

# JUDICIAL INFORMATION SYSTEMS DIAL UP ACCESS USER'S GUIDE



tty=45     **JIS DIAL UP SERVICES v1.2**

**District Court Systems**

- 1 - TRAFFIC
- 2 - CRIMINAL
- 3 - CIVIL CITATION
- 4 - WARRANT
- 5 - CIVIL
- 6 - BONDSMAN

**Baltimore City Circuit Court Systems**

- 9 - CRIMINAL
- 10 - PATERNITY/NON-SUPPORT

**Circuit Court Systems**

- 7 - LAND/PLAT INDEXES
- 8 - UCS CASE SEARCH

**Circuit Court Systems**

- 12 - MONTGOMERY COUNTY

**NOTE: NEW! NEWS ABOUT PUBLIC ACCESS RECOMMENDATIONS RELEASED**  
Visit [www.courts.state.md.us/access/index.html](http://www.courts.state.md.us/access/index.html)

Q=Quit   H=Help   C=disclaimer   P=AIXPasswrđ   N=News

April 2004

<http://www.courts.state.md.us/dialup.html>

<b><u>SET-UP INSTRUCTIONS</u></b> .....	1
Introduction .....	1
Computer/Modem/Software Requirements .....	1
Hyperterminal Setup .....	2
Keyboard Mapping .....	2
<b><u>SIGNING ON/SIGNING OFF THE MAINFRAME</u></b> .....	3
How to Sign-Off from the Mainframe .....	4
<b><u>PASSWORD CHANGE</u></b> .....	5
Changing Your Unix Password .....	5
Changing Your Mainframe Password .....	5
Logging Off of the JIS Mainframe .....	6
<b><u>ACCESSING JIS MAINFRAME APPLICATIONS</u></b> .....	7
Switching within Mainframe Applications .....	7
<b><u>UCS CASE MANAGEMENT SEARCH</u></b> .....	8
Searching by Case Number .....	10
UCS Case number Format .....	10
<b><u>DISTRICT COURT TRAFFIC SYSTEM</u></b> .....	12
Inquiry by Citation Number .....	12
Inquiry by Name .....	12
Inquiry by Driver's License Number .....	13
Edit Tables for MATS .....	14
<b><u>DISTRICT COURT CRIMINAL SYSTEM</u></b> .....	15
Inquiry by Case Number .....	15
Phonetic Name Search .....	16
Generic Name Search .....	16
Working the Defendant List .....	16
Edit Tables for District Court Criminal .....	17
<b><u>DISTRICT COURT CIVIL CITATION SYSTEM</u></b> .....	18
Inquiry by Case Number .....	18
Inquiry by Name .....	18
Phonetic Name Search .....	19
Generic Name Search .....	19
Working the Defendant List .....	19
<b><u>DISTRICT COURT WARRANT SYSTEM</u></b> .....	20
Inquiring by Name .....	20
Working the Name Lists .....	21
Inquiry by Driver's License .....	21
Inquiry by Tracking Number .....	21
Inquiry by Defendant ID .....	21
<b><u>DISTRICT COURT CIVIL SYSTEM</u></b> .....	22
Inquiry by Case Number .....	22
Inquiring by Name .....	22
Company Search .....	23
Working a Displayed Name List .....	23
Attorney Name or Code Search .....	24
Inquiry - Trial/Hearing Caseload .....	24
Inquiry - Attorney Trial/Hearing Caseload .....	25
Edit Tables for District Court Civil System .....	25
<b><u>DISTRICT COURT BONDSMAN SYSTEM</u></b> .....	26
System Inquiries .....	26
Edit Tables for District Court Bondsman System .....	27
<b><u>BALTIMORE CITY CIRCUIT COURT CRIMINAL SYSTEM</u></b> .....	28
Inquiry by Name .....	28
Inquiry by Case Number .....	29
Inquiry .....	29
Calendar .....	29
Edit Table for Baltimore City Circuit Court Criminal .....	30

<b><u>BALTIMORE CITY CIRCUIT COURT PATERNITY/NON-SUPPORT SYSTEM</u></b> .....	31
Inquiry by Name .....	31
<u>Inquiry by Case Number:</u> .....	32
<u>Inquiry by Ident</u> .....	32
<u>Inquiry by Calendar Date</u> .....	32
<u>Inquiry by CSE Number</u> .....	32
<u>Inquiry by SSN</u> .....	32
<u>Edit Table for Baltimore City Paternity/Non-Support</u> .....	33
<b><u>ELROI -LAND/PLAT INDEXES</u></b> .....	34
<b><u>TROUBLESHOOTING TIPS</u></b> .....	45
Before Calling JIS .....	45
Printing .....	46
Windows 3.1 Terminal Settings .....	47
<b><u>SET-UP INSTRUCTIONS</u></b> .....	1
Introduction .....	1
Computer/Modem/Software Requirements .....	1
Hyperterminal Setup .....	2
Keyboard Mapping .....	2
<b><u>SIGNING ON/SIGNING OFF THE MAINFRAME</u></b> .....	3
How to Sign-Off from the Mainframe .....	4
<b><u>PASSWORD CHANGE</u></b> .....	5
Changing Your Unix Password .....	5
Changing Your Mainframe Password .....	5
Logging Off of the JIS Mainframe .....	6
<b><u>ACCESSING JIS MAINFRAME APPLICATIONS</u></b> .....	7
Switching within Mainframe Applications .....	7
<b><u>UCS CASE MANAGEMENT SEARCH</u></b> .....	8
Searching by Case Number .....	10
UCS Case number Format .....	10
<b><u>DISTRICT COURT TRAFFIC SYSTEM</u></b> .....	12
Inquiry by Citation Number .....	12
Inquiry by Name .....	12
Inquiry by Driver's License Number .....	13
Edit Tables for MATS .....	14
<b><u>DISTRICT COURT CRIMINAL SYSTEM</u></b> .....	15
Inquiry by Case Number .....	15
Phonetic Name Search .....	16
Generic Name Search .....	16
Working the Defendant List .....	16
Edit Tables for District Court Criminal .....	17
<b><u>DISTRICT COURT WARRANT SYSTEM</u></b> .....	18
<u>Inquiring by Name</u> .....	18
Working the Name Lists .....	19
Inquiry by Driver's License .....	19
Inquiry by Tracking Number .....	19
Inquiry by Defendant ID .....	19
<b><u>DISTRICT COURT CIVIL SYSTEM</u></b> .....	20
Inquiry by Case Number .....	20
Inquiring by Name .....	20
Company Search .....	21
Working a Displayed Name List .....	21
Attorney Name or Code Search .....	22
Inquiry - Trial/Hearing Caseload .....	22
Inquiry - Attorney Trial/Hearing Caseload .....	23
Edit Tables for District Court Civil System .....	23

<b><u>DISTRICT COURT BONDSMAN SYSTEM</u></b> .....	24
System Inquiries .....	24
Edit Tables for District Court Bondsman System .....	25
<b><u>BALTIMORE CITY CIRCUIT COURT CRIMINAL SYSTEM</u></b> .....	26
Inquiry by Name .....	26
Inquiry by Case Number .....	27
Inquiry .....	27
Calendar .....	27
Edit Table for Baltimore City Circuit Court Criminal .....	28
<b><u>BALTIMORE CITY CIRCUIT COURT PATERNITY/NON-SUPPORT SYSTEM</u></b> .....	29
Inquiry by Name .....	29
Inquiry by Case Number: .....	30
Inquiry by Ident .....	30
Inquiry by Calendar Date .....	30
Inquiry by CSE Number .....	30
Inquiry by SSN .....	30
Edit Table for Baltimore City Paternity/Non-Support .....	31
<b><u>TROUBLESHOOTING TIPS</u></b> .....	43
Before Calling JIS .....	43
Printing .....	44
Windows 3.1 Terminal Settings .....	45

Please visit our website where we list recent changes to the dial-up system

**<http://www.courts.state.md.us/dialup.html>**

***JIS HELP DESK 410-260-1114***

## **SET-UP INSTRUCTIONS**

### **Introduction**

The JIS dial-up system was originated in the 1980's to provide common access to a variety of Maryland Courts hardware platforms and applications. These include UNIX, AS400 and OS/390 mainframe hardware platforms permitting access to Maryland District Court, Maryland Land Record and the Maryland Circuit Civil application. Because of the many applications/hardware platforms involved JIS had to find a common terminal emulation available on each platform to support screens and make access less keystroke intensive. Access to the applications are an *inquiry only mode of operation* and will not permit the user to perform any type of update or modification of data. All case information is available by name or case number search.

### **Computer/Modem/Software Requirements**

Any computer (PC, mini, mainframe) that is capable of connecting to a dial out modem is acceptable. A 101 key keyboard is required for key mapping to function properly.

<b>MODEM SETUP PARAMETERS</b>	
<b>Baud rate</b>	<b>up to and including 19200</b>
<b>Parity</b>	<b>None</b>
<b>Data Bits</b>	<b>8</b>
<b>Stop Bits</b>	<b>1</b>
<b>Terminal Emulation</b>	<b>VT100</b>
<b>Duplex</b>	<b>Full</b>
<b>Flow Control</b>	<b>Hardware</b>
<b>Phone number</b>	<b>1-410-573-0571</b>

The communications (modem) software must be capable of **VT100 terminal emulation**. Some communications software packages that have been tested are **Procomm Plus for Windows** (versions 2.1 and 3.0), **Terminal and Hyperterminal**. (Terminal comes with Windows and Hyperterminal with Windows 95/98/2000 and XE each can be found in the accessories program group). If you are unable to find hyperterminal in your windows software, you may be required to load it from your start-up cd or you may download it from the web.

