

**IN THE**  
**CIRCUIT COURT FOR BALTIMORE CITY**  
**GENERAL ORDER**

Administrative Order No. 2020-07

Due to the outbreak of the novel coronavirus, COVID-19, and consistent with guidance issued by the Center for Disease Control (CDC), an emergency exists that poses a threat of imminent and potentially lethal harm to vulnerable individuals who may come into contact with a court or judicial facility and personnel, and pursuant to Chief Judge Mary Ellen Barbera's Administrative Order on Statewide Judiciary Restricted Operations Due to the COVID-19 Emergency:

It is **HEREBY ORDERED** this 22<sup>nd</sup> day of April, 2020, that effective April 29, 2020 all motions and responses concerning discovery in civil/non-domestic and criminal matters shall be filed virtually at [baltimorecitylockboxfilings@mdcourts.gov](mailto:baltimorecitylockboxfilings@mdcourts.gov); and it is further

**ORDERED** that notwithstanding the virtual filing mandated by this Order, all motions and responses concerning discovery in civil/non-domestic and criminal matters shall also continue to be filed with the Clerk of the Circuit Court for Baltimore City; and it is further

**ORDERED** that in accordance with Maryland Rule 1-311, every motion or response concerning discovery filed shall contain the signer's address, telephone number, facsimile number, if any, and email address, if any; and it is further

**ORDERED** that all paper civil/non-domestic discovery filings shall be addressed to: 111 North Calvert Street, Room 462, Cummings Court House, Baltimore Maryland 21202; and it is further

**ORDERED** that all paper criminal discovery filings shall be addressed to: 100 North Calvert Street, Room 200, Mitchell Court House, Baltimore Maryland 21202.

**SUBJECT TO FURTHER ORDER OF COURT**

\_\_\_\_\_  
/s/  
Audrey J.S. Carrión, Administrative Judge  
Circuit Court for Baltimore City

CC:

Judges and Magistrates of the Circuit Court for Baltimore City  
Orphans' Court for Baltimore City  
Marilyn Bentley, Clerk, Circuit Court for Baltimore City  
Lionel Moore, Court Administrator, Circuit Court for Baltimore City  
Office of the Register of Wills for Baltimore City  
Michele McDonald, Chief Counsel, Courts and Judicial Affairs Division, Office of the Attorney General  
Mark Weisner, Assistant Attorney General, Office of the Attorney General  
Byron Monts, IT Manager, Circuit Court for Baltimore City  
Kirstin Downs, Esq., Office of the Public Defender  
Camille Blake-Fall, Esq. Office of the State's Attorney for Baltimore City  
Wilhelm Joseph, Esq., Executive Director, Maryland Legal Aid  
Dana Moore, Esq., Acting City Solicitor  
Terri Charles, Office of Government Relations and Public Affairs  
Bar Association of Baltimore City  
Maryland State Bar Association  
Monumental City Bar Association  
Women's Bar Association  
The Alliance of Black Women Attorneys  
LGBTQ Bar Association  
Women's Law Center  
Maryland Hispanic Bar Association