

CRIMINAL PROTOCOL - FELONY RECEPTION COURT – ATTORNEYS– 2/6/23¹

I. General Information

1. There is one Felony Reception Court, Part 46, with the Judge in Charge of Criminal presiding over the docket.
2. There are 30 cases on the docket daily, except for Wednesdays, when there are only 15 cases on the docket.
3. Effective July 6, 2021, Reception Court will be conducted remotely via Zoom for Government (Zfg).
 - a. The Zfg link for the Part 46 Reception Court is:
<https://mdcourts.zoomgov.com/j/1601160942?pwd=clpETlozYU1qU0ZFTEFEa0Z4R3VmZz09>
Meeting ID: 160 116 0942
Passcode: 83971650
4. Incarcerated defendants on the Felony Reception Court docket will be called at 8:45 a.m. and will appear remotely via Zfg, except for Wednesdays, when Reception Court will begin at 9:30 a.m. **Attorneys with incarcerated defendants MUST appear at 8:45 a.m. and 9:30 a.m. on Wednesdays and must not be late. The non-incarcerated docket will be called at 9:30 a.m. daily.**
5. Pretrial Conferences will be conducted remotely via Zfg at 9:00 a.m. and attorneys should use the Part 46 Zfg link for these hearings.
6. The presiding judge will call nolle prosequis and stets daily, and they may be taken in advance on any day. Counsel does not need to provide advance notice. The prosecutor must notify defense counsel in advance if a conditional stet will be offered so that the defendant is present to accept the stet.
7. Incarcerated defendants with cases that are specially set will be transported to Court and counsel is to report directly to the Trial Court at whatever time is designated by the trial Judge. Incarcerated defendants with cases listed on Part 28 will be assigned to a Judge prior to the scheduled trial date by the Judge In Charge of Criminal. Counsel must contact the Judge to be informed of where the Judge will be sitting. Attorneys should not double book trials for Part 28. Double booked cases will be sent to trial back to back.

¹Pursuant to Rule 1-102, this Protocol is advisory only and is superseded by any contrary statutes and Court rules.

8. Pleas for incarcerated defendants will be taken on the scheduled Reception Court date and advance notice that a plea will be taken is not necessary. If the Reception Court Judge does not accept the plea, the case will be sent to a Trial Court Judge who may accept the plea or conduct the trial.
9. Plea sheets must be submitted in advance directly to the presiding Reception Court Judge in advance of the scheduled trial date.
10. For each case, the parties appear before the Reception Court Judge, who will then either take a guilty plea, assign the case to a trial court, or postpone the case as the designee for the Administrative Judge. All cases should be postponed within 180 days unless the defendant has waived HICKS pursuant to Rule 4-271 or unless the Judge finds good cause. The Reception Court Judge will also preside over initial appearances for unrepresented defendants at 12:00 p.m.
11. **No appearance notices will be accepted in Court. All notices of appearances must be filed with the Clerk's Office.**
12. **Attorneys with shielded juvenile cases should not join the Felony Reception Court but should contact the Criminal Assignment Office to schedule a trial date.**

II. Miscellaneous

1. Misdemeanor Cases on Docket - If the misdemeanor is charged via criminal information (case no. should begin with a "6" or a "4"), it should always be set in Part 46 since by Rule 4-271, only the administrative judge or designee can postpone these cases.
2. Pretrial Conferences for Track D cases and non-Track D murder and rape cases will be heard daily remotely via Zfg, except on Wednesdays and the JICCr's collateral day, at 9:00 a.m. before the JICCr. Attorneys should use the Part 46 Zfg link for these hearings.
3. If counsel has anything of a sensitive nature which they intend to discuss with the Court, they should email the case name and number and nature of the sensitive issue to the Reception Court judge prior to the trial date.
4. MAGS worksheets should be initiated by the State in advance of Reception Court or trial.

cc: Criminal Manual
Criminal Trial Manual

Clerk's Office
Criminal Assignment
State's Attorney's Office
Office of the Attorney General
Office of the Public Defender
Private Defense Bar