



District Court of Maryland

District Eleven – Frederick and Washington Counties

Case Management Plan – Traffic Cases

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Track 1 – Traffic Payable Cases

There are various types of traffic violations in Maryland, "payable", "must appear", and in Frederick and Washington Counties, "red light", "speed monitoring", "school bus monitoring" and "parking." Traffic payable violations are those you may choose to plead "guilty" to and pay a fine without appearing in court. Payable traffic violations are not punishable by jail time.

Payable traffic violations are issued by citation or summons and include, but are not limited to, the following:

- Speeding
- Failing to stop for a school bus
- Driving without current tags
- Unsafe lane changes

Traffic citations include both violations that are payable and those that require an appearance in District Court. The officer who issues the citation is required to indicate a pre-payable fine amount if the citation is a payable. An example of a citation can be found at this [link](#).

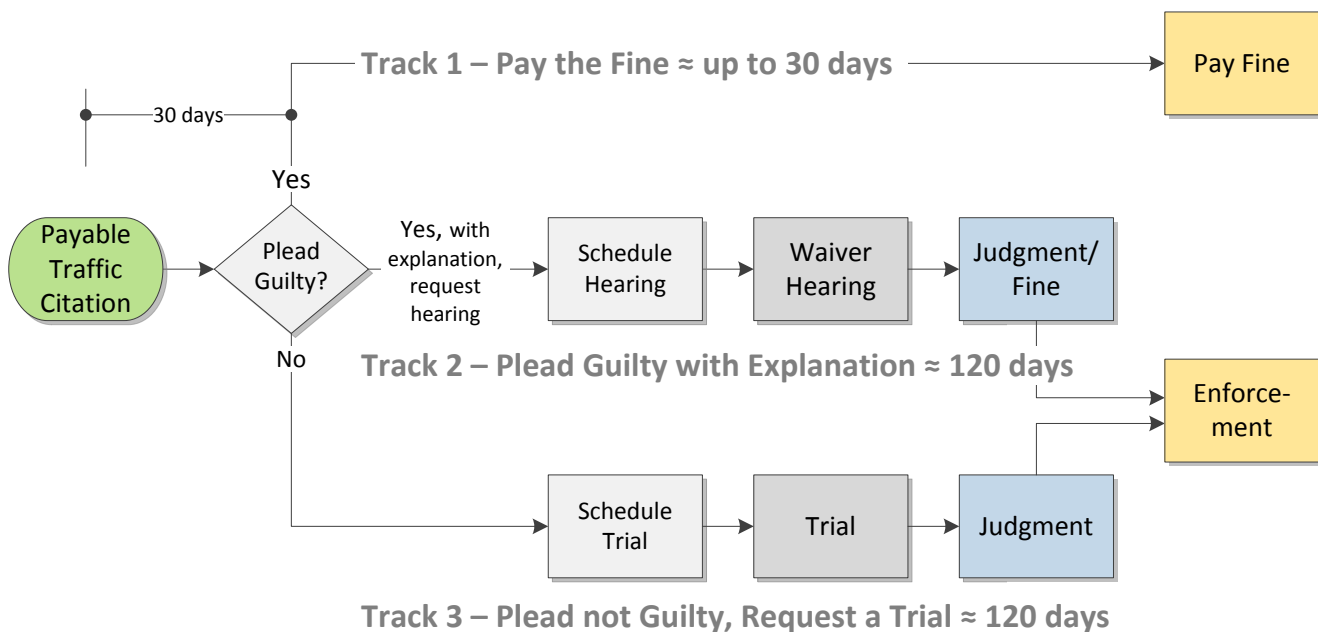
A defendant has three options when confronted with a payable traffic citation:

Option 1 – Pay the fine

Option 2 – Plead "guilty with an explanation" and appear in court for a waiver hearing

Option 3 – Request a trial date and appear in court for trial

If a defendant chooses not to pay the fine, they must request either a waiver hearing or a trial, at which they will be required to appear in person. If a defendant does not respond WITHIN 30 DAYS to one of the three options, MVA will be notified and may take action to suspend their license. Driving on a suspended license is a criminal offense for which a defendant could be incarcerated.