## Hyperterminal Setup

Hyperterminal is a communication software available in accessories within Windows 95. Although it may not include a lot of the extras as other products, it does provide basic dial up capabilities and allows the capability of accessing.

The following options will need to be set:

Open New Connection:

Key a name for connection id and click **OK**.

Key the telephone number: 1-410-573-0571 click **OK**.

Click on **modify** and **settings**: verify **terminal keys** is selected, change **emulation** to **VT100** click **phone number**. Click **configure**.

Set **maximum speed** to **19200**. Click **OK**.

Click **OK** then click **Dial**

## Keyboard Mapping

Please note that the keyboard mapping occurs on the JIS Unix Server. For example, the PF1 key is obtained by pressing the Esc key and the "1" key **not at the same time**, the PF2 key is obtained by pressing the Esc and the "2" key and the same follows for the PF3 through PF12 keys. The PF13 through PF24 keys are obtained by the same method, except the shift key must also be pressed. The PA2 key is obtained by pressing the Esc and period key. The AS/400 systems use the same keyboard mapping and allow the function keys to be used as CMD keys (e.g. Esc 1=CMD1, Esc 2=CMD2...).

Keyboard mapping F1-F24 (F13 -F24 same as F1 - F12 except include the shift key)															
F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	PA1	PA2	PA3	Clear
Esc 1	Esc 2	Esc 3	Esc 4	Esc 5	Esc 6	Esc 7	Esc 8	Esc 9	Esc 0	Esc -	Esc =	Esc ,	Esc .	Esc /	Ctrl c

most common used key functions: (note: the numbers are not keypad they are those across your keyboard)

**PA2** = esc . (period)

**CLEAR Key** = Ctrl-C

**F1** = esc 1

**SIGNING ON/SIGNING OFF THE MAINFRAME**

Your assigned logon id has been defined on two host systems. It is important that you follow the initial sign-on procedures below in order to maintain identical passwords on each host. Please have your **Public Access Password Application** available when following these instructions.

Once you have completed a successful connection you will receive the following sign-on prompt.

**AIX Version 4**  
**(C) Copyrights by IBM and by others 1982, 1994.**  
**login:**

*This is the only case sensitive area on our system, in lower case, please key your unix logon-id as found on your Public Access Password Application and press <enter>.*

After you have entered your logon-id you will receive a prompt to enter a new password, key an eight letter secret password and press <enter>. Please note your password cannot be similar to your name or logon-id.

**3004-610 You are required to change your password.**  
**Please choose a new one.**  
**yourlogonid's password: *key 8 character password here and press <enter>***

If you have successfully signed on to the UNIX platform, and will receive the following main menu.

```
tty =#                               JIS DIAL UP SERVICES V1.2

District Court Systems                Baltimore City Circuit Court Systems
1 - Traffic                          9 - Criminal
2 - Criminal                          10 - Paternity Non Support
3 - Civil Citations
4 - Warrant
5 - Civil
6 - Bondsman

Circuit Court Systems                AS/400 Circuit Court Systems
7 - Land/Plat Indexes                11 - Anne Arundel County
8 - UCS Case Search                  12 - Montgomery County

Q=quit H=help D=dwnlddocs           C=disclaimer P=AIXpasswd

PLEASE ENTER AN OPTION:
```

*Please continue .....*

It is important that you continue and sign-on to the mainframe platform and change your assigned password to an eight character secret password. The mainframe platform contains applications one through ten with the exception of seven.

1. Select and key any mainframe application number and press <enter>.
2. The system will respond with a message: **Please enter your mainframe password:** at this prompt enter the password assigned to you on your *Public Access Password Application* and press <enter>.
3. The system will pass through numerous menus until you receive the mainframe userid and password prompt as seen below:

Signon for CICS/ESA Release 4.1.0

Applid A21CICSR

WELCOME TO JUDICIAL INFORMATION SYSTEMS,  
PLEASE ENTER YOUR USERID AND PASSWORD

Type your userid and password, then press ENTER:

USERID.....*yourlogonid*           GROUPID.....

PASSWORD...*yourassignedpasswd*

LANGUAGE...

NEW PASSWORD..... \_\_\_\_ (your cursor is here)

**DFHCE3525 Your password has expired. Please type your new password**

3. Your cursor is at the new password prompt, key your new eight character password and press <enter>. (We recommend you use the same new password you selected on the UNIX platform.)

4. You will receive the same menu again, however the message at the bottom of the menu has changed to:

**DFHCE3539 Please reenter the new password for verification.**

Re-enter your new password at the new password prompt and press <enter>.

You have successfully changed your password on both platforms.

### **How to Sign-Off from the Mainframe**

1. Clear your screen <ctrl-c>
2. press <ctrl-L> (the system will enter a command cesf;logoff) press <enter>.
3. the system will respond with the Multi-System VTAM Menu. Press <ctrl-d,d>.
4. the system will respond with the main menu, key Q for quit and press <enter>.



## PASSWORD CHANGE

### Changing Your Unix Password

Currently we have the parameters set for a dial-up customers so that it is not necessary to change your password. However, we recommend that you change your password regularly. It is especially important when someone leaves your organization or if you believe someone other than a valid user may be aware of the password.

Once again you only have one logon id, but it is necessary to change the password in two places. After you have successfully dialed in, select P <enter> The system will respond with a message on how to change your mainframe password, then:

#### **Changing password for “yourlogonid”**

**“yourlogonid”’s Old password:**

**“yourlogonid”’s New password:**

1. key your current password at the “old password” prompt
2. <tab> key a new eight character password at the “new password” prompt <enter>

**Please note: your password can not be similar to your name or logon id.**

### Changing Your Mainframe Password

The above function does not change your mainframe password. To complete the password change, select a mainframe application.(1 - 10 except 8) When asked to enter your mainframe password enter your “old password”.

Once signed on to the mainframe:

1. clear your screen (ctrl - c)
2. type **cesn** <enter>
3. key your logon id at the userid prompt
4. <tab> to the password prompt and key your “old password”
5. <tab> to new password prompt and key your “new password” <enter>.
6. key your “new password” again <enter>.

## Logging Off of the JIS Mainframe

1. clear the screen by **pressing the Ctrl and “c” keys together.**
2. hold the Ctrl and press the letter “L” keys (the Ctrl “L” will automatically enter the CESF;LOGOFF) on the screen.
3. press <enter> and return to the MULTI-SYSTEM VTAM NETWORK MENU screen

```
JUDICIAL DATA CENTER
MULTI-SYSTEM VTAM NETWORK MENU
ENTER ONE OF THE FOLLOWING COMMANDS

JUDICIAL DATA CENTER . . . . . ADC, MVA, ROSCOE, NETM, BDC

ANNE ARUNDEL COUNTY CRIMINAL      CRIMINAL JUSTICE INFORMATION
JUSTICE INFORMATION SYSTEM. . . AACJIS SYSTEM (NCIC, NLETS). . . . . CJIS

BALTIMORE COUNTY CRIMINAL          JUDICIAL INFORMATION SYSTEM
JUSTICE INFORMATION SYSTEM. . . BCCJIS CIRCUIT AND DISTRICT COURTS. . .COURTS

BALTIMORE CITY POLICE              MONTGOMERY COUNTY CRIMINAL
DATA CENTER . . . . . BPDC          JUSTICE INFORMATION SYSTEM. . . MCCJIS

BALTIMORE CITY JAIL               PRINCE GEORGES COUNTY CRIMINAL
BUREAU OF MGMT INFO SYSTEMS . . BOMIS JUSTICE INFORMATION SYSTEM. . . PGCJIS

UNAUTHORIZED ACCESS TO THIS COMPUTER IS IN VIOLATION OF ARTICLE 27,
SECTIONS 45A AND 146 OF THE ANNOTATED CODE OF MARYLAND
```

4. at this screen, **press and hold the Ctrl key and press “d” twice.**
5. you will return to the dial-up main menu and can enter a ‘q’ to quit.

## ACCESSING JIS MAINFRAME APPLICATIONS

Maryland District Court, Maryland Land Records (ELROI) and Baltimore City Circuit Court are all mainframe applications. Select a mainframe application from the main menu and the following message will appear:

```
PLEASE ENTER AN OPTION: 1
Please enter your mainframe password :
```

After typing your mainframe password at this prompt, the system will automatically pass through several mainframe screens and position you at the requested destination screen. Please refer to the appropriate chapter for information on how to inquire within these applications.

### Switching within Mainframe Applications

If you are currently within a *mainframe court* application (these applications are listed on the menu below) and desire to “switch” to another application,

1. press the “Ctrl” “c” keys to clear the screen
2. press the PA2 key (“Esc .” (period)) or type PA2. This will display the following menu.

```
12/03/96                JUDICIAL INFORMATION SYSTEMS                07:50 AM
                        SYSTEM SELECTION MENU                AX0Q

PLEASE SELECT THE SYSTEM DESIRED:

DISTRICT COURT SYSTEMS                8TH CIRCUIT COURT SYSTEMS
-----
TRAFFIC                                s CRIMINAL
CRIMINAL                                PATERNITY/NON-SUPPORT
WARRANT
CIVIL
BONDSMEN

CIRCUIT COURT SYSTEMS
-----
AUTOMATED INDEX
```

3. <tab> to the left of the desired application and type an “x”, and press <enter>. Please note that this consumes less system resources than completely logging out and then logging back in.

