

FREQUENTLY ASKED QUESTIONS DURING THE CIRCUIT COURT'S CLOSURE

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GENERAL INFORMATION: 240-777-9400

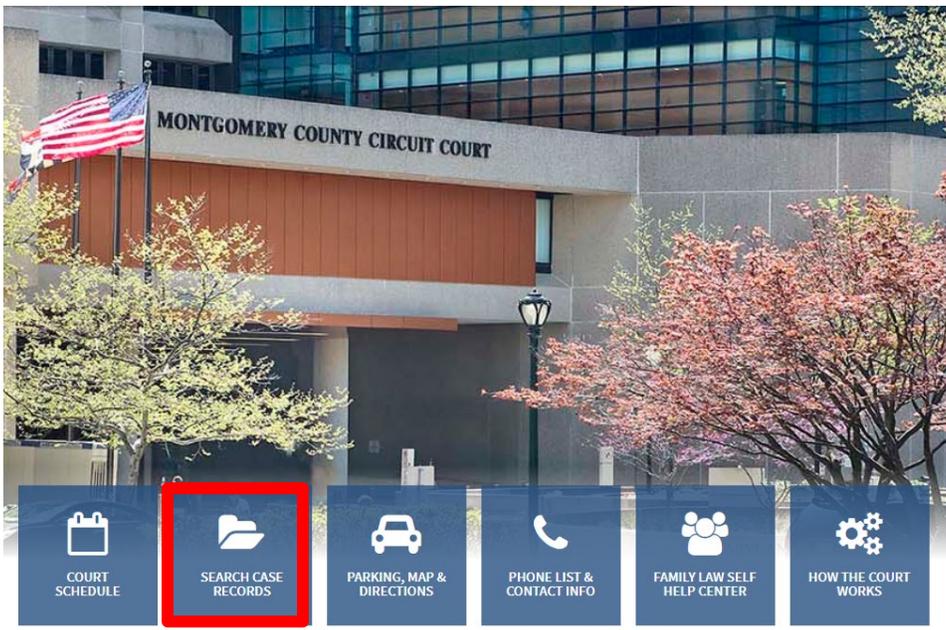
WEBSITE: [HTTPS://MONTGOMERYCOUNTYMD.GOV/CCT/](https://montgomerycountymd.gov/cct/)

Q: How do I find out when my hearing is scheduled?

Please visit the gold box on the top of every page of the Court’s website for announcements about when and how hearings are being scheduled and policies relating to all judicial operations.

Q: How can I search for my case number and see the history of my case?

To find your case number or review the case history for any case in Maryland, click on the SEARCH CASE RECORDS button on our [home page](http://montgomerycountymd.gov/cct) (montgomerycountymd.gov/cct) to access the Maryland Judiciary’s free Case Search application:



Q: Can I enter the courthouse to file something or pay a fine?

A: No, the Circuit Court remains closed to the public except for essential services and hearings that require in-person attendance by appointment only. Here are some options:

- If you need to file something or pay a fine, you can either mail the document to the Circuit Court at 50 Maryland Avenue, Rockville, MD, 20850, or drop it off in the large drop box at the Maryland Avenue entrance. The drop boxes are open 24 hours a day, 7 days a week. Be sure to add the name of the Department (Civil, Criminal, Family, Juvenile, License) – if you know it – to the outside of the envelope.
 - Under no circumstances should you place cash in the drop box – the Court only accepts checks and money orders made out to “Clerk of the Circuit Court.”
 - Please make a copy of your filing before you come to the Courthouse to place it in the drop box.
- The Circuit Court has also set up email boxes for electronically filing pleadings that do not require a fee. To find out if your pleading is eligible and to review instructions, please visit the [Amended Administrative Order Changing Availability of Electronic Filing](#).

Q: How long will it take to get a response when I drop off/mail a petition or request?

A: The Courthouse is processing thousands of filings and requests each week, so please allow additional time for a response.

Q: How do I get a notarized document certified (e.g., for apostille)?