Plead Guilty and Pay the Fine

By paying the fine written on the front of a citation, the defendant is pleading guilty to the charge(s). The charge(s) and possible assessment of points on a driver's license will become part of the defendant's driving record. Points are assessed by the Motor Vehicle Administration (MVA), not by the District Court. Point values are assigned to different kinds of traffic offenses. The more serious the offense, the higher the point values. Those points may in turn increase insurance premiums. See <http://www.mva.maryland.gov/>.

If a defendant chooses to plead guilty and pay the fine, the following options are available.

- Pay online (credit card with a convenience fee assessed)
- Pay at the District Court (credit card with a service charge assessed, check, cash or money order)
- Pay by mail (check or money order)
- Pay by phone (credit card with a service charge assessed)

Plead Guilty with an Explanation

If a defendant chooses to plead guilty but wants to request that his or her fine be reduced or waived, or ask the judge for probation rather than a conviction, the defendant must make a request WITHIN 30 DAYS of receiving a citation.

Initiate a Traffic Payable Case

The following steps are required to initiate a traffic payable case in order to plead guilty with an explanation:

- (a) Check the "**Request Waiver Hearing**" option box on the Return to Court copy of the handwritten citation and the envelope, or on the electronic version Option Form.
- (b) Sign, date, and mail the form to:

District Court of MD.
PO Box 6676
Annapolis, MD. 21401

Or mail/appear at
District Court of Maryland 11-02
36 W. Antietam Street
Hagerstown, MD 21740

Schedule a Hearing

The court automatically schedules a hearing date before a judge. The defendant will be notified by first class mail of the date and time of the hearing.

Waiver Hearing

The hearing is not a trial. The officer who issues a citation will not be present at the hearing as a witness, nor will other witnesses be permitted to testify. The hearing gives a defendant the following options:

- Explain to the judge why an offense was committed;
- Ask that the fine be reduced or waived; or

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- Ask the judge to order probation instead of a conviction because of extenuating circumstances

Judgment

At the hearing, the judge may:

- Lower or increase a fine (up to a maximum of \$500)
- Order probation before judgment
- Place someone on probation and order conditions of probation

Enforcement

After the hearing, the defendant is required to comply with the court order. If fines and costs are imposed, a defendant may pay the fine at the court, or must pay in the manner described above in Track 1.

Post-Judgment

An appeal must be noted in the District Court within **30** days after the order has been entered (Rule 4-509). There are non-refundable court costs for filing an appeal. A defendant cannot appeal probation before judgment.

Plead Not Guilty and Request a Trial

A defendant may plead not guilty and request a trial date within 30 days of receiving a citation.

Initiate a Traffic Payable Case

The following steps are required to initiate a traffic payable case in order to plead not guilty and request a trial date:

- (c) Check the "**Request a Trial**" option box on the Return to Court copy of the handwritten citation and the envelope, or on the electronic version Option Form (used by defendants who have lost the paper copy of the citation).
- (d) Sign, date, and mail the form to:

District Court of MD.
PO Box 6676
Annapolis, MD. 21401

Or mail/appear at
District Court of Maryland 11-02
36 W. Antietam Street
Hagerstown, MD 21740

Schedule a Trial

The court automatically schedules a trial date before a judge. The defendant will be notified by the District Court by first class mail of the date and time of the trial. The public is notified that this process may take several weeks.

Trial

At a trial, the officer who issued the citation and any witnesses that were summonsed will testify

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and the defendant will have an opportunity to present his or her side of the case. After hearing both sides, the judge will render a decision.

Judgment

When a verdict is rendered, the actual decision is either “guilty” or “not guilty.” There is no finding of “innocent.” However, a defendant, if found “not guilty,” can be described as having been acquitted. If there is a finding of “not guilty,” it simply reflects the fact that the prosecution failed to prove guilt beyond a reasonable doubt. Other common resolutions of cases other than a verdict by the judge include:

- *Nolle Pros.* The State opts to end the prosecution and dismisses the charge.
- *Stet.* A suspension of the prosecution. The State may reopen the case without the need for the defendant to be recharged. A case may be reopened because of the defendant’s arrest on additional charges or his/her failure to live up to some agreed-to-condition within a reasonable time after the entry of the stet.
- *Probation before judgment (PBJ).* This is a common resolution in many District Court trials. The defendant is found guilty or pleads guilty. However, the final entry of judgment is technically suspended.
- *Dismissal*
- *Merge*

Post-Judgment

An appeal must be noted with the District Court 30 days after the order has been entered (Rule 4-509). There are non-refundable circuit court costs for filing an appeal. A defendant cannot appeal probation before judgment.

