

Circuit Court for Prince George's County, Maryland  
Office of Calendar Management  
Civil Division  
Upper Marlboro, Maryland 20772  
301-952-2976

Date: February 14, 2023

Dear Counselor or Self-Represented Litigant:

Shortly, we will mark the third anniversary of the start of the COVID-19 pandemic. Since the beginning of the pandemic, we have witnessed the wonderful resourcefulness and amazing compassion of our citizens to confront and carry on in the face of this worldwide health threat. As the threat diminished, the Prince George's County Circuit Court adjusted its operations to provide a safe and healthy forum to meet our judicial responsibilities and assist you to resolve your pending dispute. As you may be aware, the court system used a phasing process to reopen our courthouse after determining it was safe to again conduct in-person hearings. We are about to enter a new phase to address our civil docket.

You are receiving this letter because you have a pending civil case which was filed before December 31, 2021. Under the court's time management standards, the case should have had a trial completed within 180 days for cases scheduled for one-day trials and 340 days for cases scheduled for two or more days of trial. That did not occur because of the court's closure during COVID-19. For Track One and Track Two cases, the court is now ready to expedite its prior scheduling order.

Within the next 20 days, you will receive a notice of a mandatory, ZOOM status hearing. At the hearing, a designated judge will determine your readiness for trial, any outstanding discovery issues, and provide in-person Alternative Dispute Resolution and/or trial dates. The court intends to reschedule your trial within 60 days of the status conference. Jury selections and the trial will commence in person on the designated dates. Prior to the status conference, please coordinate available trial dates with parties and potential witnesses, recognizing the Court intends to expedite your trial date.

In advance, thank you for your cooperation. With your assistance, we will be able to bring our civil docket into compliance with our case management system. If you have any questions, please contact Colleen Zamary, Civil Paralegal, at (301) 952-4822.

Sincerely,



DaNeeka Varner Cotton  
Administrative Judge

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Recipients Name and Address