

Juvenile Differentiated Case Management Plan

The Juvenile DCM plan includes the following case types:

ADJ	Adoption - After TPR/Guardianship
CINON	Child in Need of Assistance - Non Shelter
CISHE	Child in Need of Assistance - Shelter
CINS	Child in Need of Supervision
DELQ	Juvenile - Delinquency
JPD	Juvenile - Peace Order
JVAD	Juvenile - Adult Failure to Send
TPR	Termination of Parental Rights - Agency
TPRP	Termination of Parental Rights - Family Protection Act
VPP	Voluntary Placement

Differentiated Case Management (DCM) is a concept designed to improve the efficiency of case processing and reduce the demand for judicial intervention at every phase of litigation. DCM achieves these goals by the early differentiation of cases entering the justice system in terms of the nature and extent of judicial/justice system resources they will require. Each case is then assigned to the appropriate case track established within the court system that allows for the performance of pre-trial tasks and allocates the appropriate level of judicial and other system resources, minimizing processing delays.

This Juvenile DCM Plan is established in accordance with [Md. Rule 16-302\(b\)](#), which requires the County Administrative Judge to develop and, upon approval by the Chief Justice of the Supreme Court of Maryland, implement and monitor a case management plan for the prompt and efficient scheduling and disposition of actions in the Circuit Court.

Statement of Purpose

From the commencement of litigation to its resolution, whether by trial or settlement, any elapsed time other than reasonably required for pleadings, discovery, and court events, is unacceptable and should be eliminated. To enable just and efficient resolution of cases, the court, not the lawyers or litigants, should control the pace of litigation. A strong judicial commitment is essential to reducing delay and maintaining a current docket.

This Juvenile DCM Plan has been created to integrate statutorily mandated time frames with caseload events and court policy to promote the fair and efficient management of sensitive juvenile cases.

Case Management

The policies and procedures outlined in this Plan shall be implemented by the County Administrative Judge, the juvenile judge, the Clerk of Court, and staff. The County Administrative Judge supervises all aspects of family case management and is ultimately responsible for the implementation and monitoring of this Juvenile Case Management Plan, pursuant to [Md. Rule 16-302\(b\)](#). The County Administrative Judge designates certain magistrates and judges to hear the various juvenile matters and makes final decisions about whether and to whom a case should be assigned, when necessary.

Alternate Dispute Resolution

The Circuit Court for Howard County supports the use of Alternative Dispute Resolution (ADR) to reduce bench time and settle cases in a timely manner. The use of ADR may be scheduled at the request of any party or by order of the court.

Confidentiality

Juvenile records are confidential. It is the intention of this court to maintain that confidentiality. The Maryland Rules and the Annotated Code of Maryland govern access to juvenile records as well as juvenile hearings.

Juvenile Tracks

A juvenile case may follow six potential tracks to resolution. Juvenile cases are organized by delinquency and dependency categories. Tracks are defined at filing based on the case subtype. Tracks define expected case processing events, the timing of events, assignment, and the expectations for case duration.

Consistent with the case time standards adopted by the Judicial Council, Constitutional requirements, and applicable Maryland Rules, it is the goal of this Plan to ensure that the following time standards are met whenever possible. Expected case duration is based on needed time to reach resolution, which may be less than the time standard.

- ❖ *Juvenile delinquency cases* – 98% should be concluded within 90 days of the filing date;
- ❖ *Child in need of assistance (CINA) cases* – 100% should be concluded within 30 days for juveniles that are in a shelter and within 60 days for juveniles that are not in a shelter;
- ❖ *Termination of parental rights cases* – 100% should be concluded within 180 days;

The Circuit Court for Howard County, Maryland 5th Circuit
Juvenile Differentiated Case Management Plan
Updated August 2024

- ❖ *All other juvenile case types* - will be custom managed to address unique case processing requirements. Other juvenile case types represent a small percentage of the caseload and include the following:
 - Adoption
 - Child in need of supervision (CINS)
 - Peace order (juvenile custody matters)
 - Child support on juvenile custody orders
 - Voluntary placements
 - Interstate compact requests

Table 1.1 – Juvenile Delinquency Tracks, Case types and Outcomes

<i>Track</i>	<i>Case Subtypes</i>	<i>Expected Case Duration and Notes</i>
Track 1 Standard	Delinquency cases without detention	90 days
Track 2 Complex	Delinquency cases with detention	90 days