Postponements or Schedule Changes

The postponement policy for traffic payable cases in the Washington County District Court, are based on the [District Court Administrative Regulations](#), as follows:

No motion for the postponement or continuance of any case shall be considered, unless made in the following manner:

- A. **Five or More Days Prior to Trial.** Every person desiring to have any civil, criminal or traffic case continued or postponed shall, at least five calendar days prior to the scheduled trial date, file a motion for such postponement or continuance with the clerk of the court specifically designated to consider such motions. Such motion shall not be granted by the clerk except for good cause shown. If such motion is denied by the said clerk, the party requesting the postponement or continuance may then address the motion to the presiding judge of that court.

Good cause reasons five or more days prior to trial may include, at minimum, the following:

- Written consent of both parties for the first trial postponement only
- Scheduling conflict of either party or attorney with a trial on another case, with the notice for the conflicting trial attached;

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- Serious illness or death of either party or attorney;
- Planned holidays for vacations of either party or attorney, with a motion filed at least 30 days prior to the trial date; or
- Other serious emergency conflict.

B. **Less Than Five Days Prior to Trial.** Any motion for postponement or continuance of any civil, criminal, or traffic case made within five days of the scheduled trial date shall be addressed directly to the presiding judge of that court.

Good cause reasons less than five days prior to trial shall not include the following:

- Written consent of both parties
- Scheduling conflict of either party or attorney with a trial on another case; or
- Planned holidays or vacations of either party or attorney, with a motion filed at least 30 days prior to the trial date.

C. **Designation of Postponement Clerk.** The administrative judge has designated a clerk to consider first requests for postponements that are received five or more days prior to the trial date and docketing problems due to judges' unavailability.

Track 2 – Must Appear Traffic Cases

There are various types of traffic violations in Maryland, "payable", "must appear", and in Frederick and Washington Counties, "red light", "speed monitoring", "school bus monitoring" and "parking." Traffic must appear violations are those you must appear before the court. Most "must appear" citations carry jail time.

Must appear traffic violations are issued by citation and may include, but are not limited to, the following:

- DWI – DUI
- Driving while suspended / driving without license
- Failure to remain at scene of accident
- Driving without insurance

The officer who issues the citation is required to indicate that the citation is a "must appear" offense.

Citation issued – Arrest Case

Must appear citations with arrest are initiated by complainant or after issuance of an arrest warrant.

Event	Timing
Citation issued	Case filing
Initial appearance	Within 6 to 8 hours of arrest
Bail review	Within 24 hours after no release on bail
Trial	Set 45-60 days from arrest
Sentence	Same day or 30 to 45 days after trial

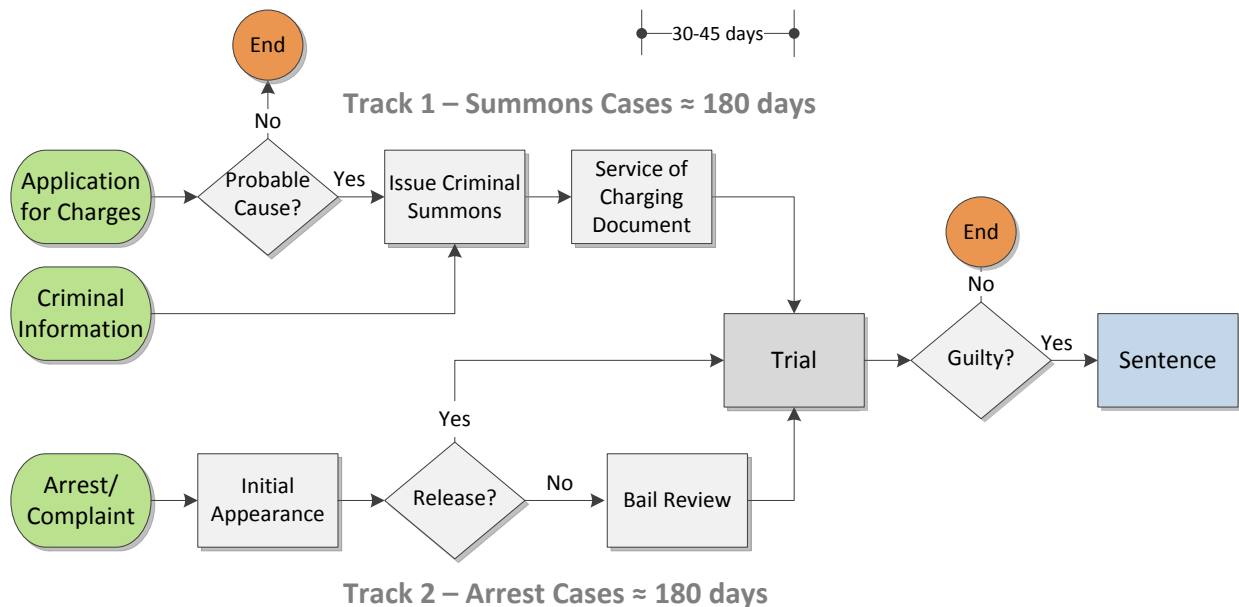
Subsequent case processing follows the same case management plan as for criminal cases (see Criminal DCM Plan).