A: Once the document(s) have been notarized in Montgomery County, you have two options, to either:

1. Drop the document with a request for certification in an envelope marked "License Department", with your name and phone number, in the Circuit Court public drop box right outside the entrance to the Circuit Court at 50 Maryland Avenue in Rockville, enclosing a self-addressed stamped envelope (so that we can mail it back to you) and a check made out to "Clerk of the Circuit Court" for \$1.00 for each document you need certified; or
2. Mail the same request, check, and self-addressed stamped envelope to the License Department, Montgomery County Circuit Court, 50 Maryland Avenue, Rockville, MD 20850. Please allow 2-3 weeks for return of your documents.

Q: How can I get a new marriage license?

A: From the **HOW DO I?** menu option in the blue bar at the top of the website, click on "Get a marriage license" and then open the link for the [Procedures for Remote Application for Marriage License During Court Closure for Public Emergency in the Circuit Court for Montgomery County](#). This link contains the application form, instructions, and fee information. Please allow 2 weeks for the Circuit Court to mail your marriage license to you.

Q: Is the Circuit Court holding marriage ceremonies?

A: No, the Circuit Court has determined it is not yet safe to hold marriage ceremonies.

Q: How can I get a certified copy of a marriage license?

A: From the **HOW DO I?** menu option in the blue bar at the top of the website, click on "Get a marriage license" and then scroll down to instructions about [obtaining a copy of a marriage license](#). If you were married more than 25 years ago, please order a copy of the license from the [Maryland State Archives](#).

Q: How can I get a copy of a court document that is not a marriage license or review a case file?

A: There are two options for getting a copy of a document that is not a marriage license:

- If you want to order and pick up copies of court documents or schedule a time to review a case file and make your own copies, visit the [Clerk's Office Online Services](#) page.
- If you would prefer to have copies mailed to you, please mail or drop off a request for a copy of the document to the Circuit Court at 50 Maryland Avenue, Rockville, MD 20850, along with your name, phone number, a self-addressed stamped envelope so we can mail the document back to you, and a check (made out to *Clerk of the Circuit Court*) for the copy cost. The cost for a certified copy of a *Judgement of Absolute Divorce* is \$6; a certified copy of a *Name Change* costs \$5.50. For any other document, please contact the appropriate Department (Family, Civil, Criminal, Juvenile) to determine the cost before mailing your request by mail:

Civil – 240-777-9401
Criminal – 240-777-9440
Family – 240-777-9426
Juvenile – 240-777-9530
License – 240-777-9458

Please include the case number in your request; if you do not know your case number, follow the instructions above to find it via Case Search. Finally, please specify which document you need copied, and how many certified or non-certified copies you need. Please allow 2-3 weeks for return of your copies.

Q: If I leave a message with one of the Departments, will they call me back?

A: The Departments only have limited staff to answer the phones right now; however, if you leave a message between 8:30 am and 4:30 pm Monday-Friday, staff will return your call as soon as possible.

Q: When can I get sworn-in as a new Notary Public or have my Notary certification renewed?

A: Please visit the [Clerk's Office Online Services](#) page to schedule an appointment at the Circuit Court.

Q: I received a summons for Jury Duty. Do I need to come in?

A: The Court resumed petit Jury trials in early October 2020. Please plan on reporting to the Courthouse on your scheduled Jury Duty date. Additional information about how the Courthouse is ensuring the safety of jurors is available at <https://montgomerycountymd.gov/cct/jurors.html>.

Q: I have a traffic ticket. Where can I pay it?

A: District Court handles traffic cases, not Circuit Court. The phone number for Rockville District Court is 301-563-8800.

Q: Who can I call about a landlord/tenant issue?

A: District Court handles landlord/tenant cases, not Circuit Court. The phone number for Rockville District Court is 301-563-8800.

Q: I recently had someone in my family pass away, and I need information about what my next steps are to be able to access their finances, determine if they had a will, etc. Who can I talk to?

A: Please contact the Register of Wills at 240-777-9600.

Their website is <http://registers.maryland.gov/main/montgomery.html>.