Process Profile

Maryland Court of Appeals

Business Process

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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*
Rule 8-301	Method of securing review - Court of Appeals.
Rule 8-302	Petition for writ of certiorari - Times for filing.
Rule 8-303	Petition for writ of certiorari - Procedure.

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 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.

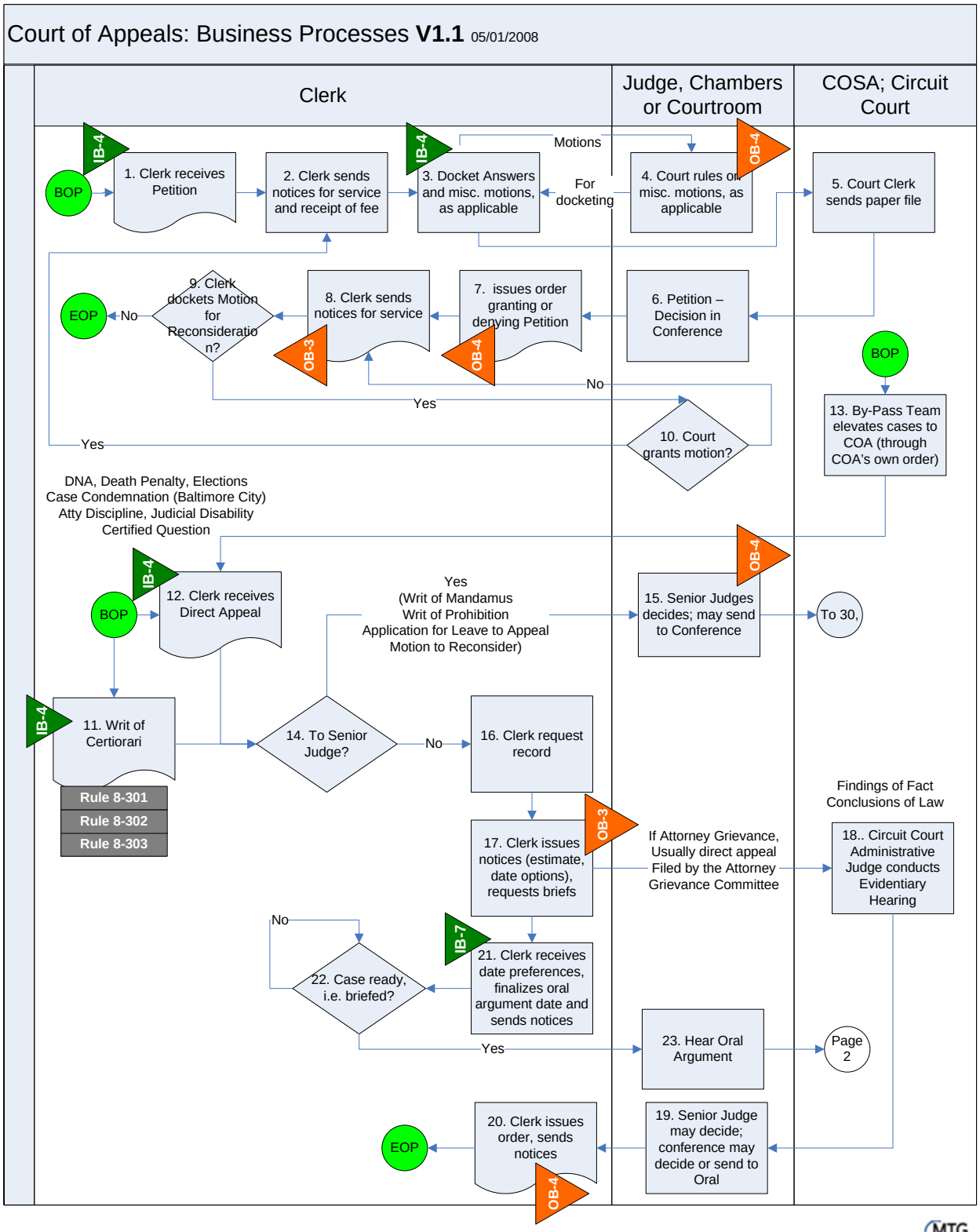
Shape	*Description*
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