## UCS CASE MANAGEMENT SEARCH

To access the Circuit Courts Uniform Court System (UCS) , select option number 8 from the dial-up main menu. Online help is available for this application. To exit, press the left arrow key and you will return to the main menu.

<p><b>Menu 1</b> <span style="float: right;">Circuit Court Civil and Criminal Case Search</span> (Case Histories are in HTML and PDF Formats)</p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Other Links</p> <p><u>On-Line Help</u> (last updated on Tuesday, January 28, 2003) <u>Case Index Statistics</u> <u>Case Action Types</u></p> <p style="text-align: center;">.....</p> <p style="text-align: center;">Show Case History</p> <p>Command or URL _____</p> <p style="text-align: right;">Scroll: Page</p> <p>1: Help 2: Option 3: Back 4: Retr v 5: Find 6: Add 7/8: Up/Down 9: Fwd 10: Pop 11: Hist 12: Mark 13: Keys 14: Rld 15: Curl 16: Url 17: Dld 18: Mail 19/20: Left/Right 21: Zoom</p>
---

**Menu 1** allows you to view several help functions. Tab and place your cursor over On-Line Help, Case Index Statistics or Case Action Types and press enter to retrieve assistance on understanding the UCS application. Remember, use your arrow keys to page through screens.

<b>Menu 2</b>	Circuit Court Case Management Search
Enter a Case Number here:	
Choose output type:      HTML * or PDF .	
[Email Case]	
(Note: case histories may take up to a minute to retrieve)	
Search For A Case	
By Party:	
Organization Name or Last Name:	
First Name:	Middle Name:
Party Type:      X      All Types      :	+ a      Choose Site:
X All Sites	
Search   Clear	
Click here for help on searching by party.	
By Attorney:	
Last Name:	
Command or url ==>	

From **Menu 2** you may search for a case by case number or party name.

<b>Menu 3</b>	Circuit Court Case Management Search
First Name:	Middle Name:
Search   Clear	
Click here for help on searching by attorney.	
Search For A Judgment or Lien	
Please read the special notice regarding judgment and lien searches.	
Organization Name or Last Name:	
Index Date (format: 99/99/99) from:	to:
Search   Clear	
Click here for help on searching by judgment/miscellaneous lien.	

## Searching by Case Number

To search by case number, tab to the 'Enter a Case Number here' field and key the case number, review below for case number format, tab to the 'Get Case' and press <enter>

**UCS Case number Format** 11AYY333333, where **11** is the site code (see below for a list of site codes and case type if not listed please visit the online help), **A** is the case type, **YY** is the two digit year and 333333 is the case number (leading zeros are not necessary when specifying the case number)

### Site Code

Site Code	Case Types
02 Anne Arundel	A Adoption (not allowed - see note below)
03 Baltimore County	C Civil
04 Calvert County	D Domestic or Equity *
05 Caroline County	J Juvenile (not allowed - see note below)
06 Carroll County	K Criminal
07 Cecil County	L Judgement/Miscellaneous Lien
08 Charles County	N State Roads *
09 Dorchester County	P Paternity
10 Frederick County	T Trust
11 Garrett County	U U.I.F.S.A. *
12 Harford County	Z T.P.R. (not allowed - see note below)
13 Howard County	
14 Kent County	
17 Queen Anne's	* (some sites list these case types under C)
18 St. Mary's County	
19 Somerset County	
20 Talbot County	
21 Washington County	
22 Wicomico County	
23 Worcester County	
24 Baltimore City	

Note: Confidential cases (types A, J and Z) are not included in searches. You must visit the appropriate circuit court and have the appropriate credentials in order to obtain information on confidential cases.

The following screen shows the result of a case search.

```

                                     Party Search Results (p. of 4)
      AOC Logo State of Maryland
      Administrative Office of the Courts
      Case Management Application
-----
                        Party Search Results

      Select a Case # to Get the Case History
      Select a Party to Get Party Information

1. 03-C-96-008833, Name vs Name
   Last, First (Defendant), Filed on 08/29/96 in Baltimore
   County CC

2. 03-C-89-560025, In The Matter Of First Last, Jr.
   Last , First (Petitioner), Filed on 02/16/89 in Baltimore
   County CC
-- press space for next page --
Arrow keys: Up and Down to move. Right to follow a link; Left to go back.
H)elp O)ptions P)rint G)o M)ain screen Q)uit /=search [delete]=history list
```

Search time can be optimized by providing as much information as possible and providing a site name if known.

**To exit this system, press the left arrow key one or more times** to return to the main menu screen.

## DISTRICT COURT TRAFFIC SYSTEM

There are three ways to inquire the MD Automated Traffic System (MATS). You may search by **Citation Number, Name or License Number**. To receive the entire case information, you must have the citation number. The following case information is available within the MATS database.

**Citation Information:** defendant, violation data and disposition data.

**Disposition Information:** latest case disposition information.

**Trial Information:** Date, time, and room of scheduled trial.

**Event Information:** all docket entries regarding the case selected.

**Related Persons:** identity and address of person(s) related to the case.

**Accounts Receivable Information:** payments, deferred orders, bad checks and penalties due.

### Inquiry by Citation Number

At the CASE field key the citation number and <tab> to the fields below reports and key an 'X' in front of any of the options your require (options definitions are listed above) and press <ENTER>. You may select one or all options.

### Inquiry by Name

***Inquiry by Name:*** (this search provides citation information) The format for inquiring by name is Last Name, First Name and Middle Name. There are three (3) types of name searches: Exact, Phonetic and Generic. The following paragraphs describe each option in detail.

**Exact Name Search:** To perform this search:

1. <Tab> to the name field and key the name of the defendant using the Last Name, First Name and Middle Name format, press <ENTER>.
2. The system will respond with a list of each traffic citation matching the name exactly as you entered it.
3. <Tab> to the ? to the left of the citation(s) you want to view and key an X. Press <enter>

**Phonetic Name Search:** To perform this search:

1. <Tab> to the name field and key the Last Name with a coma (,) at the end of the name
2. <tab> to the PHON: field and type an 'X' and press <ENTER>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. This is a safe route to use when you are not sure of the Last Name. (See NOTE below.)
4. <Tab> to the ? to the left of the citation(s) you want to view and key an X. Press <enter>

**Generic Name Search:** To perform this search:

1. <Tab> to the name field and key the Last Name with a coma (,) at the end and as much of the First Name (if any) as you want, (recommendation if the name could be shortened by a nickname then key the first few letters that match (ex: Stephen key Ste)
2. <tab> to the *GEN:* field and enter an 'X', and press <ENTER>.
3. The system will respond with a list of names matching the name entered (i.e. - if you enter *Hutchins, Ma*, the system will respond with every Hutchins on file that first name begins with Ma.

**NOTE:** If you are doing a search on a popular name (Smith, for example) or performing a phonetic search, wait until after normal Court hours when the system is not as busy. After normal Court hours (8 A.M to 5 P.M., EST), the system can dedicate more time to your search.

**Working the Defendant List**

1. If you were able to identify the defendant from the list produced by your search, to the left of the name field you will see a '?'.
2. <tab> to each case you want to review and type a 'X' over the '?', when done selection press <enter>. You can only select cases from one page, you will have to repeat the search if more cases reside on a second page.

To page through multiple page selections, press <ENTER> to page forward. You have reached the end when 'End of Display' is shown in the bottom left hand corner of your screen.

**Inquiry by Driver's License Number:** (this search provides citation information)

1. <tab> to the "D/L Num:" field and key the driver's license number without hyphens or spaces and press <ENTER>.
2. The system will respond with the Citation Information screen for all citations issued to the License number entered.

**NOTE:** This is a very reliable mode of inquiry access. The only shortcoming, however, is the possibility of mis-keying the Driver's License numbers - either by you or the data entry clerk or a citations issued when driving without a license.

## Edit Tables for MATS

The Edit Tables contain the translation of the codes and abbreviations appearing on the MATS screens. To gain access to any one of these tables you must be logged on to the mainframe.

1. Clear your screen
2. Type **T254/nn** and press **<ENTER>**.

**NOTE:** nn = the table number you want to inquire (must be two digits) as listed below.

<u>TABLE#</u>	<u>TABLE NAME</u>	<u>TABLE#</u>	<u>TABLE NAME</u>
01	CASE STATUS	15	EVENT TYPES
02	PROBATION TYPES	16	BAIL TYPES
03	DISPOSITION CODES	17	BOND CO NUMBERS
04	ARREST TYPES	18	BONDSMAN ID
05	COUNTY CODE	19	VIOL OF PROBATION
06	COMMITMENT LOCATION	20	VEHICLE TYPE
08	BOND CHARGES/AMTS	21	RACE
09	CONNECTION CODES	22	ACCT RECEIVABLE TYPE
10	PLEA	23	POSTPONEMENT REASONS
11	VIOLATION CODES	24	METHOD DISP
14	STATE CODE	33	JAILABLE CHARGE
		34	DISTRICT/LOCATION
		35	AGENCY/SUBAGENCY

## DISTRICT COURT CRIMINAL SYSTEM

There are three ways to inquire a District Court Criminal case. You may enter a party **Name, Case Number or State-wide Tracking Number**. To receive the entire case information, you must have the Case Number. The following information is available within the District Court Criminal database.

