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CIRCUIT COURT FOR  
BALTIMORE CITY  
CRIMINAL DIVISION

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Differentiated Case Management Plan

October 8, 2026

## **<sup>1</sup>Criminal Differentiated Case Management Plan**

This Criminal DCM Plan is established in accordance with Rule 16-302(b), which requires the County Administrative Judge to develop and, upon approval by the Chief Justice of the Supreme Court of Maryland, implement and monitor a case management plan for the prompt and efficient scheduling and disposition of actions in the Circuit Court.

### **STATEMENT OF PURPOSE**

The purpose of the Criminal DCM Plan is to provide a structured system for the timely and efficient management of cases. The Circuit Court for Baltimore City acknowledges its responsibility for managing case progress. From the commencement of litigation to its resolution, whether by trial or other disposition, any elapsed time other than reasonably required for pleadings, discovery, and court events, is unacceptable and should be eliminated. To enable just and efficient resolution of cases, the Court will control the pace of litigation. A strong judicial commitment is essential to reducing delay and once achieved, maintaining a current docket.

The objectives of the Criminal DCM Plan include:

1. Firm and credible case assignment and scheduling of events;
2. Expedited case disposition for incarcerated defendants;
3. Judicial supervision consistent with the complexity of each case; and
4. Effective and efficient use of judicial resources.

Further, consistent with case time standards adopted by the Judicial Council, constitutional requirements, and applicable court rules, it is the goal of the Plan to comply with accepted time standards, to wit: 98% of all cases shall be completed within 180 days of the defendant's first appearance in the Circuit Court or the entry of appearance by counsel, whichever is earlier. To achieve this goal, this Court is also committed to resolving different categories of cases within a regular and predictable time frame warranted by the needs of those cases.

### **CASE MANAGEMENT**

The policies and procedures outlined in this plan shall be implemented by the Judge-In-Charge of the Criminal Docket (JICCr). The JICCr shall exercise and have authority over all criminal issues including postponements as designated by the Administrative Judge pursuant to Rule 16-105(d)(2). The JICCr shall monitor the implementation and effectiveness of the Criminal DCM Plan with the assistance of the Associate Administrator and Research Analyst. Any issues with the Plan will be discussed at the monthly case management meetings<sup>1</sup> chaired by the JICCr.

All judges and staff are responsible for compliance with the Plan and the effective management of cases assigned to them, including adherence to the case time standards.

Under the supervision of the JICCr, Criminal Administration prepares and reviews regular case management reports to monitor case processing performance, compliance with applicable case time standards, pending caseload and backlog, case outcomes, postponement trends, and matters requiring additional case management attention. These reports provide the JICCr with information

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<sup>1</sup> These meetings are attended by members of the Clerk's Office, State's Attorney's Office, Public Defender's Office, members of the private criminal defense bar, Criminal Assignment, and Pretrial Release Services.

necessary to evaluate the effectiveness of the Criminal DCM Plan, identify emerging Caseload trends and areas requiring attention, monitor compliance with applicable case time standards, and assess pending caseload and backlog. The information also supports proactive case management by identifying cases requiring follow-up, evaluating postponement and disposition trends, monitoring cases affected by time-standard suspensions, and assisting the Court in prioritizing cases and allocating judicial resources to promote the timely disposition of criminal matters.

The following reports include:

1. Daily – Trial Calendar Review - Details the availability of trial courts for trial and disposition of cases.
2. Weekly – Case Management Review/Recap – Track outcomes of specialty dockets and identifies cases requiring additional action.
3. Monthly – Hicks Review – Identifies cases that have passed the Hicks date reflected in Enterprise Justice and permits the JICCr and Criminal Administration to monitor cases requiring additional review or action.
4. Monthly – Case Time Standards Summary – Summarizes cases disposed within and outside applicable case time standards and permits the JICCr to monitor case-processing performance and compliance with established time standards.
5. Monthly – Pending Caseload and Backlog Summary – Summarizes the active pending felony and misdemeanor caseload, including cases within applicable time standards and cases that have exceeded the time standard. This report permits the JICCr to monitor changes in pending caseload and backlog and identify areas requiring additional case management attention.
6. Monthly – Adult Criminal Case Time Standard Suspension Summary – Summarizes pending pretrial cases with active Adult Criminal Case Time Standard suspensions, include case involving competency or criminal responsibility determinations, pending juvenile transfer determinations, active warrants, and interlocutory appeals.
7. Monthly – Reception Court Outcomes Summary – Summarizes felony Reception Court activity and outcomes, including guilty pleas, nolle prosequis, stets, initial appearance, pretrial conference, and trial postponements, and permits the JICCr to monitor case activity and outcomes in Reception Court.
8. Monthly – Postponement Summary – Summarizes felony and misdemeanor trial postponements, including postponement rates and reason for postponement. The report assists the JICCr to identify postponement trends and recurring issues that may affect timely case disposition.
9. Monthly – Disposition and Case Outcome Summary – Summarizes felony and misdemeanor case dispositions and outcomes. The report permits the JICCr to monitor trends in how criminal case are resolved.
10. Monthly – Case Clearance Summary – Summarizes felony and misdemeanor filings

and dispositions and calculates the corresponding clearance rates. The report permits the JICCr to assess whether case dispositions are keeping pace with incoming filing and to monitor change in overall caseload.

### **Criminal Clerk's Office**

Under authority of the Clerk for the Circuit Court, the Criminal Division of the Clerk's Office processes and maintains all case information. The Criminal Clerk's Office also issues all notices/summons/writs for all case hearings and trials. Although this is a very short summary of the enormous effort expended by the Clerk's Office, the Clerk's Office duties are critical to the success of the Criminal DCM Plan.

### **Criminal Assignment Office**

The Criminal Assignment Office (CAO) operates under the authority of the Clerk for the Circuit Court. The CAO schedules all initial appearances and post-conviction hearings and assist the JICCr in the scheduling of all trials, motions, and the postponement of such case events in accordance with the case time standards. The CAO is also crucial to the success of the Criminal DCM Plan.

## **TRACK DESIGNATIONS**

All criminal cases follow one of four distinct tracks to resolution. Tracks are based on the expected complexity of the case.

### **Track A —Misdemeanor Cases**

Jury trial prayers and appeals from the District Court, as well as a criminal information filed charging solely misdemeanor offenses, will be assigned to Track A.

Track A cases have a disposition goal of 90 days. Counsel shall identify three proposed trial dates within 30 days of the demand of jury trial, filing of the appeal, or filing of a criminal information charging solely misdemeanor offenses.

Defense counsel and the State will coordinate to identify proposed trial dates. The State will submit a completed Track A Criminal Trial Scheduling Form to Criminal Assignment within eight days of filing date. Counsel shall identify three proposed trial dates within the applicable 30-day scheduling period. If counsel is unable to select a date within the period due to witness unavailability, counsel shall contact the JICCr regarding the scheduling of a date outside the 30-day period.

Criminal District Court Appeals are assigned a trial date within 30 days after the appeal is transmitted to the Circuit Court. Defense counsel and the State can submit dates identifying proposed trial dates.

### **Track B – Felony Cases**

Cases involving non-violent crimes<sup>3</sup> are assigned to Track B by the State's Attorney Office (SAO) upon the filing of an indictment or information with the Clerk's Office. Criminal Track B cases will receive a trial date within 60 to 90 days of the initial appearance date. Criminal Track B – have a disposition goal of 100 days. Track B cases include, drug charges, firearms, low complexity property crimes, routine theft- 2<sup>nd</sup> degree assaults, inter alia.

### **Track C – Felony Cases (Not Track B or D)**

Cases involving violent crimes are assigned to Track C by the SAO upon the filing of an indictment or information with the Clerk’s Office. Criminal Track C cases will have a pretrial conference conducted by the JICCr 75 to 90 days after the initial appearance date and will receive a trial date within 120 to 135 days of the initial appearance date. Criminal Track C – Serious Cases have a disposition goal of 150 days. Track C also includes the common law offense misconduct in office charges.