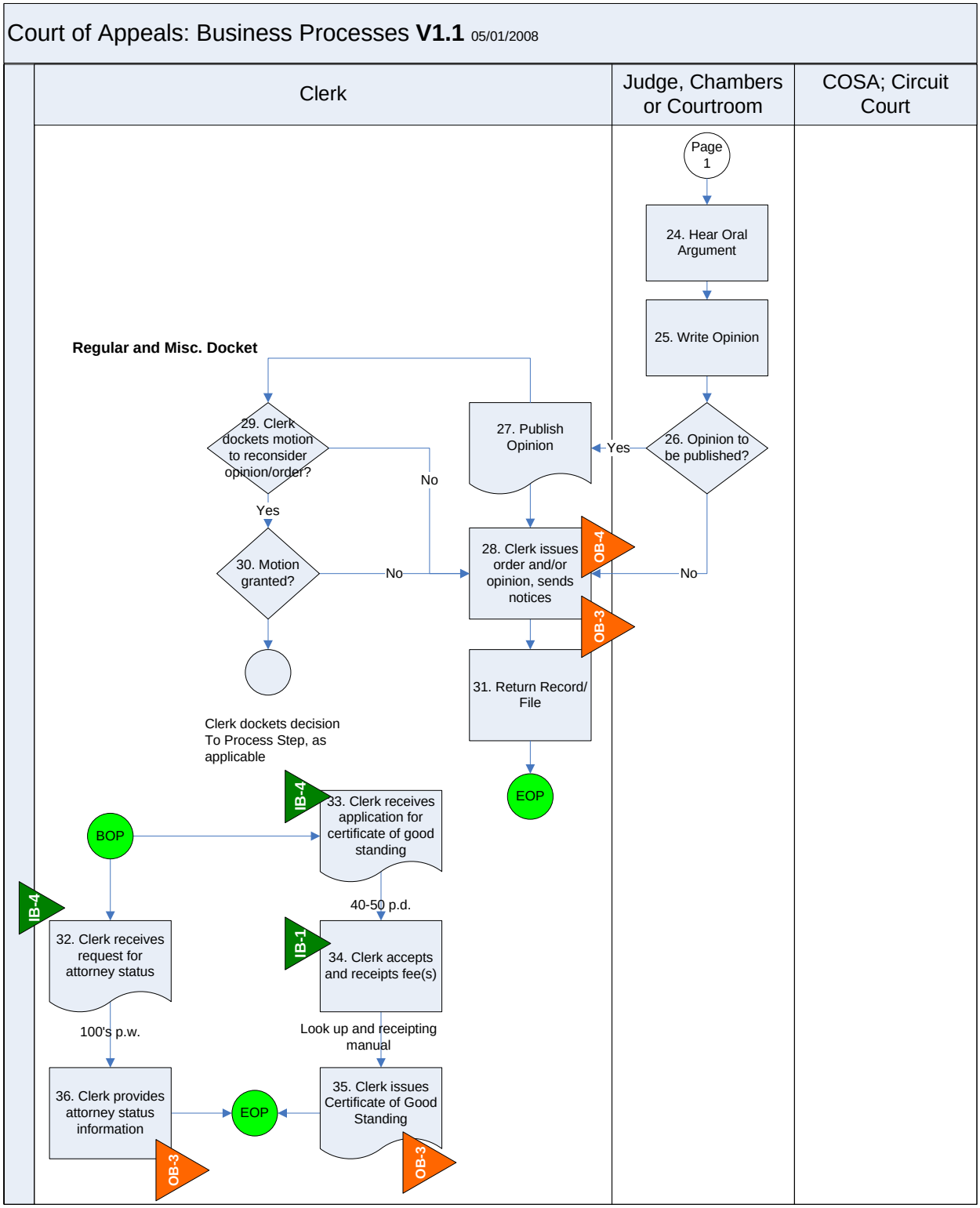
Business Processes

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

DRAFT – work in progress



DRAFT – work in progress



Interfaces

The Court of 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 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 Appeals																			
Business Processes	***IB-1***			***IB-4***			***IB-7***			***OB-3***	***OB-4***								

Time Standards

Identify the case time standards for this case category.

Not applicable to this process.

