counted as a full hour. If the Appointed Attorney chooses to leave early on his or her own and is not available until the end of the shift the Commissioner on duty will note this on the invoice.

Washington County Updates: 7/2/14

Appointed Attorneys should report to the Commissioner's Office at the Washington County Detention Center at 500 Western Maryland Pkwy, Hagerstown MD.

Upon reporting, the Commissioner on duty will provide the Appointed Attorney "defendant packets" which include the Charge Summary, Statement of Charges and Probable Cause Statement (for Warrantless Arrests) or a copy of the Arrest or Bench Warrant for all defendants requesting an attorney and are eligible for an Appointed Attorney.

Once this information is collected the Appointed Attorney will be directed to the Professional Interview area of the detention center where the Correction Officers will bring over the defendants. This is in a non-secured area and there is a security window between the defendant and the attorney.

After the Appointed Attorney has completed the consultations, he or she will return to the Commissioners office lobby. When the Commissioner is ready, the Appointed Attorney will be invited into the office for the Initial Appearances.

Once completed, the Appointed Attorney will be directed out of the Commissioners office to await any new consultations. There really is no specific place for the Appointed Attorney to wait, other than the Commissioner lobby. If the Appointed Attorney chooses to leave, a reliable phone number must be made available to notify the Attorney of new attorney requests. There can't be any undue delay in response during the Appointed Attorney shift.

When a new attorney request occurs, the Commissioner will provide the necessary paperwork to the Appointed Attorney, and the Appointed Attorney will be directed back to the Professional Interview area or into the one of the unoccupied Commissioner Offices for the consultation depending on staffing. The Initial Appearance will commence immediately following the consultation, so the Appointed Attorney should appear to the appropriate room directly.

Any questions should be referred to Administrative Commissioner Timothy D. Haven at 240-313-2843 or through email at timothy.haven@mdcourts.gov

Timothy D. Haven, Administrative Commissioner
District Court of Maryland for District Eleven