

Postponement Policy
Worcester, Wicomico, Somerset, and Dorchester Counties

Requirements for Litigants in Making a Request for Postponement

1. **YOU MAY NOT REQUEST A POSTPONEMENT OR CONTINUANCE BY TELEPHONE**
2. **ALL REQUESTS FOR A POSTPONEMENT MUST BE MADE IN WRITING**
3. **ALL REQUESTS SHALL BE MADE AS SOON AS COUNSEL/PARTIES ARE AWARE THAT A REASON FOR A POSTPONEMENT EXISTS**
4. **ALL REQUESTS, EXCEPT THOSE INVOLVING AN EMERGENCY, SHALL BE MADE WITHIN FIVE (5) DAYS OF THE RECEIPT OF YOUR ASSIGNMENT NOTICE**
5. **PRIOR TO FILING YOUR REQUEST FOR A POSTPONEMENT YOU MUST CONTACT THE ASSIGNMENT OFFICE AND ASK FOR “ALTERNATE DATES” THAT YOUR CASE CAN BE RE-SET FOR IN THE EVENT THE COURT GRANTS YOUR POSTPONEMENT**

Assignment Office: 410-632-4594

6. **YOUR WRITTEN REQUEST MUST INCLUDE THE ALTERNATE DATE OR DATES GIVEN TO YOU BY THE ASSIGNMENT OFFICER**
7. **YOUR REQUEST MUST INCLUDE CERTIFICATION THAT A COPY OF THE REQUEST HAS BEEN FORWARDED TO ALL COUNSEL AND/OR PARTIES**
8. **REQUESTS SHALL NOT BE RULED ON UNTIL THE OPPOSING PARTY HAS NOTIFIED THE COURT AS TO THEIR POSITION WITH REGARD TO THE REQUEST, OR UNTIL THE PASSING OF 15 DAYS, WHICHEVER COMES FIRST**
9. **REQUESTS SHALL INCLUDE YOUR CASE NUMBER AND SHALL BE MAILED TO:**

Clerk of the Court for Worcester County
P.O. 40
Snow Hill, Maryland 21863
10. **PLEASE NOTE: REQUESTS MADE LESS THAN 24 HOURS PRIOR TO THE SCHEDULED HEARING WILL LIKELY BE DENIED**