Process Profile

Maryland Circuit Court

Civil Domestic

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/21/2009	Suzanne Bonniwell	Initial Draft
2.0	1/18/2010	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 2-121c	Process - Service - In personam.
Rule 2-122	Process - Service - In rem or quasi in rem.
Rule 2-311	Motions.
Rule 2-323	Answer.
Rule 2-504.1	Scheduling conference.
Rule 2-507	Dismissal for lack of jurisdiction or prosecution.
Rule 2-613	Default judgment.
Rule 9-104	Notice of filing of petition; status conference.
Rule 9-105	Show cause order; disability of a party; other notice.
Rule 9-106	Appointment of attorney - Attorney affidavit - Investigation.
Rule 9-107	Objection.
Rule 9-109	Hearing on merits.
Rule 9-110	Accounting report.
Rule 9-111	Judgment of adoption or guardianship.
Rule 9-204	Educational seminar.
Rule 9-205	Mediation of child custody and visitation disputes.
Rule 9-205.1	Appointment of child's counsel.
Rule 9-208	Referral of matters to masters.
Rule 10-104	Show cause orders.
Rule 10-105	Waiver of notice.
Rule 10-106	Appointment of attorney or investigator.
Rule 10-107	Assessment and waiver of fees and costs - Guardianships.
Rule 10-108	Orders.
Rule 10-201	Petition for appointment of a guardian of person.
Rule 10-203	Service; notice.
Rule 10-204	Advice of rights.
Rule 10-205	Hearing.
Rule 10-209	Termination of a guardianship of the person.
Rule 10-301	Petition for appointment of a guardian of property.
Rule 10-302	Service; notice.
Rule 10-303	Advice of rights.

Rule or Statute	*Description*
Rule 10-304	Hearing.
Rule 10-308	Reappearance of absentee
Rule 10-710	Termination of a fiduciary estate - Final distribution.
Rule 15-206.C	Constructive civil contempt.
Rule 16-204.3b	Family division and support services.
Rule 17-105.1	Neutral experts.
CJ § 3-819	Disposition hearing.
CJ § 3-819.1	Voluntary placement hearing
CJ § 3-823b	Permanency plan for out-of-home placement.
FL § 5-1010	Complaint
FL § 10-332	Complaint to establish support order.
FL § 10-341	Procedure to register order for enforcement.
FL § 10-344	Notice of registration of order.
FL § 10-345 c	Procedure to contest validity or enforcement of registered order.
FL § 10-346	Contest of registration or enforcement.
FL § 12-101	Award by court - Authorized.
FL § 12-104	Modification of child support award.

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 Courts Civil Domestic court case management. This section presents the general AS-IS work flow diagrams. These include:

- Civil Domestic – From Filing to Effective Service, Default Order, Uncontested and No Children scenarios, Contested, No Children scenario, Contested, with Children scenario
- Child Support Registration
- Child Support - Establishing
- Child Support – Establishing – Modifications or Contempt
- Adoption
- Voluntary Placement
- Guardianship
- Motion Practice

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

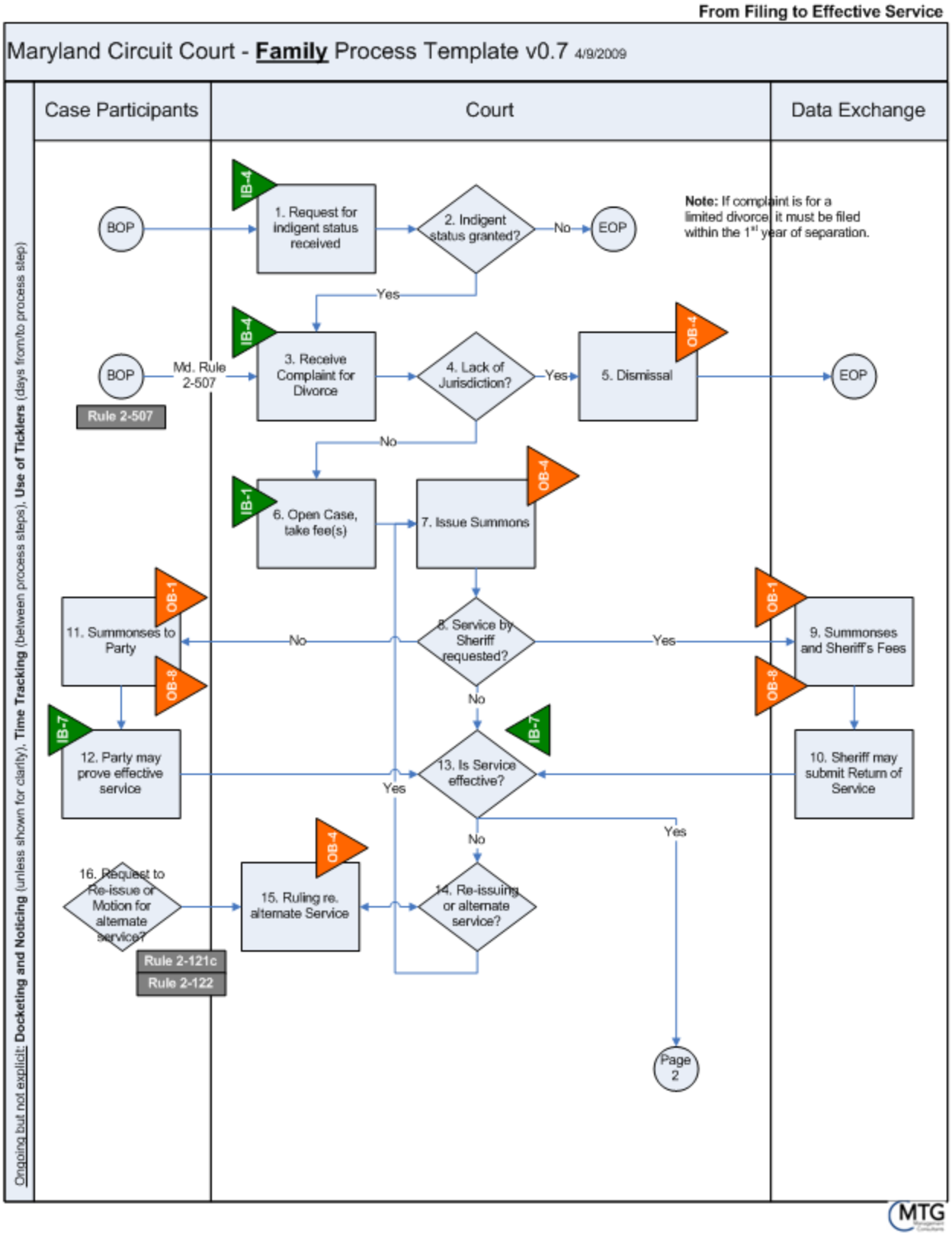
A description of each of the objects used to create the diagrams is listed below.