### **Track D – Complex Cases**

Cases involving homicide, multiple victims and/or multiple defendants are assigned to Track D by the SAO. Criminal Track D cases will have a pretrial conference conducted by the JICCr 105-120 days after the initial appearance date and will receive a trial date within 135 to 160 days of the initial appearance date. Criminal Track D – Complex Cases have a disposition goal of 180 days.<sup>1</sup>

**Table 1.1 – Criminal Tracks**

| <i>Track</i>                                         | <i>Case types</i>                                                                                                           | <i>Expected Case Duration and Notes</i>                                           |
|------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Track A</b><br>Misdemeanor Cases                  | Jury trial prayers from District Court, District Court appeals, a criminal information charging solely misdemeanor offenses | 90 days to disposition.                                                           |
| <b>Track B</b><br>Felony Cases                       | Non-violent felony charge(s)                                                                                                | 120 days to disposition.<br><br>Cases downgraded to a misdemeanor remain Track B. |
| <b>Track C</b><br>Felony Cases<br>(not Track B or D) | Violent felony charge(s)                                                                                                    | 150 days to disposition.                                                          |
| <b>Track D</b><br>Complex Cases                      | Homicide charge(s), multiple victims, multiple defendants.                                                                  | 180 days to disposition.                                                          |

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<sup>2</sup> “Disposition” means dismissal, stet, or guilty finding.

<sup>2</sup> Complex/Serious Cases involve multiple parties, massive discovery, intricate subject matter, multiple jurisdictions. However, the JICCr has the final approval of case types and scheduling

<sup>3</sup> Depending on its complexity, any case may be upgraded for a more realistic disposition goal.

## CASE EVENTS AND PROCEDURES

Circuit Court criminal cases can be initiated by the filing of a jury trial prayer/appeal from District Court, or an information or indictment. Most misdemeanor cases reach the Circuit Court after a jury trial prayer in District Court, and most felony cases are initiated by indictment. The first case event in the Circuit Court is the filing of a jury trial prayer or appeal in the District Court (Track A) or the filing of a criminal information or indictment in the Circuit Court. Cases are assigned to the appropriate track based on case type and complexity.

1. A District Court charging document for an offense on which the defendant demands a jury trial or appeal (Track A below);<sup>4</sup>
2. An indictment (see Tracks B, C, and D below); or
3. An information charging solely misdemeanor offenses (Track A) or other offense assigned (see Tracks B, C, and D below).

**Table 1.2 – Criminal Case Events by Track**

**Track A – Simple Cases**

| Case Event              | Timing                                                                                                                                                                  |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Initiation         | Jury trial prayer, appeal from District Court, or filing of a criminal information charging solely misdemeanor offense.                                                 |
| Initial Appearance      | Not required, except within 5 days for unrepresented defendants charged by criminal information solely with misdemeanor offenses.                                       |
| Discovery               | See Rules 4-301(c) 4-262(i) and 4-263(h) – Discovery is expected at the District Court level.                                                                           |
| Trial Date <sup>5</sup> | Within 30 days of jury trial prayer.<br>Within 30 days of filing of appeal.<br>Within 30 days of filing of a criminal information charging solely misdemeanor offenses. |
| Sentencing (if guilty)  | Same day.                                                                                                                                                               |

**Track B – Regular Cases: Non-Violent Felony**

| Case Event                        | Timing                                                                                                                  |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Case Initiation                   | Filing of Information/Indictment in Circuit Court.                                                                      |
| Initial Appearance – if necessary | Within 37 days of filing of Information/Indictment in Circuit Court.                                                    |
| Discovery                         | See Rule 4-263(h) – within 30 days after the earlier of appearance of counsel or the first appearance of the defendant. |
| Trial Date                        | Within 60 – 90 days of the initial appearance date                                                                      |

|                        |                                                                                                     |
|------------------------|-----------------------------------------------------------------------------------------------------|
| Sentencing (if guilty) | Usually same day, or within 90 days if presentence investigation is ordered pursuant to Rule 4-341. |
|------------------------|-----------------------------------------------------------------------------------------------------|

<sup>4</sup> See Rule 4-201(c)(3).

