

**IN THE CIRCUIT COURT FOR CALVERT COUNTY, MARYLAND**

**ADMINISTRATIVE ORDER**

**WHEREAS**, Due to the outbreak of the novel coronavirus, COVID-19, and consistent with guidance issued by the Centers for Disease Control and Prevention (“CDC”), the Maryland Department of Health (“MDH”), and local health agencies, an emergency exists that poses a threat of harm to individuals in Maryland who seek to enter a court or judicial facility and come into contact with said personnel and for which measures continue to be required to mitigate the potential for exposure for individuals entering a court or judicial facility and said personnel; and

**WHEREAS**, The COVID-19 emergency has continued, with public health strategies appearing to have been effective in reducing, but not eliminating, the transmission rate in Maryland and such restrictions gradually having been lessened; and

**WHEREAS**, commencing March 17, 2020, by Administrative Order of Chief Judge Mary Ellen Barbera of the Court of Appeals of Maryland issued on March 16, 2020, all courts in the Maryland Judiciary were restricted to emergency operations and closed with limited exceptions, pending further Order by the Chief Judge; and

**WHEREAS**, pursuant to the Amended Administrative Order on the “Progressive Resumption of Full Function of Judiciary Operations Previously Restricted due to COVID-19 Emergency” issued by Chief Judge Mary Ellen Barbera of the Court of Appeals of Maryland on June 3, 2020, the Maryland Judiciary has adopted a five (5) phase approach to re-opening Maryland courts (“Court Re-Opening Plan”) to progress from emergency functions towards full operational functions, while employing safety measures and monitoring local health conditions to continue to support the health and safety of Maryland residents and Judiciary personnel; and

**WHEREAS**, pursuant to the Amended Administrative Order on the “Progressive Resumption of Full Function of Judiciary Operations Previously Restricted due to COVID-19 Emergency” issued by Chief Judge Mary Ellen Barbera of the Court of Appeals of Maryland on June 3, 2020, the Court enters Phase III of the Court Re-Opening Plan on July 20, 2020,

wherein the Circuit Court for Calvert County Courthouse located at 175 Main Street, Prince Frederick, Maryland, 20678, (hereinafter "Courthouse") shall be open to the public with **restricted access** as detailed herein and the scope of matters that can be heard on-site in the Courthouse and/or remotely is guided by the Court Re-Opening Plan; and

**WHEREAS**, pursuant to the Amended Administrative Order on the "Progressive Resumption of Full Function of Judiciary Operations Previously Restricted due to COVID-19 Emergency" issued by Chief Judge Mary Ellen Barbera of the Court of Appeals of Maryland on June 3, 2020, the County Administrative Judge of a Circuit Court possesses the discretion to restrict access to the Courthouse to limit the concentration of individuals in the Courthouse and allow social distancing, consistent with guidance of the CDC, MDH, and/or local health agencies and to hear matters listed in the other phases of the Court Re-Opening Plan provided that the Court has the capacity to hear them as determined by the County Administrative Judge; and

**WHEREAS**, consistent with guidance issued by the CDC, MDH, and local health agencies, the current public health emergency created by the COVID-19 pandemic will continue throughout the phased Court Re-Opening Plan such that measures must be taken to mitigate the potential for exposure for all individuals entering the Courthouse, courthouse personnel and staff, Calvert County residents, and the general public; and

**WHEREAS**, this Court issued an Administrative Order on March 18, 2020 restricting access to the Courthouse pursuant to the Administrative Order of Chief Judge Mary Ellen Barbera of the Court of Appeals of Maryland issued on March 16, 2020 which authorized the Calvert County Sheriff's Office to screen those individuals permitted to enter the Courthouse and deny access to individuals in certain circumstances or for attempting to enter in violation of said Order; and

**WHEREAS**, this Court issued an Administrative Order on June 9, 2020 supplementing this Court's Administrative Order dated March 18, 2020 wherein the Court authorized the Calvert County Sheriff's Office to continue to restrict access to and screen all individuals entering the Courthouse through conducting thermal temperature checks of all individuals

entering the Courthouse, ensuring proper implementation of the screening protocol and receipt of responses to screening questions propounded to entrants, and **DENYING** entry to any individual whose screening results require refusal of entry to the Courthouse for the health and safety of all individuals in the Courthouse;

**WHEREAS**, this Court issued an Administrative Order on April 16, 2020, and Amended Administrative Order on July 17, 2020, requiring all individuals, without exception, entering and traveling within the Courthouse to wear a face mask or covering and authorizing the Calvert County Sheriff's Office to **DENY** access to anyone who is not compliant with said Orders, and

**WHEREAS**, in light of the continuation of the COVID-19 emergency and phased approach of Court Re-Opening Plan, the Court must remain diligent in assessing its practices and procedures and implementing screening procedures and health and safety measures in order to protect the health and safety of all individuals entering the Courthouse, courthouse personnel and staff, Calvert County residents, and the general public; and upon consideration of the above and for good cause shown,