Table 1.2 – Child Welfare Tracks, Case types and Outcomes

<i>Track</i>	<i>Case Subtypes</i>	<i>Expected Case Duration and Notes</i>
Track 1 CINA Non-Shelter	Child in need of assistance (CINA) cases with no shelter care or shelter care petition	60 days
Track 2 CINA Shelter	Child in need of assistance (CINA) cases with shelter care or shelter care petition	30 days
Track 3 Termination of Parental Rights	Termination of parental rights cases	180 days
Track 4 Custom	<ol style="list-style-type: none"> 1. Adoption 2. Child in need of supervision 3. Peace orders 4. Emergency Evaluations 5. Child support on juvenile custody orders 6. Voluntary placements 7. Interstate compact requests 	Custom

Track Designations Set at Filing

Track designations are automatically set at filing, based on the type and characteristics of the petition. A Juvenile Judge has ultimate discretion as to which Track the case will take. The Juvenile Judge may, at any time, revise the case selection or case schedule.

A child that is in detention on a delinquency case may be released very soon after the start of the case, but the track will remain the same. The same rules apply for a child that may be in shelter care on a dependency case.

Juvenile Delinquency Track 1, Non-Detention

Delinquency Petition Filed

These cases include all cases involving a respondent alleged to have committed a delinquent act that have **not** been detained/sheltered. When a delinquency petition is filed, the Calendar and Caseflow Management Office (CCMO) schedules the arraignment/initial appearance/adjudication, issues a notice for the hearing and mails to parties. The Clerk's Office issues a summons, and the petition and summons are served in the courtroom to the parties at the arraignment/initial Appearance Hearing.

Arraignment/Initial Appearance

The arraignment/initial appearance is scheduled within 14 days of the filing of the petition. At the arraignment/initial appearance, the respondent and his/her parents, guardian or custodian are served with the summons, the petition for continued detention/shelter care, advised of the charges, advised of his/her right to an attorney, and given a date for adjudication (within 60 days from the filing of the petition). Counsel entering his/her appearance on behalf of a respondent must file a line of appearance with the Clerk's Office for the arraignment/initial appearance to be removed from the calendar.

If, at the first scheduled arraignment/initial appearance, a respondent appears without a parent, guardian or custodian; or a parent, guardian or custodian appears without a respondent; service of the summons, petition(s) and other documents, will be served via Sheriff's service or another notice will be issued, and the arraignment/initial appearance will be rescheduled.

Plea Hearing

A plea hearing may be set upon request. The hearing will be set no later than 60 days from the date of filing of the petition. The request may be made in open court or in writing.

Informal Adjustment

Any time prior to the adjudicatory hearing, the court may hold all proceedings in abeyance and refer the case for an informal adjustment. If the respondent successfully completes the informal adjustment, the court shall dismiss the case. If the respondent does not successfully complete the informal adjustment, the court shall resume the proceedings in accordance with [Md. Code Ann. Cts. & Jud. Proc. § 3-8A-10](#).

Adjudication Hearing

The adjudication hearing is set within 60 days of the first appearance of the respondent or entry of appearance of counsel. If the allegations in the petition are sustained and delayed disposition is waived, the case may proceed to disposition. If the allegations are denied and the case is dismissed, the case will be closed.

Disposition Hearing

The disposition hearing is set within 30 days of the adjudication hearing. The presiding magistrate or judge will set all additional hearing dates.

Review Hearing

The next hearing date and frequency of reviews are dependent upon the status of the case. The presiding magistrate or judge will set all additional hearing dates in compliance with the Md. Code Annotated and the circumstances of the case.

If at any time the juvenile is committed to an agency or detained, the case becomes reviewed on a more frequent basis as outlined in the [Md. Code Ann., Cts. & Jud. Proc. §3-8A-15 \(2022\)](#). A permanency plan hearing will be automatically scheduled by the court for 10 months from the commitment. This hearing will be vacated if the respondent is released early.

Juvenile Delinquency Track 2, Detention/Shelter

Pursuant to [Cts. & Jud. Proc. §3-8A-15\(a\)](#), only the court or an intake officer may authorize detention, community detention, or shelter care for a child who may be in need of supervision or delinquent. The initiating event in this Track is a Petition for Continued Detention. Once a Petition for Continued Detention is filed, the CCMO sets the detention hearing.

