Process Profile

Maryland Court of Special Appeals

Business Process

Table of Contents

Table of Contents 2
Revision History 2
Significant Rules and Statutes 3
Business Process Work Flow Diagrams 3
Interfaces 6
Time Standards 7
Information Building Block Entities 7
Information Building Blocks Diagrams 8
Information Building Relationships 9
Site Specific Variations 11
Appendix A - Abbreviations for Maryland Code Articles 12

Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/29/2009	Suzanne Bonniwell	Initial Draft
2.0	1/26/2010	Suzanne Bonniwell	Revised to include AS-IS process flow charts. Also included a cross reference to standard interfaces in the Interoperability Plan.

Significant Rules and Statutes

Identify rules and statutes that shape this process.

Rule or Statute	*Description*

Note: See abbreviations for Maryland Code articles as found in Michie's Annotated Code of Maryland, 2008 located in the appendix. These come from the Table of Abbreviations, located in the Index volumes.

Business Process Work Flow Diagrams

Maryland Electronic Court (MDEC) shall support Business Process Work Flows for the Maryland Court of Special Appeals case management. This section presents the general AS-IS work flow diagrams.

These process flows represent the AS-IS processes of what is currently happening in the courts. They will serve as a base line to the TO-BE automated processes

Legend of Diagram Shapes

A description of each of the objects used to create the diagrams is listed below.

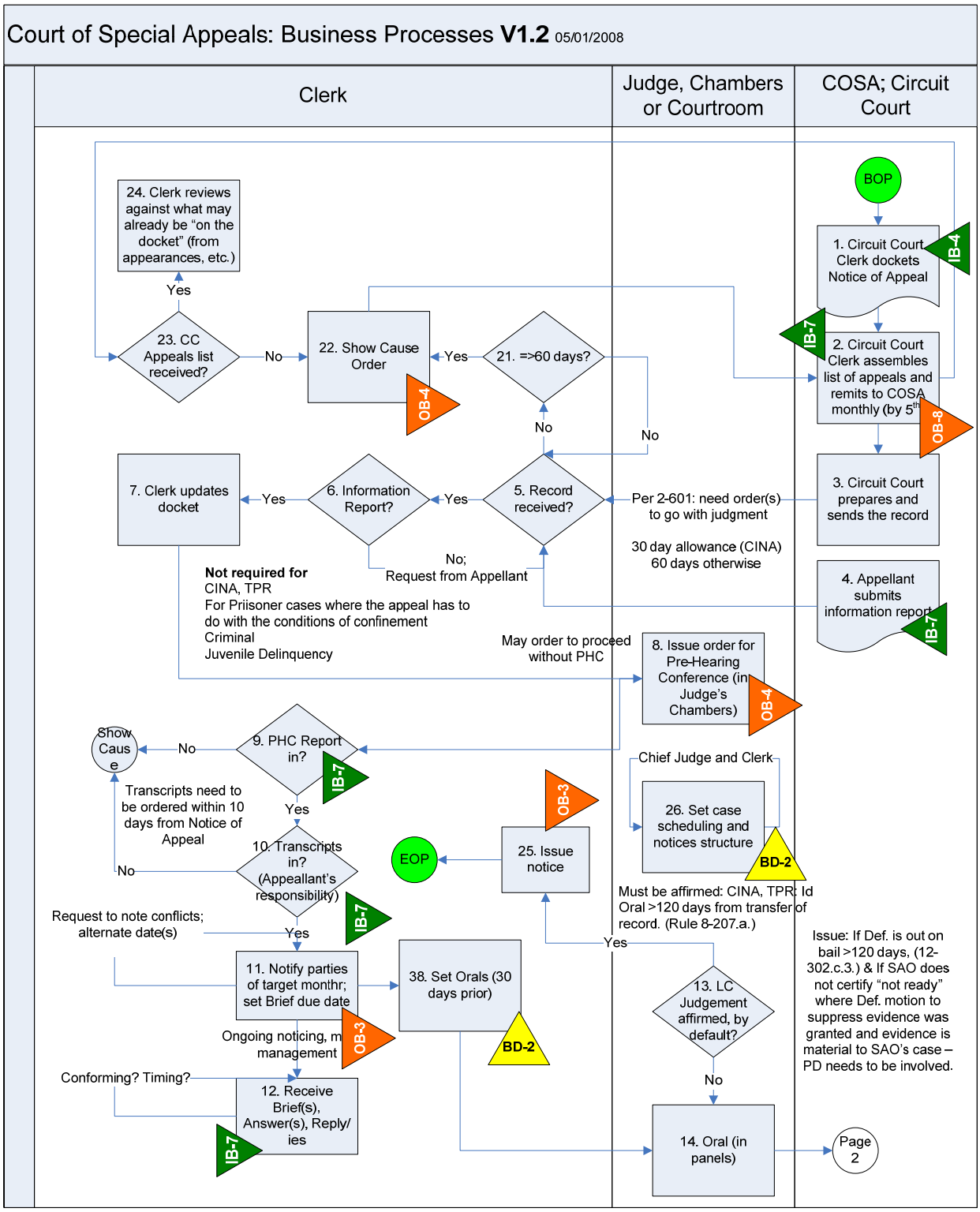
Shape	*Description*
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