<sup>5</sup> As required by Rule 4-271(a), the date for all trials is set within 30 days after the earlier of the appearance of counsel or the first appearance of the defendant before the Court.

### Track C – Serious Cases: Violent Felony

| Case Event                        | Timing                                                                                                                  |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| Case Initiation                   | Filing of Information/Indictment in Circuit Court.                                                                      |
| Initial Appearance – if necessary | Within 37 days of filing of Information/Indictment in Circuit Court.                                                    |
| Discovery                         | See Rule 4-263(h) – within 30 days after the earlier of appearance of counsel or the first appearance of the defendant. |
| Pre-Trial Conference              | Conducted by the JICCr 75 – 90 days after the initial appearance date.                                                  |
| Trial Date                        | Within 120 – 135 days of the initial appearance date.                                                                   |
| Sentencing (if guilty)            | Usually same day, or within 90 days if presentence investigation is ordered pursuant to Rule 4-341.                     |

### Track D – Complex Cases: Homicides, Multi-victim, Multi-defendant

| Case Event                        | Timing                                                                                                                                                          |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Case Initiation                   | Filing of Information/Indictment in Circuit Court.                                                                                                              |
| Initial Appearance – if necessary | Within 37 days of filing of Information/Indictment in Circuit Court.                                                                                            |
| Discovery                         | See Rule 4-263(h) – within 30 days after the earlier of appearance of counsel or the first appearance of the defendant.                                         |
| Pre-Trial Conference              | Conducted by the JICCr 105 – 120 days after the initial appearance date. Additional pre-trial conferences will be conducted by the trial court judge as needed. |
| Trial Date                        | Within 135 to 160 days of the initial appearance date.                                                                                                          |
| Sentencing (if guilty)            | Usually same day, or within 90 days if presentence investigation is ordered pursuant to Rule 4-341.                                                             |

## **Initial Appearance**

No initial appearance is held for jury trial prayers or appeals from District Court. A defendant charged by criminal information solely with misdemeanor offenses shall remain designated as a Track A case. If the defendant is not represented by counsel, Criminal Assignment shall schedule an initial appearance in Part 46 within five days. For all other cases, upon the filing of the indictment/information, the SAO provides the Clerk's Office with the following:

- a. Proposed Initial Appearance Date;
- a. Proposed Track for case; and
- b. Three proposed trial dates.

Once the Clerk's Office enters the case into Enterprise Justice, the Criminal Assignment Office will set the initial appearance date and the appearance deadline/removal date for the initial appearance docket.<sup>6</sup>

The tracks for felonies and misdemeanors charged by indictment/information are as follows:

- i. Track B – Track B cases are given trial dates between 60 and 90 days from appearance date to comply with the 120-day time standard.
- ii. Track C – Track C cases are given trial dates between 120 and 135 days from appearance date to comply with the 150-day time standard.
- iii. Track D – Track D cases are given trial dates between 135 and 160 days from appearance date to comply with the 180-day time standard.

Criminal Assignment will set all indictment/information cases on the proposed Initial Appearance date in Part 46 Reception Court ("Part 46" or "Reception Court"). Initial Appearances will be held daily at 8:45a.m for unrepresented defendants only.

Upon accepting representation, Defense Counsel shall file with the Clerk's Office an (1) entry of appearance, and (2) a written plea pursuant to Rule 4-242(b), AND (3) Defense Counsel or the State shall email a completed "Criminal Trial Schedule Form" (Appendix 2) to Criminal Assignment Staff. Criminal Assignment will set the trial date in Part 46 and send trial notices to all counsel. Incomplete forms cannot be processed. The fillable Criminal Trial Schedule Form is posted on the Baltimore City Circuit Court website under "Resources for Attorneys" on the Criminal Division webpage.

