

**IN THE  
CIRCUIT COURT FOR BALTIMORE CITY  
Administrative Order No. 2024-09**

WHEREAS Maryland Rule 16-105 assigns the responsibility of administering the Circuit Court for Baltimore City to the undersigned, including the performance of any administrative duties necessary to the effective administration of the internal management of the court and the prompt disposition of litigation in it; and

WHEREAS Maryland Rule 16-302 allows the undersigned in her capacity or Administrative Judge to adopt procedures consistent with the Maryland Rules to ensure prompt disposition of matters,

NOW THEREFORE, it is on this 21st day of May 2024, hereby

ORDERED that all courtroom clerks assigned to a trial or hearing are to be in their assigned courtrooms by 8:45 a.m. the morning of the trial or hearing unless the Judge or Magistrate presiding over the trial or hearing indicates otherwise; and it is further

ORDERED that this Administrative Order is effective immediately.

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

cc:  
All judges and magistrates of the Circuit Court for Baltimore City  
Xavier A. Conaway, Clerk, Circuit Court for Baltimore City