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.

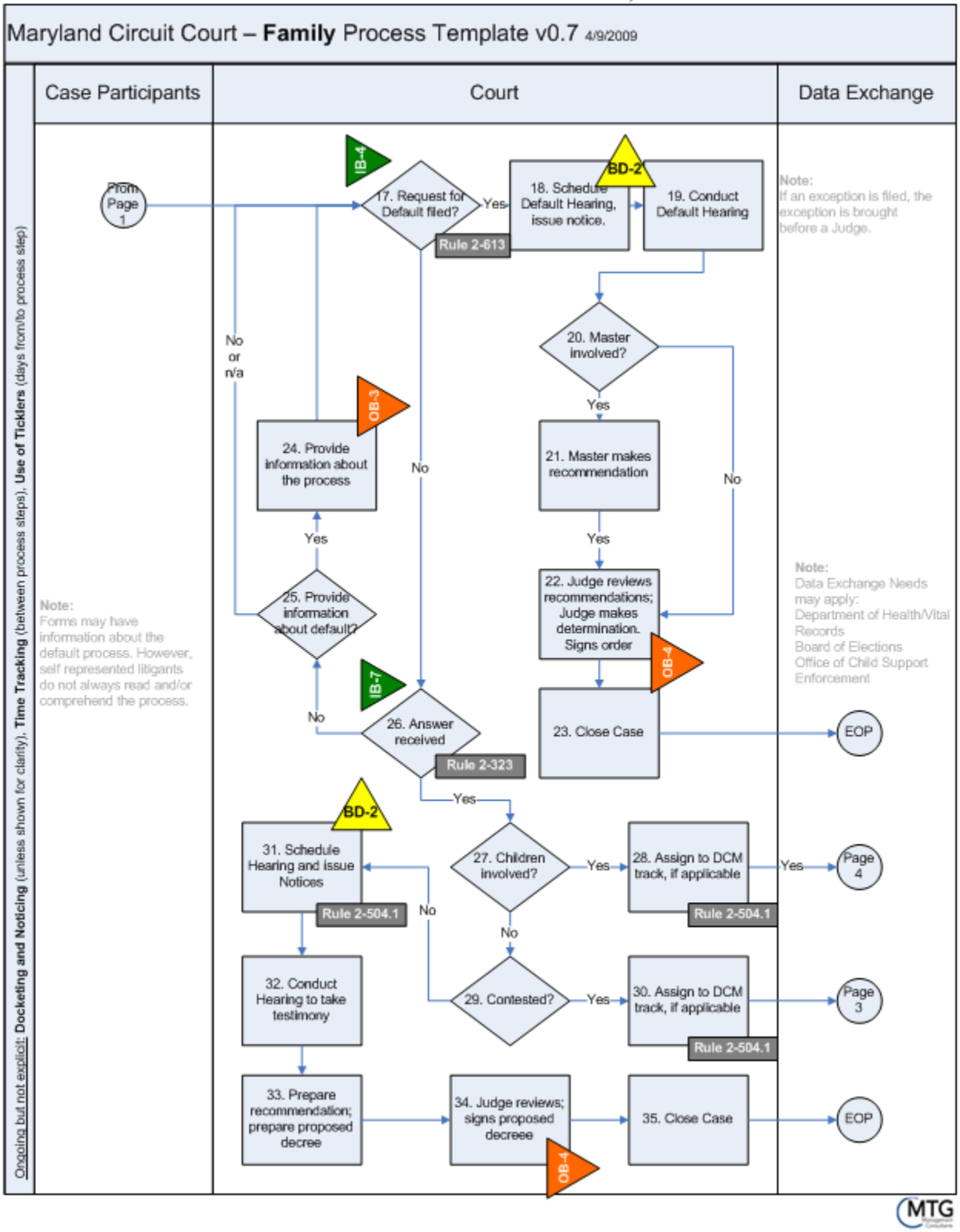
Shape	Description
	A predefined process that consists of multiple steps documented elsewhere.
	A document.
	An inbound interface. These are further described in the Interface Traceability section of this document.
	An outbound interface. These are further described in the Interface Traceability section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

Civil Domestic – From Filing to Effective Service

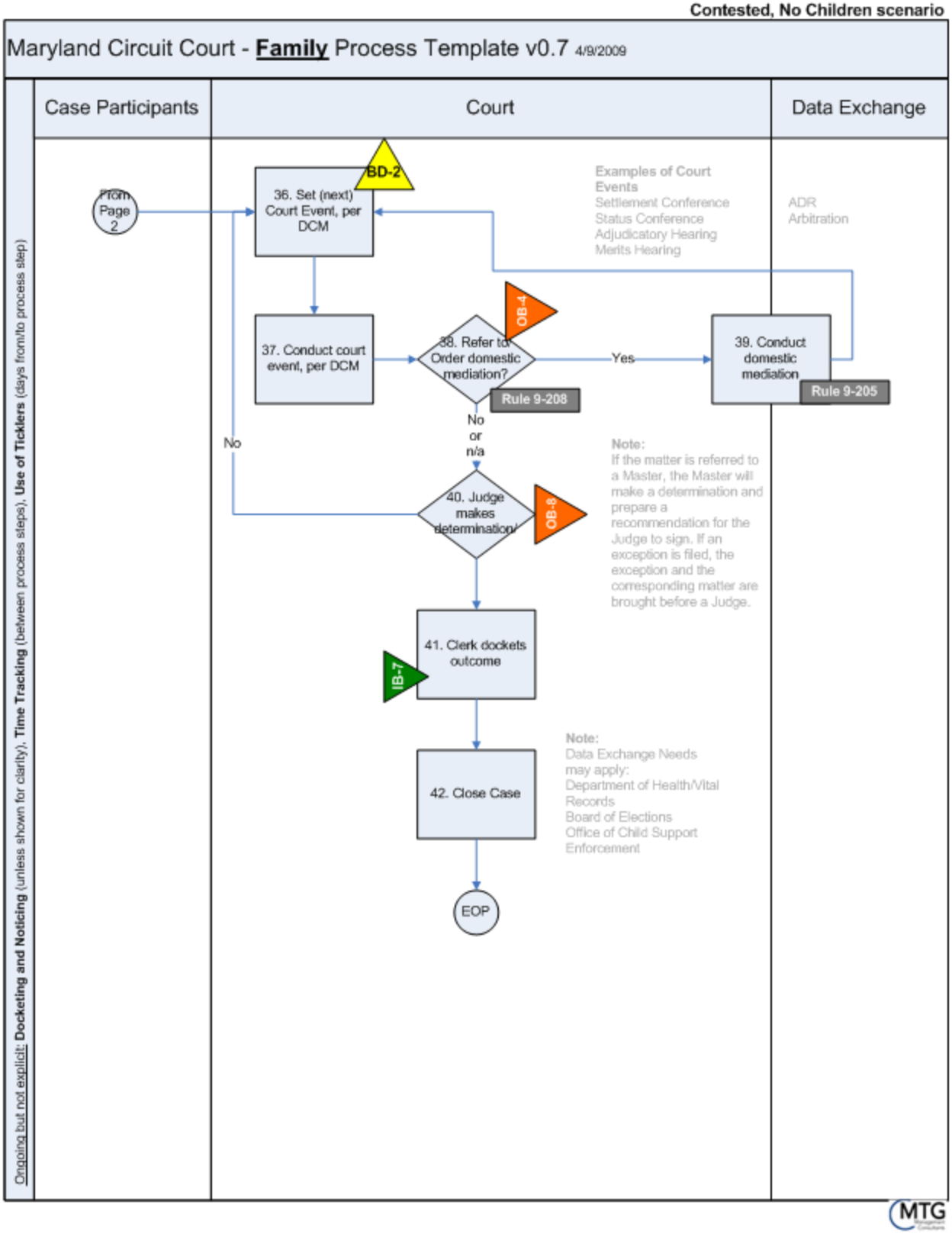
The following diagrams apply to Civil Domestic cases.