Citation issued – Release Case

Some must appear citations are issued to the defendant, who must sign with a promise to appear in court on a date to be set. The defendant is subsequently released and not arrested.

Event	Timing
Citation issued	Case filing
Defendant signs and released	One hour
Trial	60 days

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Trial

In Frederick County, for both Tracks 1 and 2, must appear traffic dockets are held three days each week – Tuesday, Wednesday and Thursday for a total of seven sessions. In Washington County, for both Tracks 1 and 2, must appear traffic dockets are held three days each week - Tuesday, Wednesday and Thursday for a total of four sessions. Defendants are notified of the trial date via the computer or by first class mail. Cases are assigned by the officer’s scheduled court dates or picked by the court.

A demand for jury trial must be received no later than 15 days before the scheduled trial date, or in open court on the trial date by the defendant and the defendant’s counsel, if any. (Md. Rule 4-301) If the jury trial is prayed in open court, the clerk will hand the defendant his / her court date for the initial appearance in circuit court approximately two or three weeks in the future.

Defendants may plead guilty, not guilty, NC, NGASF, NCR, Inc. to Stand trial. Not guilty pleas result in a trial, where both parties may present evidence to the court. No trial is required for a guilty plea.

Sentence

Before imposing a sentence, the court shall afford the defendant the opportunity to make a statement and to present information in mitigation of punishment. The court ordinarily shall state on the record its reasons for the sentence imposed.

Alternative sanctions used at sentencing include jail time, supervised or unsupervised probation, treatment, fines, restitution and community service.

After sentencing, the defendant is required to comply with the court order. If a fine is ordered, the defendant has 10 days in which to pay the fine under Md. Rule 27-103, or the Motor Vehicle Authority (MVA) may suspend their driver’s license. The judge may also grant a deferred payment

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giving the defendant sufficient time to pay. If given a jail sentence, a defendant may be immediately taken to jail.

Post Judgment

An appeal must be filed within 30 days after the order has been entered. Non-refundable circuit court costs will be imposed in order to file an appeal. A defendant cannot appeal probation before judgment. Defendants may request a new trial within 10 days and file a motion to reconsider within 90 days of sentencing.

Postponements or Schedule Changes

The postponement policy for traffic must appear cases in the Washington County District Court are based on the District Court Administrative Regulations, as follows:

No motion for the postponement or continuance of any case shall be considered, unless made in the following manner:

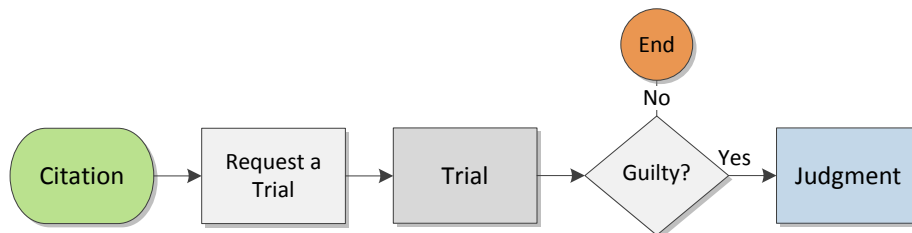
- A. Motion for continuance.** Every person desiring to have any traffic case continued or postponed shall, at least five calendar days prior to the schedule trial date, file a motion for such postponement or continuance with the court. All motion for continuance are forwarded to the judge for review and are granted for good cause shown.