Emergency Detention Hearing

The emergency detention hearing is the first hearing in this Track. If the petition is filed before 11:30 a.m., the case will be heard the same business day. If the petition is filed after 11:30 a.m., the case will be heard the next business day. The outcome of the emergency detention hearing determines the future path of the case. If a request for immediate review is made, the case will be reviewed by a juvenile judge no later than the next business day the court is sitting. Once a child is detained then the case proceeds to the arraignment.

Arraignment Hearing

The arraignment is held within two weeks of the initial detention hearing or from the Petition of Continued Shelter. The case then proceeds to adjudication. If an attorney enters an appearance on behalf of the respondent, the arraignment date will be vacated.

Informal Adjustment

Any time prior to the adjudicatory hearing, the court may hold all proceedings in abeyance and refer the case for an informal adjustment. If the respondent successfully completes the informal adjustment, the court shall dismiss the case. If the respondent does not successfully complete the informal adjustment, the court shall resume the proceedings in accordance with [Md. Code Ann. Cts. & Jud. Proc. § 3-8A-10](#).

Adjudication Hearing

The adjudication hearing is scheduled within 30 days of the filing of the Petition for Continued Detention/Continued Shelter. If the child is found to have committed the alleged acts, then the case may proceed to disposition. If a Petition for Waiver or Notice of Incompetence is filed, the adjudication hearing will become a review hearing and the case will proceed as described in each sub-track.

Disposition Hearing

The disposition hearing is scheduled within 14 days of the adjudication hearing. If a child is detained/sheltered, the disposition hearing shall be held no later than 14 days after the adjudication.

The disposition hearing is followed by court reviews as long as the child remains in detention/shelter. The individual review hearing will be held no later than every two weeks while

the child remains in detention or every 30 days while the child remains in shelter. The remainder of the review hearing dates will be scheduled in court. If the respondent is committed and detained pending placement, the review hearing will be no later than 25 days.

Permanency Planning Hearing

A permanency planning hearing should be scheduled if a child is committed for 10 months or longer. The actual date will be no later than 330 days after filing of the Petition for Continued Detention/Shelter. The permanency planning hearing will be set by the court at the time of commitment or upon the request of Department of Juvenile Services (DJS). This hearing may be set in earlier than day 330. The Permanency Plan will be reviewed every 180 days while the child remains in detention/care.

Case Procedures - Juvenile Delinquency Tracks

Emergencies

All emergency situations are taken seriously by the court and are handled in the most expeditious manner possible. All emergency motions/petitions filed before 11:30 a.m. will be heard the same day. All emergency motions/petitions filed after 11:30 a.m. will be heard the next business day. The petitioner should contact the assigned magistrate's/judge's chambers if the above-mentioned timeframe cannot be met, and extenuating circumstances exist.

Writ Returns

When a juvenile is brought directly to court by the Sheriff's Office on an open writ or warrant, the matter will be heard at 1 p.m. The Sheriff's Office will contact CCMO when they have a juvenile to be brought to court. CCMO will contact the DJS court liaison, who will determine if the DJS will file a Petition for Continued Detention/Shelter Care. On non-delinquency days, CCMO will also contact the Public Defender and State's Attorney's Office (SAO) to advise of the 1 p.m. hearing.

Restitution Hearing

In Track 1 and Track 2 cases, if there is a restitution issue that will be contested by the respondent or his/her parents, guardian or custodian, a hearing must be held post-adjudication. If the respondent and/or the respondent's parents, guardian or custodian are found liable, the court may enter a judgment of restitution against the parents, guardian or custodian of a child, the child, or both (*see* [Title 11, Subtitle 6 of the Criminal Procedure Article](#)).

Immediate Reviews

Magistrates can order detention or shelter care subject to immediate review by a judge. Immediate reviews will be heard immediately following the hearing or will be scheduled as promptly as possible, as recommended by the magistrate.

Waiver Hearing

Pursuant to [Md. Rule 11-410](#), if the State's Attorney's Office files a motion requesting that the court waive its exclusive jurisdiction over the respondent (or the court considers a waiver on its own motion) then the court shall order a waiver investigation and schedule a waiver hearing prior to adjudication (see [Md. Code Ann., Cts. & Jud. Proc. §3-8A-06 \(2020\)](#)). If the Waiver Petition is denied, then the case must be brought to adjudication within 30 days pursuant to [Cts. & Jud. Proc. §3-8A-18](#), and [Md. Rule 11-410](#). If Respondent is in detention or shelter care, the adjudicatory hearing shall be held within 30 days from the date on which the court ordered detention or shelter care.