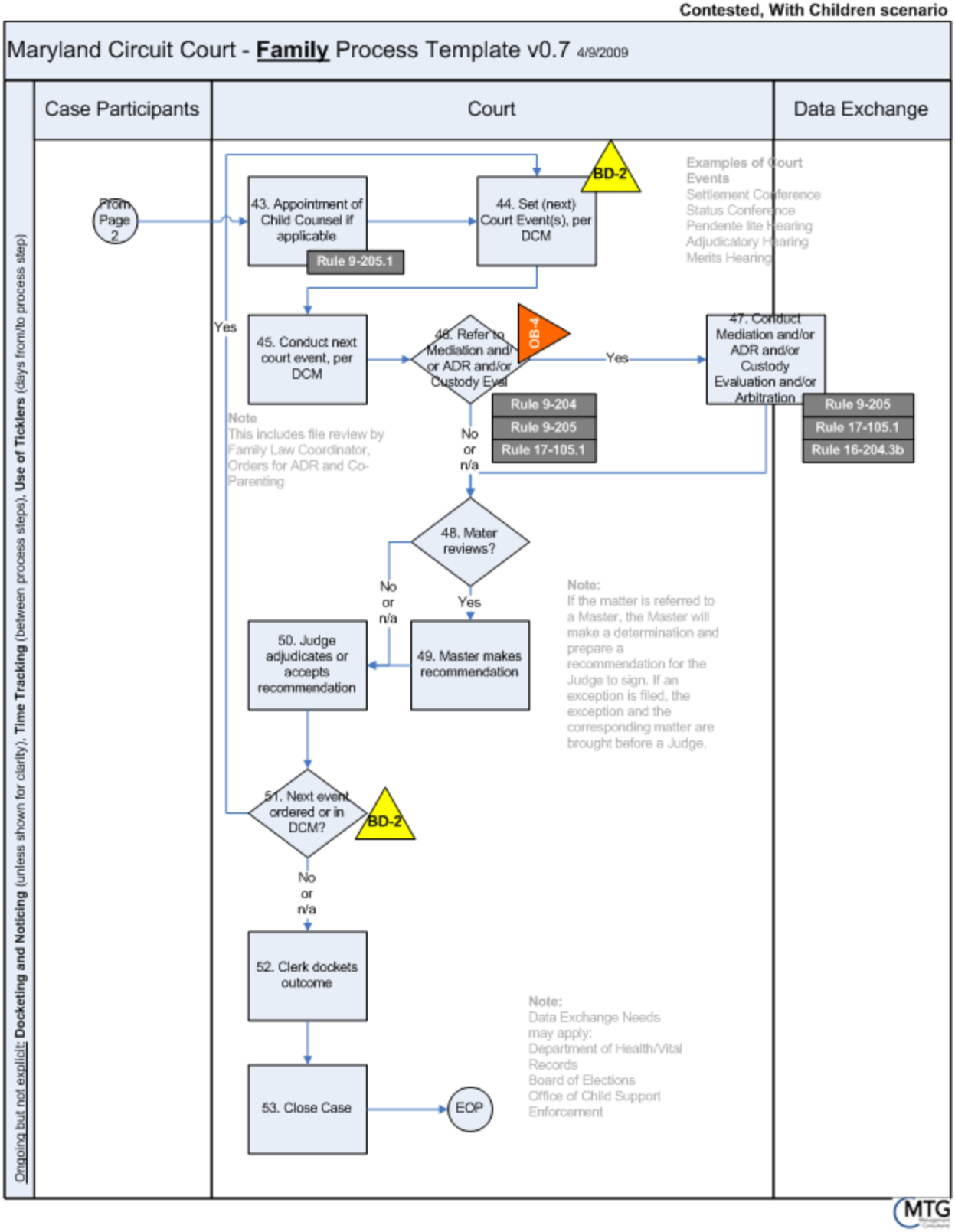
Default Order, Uncontested and No Children scenarios