Shape	*Description*
	A predefined process that consists of multiple steps documented elsewhere.
	A document.
	An inbound interface. These are further described in the Interface Traceability section of this document.
	An outbound interface. These are further described in the Interface Traceability section of this document.
	A bidirectional interface. These are further described in the Interface Traceability section of this document.

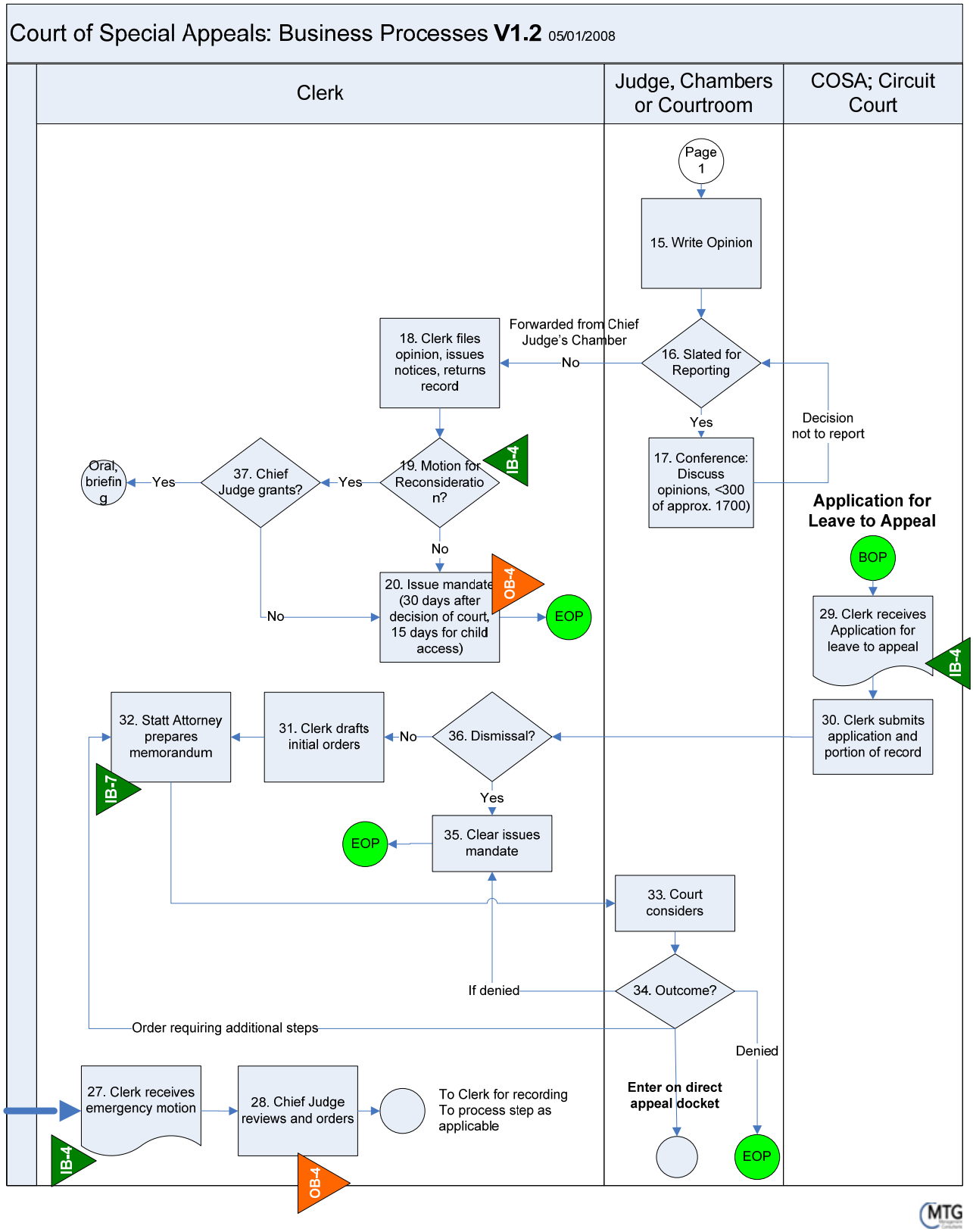
Business Processes

The following diagrams apply to cases in the Court of Special Appeals.

DRAFT – work in progress



DRAFT – work in progress



Interfaces

The Court of Special Appeals case processes involve several information exchanges with external parties. The process flow diagrams preceding this section include notations that identify where each of these exchanges occur. MDEC will provide standard automated interfaces to support these exchanges. These interfaces have been described in the Interoperability Plan. The standard automated interfaces involved in the Court of Special Appeals processes have been represented in the table below.

	Inbound Interfaces							***Outbound Interfaces***									***Bidirectional Interfaces***		
Interface Description	Cashiering	Booking	Criminal Charging Documents	Requests and Petitions	Citations	Affidavits	Reports and Notices to the Court	Disbursement	Writ List	Event Notifications	Order Detail	Judgments	Motor Vehicle Abstracts	Victim Notification	Case Detail	Archive	Collections	Scheduled Event	Jury Pool
Process Annotation Code	***IB-1***	***IB-2***	***IB-3***	***IB-4***	***IB-5***	***IB-6***	***IB-7***	***OB-1***	***OB-2***	***OB-3***	***OB-4***	***OB-5***	***OB-6***	***OB-7***	***OB-8***	***OB-9***	***BD-1***	***BD-2***	***BD-3***
Court of Special Appeals																			
Business Processes				***IB-4***			***IB-7***			***OB-3***	***OB-4***				***OB-8***			***BD-2***	

Time Standards

Identify the case time standards for this case category.

Not applicable to this process.

