

Circuit Court for Howard County:

Standby Case Policy and Guidelines for Remote Hearings/Remote Participation

Effective September 1, 2020

In order to accommodate as many matters as possible, during Phase IV of the court's re-opening plan, the court will hear both in person and remote proceedings, as well as schedule standby dockets. Additionally, proceedings may be converted from in-person to remote proceedings, therefore it is very important to review the online docket prior to any court appearance and/or call the calendar management office. If there is a in person proceeding and counsel/parties believe the matter can be handled remotely OR certain witnesses can appear remotely, a MOTION MUST BE FILED. Finally, please see the attached guidelines for remote hearings:

<https://mdcourts.gov/sites/default/files/import/eservices/pdf/remotehearingsguidelines.pdf>

Standby Case Policy:

1. Counsel/parties should be notified the day before trial if their case is on standby.
2. If the case is on standby, counsel/parties will be notified of the need to appear by 10:00 a.m. on the scheduled date of trial. Once notified the counsel/parties will have one hour to report to Court (either in person or by Zoom).
3. If parties haven't been contacted by 10:00 a.m., they are excused for the day and will be contacted by CCMO to reschedule the trial.

Request for Remote Hearing or Remote Witness Participation:

The motion must include:

1. The position of all parties.
2. Name of the witnesses whom are requested to appear remotely.
3. The anticipated length of testimony.
4. The anticipated order in which the witnesses will be called.
5. If a multiday trial, the day the witness is expected to testify.

Also, please note:

1. Video, NOT TELEPHONIC, appearance is required.
2. Electronic documents can be shared with a remote witness during a proceeding only if the documents have been prefilled.
3. Counsel will be responsible to forward the remote hearing information to each witness and to ensure the witnesses is on standby to testify.
4. For hybrid proceedings (in person hearing with some remote participation), counsel must contact our IT specialist, Brandon Barrett, brandon.barrett@mdcourts.gov, 2 days prior to trial to confirm and/or to discuss any technology concerns.