Competency Hearing

Pursuant to [Md. Code Ann., Cts. & Jud. Proc. §3-8A-17.1 \(2017\)](#), if there is reason to believe that the child may be incompetent to proceed with a waiver hearing, an adjudicatory hearing, a disposition hearing, or a violation of probation hearing, the court on its own motion, or on a motion of the child's counsel or the State's Attorney, shall stay all proceedings and order that the Department of Health or any other qualified expert conduct an evaluation of the child's competency to proceed. At a competency hearing, if the court determines that the child is competent, the court shall enter an order stating that the child is competent, lift the stay imposed, and proceed with the delinquency petition or violation of probation petition in accordance with the time periods specified in this DCM Plan and in the Md. Rules and [Md. Code Ann., Cts. & Jud. Proc. §3-8A-17.5 \(2006\)](#).

Discovery

The State's Attorney's Office is required to provide discovery to and request discovery from the respondent (juvenile) per the requirements of [Md. Rule 11-418](#). The respondent (juvenile) shall furnish the discovery required under this section. The court, for good cause shown, may extend the time for discovery.

Exception Hearing

In accordance with the Maryland Rules, after any hearing from which any party files a written exception to a Magistrate's Written Report and Recommendation, an exception hearing will be scheduled before a juvenile judge within 45-60 days.

Child Welfare Tracks 1 and 2 – Shelter and Non-Shelter

Child in Need of Assistance (CINA) Petition Filed

The initiating event in this track is the filing of a Juvenile Petition alleging a Child is in Need of Assistance and/or a Petition for Continued Shelter.

Track 1/Non-Shelter – Initial Appearance

An initial appearance hearing is scheduled within 14 days of the filing of the petition. The initial appearance hearing is to determine the status of the case, the status of service, and an advice of rights for the respondent child's parents.

Track 2/ Shelter – Shelter Hearing

All cases will initially have a shelter care hearing. The shelter care hearing will determine the child's placement. All shelter care hearings will be heard no later than the next business day from filing (if a petition is e-filed on the weekend or court holiday, the next business date would be the next date the court is open). If the petition is granted, the shelter will continue for up to 30 days. If the shelter is granted, the case will proceed to adjudication.

Adjudication Hearing

Track 1/Non-Shelter

All CINA non-shelter cases will be set for an adjudication hearing within 30-45 days. The petitioner must file a request to postpone the event if all parties have not been served by this date.

Track 2/ Shelter

All CINA shelter cases will be set for an adjudication hearing between 20-30 days after the child is taken into care, depending upon the court schedule.

Track 1/Non-Shelter and Track 2/ Shelter

The outcome of the adjudication hearing will determine the next step in the case. If the

allegations of the CINA petition are sustained, the case will go to disposition. If the allegations are not sustained, the case will be dismissed. Unless good cause is shown to delay disposition, the case shall proceed to disposition the same day as the adjudication. The disposition hearing shall be no later than 30 days from adjudication.

Disposition Hearing

Unless good cause is shown to delay disposition, the case shall proceed to disposition the same day as the adjudication. The disposition hearing shall be no later than 30 days from adjudication. The conclusion of the disposition hearing determines the child's placement.

If the court has determined that the respondent is a child in need of assistance, the court must determine the most appropriate placement for the child. If a child is removed from the home, the court is committed to frequent judicial oversight of the child's placement. If the child is in out-of-home placement for 10 months, the court will hold a permanency planning hearing to determine the permanency plan for the child.

Permanency Planning Hearing

This hearing will be no later than 12 months from the date of out-of-home placement and the date will be set at the end of the disposition hearing. Once the plan is set, then the permanency planning review hearings are held at six-month intervals to ensure it is the best plan for the child and that reasonable efforts are being made by the local department to achieve permanency for the child. However, if a Reasonable Efforts Waiver Petition is filed and the waiver is granted, the permanency planning hearing **MUST** be held within 30 days of the waiver hearing (or the same day if all parties agree).

Review Hearings

Track 1/Non-Shelter

Review hearings for all CINA Non-Shelter cases will be held every 180 days until the conclusion of the case. If at any point the child is removed from the home, the case will follow the timeframes for reviews and permanency planning hearings.

Track 2/ Shelter

The initial review hearing is held six months after the conclusion of the disposition hearing unless the magistrate recommends an earlier date. This date will be set at the conclusion of

the disposition hearing. This review hearing is used to keep the court informed of the status of the case and to continue judicial oversight.