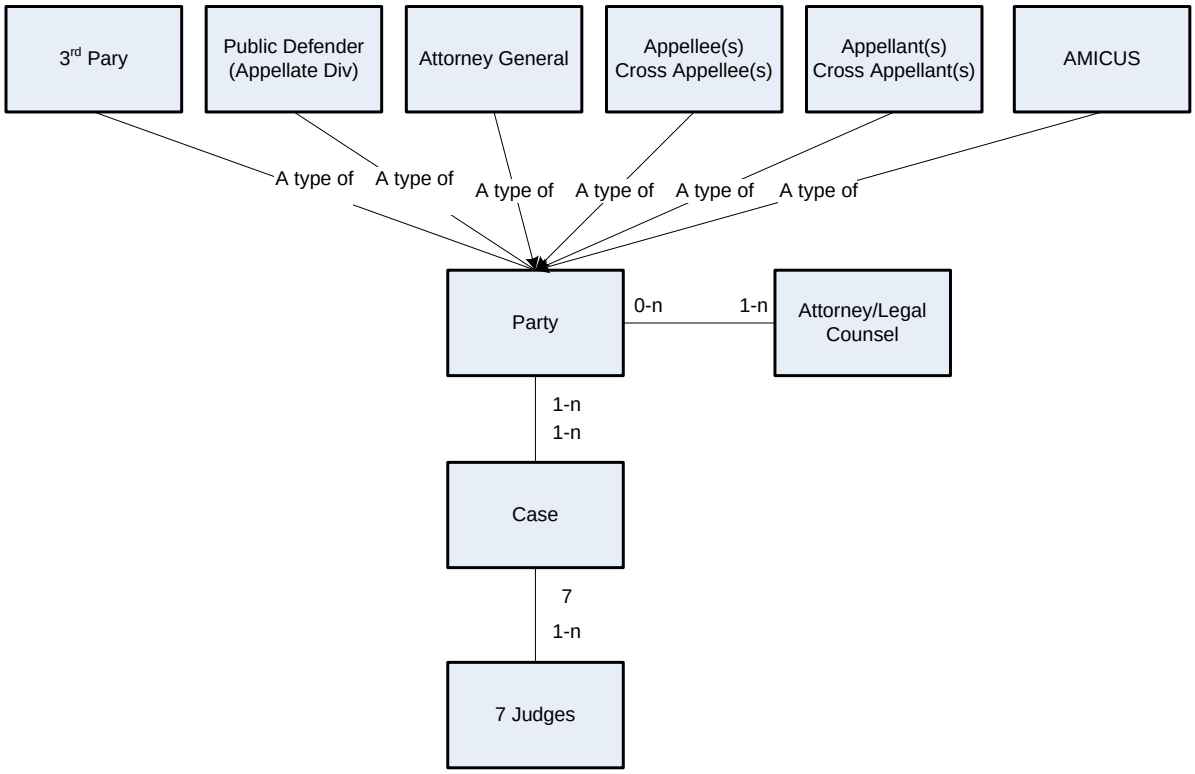
Information Building Block Entities

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

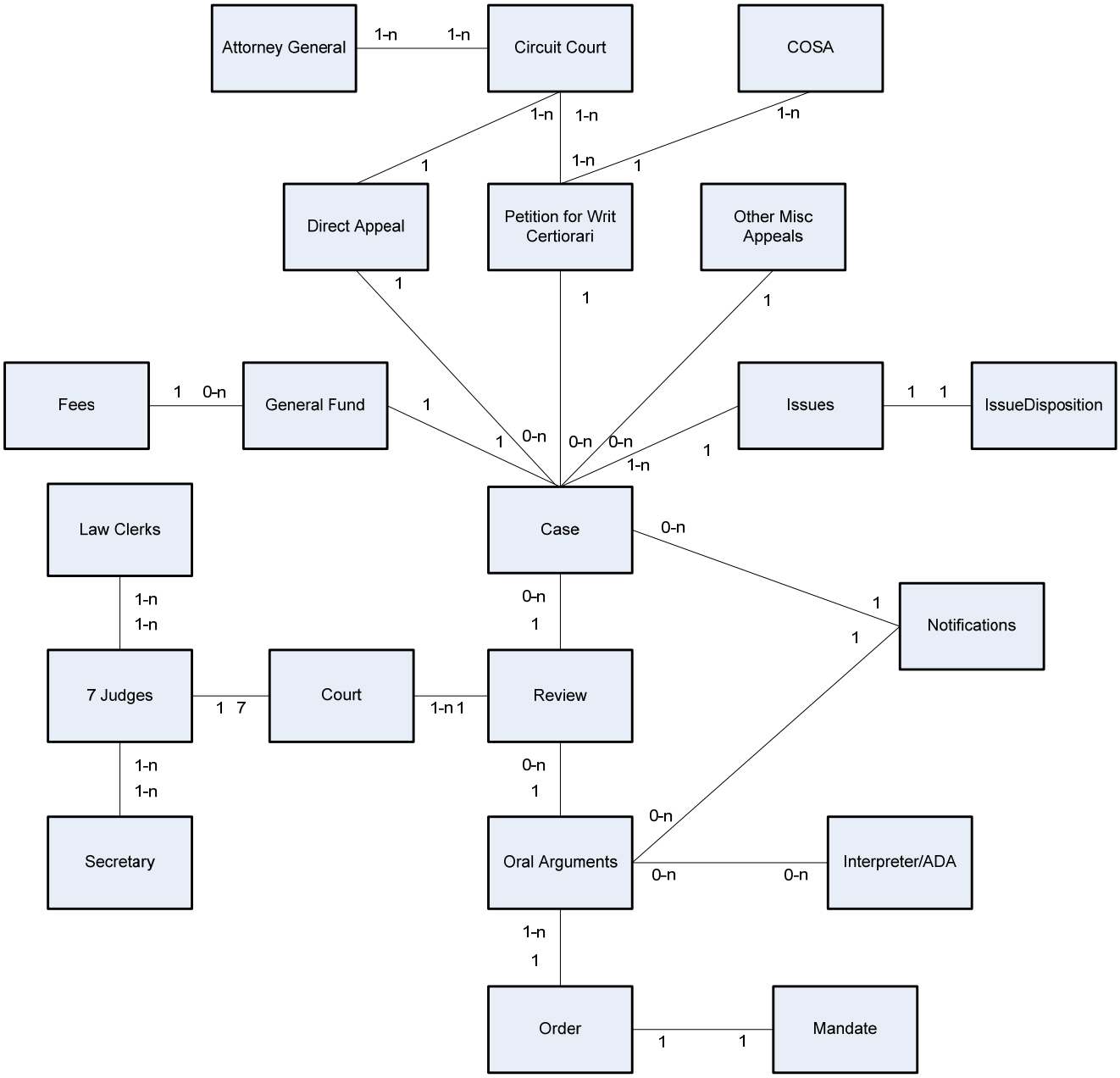
- AMICUS
- Appellee(s)-Cross Appellee(s)
- Appellant(s)-Cross Appellant(s)
- Attorney General
- 3rd Party
- Attorney/Legal Counsel
- 7 Judges
- Public Defender
- State's Attorney
- Court
- Briefs
- Case
- Direct Appeal
- Fees
- General Fund
- Issues
- Issue Disposition
- Law Clerks
- Order
- Mandate
- Notifications
- Others
- Oral Arguments
- Petition for Writ Certiorari
- Review
- Secretaries