If the foregoing steps are completed, defense counsel, the defendant, and the State's Attorney will not be required to appear on the Initial Appearance date.

If no entry of appearance is filed by the day before the initial appearance, the defendant must appear on the Initial Appearance date to be advised of right to counsel, charges, and penalties and be assigned a trial date within the time window for the specific track assigned to the case.

## **Discovery**

Due to the fact that cases are not assigned to a specific judge, the Court has designated a "Discovery Judge" to resolve all discovery related motions and pleadings.<sup>7</sup> The Clerk's Office screens incoming pleadings for all motions and pleadings that are discovery related. The Clerk's Office will then assign a time period for the response or opposition to the motion/pleading such as:

- 1. 5 days for Motions to Compel;
- 2. 15 days for Motions for Sanctions;

3. 15 days for Motions for Protective Order; and
4. 15 days for Motions for Deposition of Witness.

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<sup>6</sup> The Appearance Deadline/removal Date is the day before the initial appearance.

<sup>7</sup> For the same reason, the JICCr assigns other additional duties to the General Trial Court Judges.

Once the time period for response or opposition has expired, and if it is more than 7 days before the trial date, the Clerk's Office will forward the discovery motion or pleading to the Discovery Judge for review and ruling. If it is less than 7 days before the trial date, the Clerk's Office will forward the discovery motion or pleading to the Discovery Judge as soon as possible.

If the Discovery Judge determines that a hearing is necessary, the Discovery Judge's staff will contact the Assistant State's Attorney and defense counsel to schedule a hearing date prior to the assigned trial date. If the Discovery Judge issues a protective order tying the timing of disclosures to the trial date, the Discovery Judge will order all counsel to submit a request for a specially set trial along with a copy of the Protective Order to the JICCr. The case will then be specially assigned on a specific date to a trial court judge so that the protective order can be implemented.

### **Scheduling – Motions**

Trial Judges will be specially assigned motions from the Reception Court by the JICCr. Judges will be assigned to this docket by the JICCr, and no more than four in person motions will be assigned per day. Counsel will email the JICCr's law clerk, after filing a timely motion pursuant to Rule 4-252, requesting a motions hearing date. Judges will preside over Motions to Dismiss, Daubert Motions, Motions to Suppress, and Joinder Motions. If a motion is denied, counsel shall report to the Reception Court the same day or the next business day to schedule a trial date. If a motion is granted and the State does not nolle pros the case, counsel shall report to the Reception Court the next business day to schedule a trial date. An email shall be sent by the motions judge's law clerk to the JICCr, the JICCr's Administrative Assistant, the JICCr's law clerk, Criminal Assignment, the Clerk's Office, the Associate Administrator, Research Analyst, and the Administrative Judge's administrative assistants upon the completion of the motion with the Court's ruling. All other motions will be handled by the trial judge.

### **Scheduling – Trial Dates**

All Track A cases are assigned to the misdemeanor Reception Court and scheduled for trial. Track B cases are scheduled for trial outside of felony Reception Court. Track C and D cases are assigned to the felony Reception Court for a pretrial conference. If a plea or other disposition of the case is not reached, or the case is not postponed for good cause, the case is scheduled to one of the trial courts for trial.

As noted above, the Court maintains a trial calendar, which sets out the availability of the trial courts and recalled judges. The trial calendar is updated in real time so that the Reception Court judge is always aware of open trial courts.

### **Postponements**

The Court's postponement policy is strict and consistent across all four tracks in order to comply with time standards. As required by Rule 4-271, the Court will deny requests for postponements unless "good cause" is shown. Good cause reasons are illustrated in Appendix 3, Criminal Postponement

Form. Further, decisions to postpone any case including cases transferred to the Court from the District Court after a jury trial prayer are made by a judge designated by the Administrative Judge as required by Rule 16-105(d)(2), which typically is the JICCr. All postponement requests and Hicks waivers are considered by the judge on the record and memorialized on the standard postponement form by Criminal Assignment and signed by the judge. See (Appendix 3).

