

**IMPORTANT INFORMATION FOR ATTORNEYS
CONCERNING PRETRIAL CONFERENCES
CIRCUIT COURT FOR BALTIMORE CITY**

The court's scheduling orders require that all counsel, their clients and insurance representatives must attend the pretrial conference in person. Given the increasing numbers of requests to excuse out-of-state insurance representatives or other decision makers from personal attendance at pretrial settlement conferences, attorneys should be aware of the following:

- All requests to excuse personal attendance must be made in writing, by motion or letter filed with the clerk. Requests should be concise, inform the Court of the reason(s) for the request, and report whether opposing parties oppose the request.
- All requests should be filed not later than twenty-one (21) days before the conference or provide good cause for later filing. It is helpful if a copy is submitted to Ronna Jablow, ADR Program Coordinator (Room 401, Courthouse East; Fax No. 410-333-3383).
- Where a pretrial conference is scheduled before an active judge of the court, the decision whether to approve the request will be made by the judge before whom the pretrial conference is set.
- Where a pretrial conference is scheduled before a voluntary settlement attorney or a retired judge, the decision whether to approve the request will be made by the ADR supervising judge.
- If a request is approved, that approval applies only for the date on which the pretrial conference is scheduled at the time of the request. If the pretrial conference is rescheduled for any reason, a renewed request must be submitted for consideration according to the procedures set forth above.
- If a person is excused from personal attendance, counsel will be informed about the procedure for that person's required participation by telephone at the time of the approval.

Judge W. Michel Pierson
Judge in Charge Civil Docket

Judge Pamela White
ADR Supervisory Judge