

IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND
ADMINISTRATIVE ORDER
(Service of Warrants or Process on Court Premises)

WHEREAS, pursuant to Maryland Rule 16-105(b)(12), the Administrative Judge of the Circuit Court for Montgomery County, Maryland (“Circuit Court”) 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, the safety of all people who enter the Circuit Court, including employees, attorneys, stakeholders, and visitors, is of paramount importance and is crucial to ensure the fair, efficient, and effective administration of the courthouse; and

WHEREAS, increasing threats of violence towards judges and court personnel, as well as multiple attempts by individuals, including attorneys, to enter courthouses across Maryland with firearms and other weapons, reinforces the importance of following best practices in security for sensitive places like courthouses; and

WHEREAS, the Montgomery County Sheriff’s Office (“Sheriff’s Office”) is responsible for establishing and maintaining security in and about the Circuit Court; and

WHEREAS, for purposes of this Order, “security personnel” refer to Sheriff’s Office deputies and contract security guards who are monitored by the Sheriff’s Office; and

NOW, THEREFORE, upon consideration of the foregoing, it is this 1st day of October 2026, hereby:

ORDERED, that any law enforcement officer intending to serve a warrant or other process on court premises must identify themselves upon entry to the courthouse, present

their credentials, and show the warrant or order to courthouse security personnel; and it is further

ORDERED, that unless otherwise authorized by the Administrative Judge or their designee, no warrant or process shall be served prior to the conclusion of the Court's business with the subject of the warrant or process; and it is further

ORDERED, that no warrant or process shall be served in the secured areas of the courthouse that are not accessible to the public, unless it is determined by the Administrative Judge or their designee, in consultation with the Sheriff or their designee, that such access for service shall be permitted; and it is further

ORDERED, that any law enforcement officer serving a warrant or process shall take due care to ensure that court operations are not interrupted and the safety of the public is preserved; and it is further

ORDERED, that this Administrative Order shall be posted on the Circuit Court website, as well as, posted and disseminated at the Sheriff's discretion; and it is further

ORDERED, that nothing in this Order limits the authority of the Administrative Judge or their designee, in consultation with the Sheriff or their designee, to impose additional restrictions or grant exceptions in a particular case, when necessary, under emergency or extraordinary circumstances or to serve the interest of justice.


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