

IN THE CIRCUIT FOR COURT FOR MONTGOMERY COUNTY, MD
ADMINISTRATIVE ORDER

In order to effectively commence the Maryland Electronic Courts System (“MDEC”) in the Circuit Court for Montgomery County, MD on Monday, October 25, 2021, as required by the Administrative Order on the Administration and Expansion of Maryland Electronic Courts Statewide issued by the Court of Appeals of Maryland on August 31, 2021; and, consistent with Maryland Rules 20-102 and 20-106, it is this 18th day of October, 2021 by the Circuit Court for Montgomery County, MD

ORDERED, that the Circuit Court for Montgomery County, MD shall be closed to the public on October 25, 2021; and, it is further

ORDERED, that all court personnel shall report to work as usual on October 25, 2021; and, it is further

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, all submissions¹ to the Circuit Court for Montgomery County, MD shall be filed electronically pursuant to Rule 20-106, to that end:

(1) *Attorneys*. Except as otherwise provided in section (b) of this Rule, an attorney who enters an appearance in an MDEC action shall file electronically the attorney's entry of appearance and all subsequent submissions in the action.

(2) *Judges, Judicial Appointees, Clerks, and Judicial Personnel*. Except as otherwise provided in section (b) of this Rule, judges, judicial appointees, clerks, and judicial personnel, shall file electronically all submissions in an MDEC action.

(3) *Self-represented Litigants*.

(A) Except as otherwise provided in section (b) of this Rule, a self-represented litigant in an MDEC action who is a registered user shall file electronically all submissions in the MDEC action.²

(B) A self-represented litigant in an MDEC action who is not a registered user may not file submissions electronically.

(4) *Other Persons*. Except as otherwise provided in the Rules in this Title, a registered user who is required or permitted to file a submission in an MDEC action shall file the submission electronically. A person who is not a registered user shall file a submission in paper form.

and, it is further

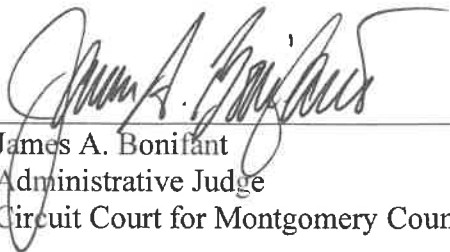
¹ “Submissions” means a pleading or other document filed in an action. Rule 20-101(u).

² All filers are directed to Rule 20-106(b) for exceptions to electronic filing.

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, the Clerk's Office shall no longer accept submissions using the Court's drop box from attorneys or registered self-represented litigants; and, it is further

ORDERED, that commencing at 4:30 pm, Friday, October 22, 2021, the Clerk's Office shall no longer accept submissions via e-mail from any source; and, it is further

ORDERED, that pursuant to Rule 20-102(a)(2) and with the approval of the State Court Administrator paper submissions received via US mail with a postmark date of October 24, 2021, or sooner, shall be accepted for filing.


James A. Bonifant
Administrative Judge
Circuit Court for Montgomery County, MD

Date: October 18, 2021

cc: The Honorable Joseph M. Getty, Chief Judge of the Court of Appeals of Maryland
Suzanne C. Johnson, Clerk of the Court of Appeals of Maryland
Pamela Harris, State Court Administrator
Karen Bushell, Clerk of the Court for Montgomery County, Maryland
Judy Rupp, Court Administrator, Circuit Court for Montgomery County, Maryland