

**RESOLUTION OF PREVIOUSLY-SCHEDULED CIVIL MOTIONS
WITHOUT A HEARING IN CIRCUIT COURT**

If you had a case on the civil motions docket (held at 10:00 a.m. Monday-Thursday) that was scheduled to be heard from March 16, 2020 through and inclusive of June 4, 2020, and you wish to submit it on the papers for decision, you may do so pursuant to the following procedure, effective Monday, April 27, 2020, at 8:30 a.m.

First, you must secure the consent of opposing counsel to have the motion decided without a hearing. Next, send an email to mamjunemotions@mcccourt.com. In the email, please set forth the caption, case number, date of the hearing, and the title of the motion that was to be heard on the scheduled date. Please also certify in the email that you have contacted the opposing counsel or party (if unrepresented), the date and time on which you did so, and that the opposing counsel or party consents to a waiver of hearing. Send an electronic copy of your email to the opposing counsel or parties, as well as to the court. Your name at the bottom of the email shall constitute your signature. **Please do not send a copy of your email by regular mail to the court.**

Upon receipt of the email, the matter will be reviewed on the papers, with no hearing. A hard copy of the original email will be filed in the court jacket. An order will be signed, and docketed. Please be aware that there may be a delay in docketing, as the court is operating with a reduced staff. Please also note that a failure to follow the instructions above will result in the court not being able to consider your motion until the next hearing date. This procedure is not presently available for Orphans Court cases or guardianships, nor to motions in Track 4 civil cases.

**PLEASE NOTE: THIS PROCEDURE WILL BE AVAILABLE BEGINNING ON MONDAY,
APRIL 27, 2020 AT 8:30 A.M.**

*Robert A. Greenberg, Administrative Judge,
Circuit Court for Montgomery County, MD*