

## Scheduling Modification Policy (Including Postponement)

Modification requests for events scheduled on the **Fast Track** and **Motions Docket** will be heard at 1:45 p.m. in Room 231 Courthouse East on a daily basis without appointment.

All requests for any modification of a **Pretrial Conference** or **Trial Date** shall be made by **written** motion for modification and filed within 15 days of the initial order setting a date for the pretrial conference and trial.

Thereafter, except for exigent circumstances, the schedule may be modified only upon filing with the Clerk a **written** motion for modification setting forth a showing of good cause that the schedule cannot reasonable be met despite the diligence of the party seeking modification.

Modification requests made for *exigent* circumstances will be heard at 1:45 p.m. in Room 231 Courthouse East on a daily basis without appointment.

"EXIGENT CIRCUMSTANCE" means an unforeseen development occurring within 30 days of the pretrial conference or trial date which prevents compliance with the schedule.

Counsel and *pro se* parties may appear by telephone conference if: (1) Counsel and *pro se* parties' offices are outside the Baltimore Beltway or in Towson; or (2) Counsel and/or a *pro se* party is ill and unable to attend in person. In all other cases, **counsel and *pro se* parties must appear in person** with their trial calendars.

W. Michel Pierson  
Administrative Judge