- If the Motion for Postponement is for a trial or hearing scheduled within three (3) weeks the Court suggests that the filer follow the expedited process as listed above.
- Please keep in mind that the Clerk's Office receives numerous filings daily and it may take several days to process your request.

If you have any questions concerning this process,
please call the Administrative Judge's Aides:

Amanda Williams 240-777-9035 and Georgia Ploussiou 240-777-9106

Montgomery County Circuit Court

Judicial Center

50 Maryland Avenue

Rockville, Maryland 20850

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CRIMINAL AND CIVIL MOTIONS FOR POSTPONEMENT PROCEDURES

MONTGOMERY COUNTY CIRCUIT COURT

Revised 5/9/2022

MONTGOMERY COUNTY CIRCUIT COURT

CRIMINAL AND CIVIL MOTIONS FOR POSTPONEMENT

⏰ ALL REQUESTS FOR POSTPONEMENT, REGARDLESS OF THE TYPE OF HEARING, MUST BE MADE IN THE FORM OF A WRITTEN MOTION FOR POSTPONEMENT.

- The Motion should include specific reasons for the postponement, the other party's position on the postponement (if possible), and a proposed Order.
- Supporting exhibits, i.e., previously received court notices, doctor's note, etc., are encouraged.
- All civil motions must be filed with the Clerk's Civil Department.
- All criminal motions must be filed with the Clerk's Criminal Department.
- PLEASE NOTE: Consent or joint motions are *NOT* automatically granted.

⏰ EXCEPTIONS TO REQUIREMENT OF FILING OF A MOTION FOR POSTPONEMENT: [WHERE "AO" IS NOTED, NEW DATES MUST BE CLEARED WITH THE ASSIGNMENT OFFICE]

- Civil Track 0 and DCA hearings may be rescheduled one time by a letter of agreement. The new date must be within thirty (30) days of the original hearing date. (AO)
- Civil motions may be postponed one time by a letter of agreement. The new date must be set within thirty (30) days of the original motions date. (AO)
- Criminal 4-215/Scheduling Hearings may be postponed one time for one week by a line of agreement. If more time is necessary, a Motion to Postpone must be filed.
- Criminal Track 2-3 Pre-Trial Hearings may be postponed one time for one week by line of agreement. If more time is necessary, a Motion to Postpone must be filed.

- Criminal Track 2-3 Motions hearing date is noted at the 4-215/Scheduling Hearing but not scheduled until the Pre-Trial Hearing. Prior to the Pre-Trial Hearing no action is necessary, as the Motions date will be confirmed, adjusted or removed as required at that Hearing. After the Pre-Trial Hearing, a Motion to Postpone is required.

- Criminal Resolution Conferences: A line of agreement may schedule (AO) and postpone (AO). The Conference must be held prior to the Pre-Trial Hearing date.

If you have any questions regarding the above-listed exceptions, please contact the Assignment Office at 240-777-9000.

⏰ MOTION FOR POSTPONEMENT PROCESS

- If a case is specially assigned to a judge (entire case is specially assigned), the specially assigned judge will rule on the motion.
- Track 4 cases will be ruled on by a Track 4 judge, with trial postponements referred to the Administrative Judge as required.
- All Motions for Postponement are processed by the Administrative Aides of the Administrative Judge, even if there is a substitute Administrative Judge.
- Do not send original Motions for Postponement directly to the Administrative Aides or to the Administrative Judge, as this will delay the process. All motions received by e-mail will be treated by the Court as courtesy copies, only. Please follow the filing instructions outlined below.
- There is a 2:00 p.m. cut-off/deadline for filing/walking through a postponement if the date requested to be postponed is the next day. The following steps must be completed by 2:00 p.m.:
  1. File the motion through File & Serve.
  2. Call the Clerk's Civil/Criminal Department to expedite the processing of the motion. Please provide the department with the File & Serve the envelope number to assist in expediting the request.
     - Civil Department: 240-777-9416 or 240-777-9408
     - Criminal Department: 240-777-9440