Contested, No Children scenario

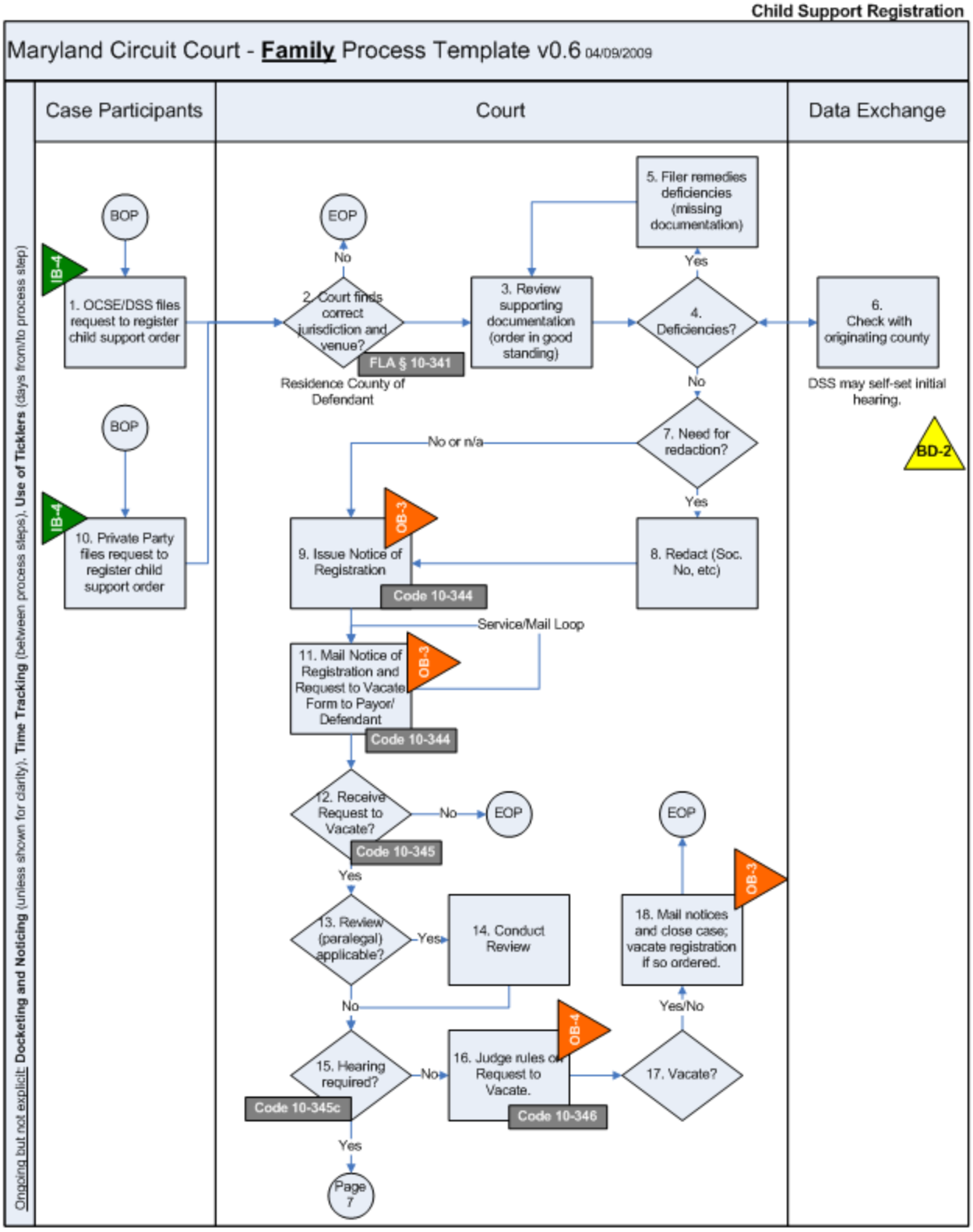


Contested, With Children scenario



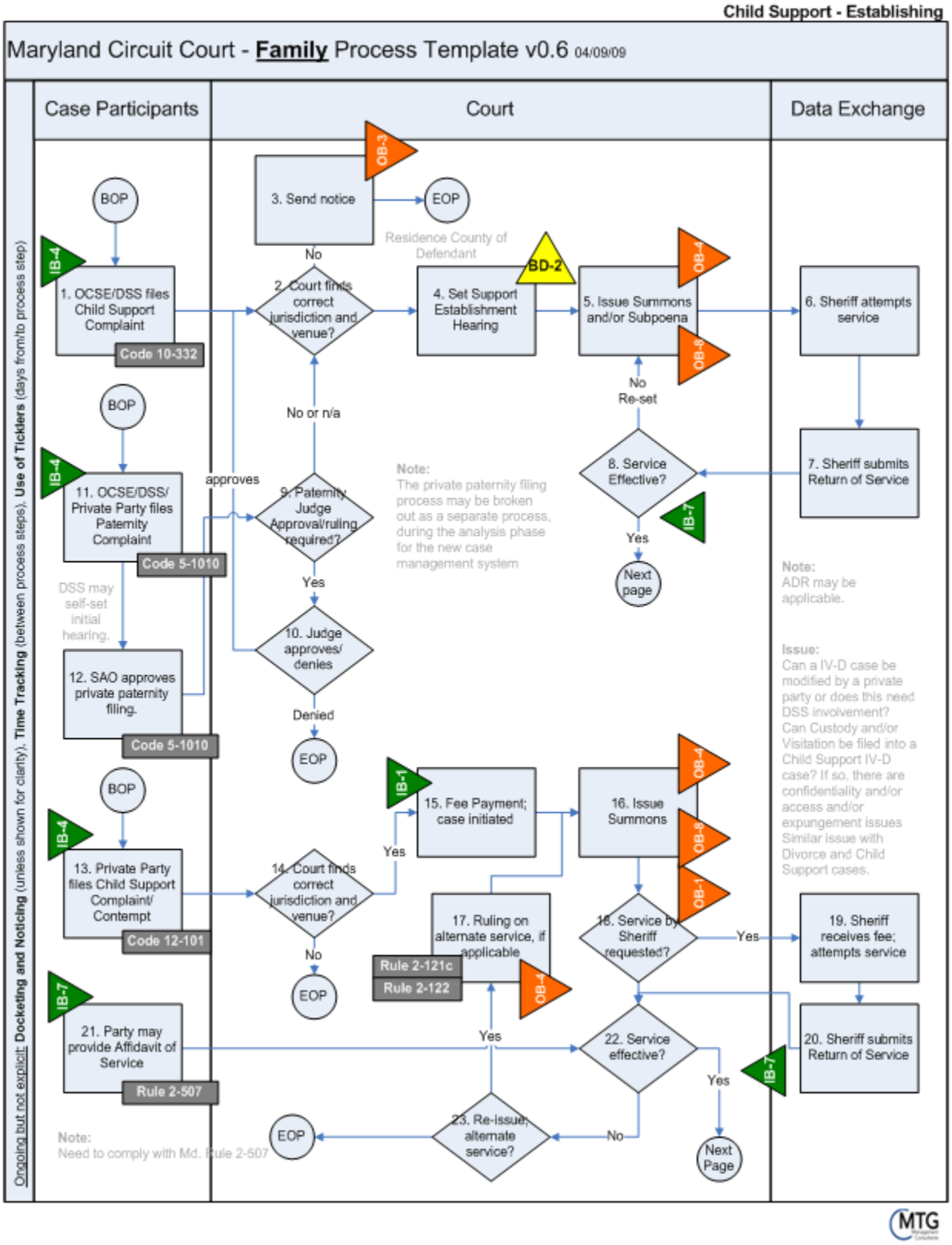
Child Support Registration

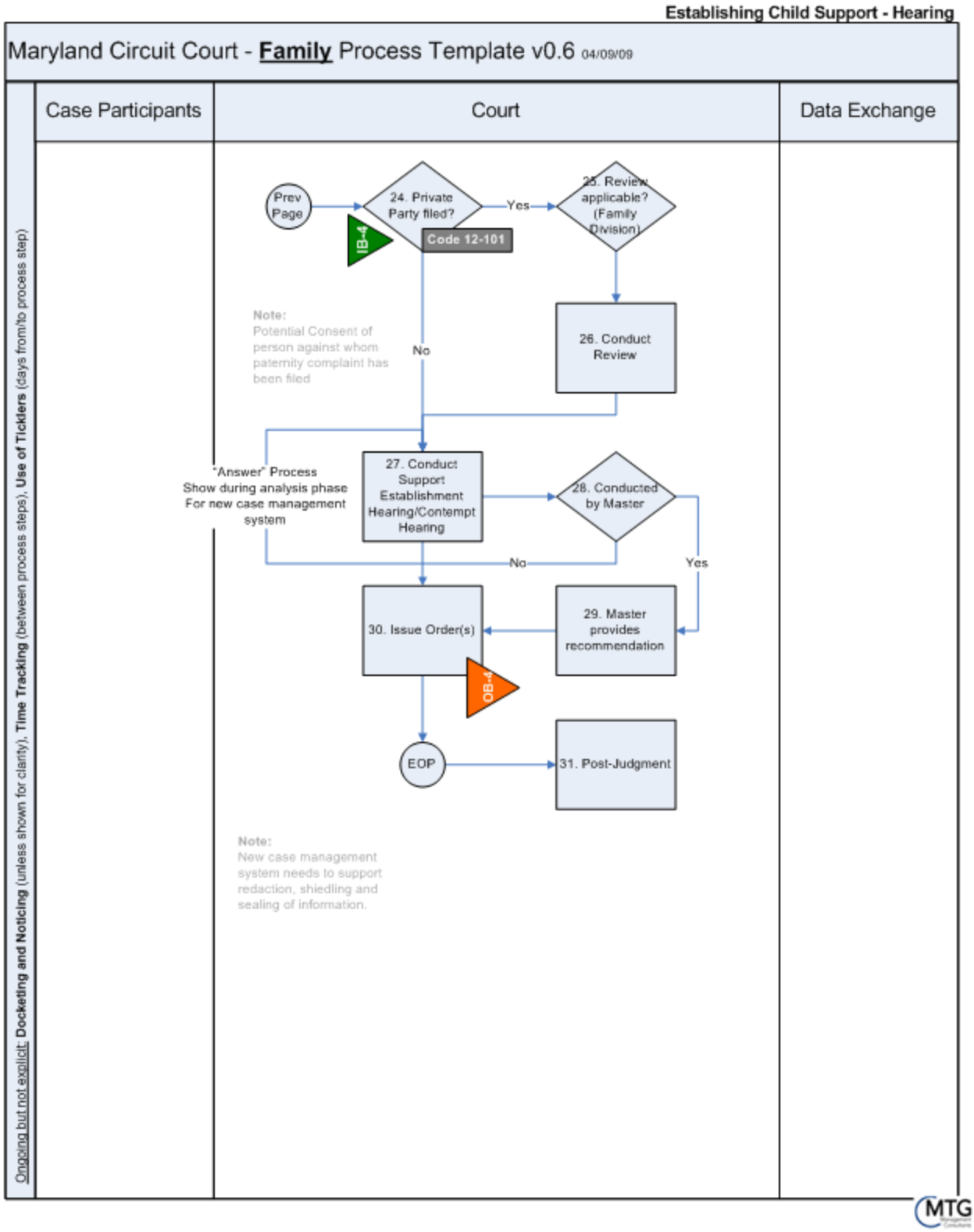
