



Sherrí Koch
Administrative Judge

DISTRICT COURT OF MARYLAND
District Number 6

191 E. Jefferson Street
Rockville, Maryland 20850
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ADMINISTRATIVE ORDER – COURT OPERATIONS DISTRICT SIX

WHEREAS Pursuant to the Court of Appeals May 24, 2021, SECOND AMENDED ADMINISTRATIVE ORDER EXPANDING STATEWIDE JUDICIARY OPERATIONS IN LIGHT OF THE COVID – 19 EMERGENCY, the Judiciary moves to more robust levels of operations on June 1, 2021; and

WHEREAS, Pursuant to the authority of the Court of Appeals, Maryland courts are permitted to provide services and conduct court proceedings remotely or in-person; and

WHEREAS, The Center for Disease Control and Prevention (the “CDC”) has recently updated its protocols to make the wearing of masks voluntary for those who have completed the vaccination process, and the State of Maryland and Montgomery County having lifted their health measures; and

Pursuant to the authority found in Maryland Courts and Judicial Proceedings Code Ann., Section 1-607, and to ensure the administration, operation, and maintenance of District Six, it is this **1st** day of June 2021,

ORDERED, that the wearing of face masks is voluntary for judges, Judiciary personnel, and any other persons entering the courthouses who have completed the COVID-19 vaccination process, and it is further

ORDERED, that all judges, Judiciary personnel and all other persons entering the courthouse over the age of two (2) years who have not completed the COVID-19 vaccination process shall be required to wear masks at all times to cover nose, mouth, and chin completely, without vents, except as otherwise noted in this Order, and it is further

ORDERED that all individuals seeking entrance to both Courthouses, including Judiciary personnel, regardless of vaccination status, shall be subject to COVID-19 screening questions, non-contact temperature checks when available, and if not vaccinated, be required to socially distance, and it is further

ORDERED, that those who have not been fully vaccinated may, with appropriate social distancing, lower their mask to eat, drink, or take medications but must replace them when completed, and it is further

ORDERED, that throughout courtroom proceedings, participants who have not been fully vaccinated must wear masks as required by this Order, however the presiding Judge may allow a participant who is wearing a mask to wear a face shield in lieu of a mask for a limited duration so

that the participant can be heard or observed, with due consideration being given to social distancing and other public health guidelines, and it is further

ORDERED, that where Judiciary personnel are assigned to single occupancy, enclosed offices, those personnel who have not yet completed the COVID –19 vaccination process may lower their masks when alone and the door is closed, however masks shall be worn as described in this Order when any other person enters the office or the occupant leaves the office, and it is further

ORDERED, that where Judiciary personnel are assigned to common area workplaces, including cubicles, masks shall be worn by those who have not been fully vaccinated as described in this Order, and it is further,

ORDERED, that any courthouse employee who feels ill, or exhibits commonly known symptoms of COVID-19, including but not limited to cough, shortness of breath, chills, headache, sore throat, loss of taste or smell or related symptoms, shall report the fact to a supervisor, immediately depart the building and seek medical attention where appropriate, and it is further

ORDERED, that any person who does not comply with this Order shall be subject to removal from the courthouse and disciplinary action as appropriate, and it is further

ORDERED, that both the Rockville and Silver Spring District Courts are open to the public. The courts will resume all types of contested trials but will operate with continued restrictions to limit the concentration of individuals and allow social distancing consistent with the guidance of the CDC and/or MDH and the Court of Appeals. These restrictions will include staggered dockets. And it is further

ORDERED, both Rockville and Silver Spring Courthouses will maintain virtual drop boxes for filings. Filings/payments may be made in the lobby boxes (emptied hourly) 8:30 am - 4:30 pm. (No screening is required.) And it is further,

ORDERED, that other than for protective order and peace order cases, the Court will not accept anything via email, and it is further,

ORDERED, that the Administrative Order – Phase IV dated March 15, 2021 is rescinded, and it is further

ORDERED, that to the extent that this Order conflicts with any prior District 6 Administrative Order, this order shall prevail.

Sherri D. Koch
Administrative Judge
District 6
Montgomery County, Maryland