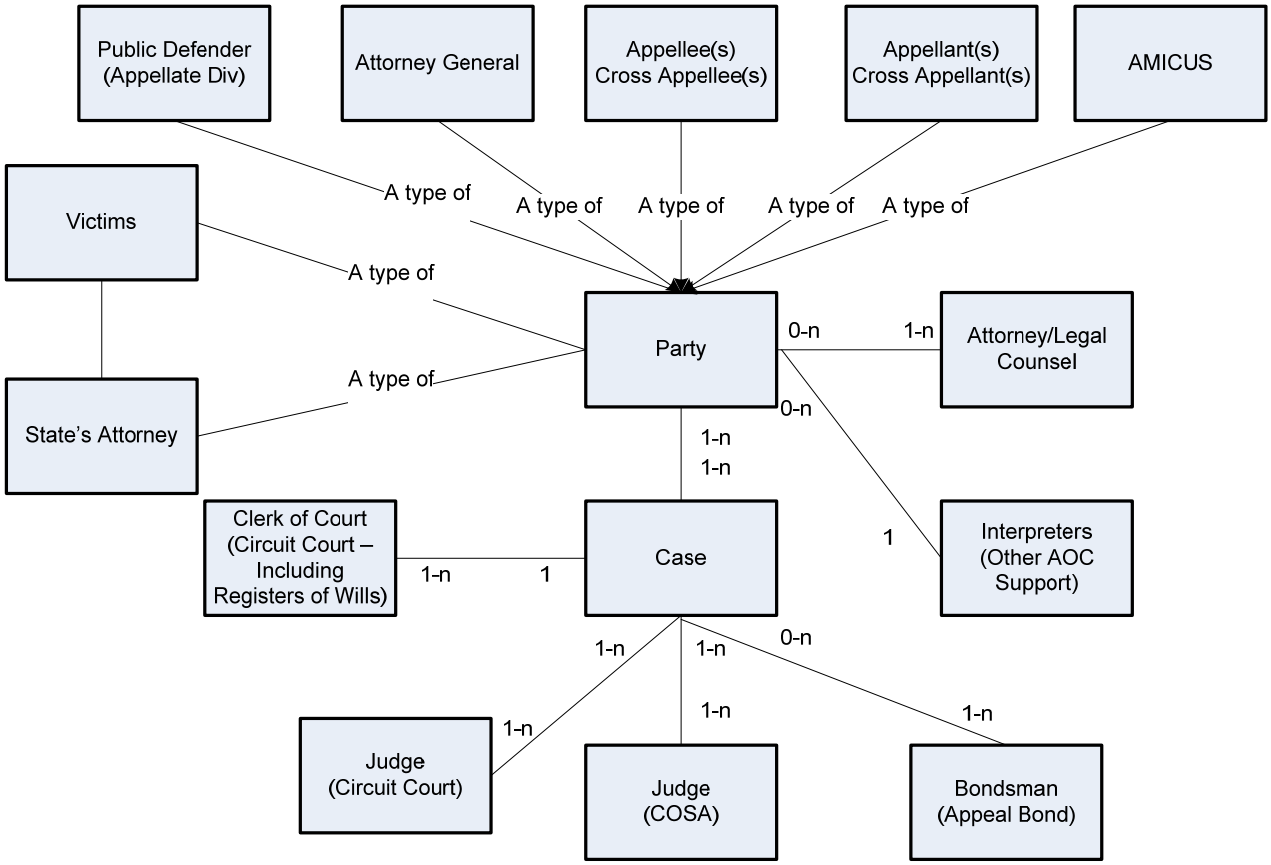
Information Building Block Entities

Identify the significant entities (people, organizations, documents, events, and other artifacts) that play a role in the processing of this case type.