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Court of 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 Appeal's** 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, Sand State's Attorney**. A **Party** can be related to one to many **Cases**.
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**.
Case – 7Judges	A **Case** will have **7Judges**. The **7 Judges** can be related to one to many **Cases.**
Attorney General – Circuit Court	An **Attorney General** can be related to one to many **Circuit Courts**. The **Circuit Court** can be related to one to many **Attorney Generals**.
Circuit Court – Petition for Writ Certiorari	A **Circuit Court** can be related to one to many **Petition for Writ Certiorari**. The **Petition for Writ Certiorari** can be related to one to many **Circuit Court**s.
Circuit Court – Direct Appeal	A **Circuit Court** can be related to one to many **Direct Appeals**. The **Direct Appeal** can be related to one **Circuit Court.**
COSA – Petition for Writ Certiorari	A **COSA** can be related to one to many **Petitions for Writ Certiorari**. The **Petition for Writ Certiorari** can be related to one **COSA**
COSA – Petition for Writ Certiorari	A **COSA** can be related to one to many **Petitions for Writ Certiorari**. The **Petition for Writ Certiorari** can be related to one **COSA.**
Direct Appeal - Case	A **Direct Appeal** can be related to one **Case**. The **Case** can be related to zero to many **Direct Appeals.**
Petition for Writ Certiorari - Case	A **Petition for Writ Certiorari** can be related to one **Case**. The **Case** can be related to zero to many **Petitions for Writ Certiorari.**
Other Misc Appeals - Case	A **Other Misc Appeals** can be related to one **Case**. The **Case** can be related to zero to many **Other Misc Appeals.**
Case –Issues	A **Case** can consist of one to many **Issues**. An **Issue** can only be related to one **Case**.
Issue – Issue Disposition	An **Issue** can consist of one **Issue Disposition**. An **Issue Disposition** can only be related to one **Issue**.
Case - Review	A **Case** can have zero to many **Reviews**. The **Review** can have only one **Case.**

Related Building Blocks	Description
Review – Oral Arguments	A **Review** can have zero to many **Oral Arguments**. The **Oral Arguments** can be related to only one **Review.**
Oral Arguments - Order	**Oral Arguments** can have one to many **Orders**. The **Order** can be related to only one **Oral Argument.**
Order - Mandate	**The Order** can have one **Mandate**. The **Mandate** can be related to only one **Order.**
Case –Notifications	A **Case** can consist of one to many **Notifications**. A **Notification** can only be related to one **Case**.
Oral Arguments– Notifications	An **Oral Argument** can consist of one to many **Notifications**. A, **Notification** can only be related to one **Oral Argument**.
Review - Court	A **Review** can be related to only one **Court.** The **Court** can be related to one to many **Reviews**.
Court – 7Judges	A **Court** will have **7Judges**. A **Judges** can be related to one **Court**
Case –General Fund	A **Case** can consist of one **General Fund**. A **General Fund** 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**.
Law Clerk– 7Judges	A **Law Clerk** can be related to one to many **Judges**. A **Judge** can be related to one to many **Law Clerks.**
Secretary – 7Judges	A **Secretary** can be related to one to many **Judges**. A **Judges** can be related to one to many **Secretaries.**

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