The following diagrams apply to Civil Domestic –Child Support Registration cases.



Child Support – Establishing

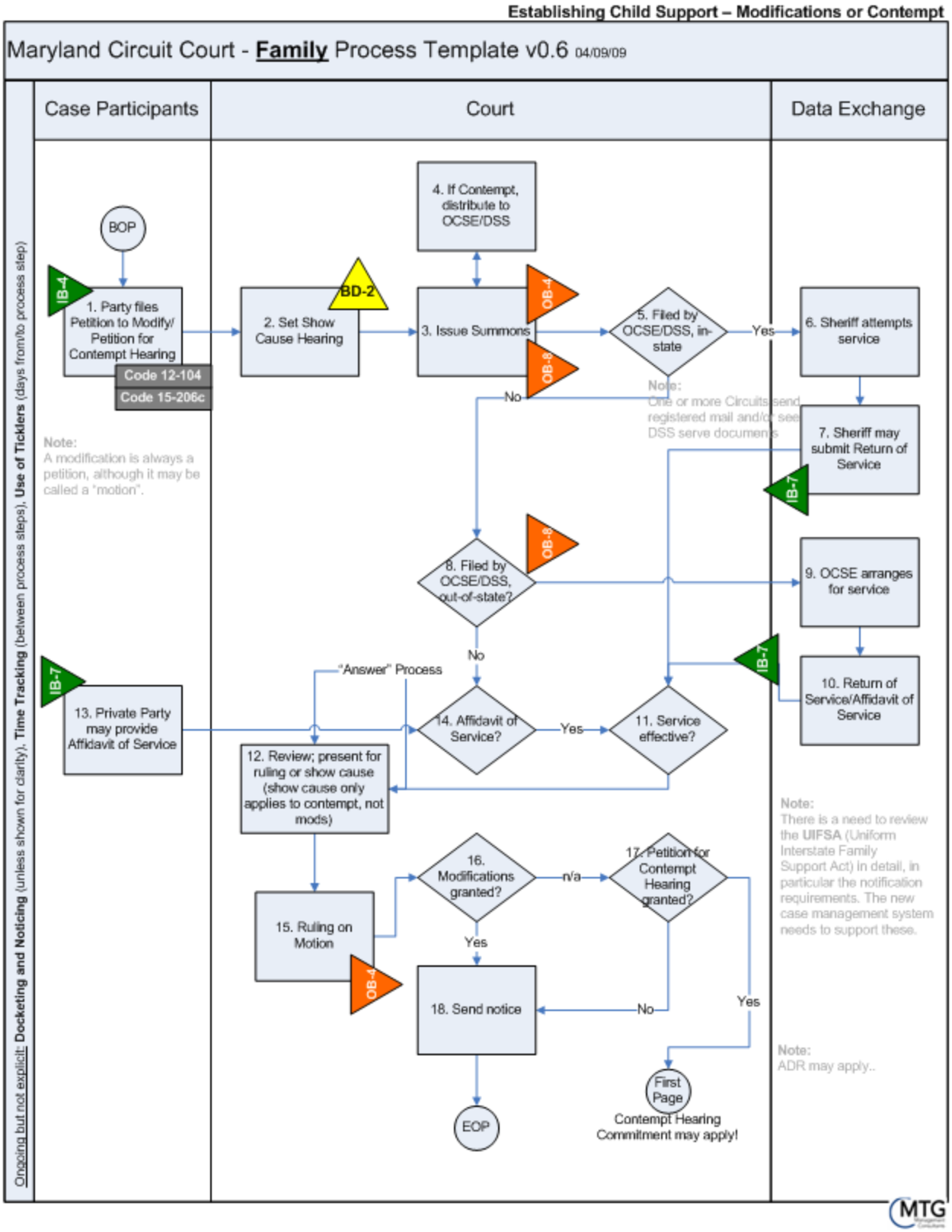
The following diagrams apply to Civil Domestic –Child Support - Establishing cases.