**Event Information:** all docket entries pertaining to the case number entered,  
**Name/Address Information:** identity and address of persons related to the case,  
**Charge Disposition Information:** all charges with their corresponding disposition, and  
**Accounts Receivable Information:** payments, deferred orders on a case.

### Inquiry by Case Number

1. Key the Case Number in the *Case:* field
2. <tab> to the options (listed above about midway down screen) and type an 'X' to the left of the option required and press <enter>.
3. You may select one or all of the options available.

### Inquiry by Name

***Inquiry by Name:*** (this search provides event history and charge/disposition information) The format for inquiring by name is Last Name, First Name and Middle Name. There are three (3) types of name searches: Exact, Phonetic and Generic. The following paragraphs describe each option.

**Exact Name Search:** To perform this search:

1. <tab> to the name field and key the party's name using the Last Name, First Name and Middle Name format and press <enter>. **NOTE:** If you are only interested in a list of defendant names, <tab> to *DEF ONLY* field, type an 'X' and press <enter>. Otherwise, the system will include all related persons with that name (i.e. - witnesses, attorneys, police officers, etc.).
2. The system will respond with a list of criminal cases with a related person who's name is entered exactly like the name you searched on.
3. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**Phonetic Name Search:** To perform this search:

1. <tab> to the Name field and key the Last Name of the party with a coma (,) at the end
2. <tab> to the PHON: field and key an 'X' and press <enter>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. This is a safe route to use when you are not sure of the spelling of the Last Name. (See NOTE below.)
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**Generic Name Search:** To perform this search:

1. <tab> to the Name field and key the Last Name of the party with a coma (,) at the end of the name, and as much of the First Name (if any) you want,
2. <tab> to the GEN: field and key an 'X' and press <enter>.
3. The system will respond with a list of names matching the name entered (i.e. - if you entered *Hutchins, Ma*, the system will respond with every Hutchins on file whose first name begins with Ma). This is the most productive method to search with since you do not know how the name was entered into the system.
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**NOTE:** If you are doing a search on a common name (Smith, for example) or performing a phonetic search, wait until after normal Court hours when the system is not as busy. After normal Court hours (8 A.M. to 5 P.M., EST), the system can dedicate more time to your search.

**Working the Defendant List**

If you were able to identify the defendant from the list produced by your search, to the left of the name field you will see a '?'. <tab> to each case you want to review and type a 'X' over the '?', and press <enter>.

**YOU CAN ONLY SELECT CASES FROM ONE PAGE AT A TIME.**

To page through multiple case selections, press <enter> to page forward. You have reached the end when 'End of Display' is shown in the bottom left hand corner of your screen.

## Edit Tables for District Court Criminal

The Edit tables contain the translation of the codes and abbreviations appearing on the various District Court Criminal screens. To gain access to any of these tables, you must be logged on to the mainframe.

1. Clear your screen
2. Type **R239/nn <ENTER>**

Where **nn** is the table number you want to inquire (must be two (2) digits), as follows:

<u>TABLE #</u>	<u>TABLE NAME</u>	<u>TABLE #</u>	<u>TABLE NAME</u>
01	CASE STATUS	16	CHARGE STATUS
02	COURT DOCUMENTS	17	AMENDED CHG SOURCE
03	STATE CODES	18	VERDICT CODES
04	DISTRICT/LOCATION	19	ACCOUNT TYPE
05	AGENCY/SUB-AGENCY	20	CLOSED TABLE
06	CHARGE	23	ADMIN CLERK
07	EVENT TYPE	24	INCARCERATION LOC
08	CONNECTION CODE	25	BOND TYPE
10	HOSPITAL CODE	27	INCOMP CODE
11	DEFERRED PAYMENT	28	BONDING AGENT
12	TITLE	29	BONDING COMPANY
13	RACE CODE	32	PLEA
14	CASE DISPOSITION	34	TREATMENT PROGRAM
15	COUNSEL CODE	37	POSTPONEMENT REASON
		39	CASE TYPE

## DISTRICT COURT CIVIL CITATION SYSTEM

There are three ways to inquire a District Court Civil Citation. You may enter a party **Name, Case Number or State-wide Tracking Number**. To receive the entire case information, you must have the Case Number. The following information is available within the District Court Criminal database.

**Event Information:** all docket entries pertaining to the case number entered,  
**Name/Address Information:** identity and address of persons related to the case,  
**Charge Disposition Information:** all charges with their corresponding disposition, and  
**Accounts Receivable Information:** payments, deferred orders on a case.

### Inquiry by Case Number

1. Key the Case Number in the *Case:* field
2. <tab> to the options (listed above about midway down screen) and type an '**X**' to the left of the option required and press <enter>.
3. You may select one or all of the options available.

### Inquiry by Name

***Inquiry by Name:*** (this search provides event history and charge/disposition information) The format for inquiring by name is Last Name, First Name and Middle Name. There are three (3) types of name searches: Exact, Phonetic and Generic. The following paragraphs describe each option.

**Exact Name Search:** To perform this search:

1. <tab> to the name field and key the party's name using the Last Name, First Name and Middle Name format and press <enter>. **NOTE:** If you are only interested in a list of defendant names, <tab> to *DEF ONLY* field, type an '**X**' and press <enter>. Otherwise, the system will include all related persons with that name (i.e. - witnesses, attorneys, police officers, etc.).
2. The system will respond with a list of criminal cases with a related person who's name is entered exactly like the name you searched on.
3. <tab> the ? to the left of the case(s) you would like to inquire and key an '**X**'. Press <enter>

**Phonetic Name Search:** To perform this search:

1. <tab> to the Name field and key the Last Name of the party with a coma (,) at the end
2. <tab> to the PHON: field and key an 'X' and press <enter>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. This is a safe route to use when you are not sure of the spelling of the Last Name. (See NOTE below.)
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**Generic Name Search:** To perform this search:

1. <tab> to the Name field and key the Last Name of the party with a coma (,) at the end of the name, and as much of the First Name (if any) you want,
2. <tab> to the GEN: field and key an 'X' and press <enter>.
3. The system will respond with a list of names matching the name entered (i.e. - if you entered *Hutchins, Ma*, the system will respond with every Hutchins on file whose first name begins with Ma). This is the most productive method to search with since you do not know how the name was entered into the system.
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**NOTE:** If you are doing a search on a common name (Smith, for example) or performing a phonetic search, wait until after normal Court hours when the system is not as busy. After normal Court hours (8 A.M. to 5 P.M., EST), the system can dedicate more time to your search.

**Working the Defendant List**

If you were able to identify the defendant from the list produced by your search, to the left of the name field you will see a '?'. <tab> to each case you want to review and type a 'X' over the '?', and press <enter>.

**YOU CAN ONLY SELECT CASES FROM ONE PAGE AT A TIME.**

To page through multiple case selections, press <enter> to page forward. You have reached the end when 'End of Display' is shown in the bottom left hand corner of your screen.

## DISTRICT COURT WARRANT SYSTEM

There are five (5) ways to inquire into a defendant's outstanding warrant case. You may enter the **Case Number, Defendant's Name, Tracking Number, Defendant's ID, or License Number** to receive the entire warrant information. By reading this chapter you can learn how to obtain this information.

### Inquiring by Name

***Inquiry by Name:*** (this search provides warrant information) The format for inquiring by name is Last Name, First Name and Middle Initial. There are three (3) types of name searches: Exact, Phonetic and Generic. The following paragraphs describe each option.

#### **Exact Name Search:** To Perform this search:

1. <tab> to the Name field and key the name of the defendant using the Last Name, First Name and Middle Name format and press <enter>.
2. The system will respond with each warrant that the defendant's name matches (exactly as entered).
3. <tab> to the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

#### **Phonetic Name Search:** To Perform this search:

1. <tab> to the Name field and key the Last Name with a coma (,) at the end of the name
2. <tab> to the PHON: field key an 'X' and press <enter>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. This is a safe route to use when you are not sure of the Last Name. (See NOTE below.)
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

#### **Generic Name Search:** To Perform this search:

1. <tab> to the Name field and key the Last Name with a coma (,) at the end and as much of the First Name (if any) as you want
2. <tab> to the GEN: field and type an 'X', and press <ENTER>.
3. The system will respond with a list of names matching the name entered (i.e. - if you enter *Hutchins, Ma*, the system will respond with M Hutchins in the database that has a first name beginning with Ma). This is the most productive method to search with since you do not know how the name was entered into the system.
4. <tab> the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**NOTE:** If you are doing a search on a popular name (Smith, for example) or performing a phonetic search, wait until after normal Court hours when the system is not as busy. After normal Court hours (8 A.M to 5 P.M., EST), the system can dedicate more time to your search.

### **Working the Name Lists**

Just as in other District Court applications, if you were able to identify the defendant from the list produced by your search, to the left of the name field you will see a '?'. <tab> to each case you want to review and type a 'X' over the '?', and press <enter>.

**YOU CAN ONLY SELECT CASES FROM ONE PAGE AT A TIME.**

To page through multiple case selections, press <enter> to page forward. You have reached the end when 'End of Display' is shown in the bottom left hand corner of your screen.

### **Inquiry by Driver's License:** (this search provides Traffic Warrant information)

1. <tab> to the *Driver License* field and type the driver's license number, without hyphens or spaces
2. <tab> and type the State, and press <enter>.
3. the system will respond with Case Information screen for warrants issued to the License number entered.

