

WHAT TO KNOW BEFORE YOU COME TO COURT

- 1. In-Person Court Appearance:** Arrive early on your scheduled proceeding date. It is recommended that you be present **20 minutes** prior to your scheduled proceeding, to allow time for screening by Sheriff. If you are not present when your case is called, your case could be dismissed, or the court could rule without hearing what you have to say.
 - Check the television monitors in the lobby for the location of the courtroom where your case is assigned. If your case is not listed, check with the Assignment Office on the 2nd floor, room 212 (next to the Law Library).
 - **Do not** bring children to Court on your scheduled proceeding date for any reason.
- 2. Remote Court Appearance:** Arrive early on your scheduled proceeding date. It is recommended that you be online **15 minutes** prior to your scheduled proceeding, to allow time for any technical issues that may arise.
 - **Audio and video are required for remote hearings.** Camera should allow view of you from the shoulders up. Be aware that what is behind you can be seen by others (e.g., messy room, sensitive documents).
 - Turn off audible notifications from your devices, including phones, tablets, and computers.
 - Ensure you are in a quiet, private place free from distractions, or an isolated location with no background noise during your proceeding.
 - Recording remote proceedings, taking screen shots, or otherwise publishing the remote proceeding are strictly prohibited.
- 3.** Do not appear in Court, **either in-person or remote**, wearing shorts, tank tops, bathing attire, shirts with suggestive slogans, overly revealing clothing or other inappropriate attire. Please ensure that your witnesses follow the same rules.
- 4.** Possession of and use of cell phones, personal electronic devices, and cameras may be limited or prohibited in the Court, pursuant to Administrative Order 23-04 and Maryland Rule 16-208. All electronic devices must remain off and inoperable during Court proceedings, unless necessary and **only** when authorized for use by the Court.
- 5.** Food, drinks and chewing gum are not allowed during Court proceedings.
- 6. Court Filings:** If you intend to file documents/exhibits or other evidence, they are to be filed **at least three (3) days prior** to the proceeding. Copies are to be provided to the opposing party/counsel or parties at the last known address and include a completed Certificate of Service when you file with the Clerk's Office. Documents may be filed by submitting them in-person to the Clerk's Office or mailing them to the courthouse. The mailing address is 200 North Commerce Street, Centreville, Maryland 21617, ATTN: Clerk's Office.
 - **FOR ALL DIVORCE CASES** – Depending on the grounds for divorce, parties must identify all witnesses, over the age of eighteen (18) and disclose all information specified in Rule 2-402 (g)(1)(A).
- 7.** For information, or to obtain appropriate forms, contact the Family Services Coordinator at (410) 758-1773, extension 5128, or attend the Family Law Clinic, which is offered weekdays, at the Circuit Court for Queen Anne's County.