Establishing Child Support - Hearing
Maryland Circuit Court - Family Process Template v0.6 04/09/09
Ongoing but not explicit: Docketing and Noticing (unless shown for clarity), Time Tracking (between process steps), Use of Tickers (days from/to process step)
Case Participants
Court
Data Exchange
Prev Page
24. Private Party filed?
Yes
25. Review applicable? (Family Division)
IB-4
Code 12-101
Note: Potential Consent of person against whom paternity complaint has been filed
No
26. Conduct Review
"Answer" Process Show during analysis phase For new case management system
27. Conduct Support Establishment Hearing/Contempt Hearing
28. Conducted by Master
No
Yes
30. Issue Order(s)
29. Master provides recommendation
OB-4
EOP
31. Post-Judgment
Note: New case management system needs to support redaction, shiedling and sealing of information.
MTG

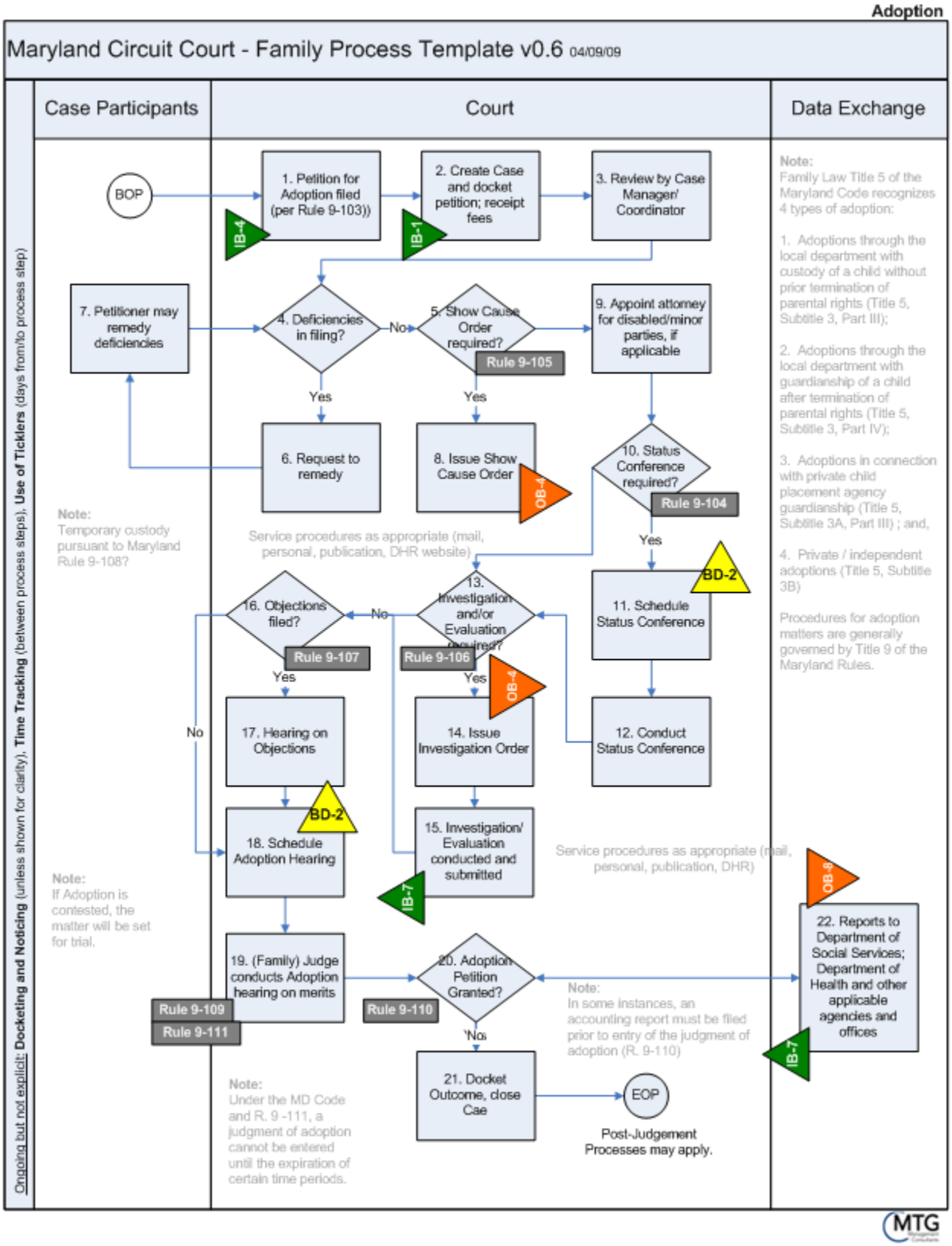
Child Support – Establishing – Modifications or Contempt

The following diagrams apply to Civil Domestic –Child Support Establishing – Modifications or Contempt cases.