**NOTE:** This is a very reliable mode of inquiry access. The only shortcoming, however, is the possibility of mis-keying the Driver's License numbers - either by you or the data entry clerk.

### **Inquiry by Tracking Number:**

1. <tab> to the Tracking Number field on the Warrant Inquiry Menu
2. type in the defendant's tracking number and press <enter>
3. The system will respond with each warrant issued referencing the tracking number entered.

### **Inquiry by Defendant ID:**

1. <tab> to the Defendant ID field on the Warrant Main Menu
2. type in the defendants' id and press <enter>.
3. the system will respond with each criminal warrant issued referencing the defendant id entered.

## DISTRICT COURT CIVIL SYSTEM

There are several ways to inquire into a District Court Civil case. You may enter either the **Party's Name** or **Case Number**. To receive the entire case information, you must have the Case Number. By reading this chapter, you can learn how to obtain this information. The following information is available within the District Court Civil database

**Case Information:** Basic identity of parties, complaint number (where the complaint is plaintiff vs. defendant), complaint status, judgements, entry of satisfaction, and lien recordation in a case.

**Hearing Information:** Date, time and location of any future hearing.

**Trial Information:** Date, time and location of any future trial.

**Cost and Service Information:** Record of Court costs and service fees paid.

**Related Person Information:** Identity of person(s) and address(es) related to any of the complaints in the case.

**Complaint and Judgement Information:** Status of a complaint; any entry of judgement/satisfaction.

**Event Information:** All the docket entries pertaining to all complaints and/or the case

### Inquiry by Case Number

1. Type in the appropriate fields: *DISTRICT;*, *LOCATION;*, *CASE NUMBER;*, *YEAR;*, and *COMPLAINT NUMBER;* field(s).
2. <tab> to the information desired and type in a 'X' to the left of it, and press <enter>. You may select one or all of the options available as listed above.

### Inquiring by Name

**Inquiry by Name:** (this search provides Civil Case information) The format for inquiring by name is **Last Name**, **First Name** and **Middle Name** (field shown as L, F M). There are three (3) types of name searches: Exact, Phonetic and Generic. The following paragraphs describe each option in detail.

**Exact Name Search:** To perform this search:

1. <tab> to the name field and key the party's name using the Last Name, First Name and Middle Name format and press <enter>.
2. The system will display Civil case(s) where the party name searched on has an exact hit
3. If you are only interested in a list of specific related persons, <tab> to the *CONNECT CODE:* field and key the connect code (found on Edit Table 11) and press <enter>.
4. The system will display a list to include all related persons matching your request. (This last option [connect code] can also be used when performing a Phonetic and/or Generic Name search.)

**Company Search:** For Company search, key in the company name and key in a 'X' in the *COMPANY:* field, and press <enter>.

**Phonetic Name Search:** To Perform this search:

1. <tab> to the name field and type the last name of the party with a coma (,) at the end of the name
2. <tab> to the *PHONETIC:* field and type an 'X', and press <enter>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. This is a safe route to use when you are not sure of the last name. (See NOTE below.)
4. <tab> to the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

**Generic Name Search:** To Perform this search:

1. To perform this search, enter the Last Name with a comma at the end and as much of the first name as you want,
2. <tab> to *GEN:* field and type an 'X', and press <enter>
3. <tab> to the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>.

**NOTE:** If you are doing a search on a common name (Smith, for example), wait until after normal Court hours when the system is not busy to perform you search. After normal Court hours (8 A.M. to 5 P.M., EST), the system can dedicate more time to your search.

### **Working a Displayed Name List**

Just as in other District Court applications, if you were able to identify the defendant from the list produced by your search, to the left of the name field you will see a '?'. <tab> to each case you want to review and type a 'X' over the '?', when done press <enter>.

**YOU CAN ONLY SELECT CASES FROM ONE PAGE AT A TIME.**

To page through multiple case selections, press <enter> to page forward. You have reached the end when 'End of Display' is shown in the bottom left hand corner of your screen.

### **Attorney Name or Code Search**

**Inquiry by Name:** To perform this search:

1. type the Last Name in the *ATTORNEY NAME:* field with a coma (,) at the end of the name, and press <enter>.
2. the system will respond with a list of every attorney name that matches the first four (4) characters of the name entered. Selection procedures are the same as the Phonetic or Generic Name search. The system will display the following fields: attorney code, firm name, office address and telephone number.

**Inquiry by Attorney Code:** To perform this search:

1. type the attorney code in the *ATTORNEY CODE:* field and press <Enter>.
2. the system will display the following fields: code, attorney name, firm name, office address and telephone number.

### **Inquiry - Trial/Hearing Caseload**

On the Main Menu of the Civil system, under the *ATTORNEY CODE* and *ATTORNEY NAME* fields, you will see other information which is available to you including Trial/Hearing caseload. You can review a list of cases scheduled for a particular day, time and room for the trial or hearing. <Tab> to the *TRL/HRG D/L:* (district location for the trial) and *DATE:* fields, enter inquiry data in both fields at a minimum, and press <Enter>. The system will display cases listed in categories where:

NC = Non-Affidavit Contested,  
NU = Non-Affidavit Uncontested,  
AU = Affidavit Uncontested, and/or  
AC = Affidavit Contested.

In addition to *TRL/HRG D/L:* and *DATE:* fields, you may enter other optional fields, such as *TIME:* and/or *RM:* and/or *TYPE:* (trial/hearing type - Edit Table 08) and/or large *L/S/A:* (where L stands for large cases; S stands for small cases, and A stands for both large and small cases) and/or *UN/C:* (where UN stands for uncontested and C stands for contested). After entering data into these fields, press <Enter>. The system will define the display.

### Inquiry - Attorney Trial/Hearing Caseload

As with the inquiry functions stated above, additional information is available for attorney inquiry. This information includes Trial/Hearing caseload for a specific ATTORNEY CODE. You can review a list of cases scheduled for a particular district/location, day, time, and room for a trial or hearing. At a minimum, enter the *ATTNY CODE:*, *TR/HR DATE:*, *TR/HR DIST/LOC:* fields, and press <enter>. The system will display cases listed for trial based on the data elements you entered. Additional information is also available by entering information into the *TR/HR TYPE:* field (Edit Table 08) and press <enter>. The system will display on the requested hearing types for the attorney code, district/location and date.

### Edit Tables for District Court Civil System

The Edit tables contain the translation of the codes and abbreviations appearing on the various District Court Civil System screens. To gain access to any of these tables, you must be logged onto COURTS.

- \* Clear your screen
- \* Type **V953/nn** and press <enter>

Where **nn** is the table number you want to inquire (must be two (2) digits), as follows:

<u>TABLE#</u>	<u>TABLE NAME</u>	<u>TABLE#</u>	<u>TABLE NAME</u>
01	CASE STATUS	15	STATE CODE
02	CASE DISPOSITION	16	DISTRICT/LOCATION
03	CLAIM TYPE	17	DISTRICT ADDRESS
04	COMPLAINT STATUS	19	CIRCUIT COURT NAME
05	COMPLAINT TYPE	20	CIRCUIT COURT ADDRESS
06	SERVICE TYPE	22	MOTION IDENTIFICATION
07	SERVICE CODE	23	COUNTY CODE
08	HEARING TYPE	25	DIST/LOC TO COUNTY CODE
09	POSTPONEM'T REASON	26	NOTICE TYPE DESCRIPTION
10	EVENT TYPE	27	ORDER ID DESCRIPTION
11	CONNECTION CODE	28	NO REFUND REASON TYPE
12	JUDGEMENT TYPE	29	REGISTER NUMBER BY LOC
13	COST TYPE		

## DISTRICT COURT BONDSMAN SYSTEM

### System Inquiries

There are three (3) ways to inquire into the District Court's Bondsman system. You may enter the agent's number, agent's name, or name phonetic. By reading the following instructions, you will learn how to obtain bond information.

*Inquiry by Name:* There are two (2) types of name searches; exact or phonetic. The following paragraphs describe both options.

**Exact Name Search:** To perform this search:

1. <tab> to the name field and type the name of the agent using the Last name, First name, Middle Initial and Sur name(if any) and press <enter>.
2. The system will respond with the agent's information. However, if the name is entered incorrectly the system will return an error message.

**Phonetic Name Search:** To perform this search:

1. <tab> to the name field and type the last name(comma) of the agent.
2. <tab> to the Phonetic field and type an 'X' and press <enter>.
3. The system will respond with a list of names matching the first four (4) characters of the name entered. (See NOTE below.)
4. <tab> to the ? to the left of the case(s) you would like to inquire and key an 'X'. Press <enter>

### **Agent Number:**

To perform this search, enter the agent's number (from 1 to 7 digits), and press <enter>. The system will respond with the requested agent information. However, if the wrong number is entered, the system will return an error message.

**Reports Selection:**

To perform this function, enter a 'X' next to either Surety, or Agent, but not both, and press <enter>. If you select surety, the system will respond with a list of all surety companies within the system. If you select agent, the system will respond with a list of all surety companies showing the agents which can write bonds for that respective company, as well as all property bondsman.

**NOTE:** If you are doing a search on a common name (Smith, for example), wait until after normal Court hours when the system is not busy to perform you search. After normal Court hours (8 A.M. to 5 P.M., EST), the system can dedicate more time to your search.