Exception Hearing

In accordance with the Maryland Rules, after any hearing if any party files a written exception to a Magistrate's Written Report and Recommendation, an exception hearing will be scheduled before a juvenile judge within 45-60 days.

Mediation

Cases are ordered to mediation where appropriate. Mediation may be ordered at any time and referrals are coordinated by the Family Law Office.

Child Welfare Track 3 – Termination of Parental Rights

The filing of the Petition to Terminate Parental Rights (TPR) is the initiating event in this track. The filing of the TPR may be a decision of the Department of Social Services (DSS) or by an Order of the court. All TPR cases must be concluded within 180 days of filing.

Scheduling/Status Hearing

The initial status hearing for TPR is to be held within 60 days. This hearing is to be used to review the status of the case. The court will either issue a Scheduling Order at this hearing or set the case in for subsequent Service Status Hearings.

Service Status Hearings

A service status hearing may be set between days 2-60. If a Scheduling Order has been issued, a service status hearing will not be set unless requested. If all parties have not been served, the service status hearing will address the causes of delay.

Mediation

Mediation is scheduled between 60-90 days to resolve any outstanding issues in the case before trial. If the mediation session results in an agreement, the agreement will be placed on the record the same day. If an agreement is not reached, any party may request an additional mediation session, or the case will proceed to trial.

Pre-trial Hearing

A pre-trial hearing is set between 90-120 days to address any outstanding discovery issues and ensure all parties are ready for trial.

Trial

A trial date is set between 120-160 days. All cases must go forward on the record even if an agreement is reached, or consent is given. If the case results in a Final Order of Guardianship, the case will continue to be reviewed until such time as the respondent is adopted or the guardianship is terminated.

Initial Guardianship Review Hearing

The initial guardianship review hearing is scheduled within six months of the Final Order for Guardianship.

Upon conclusion of the initial guardianship review, the court will review cases annually (no later than 365 days from initial guardianship review). Cases will continue to be reviewed until an Order of the Court Terminating Guardianship or an Order of Adoption.

Child Welfare Track 4 – Other Juvenile Case types

Track 4 case types include:

1. Public Agency Adoption
2. Child in Need of Supervision
3. Juvenile Peace Orders
4. Emergency Evaluations
5. Child support on juvenile custody orders
6. Voluntary Placements
7. Interstate Compact Requests

These case types will be custom managed according to the following schedule of expectations on the next page:

Table 1.3 – Other Juvenile Case types

The Circuit Court for Howard County, Maryland 5th Circuit
Juvenile Differentiated Case Management Plan
Updated August 2024

Other Juvenile Case types	Expected duration
Adoptions	180 days
Child in Need of Supervision	60 days
Juvenile Peace Orders	14 days up to 1 year
Emergency Evaluations	1 day
Voluntary Placements	30 days to voluntary placement 11 months to permanency planning hearing 6 months for permanency planning reviews
Child support cases (related to juvenile custody order)	Managed in accordance with the case type filed.
Interstate Compact Requests	Managed in accordance with the case type filed.

Public Agency Adoption

Prior to and/or upon the filing of a petition, the petitioner should contact the CCMO to coordinate the adoption hearing date and time. The Family Law Office will review the file to ensure it meets all the requirements in the Md. Code Ann. A notification letter will be mailed to the petitioner if he or she has failed to comply with all the requirements of the Md. Code Ann. Once all requirements have been met, the case will proceed to the adoption hearing. If all the requirements have not been met, a status hearing will be set by day 60. The adoption hearing shall occur no later than day 180 as required by [Md. Code Ann., Family Law § 5-348\(a\) \(2006\)](#).

Child in Need of Supervision

The initiating event in this track is the filing of a Petition alleging a Child is in Need of Supervision (CINS) and/or a Petition for Continued Shelter. An emergency shelter hearing (heard in accordance with emergency shelter hearings) may be the first hearing in this track or if there has not been a Petition for Continued Shelter filed, the arraignment will be the first event after the filing of the CINS Petition. This arraignment/review hearing occurs from 14-28 days of the initial shelter hearing. The case then proceeds to adjudication.

The adjudication hearing is scheduled within 30 days of the filing of the Petition for Continued Shelter Care. If the respondent is not sheltered, the adjudication is scheduled no later than 60 days. If the facts in the petition are sustained, the case may proceed to disposition. The disposition hearing is scheduled within 14 days of the adjudication hearing. The hearing shall be held the same day as the adjudication unless good cause is shown to postpone it.

