

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
ADMINISTRATIVE ORDER

(Disposition of Documents Offered as Exhibits in Open Court)

WHEREAS, pursuant to Maryland Rule 16-105(b)(12), the Administrative Judge of the Circuit Court for Montgomery County, Maryland is responsible for the overall administration of the Circuit Court, including taking necessary measures to ensure the effective management of the Court and the prompt disposition of all matters before it; and

WHEREAS, pursuant to Maryland Rule 20-106(e)(1)(B), courtroom clerks shall scan into the Maryland Electronic Courts (MDEC) system any documents offered into evidence as an exhibit in open court and return the document to the offering party at the conclusion of the proceeding, unless the Court orders otherwise; and

WHEREAS, it is impracticable for the Court to maintain and store these evidentiary documents for an unspecified amount of time; and

NOW, THEREFORE, upon consideration of the foregoing, it is this 20th day of July 2026, hereby:

ORDERED, that all documents offered into evidence as exhibits in open court shall be scanned into the MDEC system by the courtroom clerk; and it is further

ORDERED, that once scanned, the courtroom clerk shall retain all documents offered into evidence as exhibits in open court for thirty (30) days following the conclusion of the hearing or trial or until the offering party or their designee retrieves the document(s), whichever occurs first; and it is further

ORDERED, that the offering party or their designee may retrieve all documents offered into evidence as exhibits in open court, between five (5) and thirty (30) days after the conclusion

of the hearing or trial, at the Courtroom Clerks Department (South Tower, Suite 2500); and it is further

ORDERED, that all documents not retrieved by the offering party or their designee within thirty (30) days of the conclusion of the hearing or trial shall be shredded by the courtroom clerks; and it is further

ORDERED, that the *Administrative Order Regarding Disposition of Documents Offered as Exhibits in Open Court*, entered January 12, 2022, shall be and hereby is rescinded effective immediately.



Karla N. Smith, Administrative Judge
Circuit Court for Montgomery County, Maryland