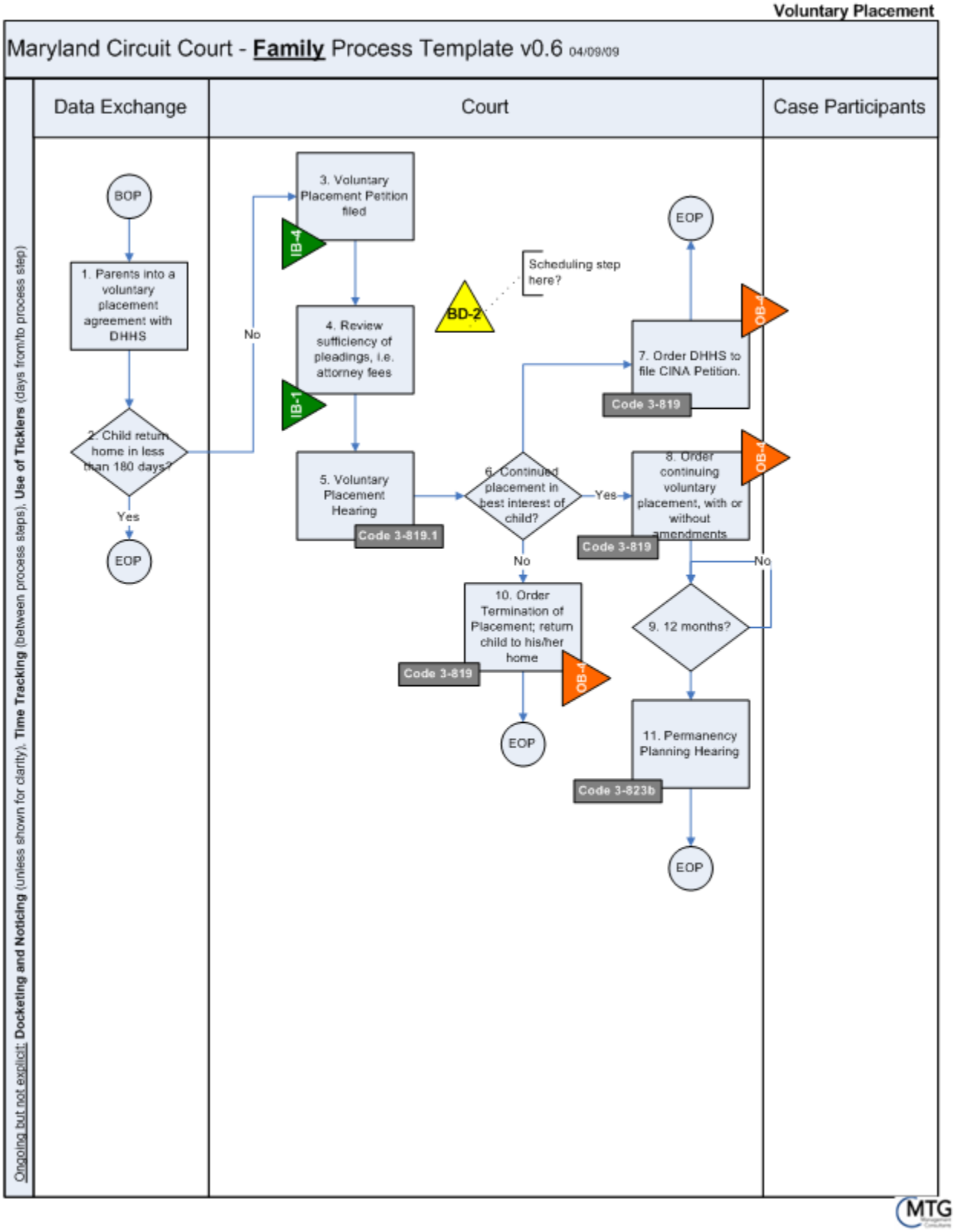
Adoption

The following diagrams apply to Civil Domestic –Adoption cases.



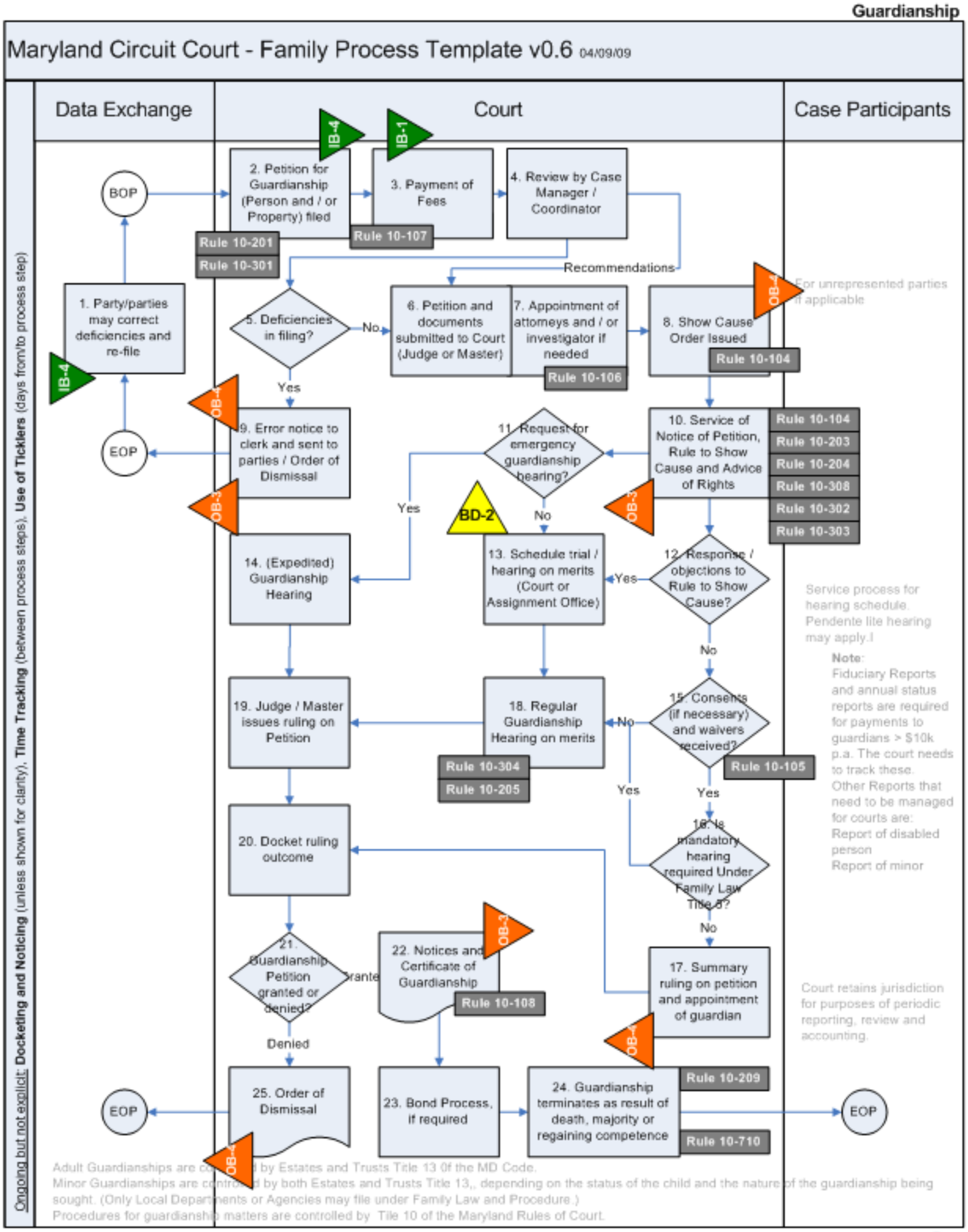
Voluntary Placement

The following diagrams apply to Civil Domestic –Voluntary Placement cases.



