

IN THE CIRCUIT COURT FOR BALTIMORE CITY  
ADMINISTRATIVE ORDER ON COURT TRANSCRIPTS

WHEREAS, the Circuit Court for Baltimore City has always upheld the public's right to access to court records and transcripts where not prohibited by law, and has adopted the Rules promulgated in Maryland Chapter 16-101 through 1011; and

WHEREAS it has come to the Court's attention that certain proceedings attract more attention from the public and more requests for transcripts are made sometimes on an emergency basis; and

WHEREAS the rules do not reflect the timing of submission of transcripts under parties' requests; and in some cases, the release of transcripts could adversely affect deliberations of fact finders or place merely speculative statements before the public prior to verdict or other important phases of court proceedings, the Court has found it necessary to set timing protocols with respect to the release of transcripts to persons other than parties, counsel, and presiding judges of court proceedings; therefore, it is this 5th day of January, 2010, hereby

ORDERED that in the Circuit Court for Baltimore City, persons who are not parties to the proceeding, counsel in the proceeding, the judge in the proceeding, or someone presenting a lawful subpoena, shall not have requests for transcripts reviewed and orders placed until there is a decision, verdict, or judgment in the proceeding or hearing. This Order applies to criminal, civil, and family cases; and it is further

ORDERED that the Court Reporting Services Office of the Circuit Court for Baltimore City shall hold any requests made for transcripts until notified by proper

official that a decision, verdict, or judgment has been reached in the case. Upon that notification, the request shall be processed in the normal course of business. And it is finally

ORDERED that transcripts released shall contain all information that is allowable under the Rules and shall only redact any information, such as bench conferences, upon order of the presiding judge of the proceeding.

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Marcella A. Holland  
Administrative Judge  
Circuit Court for Baltimore City

cc: Frank Conaway, Clerk, Circuit Court for Baltimore City  
John W. Anderson, Sheriff, Circuit Court for Baltimore City