



IN THE DISTRICT COURT OF MARYLAND
District Number 10

REMOTE PROCEEDING GUIDELINES

If you need a remote proceeding (a virtual hearing), follow the below steps and note what the District Court in Howard and Carroll Counties require:

BEFORE THE PROCEEDING

- (1) You must **request a remote proceeding** as soon as possible but no later than two business days **before the court date**. In your request, you must provide a practical and particular reason for why you need a remote proceeding. (“There’s a pandemic,” is not sufficient.)
- (2) You must **file a list with the names, phone numbers and email addresses** of those who will attend the hearing as soon as possible, but no later than **two business days** before the remote proceeding.
- (3) You must **pre-file exhibits** as soon as possible but no later than two business days before the remote proceeding. Except for impeachment material, the judicial officer may not allow exhibits that you did not file in advance.
- (4) It is your responsibility to **request a translator/interpreter** as soon as possible but no later than two business days before the hearing date.
- (5) It is the attorney’s responsibility to speak with their client in advance of the hearing as to avoid delay.
- (6) It is your responsibility to ensure you and any witnesses are available and ready to proceed at the appointed time.

JOINING THE PROCEEDING

- (1) You will receive an email inviting you to a remote proceeding (using **Zoom**). This email has the link, time, and date for the proceeding/
- (2) When connecting via video, click the “Join a Meeting” link in the email.
- (3) Please enter your full name when prompted.
- (4) Enable **audio** and **video** function. Then click “Join.”

DURING THE PROCEEDING

- (1) All participants must enable the audio and video function during the hearing. **In the event that a person does not have access to a video function, file a request to appear telephonically in advance of the proceeding.**
- (2) During the proceeding, **all participants must mute their audio and unmute it only when speaking.**
- (3) Only the Court may record proceedings. You may not record any Court hearings or trials.

- (4) Remote proceedings will be conducted pursuant to the Maryland Rules. *See e.g.*, Title 3 of Maryland Rules & § 19-303.3, Appendix 19-B.
- (5) Parties should dress and act as if they are in the physical courtroom.
- (6) If you are not able to participate, contact the court promptly.
Howard County (410) 480-7700
Carroll County (410) 871-3503
- (7) If a remote proceeding is disrupted due to technical difficulties, the judicial officer may delay, postpone, or require an in-person appearance.

April 30, 2021

Pamila J. Brown
Administrative Judge