Good cause reasons five or more days prior to trial may include, at minimum, the following:

- Written consent of both parties for the first trial postponement only;
- Scheduling conflict of either party or attorney with a trial on another case, with the notice for the conflicting trial attached;
- Serious illness or death of either party or attorney;
- Planned holiday or vacations of either party or attorney; and
- Other serious emergency conflicts.

- B.** All motions for continuance are handled by the judge. Motions for continuance requested in open court are decided by the judge at the time of the request. If granted, the case is reset on the next available officer's court date. Requests for continuance due to officer availability will be limited due to cases being set on court dates provided by individual agencies. Cases are set according to the officer's court date(s) and dates selected by the court.

Track 3 – Red Light Citations, Speed Monitoring, School Bus Monitoring and Parking Citations



There are various types of traffic violations in Maryland, "payable", "must appear", and in Frederick and Washington Counties, "red light", "speed monitoring", "school bus monitoring" and "parking." The first three types are monitoring system devices which produce images. The fourth type - "parking" citations are issued by local municipalities.

Red Light Citations

Transportation 21-202.1. Traffic Control Signal Monitoring Systems

(a)(5) A Traffic Control Signal Monitoring System is a device with one or more motor vehicle sensors working in conjunction with a traffic control signal to produce recorded images of motor vehicles entering an intersection against a red signal indication. (d)(1) Unless the driver of the motor vehicle received a citation from a police officer at the time of the violation, the owner or, in accordance with subsection (g)(5) of this section, the driver of a motor vehicle is subject to a civil penalty if the motor vehicle is recorded by a traffic control signal monitoring system while being operated in violation of 21-202(h) of this subtitle. The owner of the motor vehicle has the option to prepay the civil penalty or stand trial. (h) If the civil penalty is not paid and the violation is not contested, the Motor Vehicle Administration may refuse to register or reregister or may suspend the registration of the motor vehicle.

Failure to Pay or Contest Violation Transportation 21-202.1(h)

(h) If the civil penalty is not paid and the violation is not contested, the Administration may refuse to register or reregister or may suspend the registration of the motor vehicle.

Civil Prepayment Amount—Traffic Control Signal Monitoring Systems

According to District Court Administrative Regulation XXVIII, the amount which may be paid by any person choosing to prepay the civil penalty without appearing in the District Court of Maryland shall be \$75.00, which includes costs.

Transfer of Liability Defenses Transportation 21-202.1(g)(1)(ii), (iv)

(g) (1) The District Court may consider in defense of a violation:

(ii) Subject to paragraph (2) of this subsection, that the motor vehicle or registration plates of the motor vehicle were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation; (iv) Subject to paragraph (3) of this subsection, evidence that the person named in the citation was not operating the vehicle at the time of the violation.

Evidentiary Burden Transportation 21-202.1(g)(2), (3)

(g) (2) In order to demonstrate that the motor vehicle or the registration plates were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation, the owner must submit proof that a police report about the stolen motor vehicle or registration plates was filed in a timely manner. (3) To satisfy the evidentiary burden under paragraph (1) (iv) of this subsection, the person named in the citation shall provide to the District Court evidence to the satisfaction of the court of who was operating the vehicle at the time of the violation, including, at a minimum, the operator's name and current address.

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Request a Hearing

The District Court will only receive red light citations if trial is requested. These cases are scheduled two Fridays each month. The citations will not be processed in our automated systems. All trial scheduling and notification will be done by the law enforcement agency using court dates supplied to them by the District Court.

Postponements

First requests – the law enforcement agency will reset cases for the next red light docket; and notify the defendant. Second and subsequent requests for postponement will be referred to the court. If the request is granted by the judge, the clerk notifies the law enforcement agency of the judge's decision and a manual notice (generated by the court) is sent to all involved parties; and upon receipt of the notice, the issuing agency assigns a new hearing date and notifies all parties. If the request is denied, the clerk notifies the law enforcement agency of the judge's decision a manual notice (generated by the court) is sent to all involved parties and no further action is required of the agency

Hearing

The hearing gives the defendant the option to explain to the judge why an offense was committed or present their side of the case.