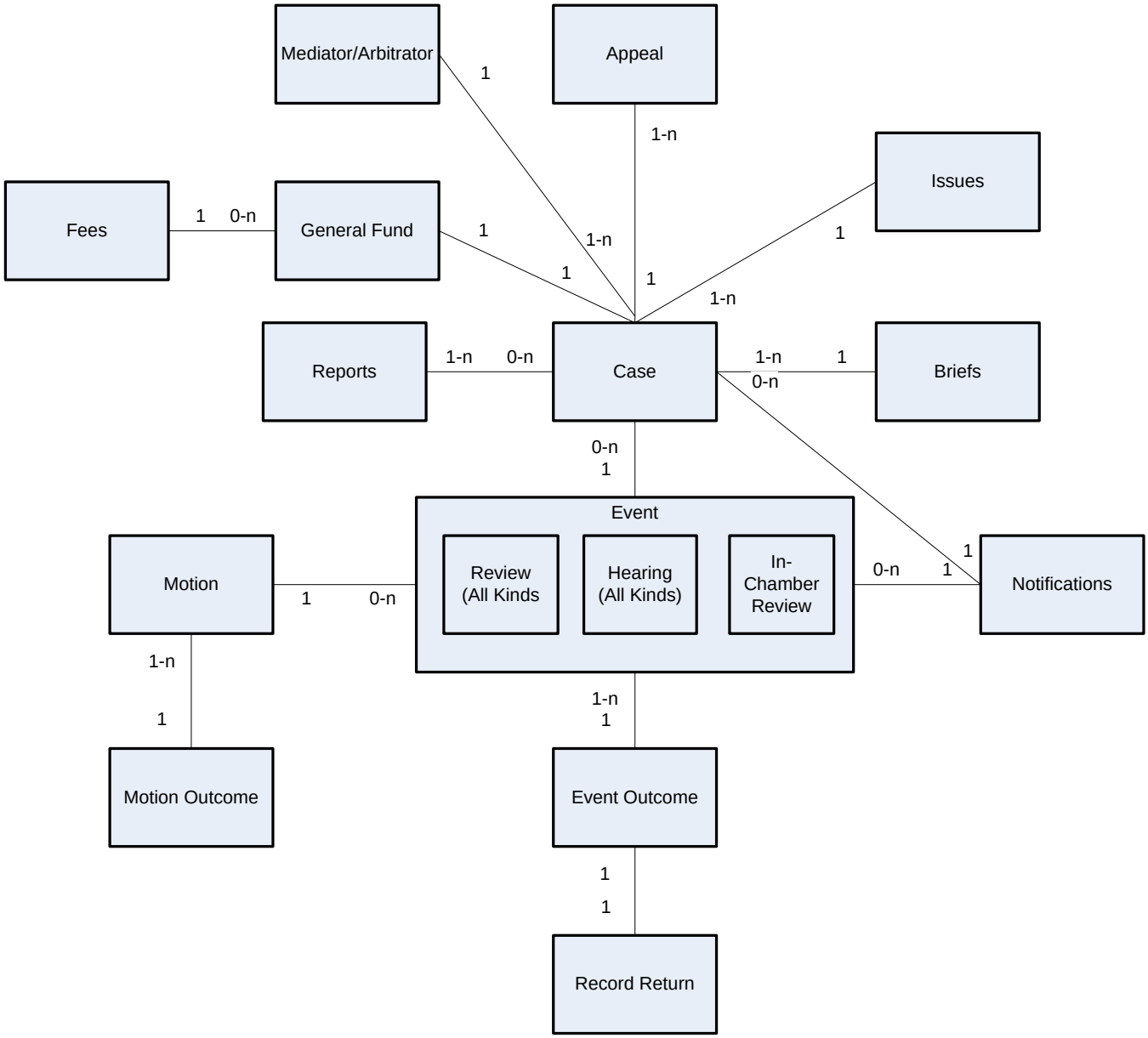
- AMICUS
- Appellee(s)-Cross Appellee(s)
- Appellant(s)-Cross Appellant(s)
- Attorney General
- Attorney General
- Attorney/Legal Counsel
- Bondsman
- Clerk of Court
- Interpreters
- Judge
- Public Defender
- State's Attorney
- Victims
- Fees
- Appeal
- Briefs
- Case
- Event
- Event Outcome
- General Fund
- Issues
- Mediator/Arbitrator
- Motion
- Motion Outcome
- Notifications
- Record Return
- Reports

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Court of Special Appeals**. It is assumed that the relationships Case, Parties, Events have already been identified in the Global Information Blocks.



The following information map illustrates the information building blocks relate to **Court of Special Appeals** cases.



Information Building Relationships

Identify all relationships between the entities.

Related Building Blocks	*Description*
Case - Party	A **Case** may have one to many **Parties**. There are several types of **Parties**: **Appellee(s)-Cross Appellee(s)**, **Appellant(s)-Cross Appellant(s), AMICUS, Attorney General, Public Defender, State's Attorney, and Victim**. A **Party** can be related to one to many **Cases**.