Advance postponements are not accepted for felony cases, misdemeanor jury trial prayer cases, or District Court appeals.

### **Specially Set Cases**

The Circuit Court for Baltimore City has a high volume of Track C and D – Serious and Complex Cases. Due to the nature of such cases, both the State and the defense have historically requested multiple postponements. Any request to postpone a priority felony trial or a case already specially set must be approved by the JICCr as designated by the Administrative Judge pursuant to Rule 16-105(d)(2).

### **Specialized Courts**

The Court has two specialized courts: Drug Treatment Court (DTC) and Mental Health Court (MHC). The DTC is presided over by a sitting judge and the MHC is presided over by a senior judge.

DTC referral may be made on the Court’s own initiative or by an ASA, Assistant Public Defender, or defense counsel to the Drug Court Coordinator. Potential referrals are then screened and assessed by the offices of the State’s Attorney, Public Defender, Parole and Probation and Behavioral Health System Baltimore. Defendants with pending cases or violation of probation cases are referred to the DTC after assessment for eligibility. Defendants with pending cases plead guilty in DTC and defendants with violation of probation cases will have the probation transferred to the DTC judge.

The MHC handles two tracks of cases: competency/Not Criminally Responsible (“NCR”) and treatment/probation. The MHC sits one day per week and oversees the referred cases until the NCR plea is resolved or until the defendant’s competency is established. The Court may refer a defendant to the MHC for a possible plea and supervision by sending a completed referral form to the MHC.

## APPENDIX 1

STATE OF MARYLAND

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IN THE

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CIRCUIT COURT

v.

\*

FOR

\*

BALTIMORE CITY

Defendant

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Case No.(s):

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### TRACK A CRIMINAL TRIAL SCHEDULING FORM<sup>1</sup>

The following dates were agreed to by counsel having entered an appearance and a written plea of not guilty pursuant to Rule 4-242 (b)(3):

#### **Part 1: To be completed by the prosecutor and defendant (or defendant's representative)**

Track: A

1. Proposed Trial Dates (pick three)<sup>2</sup>: \_\_\_\_\_
2. The Trial is estimated to take \_\_\_\_\_ day(s) before a Jury.
3. I have a case scheduled in Part 47 on this date: Yes \_\_\_\_\_ Case No. (s) \_\_\_\_\_

#### CERTIFICATION

**This is to acknowledge that this Criminal Trial Schedule has been agreed to by the parties and a copy has been sent to all parties.**

State: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

[Include City/State/Zip code]

Phone: \_\_\_\_\_

Defense: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

[Include City/State/Zip code]

Phone: \_\_\_\_\_

#### **Part 2: To be completed by Criminal Assignment<sup>3</sup>**

Trial Date will be held on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

<sup>1</sup> This form is formerly the "Misdemeanor Criminal Trial Schedule Form". Track A cases are defined as jury trial prayers and District Court appeals.

<sup>2</sup> Per the DCM plan and local MDEC configurations, trial dates should be 30 days after filing date.

<sup>3</sup> The Court will issue a notice and/or summons to notify all parties of the trial date. The Court reserves the right to select a trial date if: a. the form is not submitted within 8 days of the filing date; b. if the docket cap is exceeded; or c. if the proposed trial dates are outside of the DCM track plan.