Judgment

When a verdict is rendered, the actual decision is either "guilty" or "not guilty." There is no finding of "innocent." All appeals, motions, etc. will be processed and handled the same as in any other case. In the event of an appeal, the court will notify the law enforcement agency of the appeal and the citation number. The law enforcement agency will forward the original citation (with photos) to the court. The court will process the appeal and transmit the case to the Clerk of the Circuit Court

Submit the form to the Clerk's Office of the courthouse where your hearing is scheduled by mail or in person.

If you are a party in the case, you only need to submit a single Interpreter Request Form. Once the court receives your first timely request, the court will assign an interpreter for all proceedings at which you are expected to appear. Other interested persons (victims and witnesses) must submit a new Interpreter Request Form for each proceeding.

Speed Monitoring Citations

Transportation 21-809 (School Zones) and 21-810 (Work Zones)

Effective October 1, 2009, law enforcement agencies in all Maryland counties and municipalities may use speed monitoring systems in certain school zones (TR 21-809) and work zones (TR 21-810). A speed monitoring system is a device with one or more motor vehicle sensors producing recorded images of motor vehicles traveling at speeds at least 12 miles per hour above the posted speed. A speed monitoring system in a school zone may operate only Monday thru Friday between 6:00 a.m. and 8:00 p.m. The owner of the motor vehicle has the option to prepay the civil penalty or elect to stand trial. Failure to pay or contest could result in the suspension or refusal of the motor vehicle's registration, but no points will be assessed upon conviction and violations will not affect insurance coverage.

Transfer of Liability Defenses Transportation 21-202.1(g)(1)(ii), (iv)

(g) (1) The District Court may consider in defense of a violation:

(ii) Subject to paragraph (2) of this subsection, that the motor vehicle or registration plates of the motor vehicle were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation; (iv) Subject to paragraph (3) of this subsection, evidence that the person named in the citation was not operating the vehicle at the time of the violation.

Evidentiary Burden Transportation 21-202.1(g)(2), (3)

(g) (2) In order to demonstrate that the motor vehicle or the registration plates were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation, the owner must submit proof that a police report about the stolen motor vehicle or registration plates was filed in a timely manner. (3) To satisfy the evidentiary burden under paragraph (1) (iv) of this subsection, the person named in the citation shall provide to the District Court evidence to the satisfaction of the court of who was operating the vehicle at the time of the violation, including, at a minimum, the operator's name and current address.

Request a Hearing

The District Court will only receive speed monitoring citations if trial is requested. In Frederick County, these cases are scheduled two Mondays each month. In Washington County, these cases are scheduled on a Monday up to three times each month. The citations will not be processed in our automated systems. All trial scheduling and notification will be done by the law enforcement agency using court dates supplied to them by the District Court.

Postponements

First requests – the law enforcement agency will reset cases for the next speed monitoring docket and notify the defendant. Second and subsequent requests for postponement will be referred to the court. If the request is granted by the judge, the clerk notifies the law enforcement agency of the judge's decision and a manual notice (generated by the court) is sent to all involved parties; and upon receipt of the notice, the issuing agency assigns a new hearing date and notifies all parties. If the request is denied, the clerk notifies the law enforcement agency of the judge's decision a manual notice (generated by the court) is sent to all involved parties and no further action is required of the agency

Hearing

The hearing gives the defendant the option to explain to the judge why an offense was committed or present their side of the case.

Judgment

When a verdict is rendered, the actual decision is either "guilty" or "not guilty." There is no finding of "innocent." All appeals, motions, etc. will be processed and handled the same as in any other case. In the event of an appeal, the court will notify the law enforcement agency of the appeal and the citation number. The law enforcement agency will forward the original citation (with photos) to the court. The court will process the appeal and transmit the case to the Clerk of the Circuit Court

School Bus Monitoring Citations

Transportation 21-706.1 Overtaking and Passing School Vehicles—School Bus Monitoring Cameras

Effective May 10, 2011, law enforcement agencies, in consultation with the county board of education, may place school bus monitoring cameras on county school buses for the purpose of capturing images of drivers of motor vehicles committing violations relating to overtaking and passing school vehicles. According to Transportation Article 21-706, if a school vehicle has stopped on a roadway and is operating the alternately flashing red lights, the driver of any other vehicle meeting or overtaking the school vehicle shall stop at least 20 feet from the rear or front of the school vehicle (depending on the direction in which the vehicle approaches the school vehicle) and may not proceed until the school vehicle resumes motion or the alternately flashing red lights are deactivated. A person who receives a citation for violation of this article has the option to prepay the civil penalty or elect to stand trial. Failure to pay or contest liability in a timely manner is an admission of liability and may result in refusal or suspension of the motor vehicle registration.

