

IN THE CIRCUIT COURT FOR BALTIMORE CITY  
ADMINISTRATIVE ORDER NO. 2020-01

The Circuit Court for Baltimore City (“Court”) continues to closely monitor state and local responses to the Coronavirus (COVID-19) outbreak and follow guidance provided by state and local public health agencies and the Center for Disease Control and Prevention (CDC). The CDC having advised people to take precautions, and noted that the best way to prevent illness is to avoid exposure to the virus, and for good cause found, it is this 12<sup>th</sup> day of March, 2020 hereby

**ORDERED** by the Court that the following persons shall not enter the Mitchell Courthouse, 100 N. Calvert Street, Baltimore, Maryland 21202, the Cummings Courthouse (formerly known as Courthouse East), 111 N. Calvert Street, Baltimore, Maryland 21202, or the Juvenile Justice Center, 300 North Gay Street Baltimore, MD 21202 without prior permission from the Administrative Judge:

- Persons who have been in any of the following countries or regions within the last fourteen (14) days:

STATE OF WASHINGTON  
NEW ROCHELLE, NEW YORK  
CHINA  
SOUTH KOREA  
JAPAN  
ITALY  
IRAN  
EGYPT

- Persons who reside or have had close contact with someone who has been in one of the countries listed above within the last fourteen (14) days;
- Persons who have been asked to self-quarantine by any doctor, hospital, or health agency;

- Persons who have been diagnosed with, or have had contact with, anyone who has been diagnosed with COVID-19;
- Persons who are experiencing any acute respiratory illness symptoms (i.e. cough, shortness of breath, headaches), flu-like symptoms, have a fever, or are coughing or sneezing; and it is further

**ORDERED** that the Sheriff's Office of Baltimore City shall deny entry to anyone attempting to enter in violation of this Order; and it is further

**ORDERED** that the Sheriff's Office of Baltimore City is authorized to enforce the above restrictions by escorting from the courthouses any person not voluntarily willing to leave the area, and if the conduct is consistent and/or persistent referring that individual to the Administrative Judge for further action; and it is further

**ORDERED** that the Sheriff's Office of Baltimore City shall post this Order on the doors or within a reasonable area of the doorways and entrances to the three (3) courthouses; and it is further

**ORDERED** that if you are scheduled or required to appear in the Circuit Court for Baltimore City, and you are unable to appear because of the restrictions in this Order, you are directed to proceed as follows:

- If you are represented by an attorney, please contact your attorney;
- If you are an attorney and you are scheduled to appear in court before a judge, please contact that chambers directly;
- If you are scheduled to meet with a Pretrial Services Officer, please contact the Office for Pretrial Services at 410-986-5909;

- If you are to report to the Community Service Office, please contact the Office at 410-396-1191; and it is further

**ORDERED** that individuals who are scheduled to appear in court for a misdemeanor or felony matter and are experiencing any acute respiratory illness symptoms (i.e. cough, shortness of breath, headaches), flu-like symptoms, have a fever, or are coughing or sneezing, shall not come to court, but shall proceed as follows:

- Defendants who have an attorney shall contact their attorney for instruction;
- Defendants who do not have a court appointed attorney shall call the Criminal Clerk's Office at 410-333-3750 and the Clerk's Office will contact the Court and reissue a summons;
- Witnesses and victims shall contact the appropriate agency that has been in touch with them concerning the matter they are schedule to appear in; and it is further

**ORDERED** that individuals who have a civil, probate, or domestic matter on the calendar and are experiencing any acute respiratory illness symptoms (i.e. cough, shortness of breath, headaches), flu-like symptoms, have a fever, or are coughing or sneezing, shall not come to court, but shall proceed as follows:

- Parties who have an attorney shall contact their attorney for instruction;
- Parties without an attorney in civil matters shall call the Civil Assignment Office at 410-333-3755 and the Court's Assignment Office will issue a new court date;
- Parties without an attorney in domestic matters shall call the Family Division Assignment Office at 410-209-6366 and the Court's Assignment Office will issue a new summons; and it is further

**ORDERED** that self-represented litigants seeking legal assistance through the Self-Represented Litigation Project of the Family Division who are experiencing any acute respiratory illness symptoms (i.e. cough, shortness of breath, headaches), flu-like symptoms, have a fever, or are coughing or sneezing, shall not come to court; and it is further

**ORDERED** that any individual who has business with the Court and is experiencing any acute respiratory illness symptoms (i.e. cough, shortness of breath, headaches), flu-like symptoms, have a fever, or are coughing or sneezing, shall not come to court; and it is further

**ORDERED** that these restrictions will remain in place temporarily until it is determined to be safe to remove them; and it is further

**ORDERED** that all civil and criminal jury trials are hereby cancelled until April 6, 2020 and all trial shall be rescheduled to a later date. Jury trials that are currently in progress shall continue until their conclusion; and it is further

**ORDERED** that Grand Jurors shall be excused until April 6, 2020; and it is further

**ORDERED** that, effective immediately, only parties and counsel shall appear for all hearings scheduled before the Court.

**SUBJECT TO FURTHER ORDER OF COURT**

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Audrey J.S. Carrión, Administrative Judge  
Circuit Court for Baltimore City

CC:

Judges and Magistrates of the Circuit Court for Baltimore City  
Marilyn Bentley, Clerk, Circuit Court for Baltimore City  
Lionel Moore, Court Administrator, Circuit Court for Baltimore City  
Melissa Monroe, Jury Commissioner, Circuit Court for Baltimore City  
Michele McDonald, Chief Counsel, Courts and Judicial Affairs Division, Office of the Attorney General  
John W. Anderson, Sheriff, Circuit Court for Baltimore City  
Spencer Giles, Lt. Sheriff, Circuit Court for Baltimore City  
Trish Trikeriotis, Chief Court Reporter, Circuit Court for Baltimore City  
Byron Monts, IT Manager, Circuit Court for Baltimore City  
Kirstin Downs, Esq., Office of the Public Defender  
Camille Blake-Fall, Esq. Office of the State's Attorney for Baltimore City  
Wilhelm Joseph, Esq., Executive Director, Maryland Legal Aid  
Dana Moore, Esq., Acting City Solicitor  
Terri Charles, Office of Government Relations and Public Affairs  
Robert Weisengoff, Office for Pretrial Services  
Kelly Hurtt, Community Service Office