

SUMMARY APPEALS PROTOCOL

I. Time & Location

Summary Appeals trials will commence on March 1, 2021. To minimize numbers and movement of persons in the Courthouse, Summary Appeals Trials will occur in Courtroom D.

Twelve (12) trials will be listed per day in the following increments:

- 3 matters at 9:00 a.m.
- 3 matters at 10:30 a.m.
- 3 matters at 1:00 p.m.
- 3 matters at 2:30 p.m.

Continuance requests must be submitted to the Court at least 48 hours in advance of the hearing. Continuance Orders shall be filed with the Clerk of Courts with copies given to Court Administration.

II. Manner of Trials and Staffing

Summary Appeals trials will be in-person hearings with all participants appearing in the Courtroom. The Presiding Judge, a court reporter, and a court clerk will appear for the Court. A representative from the District Attorney's Office, the Summary Appellant and his/her attorney (if applicable), shall appear in person. Witnesses can appear in Court via ZOOM.

Counsel and all self-represented parties are responsible for notifying all witnesses of the scheduling and rules for the Virtual Court Hearing, if appearing via ZOOM (see Protocol for Virtual Court Hearings on the Court's website). They must forward contact (e-mail) information for any witnesses in advance of the hearing so that the Court can send an e-mail invitation to the Virtual Court Hearing to each witness.

All parties participating in hearings conducted in-person at the Montgomery County Courthouse shall be required to comply with all requirements of the 38th Judicial District – Montgomery County Safety Protocol, including wearing protective masks throughout the Courthouse including in common areas and in courtrooms, unless asked to remove a mask, in the discretion of the Judge during testimony. Appropriate social distancing will be required at all times.