**Edit Tables for District Court Bondsman System**

The edit tables contain the translation of the codes and abbreviations appearing on the various Bondsman screens. To gain access to any of these table, you must be logged onto COURTS.

- \* Clear your screen
  
- \* Type **B006/nn** and press <enter>.

Where **nn** is the table number you want to inquire (must be two (2) digits) as listed below.

<u>TABLE#</u>	<u>TABLE NAME</u>
01	SURETY COMPANIES
02	AGENT EVENT CODES
03	STATE CODES
04	AGENT DEFAULT CODES
05	NOT AVAILABLE
06	SURETY COMPANY DEFAULT CODES

## **BALTIMORE CITY CIRCUIT COURT CRIMINAL SYSTEM**

### **Inquiry by Name**

There are five (5) ways to inquire into a Baltimore City Circuit Court Criminal case. You may enter the person's name, case number, tracking number, identification number or the calendar date. By reading this chapter you can learn how to obtain this information.

*Inquiry by Name:* (this search provides case, count, disposition, calendar, event, related persons and bail information.) There are two (2) types of name searches: Exact and Phonetic. The following paragraphs describe each option in detail.

#### **Exact Name Search:** To Perform this search:

1. type the name of the defendant using the Last Name, First Name and Middle Name format,
2. type an 'X' in the EXACT: field and press <enter>.
3. the system will respond with each criminal case that the defendant's name matches exactly as entered. If you are only interested in a list of defendant names, <tab> to the CONNECTION: field and key 'def', <enter>. The system will produce a list to include all defendants matching your request.

<p>NOTE: If the defendant's name is not spelled exactly right, you will not retrieve the criminal information requested. For Corporation searches, key in a '*' and a minimum of the three (3) characters for the Corporation's name when doing both an Exact and Phonetic search.</p>
--

#### **Phonetic Name Search:** To Perform this search:

1. type the Last Name with a coma (,) at the end of the name, <tab> type a 'X' in the PHON: field and press <enter>.
2. the system will respond with a list of names that sound like the name keyed. This is a safe route to take when you are not sure how to spell the last name. (See NOTE below.)

### **Inquiry by Case Number**

1. Key in the Case Number at the *CASE NUMBER:* field and press <enter>.
2. The system will respond by displaying all case, count, disposition, calendar, event, related person and bail information for this case.
3. You may narrow the information you retrieve by <tab>ing to the bottom of the menu were it reads 'DATA REQUESTED FOR DISPLAY', and key a 'X' in one or all the fields available. Then press <enter>.

**NOTE:** The Case Number entered must be a nine (9) digit number. If the case number entered has less than nine digits, then you must add alpha o's to the end of the number to make it a nine digit number.

### **Inquiry by Tracking Number**

<Tab> to the *TRACKING NO:* field and enter the case tracking number press <enter>. Note the tracking number is entered without dashes.

### **Calendar Date**

<tab> to the right of the *DATE FIELD* on the Main Menu, key in the date using the MMDDYY format (i.e. - 07/19/96 for July 19, 1996) and press <enter>. This will display a list of scheduled cases for the date entered.

### **District Court Case Number**

<tab> to the right of the *DISTRICT COURT NO* field on the Main Menu, key in the District Court Case number and press <enter>. This will display the Circuit Court case associated with the number entered. Note that in the event that the District Court case number was not entered into the Circuit Court case you will receive a message it was not found. In this case you may either do a name search or enter the Tracking Number.

### **S.I.D. Number**

<tab> to the *SID* field on the Main Menu and key in the defendants SID number provided in their CJIS record and press <enter>. The system will respond with a list of all Baltimore City Circuit Court Criminal cases associated with that number.



### **BALTIMORE CITY CIRCUIT COURT PATERNITY/NON-SUPPORT SYSTEM**

There are six (6) ways to access data for inquiry into the Baltimore City Circuit Court Paternity/Non-Support system. You may enter the related person's **Name, Case Number, Identification Number, Calendar Date, CSE number, or Social Security Number**. To retrieve entire case information, the Case Number must be entered. By reading this chapter, you can learn how to obtain this information.

***Inquiry by Name:*** (this search provides a name list of related persons with their connection codes and associated cases.)

**Exact Name Search:** To Perform this search

1. type the name of the person using the Last Name, First Name, Middle Initial and title (if any) format,
2. type 'X' in the *EXACT:* field, and press <enter>.
3. the system will respond by displaying the name (as entered) and a list of cases associated with that name.

**Generic Name Search:** To Perform this search

1. type the Last Name with a coma (,) at the end of the name field, and press <enter>.
2. the system will respond with a list of everyone matching the first four (4) characters of the name entered.
3. you may also limit this search by entering the *CONNECTION CODE:* with the name prior to pressing the <enter> key.

**This is a safe route to take when you are not sure how to spell the last name.**

**NOTE:** If you are doing a search on a popular name (Smith, for example), wait until after normal Court hours when the system is not as busy to perform your search. After normal Court hours (8 A.M. to 5 P.M., EST), the system can dedicate more time to your search.

**Inquiry by Case Number:** To Perform this search

1. type either the six (6) or eleven (11) digit case number at the *CASE NUMBER:* field, and press <enter>.
2. the system will respond by displaying case, court order, complaint, disposition, event, calendar, related person and bail information for whatever segments exist on this case.
3. the search may be narrowed by <tab>ing to the bottom of the menu screen (where it reads, *Enter 'X' for Inquiry*), and key a '**X**' in one, or all, of the fields available, and press <enter>.

**Inquiry by Ident (Identification Number)** To Perform this search

1. type the Ident (six (6) characters are required), and press <enter>.
2. the system will respond with a display a list of related persons and associated cases. Related persons accessed by the Ident option may have the following connections codes: AAG (Assistant Attorney General); ADF (Defense Attorney); APA (Panel Attorney); APD (Assistant Public Defender); APL (Plaintiff Attorney); ASA (Assistant State's Attorney); BAB (Bail Bondsman); BSE (Bureau of Support Enforcement), or DSS (Department of Social Services).

**Inquiry by Calendar Date** To Perform this search

1. type the calendar date using MMDDCCYY format (i.e. -01051997 for January 5, 1997), and press <enter>.
2. the system will respond with a list of scheduled cases for the date entered.

**Inquiry by CSE Number** To Perform this search

1. type the CSE number, and press <enter>.
2. the system will respond with a list of cases with that associated CSE number.

**Inquiry by SSN** To Perform this search

1. type the SSN, and press <enter>.
2. the system will respond with all pertinent data associated with the SSN (as entered).

### Edit Table for Baltimore City Paternity/Non-Support

The Edit tables contain the translation of the codes and abbreviations appearing on the various Paternity/Non-Support screens. To gain access to any one of these tables, you must be logged onto COURTS.

At the *SPECIAL REQUEST* prompt (found at the bottom of the main menu screen), enter **Table NN**, and press <**Enter**>.

Where **NN** is the table number you want to inquire (must be two (2) digits), as follows:

<u>TABLE #</u>	<u>TABLE NAME</u>	<u>TABLE #</u>	<u>TABLE NAME</u>
01	Case Status	16	Calendar Reas./Final Code
02	Defendant Location	17	Calendar Action Code
03	Plaintiff relationship to child	18	Bail Type
04	Plaintiff/Defendant marital code	19	Bail Release Code
05	Custody Code	20	State Abbreviation
06	Event Type Code	22	Postpone Reason
07	Courtroom Number	24	Conversion Date
08	Support/Arrears Payment Period	25	Probation Type
09	Support/Arrears Pay To Code	26	Future Date
10	Complaint Code	27	Valid Century
11	Complaint Disposition Code	28	Pers Notices-Domest/Civil
12	Defendant Pleas	31	Text Table
13	Court Verdict Code	32	Defendant Race
14	Related Person Connection Code	33	AFDC Code
15	Calendar Parts/Rooms/Code	34	Certified Mail Number
		35	Postal Rates for Certified

**ELROI -LAND/PLAT INDEXES**

The Circuit Court Indexing System resides on the mainframe platform and is available by selecting option 6 from the JIS Dial-up Services Menu. Key "6" and press <enter>.

<b>DATE 12/12/1999</b>	<b>CIRCUIT COURT FOR STATE OF MARYLAND</b>	<b>S0</b>
<b>TIME 11:16:49</b>	<b>COURT AUTOMATED INDEXING SYSTEM MAIN MENU</b>	<b>I900</b>
<b>COUNTY: 00</b>		
<b>QXX</b>		
<b>LAND RECORDS:</b>	<b>MISCELLANEOUS INDEX RECORDS:</b>	
-----	-----	
<b>06 INQUIRY</b>	<b>26 INQUIRY</b>	
<b>PLAT RECORDS:</b>		
-----		
<b>16 INQUIRY</b>		
<b>36 COUNTY TABLE</b>		<b>99 SIGN OFF</b>
<b>SELECTION: 00</b>		
<b>CICS A21CICSC USER RMT001</b>	<b>TERMINAL AX05 PRINTER 4213</b>	

Your cursor will be located at the COUNTY: selection area. Enter your county code. (See table below), your cursor will automatically drop to SELECTION: key 06 for Land Records and press <enter>. You will receive the Land Records Inquiry screen as seen below.