The adjudication hearing is followed by court reviews as long as the respondent remains in shelter pending disposition. After the disposition hearing the remainder of the review hearing dates will be scheduled in court.

Juvenile Peace Orders

The Department of Juvenile Services (DJS) and or the State's Attorney's Office must authorize the filing of a Petition for a Juvenile Peace Order. [Section 3-8A of the Cts. & Jud. Proc. Article](#) governs this process. Upon the filing of the petition, CCMO will issue the notice of hearing (within 10 days of filing). The notice of hearing is served on the petitioner, respondent and DJS. The court requires DJS to be available for the hearing. The petition will be granted, denied, or dismissed at the peace order hearing. The case is closed upon the conclusion of the peace order hearing. All violations of the order are to be referred to DJS as stated in [Md. Code Ann., Cts. & Jud. Proc. §3-8A-19.5 \(2001\)](#).

Emergency Medical or Psychiatric treatment

Petitions for Emergency medical or psychiatric treatment filed in accordance with [Md. Code Ann., Cts. & Jud. Proc. §3-824 \(2002\)](#) shall be heard by a designated juvenile judge. A hearing will be promptly scheduled on the petition the same day as the filing.

Voluntary Placements

[Md. Code Ann., Cts. & Jud. Proc. § 3-819.1 \(2022\)](#) outlines Voluntary Placement cases. The initiating event in this track is the filing of a Petition for Continued Voluntary Placement. Upon the filing of the petition, the court will set in a voluntary placement hearing within 25 days. The court will review all Voluntary Placement cases on a frequent basis. These reviews are to determine that the child is in the most appropriate placement as well as receiving all of the services needed. If the plan is going to be permanent, hearings/reviews will be scheduled in accordance with permanency planning hearings. The court may appoint counsel for the respondent at any time during the course of the case.

Child Support Hearings – Related to Juvenile Custody Order

The child support hearing will be scheduled in accordance with the track to which the corresponding juvenile case has been previously assigned.

Interstate Compact Requests

Interstate Compact Requests (ICR) will be scheduled in accordance with the track to which the corresponding juvenile case has been previously assigned.

Cross Over Cases

These cases include children who have involvement in both CINA and delinquency cases. The court will make every effort to schedule these matters concurrently.

Postponements

The policy of the Circuit Court for Howard County is to hear all cases in a timely manner. Requests for postponement must be made in compliance with the [Circuit Court for Howard County Postponement Policy](#). The timeliness of case processing is outlined in the Annotated Code of Maryland and the Adoptions and Safe Families Act of 1997. This policy applies to all requests made to all scheduled court events. A scheduled court event is defined as any event in which the court issued a notice of the event. The Annotated Code of Maryland mandates strict scheduling of many juvenile causes. Postponements may not be granted in all case types in order to meet those time frames.

If a postponement is granted, the provisions of the Scheduling Order shall remain in effect except as may be amended by the terms of the postponement order. The policy in the Circuit Court for Howard County is to deny requests for postponement unless good cause is shown.

Remote Hearings

The availability of a remote hearing or remote appearance is subject to the current Maryland Judiciary Administrative Orders and the County Administrative Judge. If a party wishes to request to appear remotely or convert an in-person hearing to a remote proceeding, a [Motion for Remote Proceeding or to Appear Remotely](#) must be filed.

Interpreters

If any party becomes aware of the need for an interpreter for any party or witness, the party shall promptly notify the court by using the [Request for Spoken Language Interpreter form](#). A delay in notifying the court of the need for an interpreter may result in the inability to handle a case on the

scheduled date. Requests for interpreters must be specific as to the language and, if appropriate, the particular dialect that may be needed. The request must also specify for whom the interpreter is needed.

The party requesting an interpreter shall confirm with the Interpreter Coordinator that the request for an interpreter has been received by the Interpreter Coordinator. The requesting party shall notify the court immediately if the need for the interpreter changes. If a request for interpreter is not cancelled at least 24 hours in advance of the trial or hearing, the court will be billed for the interpreter's services. If the court is billed for an interpreter needlessly as a result of counsel's failure to advise the court that the interpreter will not be needed, or because counsel or a litigant does not appear in court in a timely fashion, the court may assess the interpreter costs against the party or counsel causing the unnecessary expense.