



Sherri Koch
Administrative Judge

DISTRICT COURT OF MARYLAND
District Number 6

191 E. Jefferson Street
Rockville, Maryland 20850
301-563-8867
1-800-735-2258-TTY

IN THE DISTRICT COURT FOR MONTGOMERY COUNTY, MD
ADMINISTRATIVE ORDER

In order to effectively commence the Maryland Electronic Courts System (“MDEC”) in the District Court for Montgomery County, MD on Monday, October 25, 2021, as required by the order issued by the Court of Appeals of Maryland on August 31, 2021; and consistent with Maryland Rules 20-102 and 20-106, 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 27th October 2021,

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, all submissions to the District Court for Montgomery County, MD shall be filed electronically pursuant to Rule 20-106, to that end:

- (1) *Attorneys*. Except as otherwise provided in section (b) of this Rule, an attorney who enters an appearance in an MDEC action shall file electronically the attorney’s entry of appearance and all subsequent submissions in the action.
- (2) *Judges, Judicial Appointees, Clerks, and Judicial Personnel*. Except as otherwise provided in section (b) of this Rule, judges, judicial appointees, clerks, and judicial personnel, shall file electronically all submissions in an MDEC action.
- (3) *Self-represented Litigants*.
 - (A) Except as otherwise provided in section (b) of this Rule, a self-represented litigant in an MDEC action who is a registered user shall file electronically all submissions in the MDEC action.
 - (B) A self-represented litigant in an MDEC action who is not a registered user may not file submissions electronically.
- (3) *Other Persons*. Except as otherwise provided in the Rules in this Title, a registered user who is required or permitted to file a submission in an MDEC action shall file the submission electronically. A person who is not registered shall file a submission in paper form.


and, it is further

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, all motions filed electronically pursuant to Rule 20-106, shall be filed with an order; and it is further

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, all motions shall be filed individually. The Court will not accept multiple motions in a single filing; and it is further

ORDERED, that commencing at 8:00 am, Monday, October 25, 2021, the Clerk's Office shall no longer accept submissions using the Court's drop box from attorneys or registered self-represented litigants; and it is further

ORDERED, that pursuant to Rule 20-102(a)(2) and with the approval of the Administrative Judge paper submissions received via US mail with a postmark date of October 24, 2021, or sooner, shall be accepted for filing.



Sherril D. Koch
Administrative Judge
District Court for Montgomery County, MD