Sanctions for Failure to Pay Penalty or Contest Violation Transportation 21-706.1(i)

If the civil penalty is not paid and the violation is not contested, the Administration may refuse to register or reregister (i.e. renew) or may suspend the registration of the motor vehicle.

Civil Prepayment Amount—School Bus Monitoring Citations

According to District Court Administrative Regulation XXXIV, the amount which may be paid by any person choosing to prepay the civil penalty without appearing in the District Court of Maryland shall be \$125.00, which includes costs.

Transfer of Liability Defenses Transportation 21-202.1(g)(1)(ii), (iv)

(g) (1) The District Court may consider in defense of a violation:

(ii) Subject to paragraph (2) of this subsection, that the motor vehicle or registration plates of the motor vehicle were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation; (iv) Subject to paragraph (3) of this subsection, evidence that the person named in the citation was not operating the vehicle at the time of the violation.

Evidentiary Burden Transportation 21-202.1(g)(2), (3)

(g) (2) In order to demonstrate that the motor vehicle or the registration plates were stolen before the violation occurred and were not under the control or possession of the owner at the time of the violation, the owner must submit proof that a police report about the stolen motor vehicle or registration plates was filed in a timely manner. (3) To satisfy the evidentiary burden under paragraph (1) (iv) of this subsection, the person named in the citation shall provide to the District Court evidence to the satisfaction of the court of who was operating the vehicle at the time of the violation, including, at a minimum, the operator's name and current address.

Request a Hearing

The District Court will only receive school bus monitoring citations if trial is requested. In Frederick County, these cases are scheduled two Mondays each month. In Washington County, these cases are scheduled one Monday each month. The citations will not be processed in our automated systems. All trial scheduling and notification will be done by the law enforcement agency using court dates supplied to them by the District Court.

Postponements

First requests – the law enforcement agency will reset cases for the next school bus monitoring docket; and notify the defendant. Second and subsequent requests for postponement will be referred to the court. If the request is granted by the judge, the clerk notifies the law enforcement agency of the judge’s decision and a manual notice (generated by the court) is sent to all involved parties; and upon receipt of the notice, the issuing agency assigns a new hearing date and notifies all parties. If the request is denied, the clerk notifies the law enforcement agency of the judge’s decision a manual notice (generated by the court) is sent to all involved parties and no further action is required of the agency

Hearing

The hearing gives the defendant the option to explain to the judge why an offense was committed or present their side of the case.

Judgment

When a verdict is rendered, the actual decision is either “guilty” or “not guilty.” There is no finding of “innocent.” All appeals, motions, etc. will be processed and handled the same as in any other case. In the event of an appeal, the court will notify the law enforcement agency of the appeal and the citation number. The law enforcement agency will forward the original citation (with photos) to the court. The court will process the appeal and transmit the case to the Clerk of the Circuit Court

Parking Citations

Schedule of Parking Fines Frederick and Washington Counties

Parking citations may be issued by law enforcement agencies in the City of Frederick and City of Hagerstown as well as law enforcement agencies in each county

Following is a link to parking violations in the City of Hagerstown.

<http://www.hagerstownmd.org/286/Citations-Fees>

Following is a link to parking violations in the City of

Frederick. <https://www.cityoffrederick.com/documentcenter/view/5683>

Request a Hearing

The District Court will only receive parking citations if trial is requested. In Frederick County, these cases are scheduled two Fridays each month. In Washington County they are scheduled as needed in various traffic sessions. The citations will not be processed in our automated systems. All trial scheduling and notification will be done by the law enforcement agency using court dates supplied to them by the District Court.

Postponements

First requests – the law enforcement agency will reset cases for the next parking citation docket; and notify the defendant. Second and subsequent requests for postponement will be referred to the court. If the request is granted by the judge, the clerk notifies the law enforcement agency of the judge’s decision and a manual notice (generated by the court) is sent to all involved parties; and upon receipt of the notice, the issuing agency assigns a new hearing date and notifies all parties. If the request is denied, the clerk notifies the law enforcement agency of the judge’s decision a manual

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notice (generated by the court) is sent to all involved parties and no further action is required of the agency

Hearing

The hearing gives the defendant the option to explain to the judge why an offense was committed or present their side of the case.

