

CRIMINAL AND CIVIL
MOTIONS FOR POSTPONEMENT
PROCEDURES



MONTGOMERY COUNTY CIRCUIT COURT

Revised 10/03/2016

MONTGOMERY COUNTY CIRCUIT COURT
CRIMINAL AND CIVIL MOTIONS FOR POSTPONEMENT

- ⌚ **ALL REQUESTS FOR POSTPONEMENT, REGARDLESS OF THE TYPE OF HEARING, MUST BE MADE IN THE FORM OF A WRITTEN MOTION FOR POSTPONEMENT.**
 - The Motion should include specific reasons for the postponement, the other party's position on the postponement (if possible), and a proposed Order.
 - The use of attachments, i.e., previously received court notices, doctor's note, etc. is encouraged.
 - All civil motions must be filed with the Clerk's Civil Department, and all criminal motions must be filed with the Clerk's Criminal Department. [Note: Consent or joint motions are **NOT** automatically granted.

- ⌚ **EXCEPTIONS TO FILING A MOTION FOR POSTPONEMENT:**
 - Track 0 and DCA hearings may be rescheduled one time by a letter of agreement. The new date must be within thirty (30) days of the original date.
 - Civil motions may be postponed one time by a letter of agreement. The new date must be set within thirty (30) days of the original date.
 - Track 3 Civil Scheduling Hearings may be postponed one time by consent of all parties and upon filing a joint line. The new date must be set within two (2) weeks of the original date.

If you have any questions regarding the above-listed exceptions, please contact the Assignment Office at 240-777-9000.

⦿ MOTION FOR POSTPONEMENT PROCESS

- If a case is specially assigned to a judge (entire case is specially assigned), the specially assigned judge will rule on the motion. Track 4 cases will be ruled on by a Track 4 judge.
- All Motions for Postponement are processed by the Administrative Aides of the Administrative Judge, even if there is a substitute Administrative Judge. The Administrative Aides are located at 50 Maryland Avenue, Room 3121.
- Do not send original Motions for Postponement directly to the Administrative Aides or to the Administrative Judge, as this will delay the process. Please follow the filing instructions outlined below.
- There is a 2:00 p.m. cut-off/deadline for filing a postponement if the date requested to be postponed is the next day. The following steps must be completed by 2:00 p.m.:
 1. Obtain the court file.
 2. Take file to the Civil/Criminal Department for docketing.
 3. Take file to the Assignment Office to obtain proposed dates and/or confirmation of a previously agreed upon date, which has been cleared by the Assignment Office.
 4. Bring file to the Administrative Aides, Room 3121. You will be advised via telephone of the Court's ruling.
- If the Motion for Postponement is for a trial or hearing scheduled within three (3) weeks, it is advisable to walk the docketed motion through to the Administrative Aides. You do not need to be an attorney to walk through a motion. The process is the same as above.
- If you mail your request, please keep in mind that the Clerk's Office receives numerous filings daily, and it may take several days to process your request.

If you have any questions concerning this process,
please feel free to call the Administrative Aides:

Debbie Bennett at 240-777-9106 and Amanda Williams at 240-777-9035

Montgomery County Circuit Court
Judicial Center
50 Maryland Avenue
Rockville, Maryland 20850