Related Building Blocks	Description
Party - Attorney/Legal Counsel	There can by zero to many **Attorney/Legal Counsel** for each **Party**. An **Attorney/Legal Counsel** can have one to many **Parties**. If there is zero **Attorney/Legal Counsel**, the **Party** is a **Self Represented Litigant**.
Interpreter - Party	An **Interpreter** can have one **Party**. A **Party** can be related to one to many **Interpreters**.
Case - Bondsman	A **Case** can have zero to many **Bondsman**. A **Bondsman** can be related to one to many **Cases.**
Case – Judge (Circuit Court)	A **Case** can have one to many **Judges (Circuit Court)**. A **Judge (Circuit Court)** can be related to one to many **Cases.**
Case – Judge (COSA)	A **Case** can have one to many **Judge (COSA)**. A **Judge (COSA)** can be related to one to many **Cases.**
Case – Clerk of Court (COSA)	A **Case** can have one **Clerk of Court (COSA)**. A **Clerk of Court (COSA)** can be related to one to many **Cases.**
Case –Issues	A **Case** can consist of one to many **Issues**. An **Issue** can only be related to one **Case**.
Event – Event Outcome	Each **Event** can have one to many **Event Outcomes**. An **Event Outcome** can apply to only one **Event**.
Event Outcome – Record Return	An **Event Outcome** can have one **Record Return**. A **Record Return** can be related to only one **Event Outcome**. In some cases a record can be returned prior to the closing of the case. It can be returned to the COA again and then it is returned at the end of the case. The other court many need the case record back for another issue. Note – This may actually be an Event Outcome.
Case – Event	Each **Case** can have zero to many **Events**. Note: In this line of business this applies to all events (Conference, Hearing, and Trial). This document will address events that may require specific or specialized handling.
Case –Appeal	A **Case** can consist of one to many appeals **Appeal**. An **Appeal** can only be related to one **Case**.
Case –Briefs	A **Case** can consist of one to many **Briefs**. A **Brief** can only be related to one **Case**.
Case –Notifications	A **Case** can consist of one to many **Notifications**. A **Notification** can only be related to one **Case**.

Related Building Blocks	*Description*
Event–Notifications	An **Event** can consist of one to many **Notifications**. A, **Notification** can only be related to one **Event**.
Event–Motion	An **Event** can consist of zero to many **Motions**. A, **Motion** can only be related to one **Event**.
Motion – Motion Outcome	A **Motion** can consist of one to many Motion **Outcomes**. A, **Motion Outcome** can only be related to one **Motion**.
Case –Reports	A **Case** can consist of one to many **Reports**. A **Report** can only be related to one to many **Cases**.
Case –General Fund	A **Case** can consist of one **General Fund**. A **General Fund** can only be related to one **Case**.
Mediator/Arbitrator	A **Case** can consist of one to many **Mediator/Arbitrators**. A **Mediator/Arbitrator** can only be related to one **Case**.
Fees –General Fund	A **Fee** can consist of one **General Fund**. A **General Fund** can only be related to one to many **Fees**.

Site Specific Variations

Identify any known site specific variations to this process.

Site	*Process Step*	*Specific Variation*

Appendix A - Abbreviations for Maryland Code Articles

Abbreviation	*Description*
AG	Agricultural Article
BOP	Business Occupations and Professions Article
BR	Business Regulation Article
CA	Corporations and Associations Article
CJ	Courts and Judicial Proceedings Article
CL	Commercial Law Article
COR	Correctional Services Article
CP	Criminal Procedure Article
CR	Criminal Law Article
EC	Economic Development Article
ED	Education Article
EL	Election Law Article
EN	Environment Article
ET	Estates and Trusts Article
FI	Financial Institutions Article
FL	Family Law Article
HG	Health-General Article
HO	Health occupations Article
HS	Housing and Community Development Article
HU	Human Services Article
IN	Insurance Article
LE	Labor and Employment Article
NR	Natural Resources Article
PS	Public Safety Article
PUC	Public Utility Article
RP	Real Property Article
SF	State Finance and Procurement Article
SG	State Government Article
SPP	State Personnel and Pensions Article
TG	Tax-General Article
TP	Tax-Property Article
TR	Transportation Article