

SUPPLEMENTAL RULES

In accordance with the APA, §§10-122(b) and 10-206(e), the Board hereby issues the following Supplemental Rules, compliance with which is required by all litigants coming before the Board:

1. All Motions, Responses, or Replies shall be accompanied by a Proposed Order that specifies the relief requested. Pleadings will not be accepted without a Proposed Order.
2. For Bid Protests, the Board will attempt to coordinate the scheduling of hearings with all parties by offering proposed hearing dates/times. However, if the parties have not responded to the proposed dates/times within two business days after the proposed date/time has been sent, the Board will issue an Order setting the hearing date/time. A postponement of the hearing date/time shall be requested in the form of a motion setting forth the basis for the requested postponement.
3. Only one (1) postponement of a hearing by consent will be allowed and shall be requested in the form of a consent motion signed by both parties. Any further postponements shall be requested by motion (or consent motion), and shall provide a basis for the requested postponement.
4. For each Motion filed, a Response to the Motion, and a Reply to the Response will be permitted. The Board will not consider any additional responses or replies.
5. If any action or relief is requested of the Board, it shall be submitted in the form of a written Motion only. Letters to the Board requesting relief will not be considered.
6. Motions will not be reviewed or considered by the Board until they are ripe for ruling (i.e., the time for filing a response has passed). If a motion is filed with insufficient time to allow for the filing of a response before a hearing on the merits, the motion will not be reviewed or considered by the Board until the hearing.
7. If cases outside the Maryland jurisdiction are cited in pleadings/motions, Counsel shall provide the Board with one courtesy copy of each case, to be submitted electronically in PDF format.
8. In situations where COMAR is silent on a particular procedural matter, the Board may look to the Maryland Rules of Civil Procedure for guidance.
9. The Agency Report and "Rule 4 File" shall be submitted in PDF format and hard copy.

10. Any exhibits you wish the Board to consider shall be attached to the motion/response/reply. References to documents contained in the Agency Report or Rule 4 file may not be considered.

11. A deposition may not extend beyond a total of 7 hours per person.

These Supplemental Rules shall be amended from time to time. For the most current version, please contact the Clerk's office.

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