DATE 12/12/1999 CIRCUIT COURT FOR A MARYLAND COUNTY S6:1  
TIME 12:03:33 LAND RECORDS (INQUIRY (SEARCH)) 1919  
COUNTY: 16

MAKE SELECTION FOR SEARCH CRITERIA AND PRESS <Enter>  
PLACE AN "X" NEXT TO "ORIGINAL" LABEL  
TO DISPLAY REFERENCED INSTRUMENT DATA.  
INDEXES VERIFIED & PRINTED THROUGH 05 / 14 / 1999

BOOK PAGE: ORIGINAL:

===== OR =====

LAST NAME: GENERIC:  
(OPTIONAL) FIRST NAME:  
01 / 01 / 1950 / /  
AVAILABLE DATE RANGE: (FROM) (THRU)  
(MMDDCCYY) 01-01-1950 05-24-1999

CAUTION: PERIOD FROM INDEX PRINT DATE TO AVAILABLE THRU DATE MAY BE INCOMPLETE  
INDEX TO SEARCH: GRANTOR GRANTEE (DEFAULT IS BOTH)

DATE RANGE APPLIES TO NAME SELECTION ONLY  
AND DEFAULTS TO INCEPTION DATE

PA2: EXIT

---

### IMPORTANT INFORMATION

---

Following are the instructions on performing searches within the Circuit Court Land Records database.  
PLEASE NOTE: At any time you display a record and note the option "F1 fax request" on the bottom of the page.  
This option allows you to perform the fax retrieval, press <esc> <1>. The system will respond with a message:

A fax of this instrument has been requested.

---

## Land Records Inquiry

***Performing an Inquiry by Search*** Use this screen to inquire about existing instruments.

### INDEXES VERIFIED AND PRINTED THROUGH:

The date displayed reflects the last complete date the index was verified and printed through. This date may or may not be the most current recorded date entered in the system as reflected below in the through date of the Available Date Range field. The period between the last printed and verified index date and the through date of the available date range may not be complete.

### ***Steps to search for an existing instrument:***

Enter the book/page number and press <enter>. If more than one instrument contains the requested book/page number the Land Records Inquiry Search Book/Page screen displays. You can select the record you wish to display from this list.

-or-

If you wish to display instruments that reference an original book/page number, place an “X” next to original. If more than one instrument contains the requested original book/page number, the Land Records Inquiry Search Original Book/Page screen displays. You can select the record you wish to see from this list.

-or-

There are several different options provided for performing a name search.

### ***Option 1: Exact Name Search, if the exact spelling is known.***

Enter the last name and press <enter>. This search will be based on the exact last name entered. If the first name is also entered, the search will be based on exact last name and first name equal to or greater than the first name entered. \*\*\*this is the quickest search\*\*\*

### ***Option 2: Soundex Search, if unsure of how a name is spelled, lists names that sound similar***

Enter the name for the search and place an “S” in the GENERIC: field and press <enter>. This search will be based on a soundex routine which will display all names that sound similar to the entered last name (first name entry will be ignored). This search ignores vowels after the first letter in the last name and relies on the relative position of consonants.

### ***Option 3: Range Search***

Enter the name for the search and place an “R” in the GENERIC: field and press <enter>. This search will be based on returning a range of names beginning with the entered last name (first name entry will be ignored) and continuing to display names in alphabetic order until the second letter of the last name changes. \*\*\*this is the most time consuming search\*\*\*

**\*Date range applies to the name selection only and will default to the inception date through the current date. You may change the default date if necessary or leave it as is.**

If more than one instruments contains requested name, the Land Records Inquiry Search Name Screen displays. You can select the record you wish to display from this list.

-or-

Enter an instrument number and press <enter>. If more than one instrument contains the requested instrument number the Land Records Inquiry Search Instrument Number screen displays. You can select the record you wish to display from this list.

The ability to further define a name search by a particular party type or instrument type is available. If only grantors are required tab and place an “X” next to grantor. If only grantees, place an “X” next to grantee. If both party types are required, do not place and “X” in either field. If only a particular instrument type is required, place the numeric representation of the instrument type after instrument code. To determine the appropriate instrument code, press <esc> <2> to display the instrument descriptions and their corresponding codes.

**Fields:**

1. BOOK/PAGE: Book Number/Page Number, these must exist on the database.
2. ORIGINAL: Selection Field, typing “X” displays all instruments that reference the entered Original Book and Page number.
3. LAST NAME: Type name to begin display. Displays begins at the requested value and continues depending on type of search requested.
4. FIRST NAME: Optional
5. GENERIC: Leaving blank provides for an exact name search. Typing “S” provides for a soundex search. Typing “R” provides for a range search.
6. DATE RANGE: Date range is used to limit name selections and applies to name selections only.

**Function Keys**

PA2 (<esc><.>period) returns to CAIS Main Menu

PF8 (<esc><8>) returns to previous page

clear screen (<ctrl> <c>)

paging (<enter>)

DATE MM/DD/CCYY

CIRCUIT COURT FOR A MARYLAND COUNTY S6.2  
LAND RECORDS (INQUIRY(SEARCH BOOK/PAGE)) 1900

COUNTY: 15

TWO OR MORE RECORDS HAVE THE SAME BOOK/PAGE NUMBER.

PLACE AN "X" NEXT TO THE RECORD(S) YOU WISH TO DISPLAY AND PRESS <Enter>.

BOOK 00123 PAGE 0034

*/+	DATE	INST NO	INST NAME	NAME/CORPORATION(FIRST GRANTOR)
•	1999/01/03	0000000103	DEED	SMITH, JOHN
•	1999/01/03	0000000104	DEED	ADAMS, HENRY
•	1999/01/03	0000000104	ASSIGNMENT	HANCOCK, JOHN
* +	1999/01/03	0000000104	RELEASE	ADAMS, JOHN

• THIS RECORD IS NOT VERIFIED

+ THIS RECORD IS AN AUDIT RECORD

PA2: EXIT F8: PREVIOUS Enter: PAGING

END OF DATA

P/F

PAGE 01

## **Land Records Inquiry Search Book/Page**

This screen displays when you press <enter> on the Land Records Inquiry Search screen and more than one instrument exists with the book/page number you have requested.

Use this screen to select the records you wish to display from a list of records having the same book/page number as you requested. An asterisk (\*) indicates that a record has not been verified. A record that has not been verified is available for review. This screen will not display unless more than one instrument exists with the book/page numbers you requested.

### *Steps to display a record*

Place an “X” next to the desired record(s) to display record information for review.

### **Fields:**

1. Book - book number
2. Page - page number
3. X(selection fields) Type “X” next to instruments that you want to display and press <enter>..  
Displayed instruments may be faxed to you by pressing <esc> <1>.
4. \*/+ (not verified/audit trail indicator) If this record has not been verified, “\*” will be displayed. If this record has been previously modified, “+” will be displayed. If this record has been verified and has not been previously modified, the field will be blank.
5. Date - recording date
6. INST NO - instrument number
7. INST NAME - instrument name
8. NAME/CORPORATION (first grantor) Displays the first grantor name or corporation associated with instruments.

NOTE: When you press <enter> after selecting one or more records, the Land Records Inquiry screen will display your first selection for review. If you selected more than one record, you will have the opportunity to review each one that you selected in sequence.

DATE 12/12/1999 CIRCUIT COURT FOR A MARYLAND COUNTY S6.5

TIME 12:05:41 LAND RECORDS (INQUIRY (SEARCH NAME)) I924

COUNTY: 16

PLACE AN 'X' NEXT TO THE RECORD(S) YOU WISH TO DISPLAY AND PRESS <Enter>.

=====

FIND PARTY'S LAST NAME: HUTCHINS

(OPTIONAL) FIRST NAME:

X *	GR/				
+ NAME/CORPORATION	GE	INST NAME	DATE	BOOK	PAGE
HUTCHINS, ALICE B	GR	D T	1976-03-10	04593	0371
HUTCHINS, ALICE B	GR	P A	1978-07-17	04956	0703
HUTCHINS, ALICE B	GR	DEED	1978-07-17	04956	0707
HUTCHINS, ALICE D	GR	D T	1992-06-16	08345	0743
HUTCHINS, ALICE D	GE	AGREEMENT	1995-12-06	10489	0707
HUTCHINS, ALICE D	GR	DEED TR	1996-02-14	10601	0371
HUTCHINS, ALICE D	GE	NOTIC/SALE	1996-02-14	10601	0380
HUTCHINS, ALICE D	GE	REL	1996-03-11	10645	0040
HUTCHINS, ANGELA D	GE	ASSMT	1995-05-12	10141	0599
HUTCHINS, ANGELA D	GR	DEED TR	1997-08-04	11577	0309

PA2: EXIT F8: PREVIOUS Enter: PAGING

NEXT PAGE P/N PAGE 0002 OF 0031

This screen displays when you press <enter> on the Land Records Inquiry Search screen and the name you entered matches more than one instrument.

Use this screen to select the records you wish to display from a list of records having the same names you entered. An asterisk (\*) indicates that a record has been verified. A record that has not been verified is available for review. This screen will not display unless more than one instrument exists with the interested party name you requested.

Steps to display a record:

Place an “X” next to the desired record(s) to display record information on the Land Records Inquiry screen for review.

