IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

SECOND AMENDED ADMINISTRATIVE ORDER REGARDING WEARING OF FACE MASKS AND SOCIAL DISTANCING IN MONTGOMERY COUNTY CIRCUIT COURT
(AO-E12)

The Circuit Court for Montgomery County 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 having noted that the best way to prevent illness is to avoid exposure to the virus by social distancing and the wearing of face coverings, and for good cause found, it is this 1st day of June, 2020, by the Circuit Court for Montgomery County, Maryland

ORDERED, that effective Monday, June 8, 2020, all persons over the age of 10 years who enter the Circuit Court for Montgomery County are required to wear a face mask, scarf, or other device covering their nose and mouth, and children aged 2-10 are advised to wear such masks, except that any courthouse employee who is asymptomatic and not sharing an office space or cubicle with another person, or who can maintain a distance of at least six feet from co-employees or others even though sharing an office, may remove a mask, face covering or other device while in such office, or while eating or drinking, and it is further

ORDERED, that such mask, scarf or device must otherwise be continuously worn by those persons during the time they are in the courthouse, including individuals who have been detained or are housed in courthouse detention facilities, and it is further

ORDERED, that to the extent reasonably practicable, while in the courthouse, all persons shall maintain social distancing of at least six feet, including but not limited to while in

common areas, elevators, restrooms, conference and meeting rooms, galleries, courtrooms and hearing rooms, waiting areas, the law library, break rooms, and kitchens; and it is further

ORDERED, that all employees must wear a mask, scarf or other device when delivering files or mail throughout the courthouse, and during all court proceedings, and it is further

ORDERED, that all law enforcement or security personnel shall wear a mask, scarf or other device at all security or screening stations; and it is further

ORDERED, that no person may ride on an elevator containing other persons, unless all persons are wearing a face mask, scarf, or other device, and no more than four persons shall ride on any elevator at the same time; and it is further

ORDERED, that stairwells within the courthouse (the use of which are encouraged) shall be designated as single-directional as follows:

- In the North Tower, the north stairwell shall be for upward movement only, and the south stairwell shall be for downward movement only.
- In the South Tower, the interior right stairwell (closest to the North Tower) shall be for upward movement only, and the interior left stairwell (closest to East Jefferson Street) shall be for downward movement only, and it is further

ORDERED, that before any non-courthouse employee is admitted to the building, including contractors and delivery personnel, he or she shall be required to answer medical screening questions related to possible COVID-19 exposure, and it is further

ORDERED, that before any person is admitted to the building through a public entrance, he or she shall consent to a non-contact thermometer check, and is barred from entry if he or she declines to be tested, or registers a temperature of 100 degrees Fahrenheit or more, and it is further

ORDERED, any courthouse employee who feels ill or exhibits commonly-known symptoms of COVID-19, including cough, shortness of breath, chills, headache, sore throat, loss of taste or smell or related symptoms should report that fact to a supervisor, immediately depart the building, and seek medical attention where appropriate, and it is further

ORDERED, that until further notice public entrance to the courthouse shall be limited to the Monroe Street and Maryland Avenue entrances; and it is further

ORDERED, that until further notice, all court filings shall be made by way of the United States Postal Service, or delivered into the physical dropbox located at the Maryland Avenue entrance, or made pursuant to an electronic filing method approved by the Court and identified on the Court's website, montgomerycountymd.gov/cct. Oversize filings shall be filed at the Maryland Avenue entrance dropbox, only. Filings for Land Records shall continue to be accepted at 10:00 a.m., 12:00 noon, and 2:00 p.m. at the Maryland Avenue entrance.; and it is further

ORDERED, that until further notice, appointments must be made to review physical case files at the courthouse, or to obtain a business or marriage license. Appointments shall be made pursuant to the procedure described on the Court's website, montgomerycountymd.gov/cct, and no other persons may accompany those who are admitted to the courthouse by appointment, and it is further

ORDERED, that persons appearing in any trial or hearing in the courthouse shall be limited to the parties, attorneys, and witnesses, and no other persons may be admitted without prior approval of the trial or hearing judge, and it is further

ORDERED, that the Administrative Judge or his designate may at any time, in his or her sole discretion, limit the number of people entering the courthouse or a courtroom in order to

achieve the requirements of social distancing or to protect the health and safety of courthouse occupants, and it is further

ORDERED, that the Montgomery County Sheriff's Office is authorized to deny admission or remove any person from the courthouse who is not in compliance with any of the terms of this Order; and it is further

ORDERED, that this Order supersedes the Administrative Order Regarding Wearing of Face Masks and Social Distancing in Montgomery County Circuit Court, entered April 30, 2020.

Robert A. Greenberg

ROBERT A. GREENBERG
Administrative Judge of the
Circuit Court for
Montgomery County, Maryland