Judgment

When a verdict is rendered, the actual decision is either “guilty” or “not guilty.” There is no finding of “innocent.” All appeals, motions, etc. will be processed and handled the same as in any other case. In the event of an appeal, the court will notify the law enforcement agency of the appeal and the citation number. The law enforcement agency will forward the original citation (with photos) to the court. The court will process the appeal and transmit the case to the Clerk of the Circuit Court

Personal Identifiers

It is the responsibility of the filer to redact personal identifiers, prior to submitting a filing with the Court. Filers include anyone filing documents with the Court, including police officers, the state’s attorney, criminal complainants, landlords, petitioners, and others. The filer does not have to be a party to a case, and may include Federal Courts, military personnel, or relatives to a party in a case.

Per Md. Rule 1-322.1, unless otherwise required by law or permitted by court order, the following personal identifier information shall not be included in any electronic or paper filing with a court:

- (1) an individual’s Social Security number, taxpayer identification number; or
- (2) the numeric or alphabetic characters of a financial or medical account identifier.”

The rule also states that unless otherwise provided by law or court order, this Rule does not apply to the following:

- (1) a financial account identifier that identifies the property allegedly subject to forfeiture in a forfeiture proceeding;
- (2) the record of an administrative agency proceeding.

Do You Need a Court Interpreter or Other Special Accommodation?

The Maryland Judiciary provides court interpreters for hearings and proceedings conducted in court, as well as certain court-related services and events, at no cost, for individuals who are parties or witnesses in court proceedings.

Only court-appointed interpreters can serve as official interpreters in the courtroom. Your family or friends cannot serve as official court interpreters. But, you can have your family members or friends help you to communicate with the court staff outside the courtroom.

You should request an interpreter for your hearing 30 days before the court date, if possible.

Fill out a [Request for Spoken Language Interpreter](#) (CC-DC-041). If requesting a sign language interpreter or other special accommodation, use the [Request for Accommodation for Person with Disability](#) (CC-DC-049). You can also ask your attorney to fill out the form for you.

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Submit the form to the Clerk's Office of the courthouse where your hearing is scheduled by mail or in person.

If you are a party in the case, you only need to submit a single Interpreter Request Form. Once the court receives your first timely request, the court will assign an interpreter for all proceedings at which you are expected to appear. Other interested persons (victims and witnesses) must submit a new Interpreter Request Form for each proceeding.

Frederick/Washington County District Court and the Community

The following are resources available in the community to help with resolving a dispute.

Courthouse locations	Frederick County	Washington County
	100 W. Patrick Street Frederick, MD 21701	36 W. Antietam St. Hagerstown, MD 21740
Court telephone number:	301-600-2000	240-420-4600
Location of Clerk's Office:	First Floor	First Floor

Alternative Dispute Resolution	866-940-1729
Legal Aid	800-649-8813
Maryland Courts Self-Help Center	410-260-1392
People's Law Library	https://www.peoples-law.org/
Washington County Community Mediation Center	301-665-9262

The link noted below for District Court of Maryland Traffic Citation Information
<http://mdcourts.gov/legalhelp/traffic.html>

Forms

The following forms might be needed by the defendant in traffic cases.

CC-DC-070	Motion for Postponement
CC-DC 041	Request for Spoken Language Interpreter
CC-DC-049	Request for Accommodation for Person with Disability
CC-DC-089	Request for Waiver of Prepaid Costs
DC-001	Request, Order
DC-002	Motion/Certificate of Service/Order
DC-004	Subpoena
DC-065	Address Change Request
DC-CR-17	Notice of Appeal
DC-CR-72	Petition for Expungement of Records

[Sample of Handwritten Traffic Citation](#)
[Sample of Electronic Traffic Citation](#)

A growing amount of content on the Maryland Judiciary's web site is now available in languages other than English. The non-English pages provide forms, brochures, and other helpful information

District Court of Maryland
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about the Maryland Courts. The materials are available in Spanish, French, Russian, Korean and Chinese. <http://www.mdcourts.gov/courtlanguage/index.html>.