Revised Date: 4/2/24

**APPENDIX 2**

**STATE OF MARYLAND**

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**IN THE**

\*

**CIRCUIT COURT**

**v.**

\*

**FOR**

\*

**BALTIMORE CITY**

**Defendant**

\*

**Case No(s):**

\* \* \* \* \*

**TRACK B, C & D CRIMINAL TRIAL SCHEDULING FORM<sup>1</sup>**

The following dates were agreed to by counsel having entered an appearance and a written plea of not guilty pursuant to Rule 4-242 (b)(3):

**Part 1: To be completed by the prosecutor and defendant (or defendant's representative)**

| Track B | Track C | Track D |
|---------|---------|---------|
|---------|---------|---------|

1. Proposed Trial Dates (pick 3)<sup>2</sup>: \_\_\_\_\_
2. The Trial is estimated to take \_\_\_\_\_ days before a Jury.
3. Proposed Pretrial Conference Dates  
before the Judge in Charge of Criminal, \_\_\_\_\_ at 8:45 a.m.  
or designated Part<sup>3</sup>:
4. The Hicks/Speedy Trial Date: \_\_\_\_\_
5. I have a case scheduled in Part 45 or 46 on this date: Yes/No \_\_\_\_\_ Case No. \_\_\_\_\_

**CERTIFICATION**

**This is to acknowledge that this Criminal Trial Schedule has been agreed to by the parties and a copy has been sent to all parties.**

**State:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**[Include City/State/Zip code]**

**Phone:** \_\_\_\_\_

**Defense:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**[Include City/State/Zip code]**

**Phone:** \_\_\_\_\_

**Part 2: To be completed by Criminal Assignment<sup>4</sup>**

**Track B:** The Trial Date will be held on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Tracks C & D:** The Pretrial Conference will be held on: \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

<sup>1</sup>This form is formerly the "Criminal Trial Schedule Form". Tracks B, C and D are defined as: non-violent felonies, violent felonies and complex felonies; respectively.

<sup>2</sup>Per the DCM plan and local MDEC configurations Track B cases will be given trial dates within 90 days of the initial appearance date.

<sup>3</sup>Per the DCM plan and local MDEC configurations, Track C cases will be given pretrial conference dates within date and track D cases will be given pretrial conference dates within 120 days of the initial appearance date.

<sup>4</sup>The Court will issue a notice and/or summons to notify all parties of the trial date. The Court reserves the right to select a trial date if: a. the form is not submitted within 1 day of the initial appearance date; b. if the docket cap is exceeded; or c. if the proposed dates are outside of the DCM track plan.

