



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



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 2nd 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.



Heather S. DeWees, Clerk
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