It is this 17<sup>th</sup> day of July, 2020, hereby

**ORDERED**, that the Calvert County Sheriff's Office shall continue to restrict access to and screen all individuals entering the Courthouse located at 175 Main Street, Prince Frederick, Maryland, 20678, and is authorized to continue to conduct thermal temperature checks of all individuals entering the Courthouse, ensure proper implementation of the screening protocol and receipt of responses to screening questions propounded to entrants, inquire about the purpose of an individual's visit to the Courthouse, limit the number of individuals entering the Courthouse at any given time to ensure the health and safety of all individuals in the Courthouse, and **DENY** entry to any individual whose screening results require refusal of entry to the Courthouse for the health and safety of all individuals in the Courthouse; and, it is further,

**ORDERED**, when conducting the screening protocol upon any individual seeking entry to the Courthouse, the Calvert County Sheriff's Office:

1. Shall inquire of all individuals whether an individual, within fourteen (14) days of the date of an attempt to seek entrance to the Courthouse, has traveled outside of the State of Maryland or resides outside of the State of Maryland; **and**
2. May **DENY** entry to any individual with an affirmative response to said screening inquiry in consultation with the Administrative Judge and provide said individual with information regarding alternative means to address the purpose of that person's intended visit to the Court;

and, it is further,

**ORDERED**, that all parties/litigants, attorneys, witnesses, and interested persons involved in a matter scheduled **on or after July 20, 2020** in the Circuit Court for Calvert County are authorized to enter the Courthouse **and** shall report to the Courthouse and appear in person for their scheduled hearing with such restrictions as may be implemented by the Administrative Judge and/or presiding Judge, **unless otherwise notified, instructed, and/or ordered by the Court or authorized agent of the Court**; and, it is further,

**ORDERED**, that the Administrative Judge and/or presiding Judge may limit the number of people that may be present in a Courtroom at any given time; and, it is further,

**ORDERED**, that any proper party/litigant and/or attorney appearing in a matter scheduled **on or after July 20, 2020** may file an appropriate motion **in writing** to advise the Court of any issue that may prevent a party, attorney, and/or witness from appearing in person for their scheduled hearing or make a request to appear remotely for their scheduled hearing; and, it is further,

**ORDERED**, for any other business not related a scheduled court hearing to be conducted within the Courthouse **on or after July 20, 2020**, that the Courthouse is open to the public **BY APPOINTMENT ONLY**. Any individual seeking to conduct business in the Courthouse shall call **(410) 535-1600** and ask for the desired department to make an appointment; and, it is further,

**ORDERED**, that all individuals, without exception, entering or traveling within the Courthouse shall wear a face mask or covering as required pursuant to the Amended Administrative Order of this Court issued on July 17, 2020 requiring the wearing of face mask or covering in the Courthouse; and, it is further,

**ORDERED**, that all individuals, with the exception of the Judge, Magistrate, or courthouse employees who are performing their duties behind the protective barriers in the Courtroom, are required to wear a face mask or covering while in a Courtroom and said face mask or covering may be removed while in the Courtroom **ONLY upon permission from the Court**; and, it is further,

**ORDERED**, that all individuals involved in a bench conference in a Courtroom, including the Judge or the Magistrate, are required to wear a face mask or covering during the entirety of the bench conference; and, it is further,

**ORDERED**, that all individuals entering or traveling within the Courthouse **shall** make all reasonable efforts to observe social distancing and follow the guidance as set forth on signs posted in the Courtrooms and throughout the Courthouse to include, but not limited to, observing a distance of at least six (6) feet from other individuals, wearing a face mask or covering pursuant to this Court's Amended Administrative Order issued on July 17, 2020 to that effect, and following any directions from the Calvert County Sheriff's Office or Bailiffs of the Court; and, it is further,

**ORDERED**, that the Calvert County Sheriff's Office shall **DENY** entry to and/or remove any individual who refuses to comply with or violates this Order or whose screening results require refusal of entry for the health and safety of all individuals in the Courthouse; and, it is further,

**ORDERED**, that this Administrative Order shall be posted at the entrance of the Courthouse, on the website for the Circuit Court for Calvert County, and provided to the Calvert County Bar Association for distribution to its members; and, it is further,

**ORDERED**, that this Order supersedes this Court's Administrative Orders issued on March 18, 2020 and June 9, 2020 restricting access to the Courthouse; and, it is further,

**ORDERED**, that this Order shall become effective on **July 20, 2020 at 7:00 am** and shall remain in effect thereafter until further Order of this Court.

  
MARK S. CHANDLEE  
ADMINISTRATIVE JUDGE  
CIRCUIT COURT FOR CALVERT COUNTY

Copies to:

Kathy Smith, Clerk of the Court  
Court Administration  
Office of the State's Attorney for Calvert County  
Office of the Public Defender  
Calvert County Sheriff's Office  
Board of County Commissioners