Fields:

1. Find Party’s Last Name: To change selection criteria, enter new requested value. Requested value can be the first single character of the last name, the first part of the last name or complete last name. Pressing <enter> displays the new requested value at the top of the screen review area. The date range specified on the Land Records Inquiry Search screen continues to apply to this new requested name. The type of search (exact, soundex or range) continues to apply to this new requested name.
2. FIRST NAME: (optional)
3. “X” (selection field) Type “X” next to the instrument(s) that you want to display.
4. \*/+ (not verified/audit trail indicator): If this record has not been verified. “\*” will be displayed. If this record has been previously modified “+” will be displayed. If this record has been verified and has not been previously modified the field will be blank.
5. NAME/CORPORATION: Displays the name or corporation associated with this instrument.
6. GR/GE (party type): Displays GR grantor or GE grantee.
7. INST NAME: instrument name
8. DATE: recording date
9. BOOK: book number
10. PAGE: page number

```

DATE 12/12/1999  CIRCUIT COURT FOR A MARYLAND COUNTY      S6.6
TIME 14:01:14   LAND RECORDS (INQUIRY)                   1927
                COUNTY: 16
DATE 07 / 19 / 1991  INST CODE      INST NAME DEED
BOOK 08011          PAGE 0050      INST NO
RMKS                ORIG BOOK 00000 PAGE 0000
GR/GE

PARTY'S FIRST NAME  MIDDLE NAME      LAST NAME

GENERATION          CAPACITY

                CORPORATION NAME
TAX ASSESSMENT NO
+ X-SELECT FOR DISPLAY          AUDIT DATE
R DIVERSIFIED MANAGEMENT CORP
R DIVERSIFIED HOMES MASTER LTD PARTNERSHIP
E HUTCHINS, NANCY D
E HUTCHINS, DAVID A

                F1: FAX REQUEST
F8: PREVIOUS SCREEN OR NEXT SELECTION PA2: EXIT Enter: PAGING
END OF DATA          P/ F          PAGE 001

```

*It is on this display you may perform your fax request, press <esc><1>. If the image is not available, this option will not appear.*

**Land Records Inquiry**

This screen is the display/review of existing land records. It is divided into three areas:

**the constant area:** this area is at the top of the screen and contains data that is relevant for the overall instrument.

**the interested party area:** this area displays in the center of the screen and contains data about grantors and grantees.

**the review area:** this area is at the bottom of the screen and provides an area for viewing all interested parties associated with the instrument.

**Steps to review an instrument:**

The date recorded, instrument code, instrument name, book number, page number, instrument number, remarks, original book, original page and tax assessment number are displayed.

The system will automatically display interested party(s) in the screen review area. The interested parties in screen review area may be selected for review in the interested party area by placing an “X” next to the interested party name.

**Verified and Not Verified Instruments:**

If NOT VERIFIED displays, this record has not been proofed by the Land Records Clerk. You need to look at the original instrument to assure the accuracy of what is displayed on the screen.

If VERIFIED displays, this record has been proofed by the Land Records Clerk.

**Fields:**

1. DATE: date records
2. INST CODE: instrument code
3. INST NAME: instrument name
4. BOOK: book number
5. PAGE: page number
6. INST NO: instrument number
7. RMKS: remarks
8. ORG BOOK: original books, associates current instruments with a previous instrument
9. PAGE: original page, associates current instruments with a previous instrument
10. GR/GE: party type, “GR” for grantor, “GE” for grantee
11. PARTY’S FIRST NAME: interested party’s first name
12. MIDDLE NAME: interested party’s middle name
13. LAST NAME: interested party’s last name
14. GENERATION: type of relationship to another person with the same name
15. CAPACITY: personal relationship of an individual or corporation to the party who signs the document
16. CORPORATION NAME
17. TAX ASSESSMENT: Maryland tax assessment number
18. X: selection field, to select a row for review. The row moves from the screen review area to the party area for display of first, middle and last name or corporation name and generation number and capacity when available.
19. +: audit trail: if the interested party record has been previously modified.
20. Party Type: values “R” grantor and “E” grantee
21. Name or Corporation: name or corporation originally entered in party area
22. Audit Date: date that the entry was altered will be displayed

**SIGNING OFF**

DATE 05/27/1999  
TIME 13:31:09  
COUNTY: 00

CIRCUIT COURT FOR STATE OF MARYLAND  
COURT AUTOMATED INDEXING SYSTEM MAIN MENU

S0  
I900  
QXX

LAND RECORDS:  
-----  
06 INQUIRY

MISCELLANEOUS INDEX RECORDS:  
-----  
26 INQUIRY

PLAT RECORDS:  
-----  
16 INQUIRY

36 COUNTY TABLE

99 SIGN OFF

SELECTION: 00

CICS A21CICSC USER DC000K

TERMINAL AX0U PRINTER 4213

Return to the CAIS Main Menu. In the selection area key, 99, for sign off and press <enter>. The system will respond with a clear screen. At the clear screen follow the below instructions:

1. Press and hold the <ctrl> key and press the letter L. The system will respond with:  
CESF:LOGOFF.
2. Press <enter>. The system will respond with the Judicial Data Center Multi System VTAM menu.
3. Press and hold the <ctrl> key and press the letter D, twice. The system will respond with the JIS Dial-up Services menu.
4. Key Q for quit and press <enter>

## **TROUBLESHOOTING TIPS**

If you are unable to connect to JIS, please try the following. Verify that you have set the modem settings to the settings described in Hardware and Software Requirements section. To be sure that your modem setting is not a problem try lowering your baud rate to 9600. If you are still having problems, and access other databases attempt to connect to them to verify that your modem is operational. If you are using a Windows 95 machine, you may use the Hyperterminal program that is accessible through the Programs\Accessories\Hyperterminal path. After accessing Hyperterminal, you should see several files that end with .ht such as AT&T mail.ht and Compuserve.ht. Double click on either of these icons and your modem should attempt to connect. After you have connected, you should be able to read the screen. If you can not, you will have to alter terminal settings until you can. This same type of test can be used for Windows 3.x machines by accessing the Program\Accessories\Terminal program path. You will have to supply the JIS phone number and set some of the Settings such as Phone number, Terminal emulation, Terminal Preferences, and Communications.

### **Before Calling JIS**

We have tried to create a generic system that will work the same for all customers. When experiencing problems with accessing J.I.S. it is important that before calling you are able to answer the following questions.

1. What communication software are you using to access J.I.S.?
2. What baud rate are you using?
3. Have you verified your setup parameters? They should be set to those shown on page 1.
4. Exactly what is the problem you are experiencing? We would all like to take the easy way out and say it won't work, but any messages you receive would be helpful in quickly identifying your problem.

**NOTE: When calling, please have someone available that is capable of viewing and/or editing your software parameters. This may be necessary for problem determination.**

Please visit our website where we list recent changes to the dial-up system

**<http://www.courts.state.md.us/dialup.html>**

**J.I.S. HELP DESK 410-260-1114**

## **Printing**

When accessing J.I.S. you have the capability to print screens. This function is software/hardware dependant and can be difficult for J.I.S. personnel to determine how this function works in your environment. Please refer to your software manuals or online help first before calling J.I.S. Listed below are some common resolutions.

1. Verify printer is on and ready.
2. Try a combination of print screen key functions: (i.e.: shift print screen or control print screen). Some printers require you to press the online button, press form feed then press online again.
3. When using hyperterminal you will need to drag your mouse and highlight the data you want to print. Click file, print screen.
4. Some software packages give you the option of printing to a file then when you have completed your search, log off and print the file.

### Windows 3.1 Terminal Settings

Terminal is a communication software available within accessories in Windows 3.1. This software does provide dial up access to JIS, however it is not easy to do print functions.

The following options need to be set:

From the terminal main menu click **settings** and then **phone number**. Key the telephone number 1-410-573-0571. Click **OK**.

Click **settings** again and then **terminal emulation**. Select **VT100** and click **OK**.

Once again click **settings** and then **terminal preference**. Verify your terminal preferences as follows:

**Line Wrap, Local Echo, CR>CR/LF** should all **not** be checked.

**terminal font** should be set at **fixedsys** (this may need be changed if font is too big)

**translations** should be **none**

**use scroll bars** should be **checked** and

**buffer lines** should equal **100**

click **OK**

Click **settings** and then **communications**. Verify the following values:

**baud rate** equal **9600**

**data bits** equal **8**

**stop bits** equal **1**

**parity** equals **none**

**flow control** set to **hardware**

**connector** equals **com port for your pc**

click **OK**

Click **phone** and **connect**. If you connect properly, be sure to save your setup before exiting

## **District Court**

- District 1 Baltimore City: Borgerding Building, Civil Building, Eastside Building and Southern Police District
- District 2 Dorchester County (Cambridge), Somerset County (Princess Anne), Wicomico County (Salisbury) and Worcester County (Snow Hill and Ocean City)
- District 3 Caroline County (Denton), Cecil County (Elkton), Kent County (Chestertown), Queen Anne's County (Centerville) and Talbot County (Easton)
- District 4 Calvert County (Prince Frederick), Charles County (LaPlata), St. Mary's County (Leonardtown)
- District 5 Prince George's County (Hyattsville and Upper Marlboro)
- District 6 Montgomery County (Rockville and Silver Spring)
- District 7 Anne Arundel County (Annapolis and Glen Burnie)
- District 8 Baltimore County (Catonsville, Dundalk, Essex, Owings Mills and Towson)
- District 9 Harford County (Bel Air)
- District 10 Carroll County (Westminster) and Howard County (Ellicott City)
- District 11 Frederick County (Frederick) and Washington County (Hagerstown)
- District 12 Allegany County (Cumberland) and Garrett County (Oakland)

**THIS PAGE INTENTIONALLY LEFT BLANK!**