

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND

ADMINISTRATIVE ORDER FOR ELECTRONIC FILING IN JUVENILE EMERGENCIES

(A.O. – 6)

Having been authorized on April 8, 2020 by the Court of Appeals to use electronic filing during the COVID-19 emergency period, and guided on April 13, 2020 to act expeditiously on requests to modify or rescind detention or commitment of juveniles in light of the COVID-19 pandemic, and having determined that use of electronic filing would be appropriate for juvenile cases under the limited circumstances set forth below, it is this 15th day of April, 2020, by the Circuit Court for Montgomery County, Maryland, hereby

ORDERED, that this Order applies only to juvenile detention hearings shelter care hearings; and petitions or motions in delinquency and Child in Need of Assistance cases wherein the moving party alleges that there is an “emergency” as described in paragraph (j) of the Court of Appeals’ April 8, 2020 Amended Administrative Order Expanding Statewide Judiciary Restricted Operations Due to the Covid-19 Emergency, and all such cases described above shall herein be referred to as “juvenile emergencies,” and it is further

ORDERED, that in such juvenile emergencies, all parties and agencies, including but not limited to the Department of Juvenile Services and the Department of Health and Human Services, may submit petitions, motions, oppositions, memos, and reports electronically (“electronic submissions”) by emailing them as attachments to the Clerk of the Court at mdobarro@mcccourt.com; bpair@mcccourt.com; and mkeung@mcccourt.com, or any other

email addresses that the Clerk of the Court may later designate (“clerks’ email addresses”); and it is further

ORDERED, that all electronic submissions must be simultaneously emailed to all of the above clerks’ email addresses, and any other affected party, but inclusion of other affected parties is not a substitute for proper service pursuant to Maryland Rule 1-321; and it is further

ORDERED, that upon receipt of an electronic submission that complies with this Order, the Clerk of the Court shall print out same, file, and docket it as if filed by regular mail or deposited at the physical drop box on Maryland Avenue (“physical filing”); and it is further

ORDERED, that the filing date of any electronic submission shall be the date it was emailed to the clerks’ email addresses; and it is further

ORDERED, that the procedures established in this Order shall constitute the exclusive means of electronic filing for submissions in juvenile emergencies and parties or agencies wishing to file electronic submissions may do so only in conformance with all provisions of this Order; and it is further

ORDERED, that nothing herein is intended to prevent parties and agencies from emailing courtesy copies of memos, reports, petitions, motions, oppositions and other items to individual judges of this court, contemporaneous with the electronic submission to the clerks; and it is further

ORDERED, that nothing herein is intended to limit the parties’ or agencies’ ability to file items with the Clerk of the Court via physical filing, either in juvenile emergencies, or regarding other juvenile matters; and it is further

ORDERED, items submitted for physical filing prior to the effective date of this Order may not be withdrawn and re-filed electronically; and it is further

ORDERED, that a signature on an electronic submission has the same force and effect as a signature required under Rule 1-311; and it is further

ORDERED, that parties and agencies filing petitions, memos, reports, motions, or oppositions electronically must retain the original until the case is concluded or for such longer period of time as is required by court order or other applicable law; and it is further

ORDERED, that the Court Administrator is directed to publish further instructions on the court's website regarding electronic filing pursuant to this Order at (montgomerycountymd.gov/cct/).

Robert A. Greenberg
Administrative Judge
Circuit Court for Montgomery County, Maryland