



**DISTRICT COURT OF MARYLAND
District IV**

Robert B. Riddle
Administrative Judge

200 Duke Street
Prince Frederick, MD. 20678
Tel.: (443)550-6730
Fax: (443) 550-6731

**Notice to St. Mary's Appointed Attorneys:
Protocols for St. Mary's County Detention Center**

Appointed attorneys will report to the detention center at 41880 Baldrige St., Leonardtown, MD, 20650. Appointed attorneys are allowed to park anywhere at the facility that is not designated or reserved. When they arrive, attorneys must check in and sign in at the front control center. The attorney should ask that the shift commander be informed that he/she is present.

After checking in at the control center, the appointed attorney will report to the commissioner's office, which is located to the left of the detention center's lobby area.

All appointed attorneys will pass through security as required. All bags will be checked upon entrance into the main facility area. Appointed attorneys are authorized to bring food, drink, cellphones, briefcases, pads, and pens into their assigned waiting area.

Appointed attorneys will wait in the designated attorney waiting area until their services are requested. Once the attorney is requested, the defendant will be escorted by an officer to the designated meeting/interview area to be seen by the attorney.

The waiting area for the attorney is a secure area and will be under lock and surveillance at all times.

Some arrestees may be ineligible, by rule or by statute, to have their bail changed. In these instances, appointed attorneys must advise the arrestee of the reasons why the bail cannot be changed.

Upon completion of the interview, the defendant will be escorted to the commissioner interview area where the commissioner will conduct the initial appearance hearing. The attorney will go to the commissioner's office to participate in the hearing from there.

After the hearing, the appointed attorney will wait for the next defendant that they are representing to appear or return to the waiting area if their services are not immediately needed.

At the end of their shift, appointed attorneys will submit their invoice to the commissioner for completion, then sign out of the detention center. Appointed attorneys must take all notes or other relevant documents they have made during their shift with them when they leave.

[Created 07/01/14]