



Circuit Court for Carroll County, Maryland

**Heather S. DeWees, Clerk**

55 North Court Street  
Westminster, Maryland 21157-5155

410-386-8710 ♦ 1-888-786-0039 ♦ FAX: 410-386-8734

[www.mdcourts.gov/clerks/carroll](http://www.mdcourts.gov/clerks/carroll)



The Carroll County Circuit Court Clerk's Office will be open to the public beginning **Monday, July 20, 2020**. To limit the spread of the COVID-19 virus, the Clerk's Office will serve its customers ***by appointment only***.

**All Clerk's Office customers:**

- are expected to call one of the numbers below to schedule an appointment.
  - **Land Records & Licensing Department: [410-386-8760](tel:410-386-8760)**  
*(Business Licenses, Marriage Licenses, Notary, Civil Wedding Ceremonies, Public Office or Governor Appointment Oaths, & Land Records customers)*
  - **All other customers: [410-386-8720](tel:410-386-8720)**
- are required to provide a call back number and email to staff.
- are expected to call the office upon arrival for their appointment and wait in their vehicle or outside the building for further instruction from staff.
- should expect to be helped over the phone as much as possible.
- are encouraged to e-file, use the Clerk's Office Drop Box in front of the Circuit Court Annex or mail in filings to limit the spread of the COVID-19 virus.
- can pay with check or money order payable to: **Heather S. DeWees, Clerk**
- can obtain a date stamped copy of a filing that is mailed or placed in the Clerk's Office Drop Box by providing an additional copy or copies of the filing, instructions and a self-addressed stamped envelope.
- will be asked to come inside to the Clerk's Office lobby ***only when necessary***.
- will have their temperature checked by the bailiffs upon entry into the courthouse and will be asked COVID-19 screening questions.  
*(Patrons can enter the courthouse if their temperature is 100.4 or lower.)*
- are **required to wear a face covering when inside the Circuit Courthouse** and are encouraged to bring their own pen.
- are encouraged not to bring children to the courthouse. If customers must bring children, it is the customer's responsibility to closely supervise them.  
*(Children ages 2 and over must wear face coverings while inside the courthouse.)*

**All Land Records & Licensing customers:**

- should call [410-386-8760](tel:410-386-8760) to schedule an appointment.
- must use the *new outdoor courtyard window* located at rear of the courthouse weather permitting.
- *will not need to enter the courthouse* unless requested to do so.
- must be COVID-19 symptom free and have a temperature of 100.4 or lower.
- will be asked COVID-19 screening questions.
- are required to have a face covering when using the outdoor window.

For the safety of our customers and our staff, one public computer terminal is available on the 2<sup>nd</sup> floor and one is available on the ground floor.

**Public Computer Terminal Customers:**

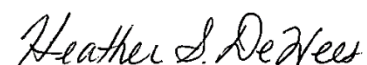
- are now *limited to 30 minutes per customer*.
- are expected to clean the public computer terminal after use.
- must call the appropriate department in advance for an appointment.

For the safety of the Circuit Court and the Clerk's Office staff, walk-in customers to the Clerk's Office will be required to call the office and schedule an appointment.

**Walk-in customers:**

- must call [410-386-8760](tel:410-386-8760) for the Land Records & Licensing Department or call [410-386-8720](tel:410-386-8720) for all other matters upon arrival to the Circuit Court.
- will be given an appointment time for that day (subject to availability).
- must wait for an open appointment and provide a call back number & email.
- are expected to wait in their vehicle or outside the building until contacted.

Thank you for your understanding.



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