*Revised date 4/2/24*

### APPENDIX 3

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
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|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Circuit Court for<br/>Baltimore City<br/>Criminal Division</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <h2 style="margin: 0;">Criminal Postponement Form</h2>                                                                                                             |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| [PLEASE USE BLUE OR BLACK BALLPOINT PEN AND PRESS HARD TO MAKE FIVE COPIES]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| <input type="checkbox"/> <b>ADVANCE REQUEST</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| Date: _____ SID # _____ Case # _____<br>State vs. _____<br>Attorney: _____<br>Co-Defendant #1: _____<br>Attorney: _____<br>Co-Defendant #2: _____<br>Attorney: _____<br>ASA: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Defendant Location</b><br>JAIL <input type="checkbox"/><br>BAIL <input type="checkbox"/><br>OTHER <input type="checkbox"/><br>(Specify) _____<br>_____<br>_____ |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| Postponement requested by: State _____ Defendant _____ Co-Defendant #1 _____ Co-Defendant #2 _____ All _____<br>To be postponed from: Date _____ Part # _____ Hicks Date _____<br>Number of prior postponements: _____ Retrial: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| <b>REASON(S) FOR POSTPONEMENT - Please check appropriate box(es):</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; text-align: center;">CSE</td><td>Set in error</td></tr> <tr><td style="text-align: center;">CDA</td><td>Defendant to obtain counsel</td></tr> <tr><td style="text-align: center;">CC</td><td>Consolidation</td></tr> <tr><td style="text-align: center;">GDS</td><td>Defendant not served</td></tr> <tr><td style="text-align: center;">CDT</td><td>Defendant not transported</td></tr> <tr><td style="text-align: center;">CM</td><td>Mistrial</td></tr> <tr><td style="text-align: center;">CNR</td><td>NCR evaluation</td></tr> <tr><td style="text-align: center;">PI</td><td>Competency evaluation</td></tr> </table> | CSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Set in error                                                                                                                                                       | CDA | Defendant to obtain counsel | CC | Consolidation | GDS | Defendant not served | CDT | Defendant not transported | CM | Mistrial | CNR | NCR evaluation | PI | Competency evaluation | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; text-align: center;">CTJ</td><td>Transfer jurisdiction</td></tr> <tr><td style="text-align: center;">DWV</td><td>Def. witness unavailable</td></tr> <tr><td style="text-align: center;">DIV</td><td>Def. needs further investigation</td></tr> <tr><td style="text-align: center;">DNE</td><td>New defense evidence</td></tr> <tr><td style="text-align: center;">DFA</td><td>Defendant failed to appear</td></tr> <tr><td style="text-align: center;">DAU</td><td>Defense attorney unavailable</td></tr> <tr><td style="text-align: center;">NCA</td><td>No court available</td></tr> <tr><td style="text-align: center;">ADM</td><td>Administrative closure</td></tr> </table> | CTJ | Transfer jurisdiction | DWV | Def. witness unavailable | DIV | Def. needs further investigation | DNE | New defense evidence | DFA | Defendant failed to appear | DAU | Defense attorney unavailable | NCA | No court available | ADM | Administrative closure | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30px; text-align: center;">PWU</td><td>State witness unavailable</td></tr> <tr><td style="text-align: center;">PIV</td><td>State needs further investigation</td></tr> <tr><td style="text-align: center;">PNE</td><td>New State's evidence</td></tr> <tr><td style="text-align: center;">PDP</td><td>Discovery just provided by State</td></tr> <tr><td style="text-align: center;">PAV</td><td>Assistant State's Atty. unavailable</td></tr> <tr><td style="text-align: center;">ACU</td><td>All counsel unavailable</td></tr> <tr><td style="text-align: center;">PDA</td><td>Interpreter unavailable</td></tr> </table> | PWU | State witness unavailable | PIV | State needs further investigation | PNE | New State's evidence | PDP | Discovery just provided by State | PAV | Assistant State's Atty. unavailable | ACU | All counsel unavailable | PDA | Interpreter unavailable |
| CSE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Set in error                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| CDA                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Defendant to obtain counsel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
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| PAV                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Assistant State's Atty. unavailable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| ACU                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All counsel unavailable                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
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| <b>WAIVER OF MARYLAND RULE 4-271</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| The above-named defendant, having been advised of the right to a prompt trial in this case, hereby waives the time requirement of Maryland Rule 4-271 which requires that (s)he be tried within 180 days of his/her first personal appearance, the appearance of counsel or waiver of counsel. The defendant understands that this or future postponement may result in a trial date beyond 180 days and hereby expressly consents thereto.                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| Defendant: _____ Counsel: _____ Date: _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| <b>Proposed Dates</b><br>_____<br>_____<br>_____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <input type="checkbox"/> Approved <input type="checkbox"/> NOT Approved <input type="checkbox"/> Valid Hicks Waiver <input type="checkbox"/> Good Cause Found<br><br>Postponement charged to: <input type="checkbox"/> State <input type="checkbox"/> Defense <input type="checkbox"/> Both <input type="checkbox"/> Administrative <input type="checkbox"/> No Court Available<br>New Trial Date: _____ Part #: _____ Time: _____<br>Reason - Judge to select code(s) and insert here: _____<br><br><div style="text-align: right;">                     Judge's signature: _____                 </div> |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |
| Revised 5/2014 - Criminal Postponement Form<br>Form CC-140      White - Court File      Yellow - CAO      Pink - SAO      Gold - Defense Attorney      Blue - Analyst                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                    |     |                             |    |               |     |                      |     |                           |    |          |     |                |    |                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |     |                       |     |                          |     |                                  |     |                      |     |                            |     |                              |     |                    |     |                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |                           |     |                                   |     |                      |     |                                  |     |                                     |     |                         |     |                         |