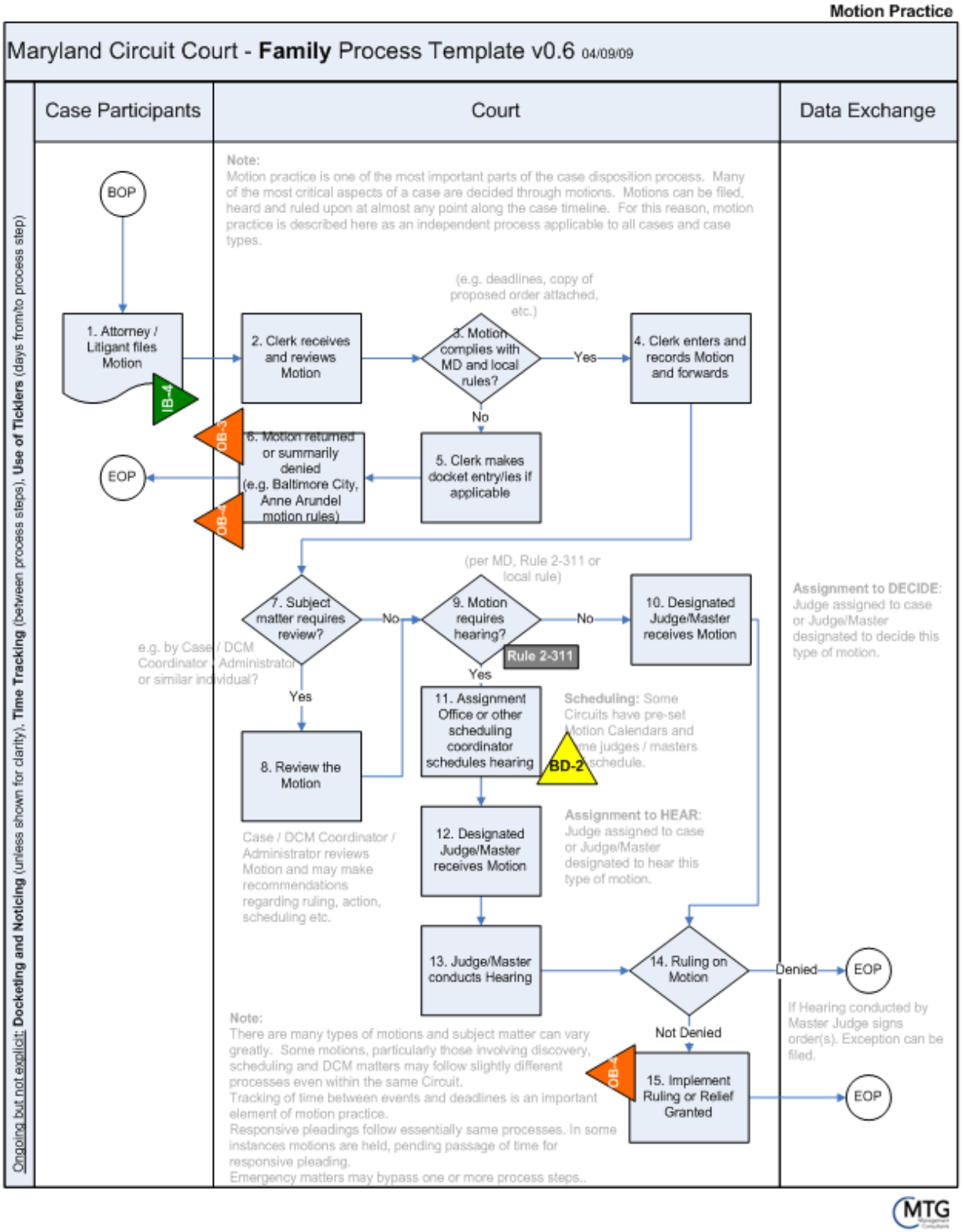
Guardianship

The following diagrams apply to Civil Domestic –Guardianship cases.



Motion Practice

The following diagrams apply to Civil Domestic –Motion Practice.



Interfaces

The Civil Domestic 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 Civil Domestic 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**
Circuit Court																			
Family Process - From Filing to Effective Service	**IB-1**			**IB-4**			**IB-7**	**OB-1**			**OB-4**				**OB-8**				
Family Process - Default Order, Uncontested & No Children				**IB-4**			**IB-7**			**OB-3**	**OB-4**							**BD-2**	
Family Process - Contested, No Children scenario							**IB-7**				**OB-4**				**OB-8**			**BD-2**	
Family Process - Contested, With Children scenario											**OB-4**							**BD-2**	
Family Process - Child Support Registration				**IB-4**						**OB-3**	**OB-4**							**BD-2**	
Family Process - Child Support - Establishing	**IB-1**			**IB-4**			**IB-7**	**OB-1**		**OB-3**	**OB-4**				**OB-8**			**BD-2**	
Family Process - Adoption	**IB-1**			**IB-4**			**IB-7**				**OB-4**				**OB-8**			**BD-2**	
Family Process - Voluntary Placement	**IB-1**			**IB-4**							**OB-4**							**BD-2**	
Family Process - Guardianship	**IB-1**			**IB-4**						**OB-3**	**OB-4**							**BD-2**	
Family Process - Motion Practice				**IB-4**						**OB-3**	**OB-4**							**BD-2**	

Time Standards

Identify the case time standards for this case category.

Case Type: *Domestic* ***Time Standard:*** *12 Months* ***Performance Goal:*** *90%*
Time Standard: *24 Months* ***Performance Goal:*** *98%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
Filing Date[1]	Bankruptcy Filing Date (Suggestion or Notice)	Order Staying Bankruptcy Date	• Disposition • Dismissal • Initial Judgment Date • Judgment in Limited Divorce Cases if limited divorce is the only issue	Circuit Court Filing to Service or Answer, whichever comes first
	Interlocutory Appeal Filing Date	Interlocutory Appeal Decision (Mandate) Date		
	Military Leave Date	Military Return Date		
	FTA/Body Attachment Issue Date	Body Attachment Service Date		
	No Service in Child Support cases after 90 days from filing	Service in Child Support cases or Dismissal if Service never effected		
	Collaborative Law Filing Date	Collaborative Law Conclusion Date		

Note: If a suspension begins sometime between the case start and stop date, and the case ends via dismissal or Nolle Pros (prior to obtaining the suspension end date), the suspension time is calculated from suspension begin to dismissal or Nolle Pros date (i.e., case stop date). Further, if a suspension event begins prior to case start and ends sometime between case start and case stop, the suspension time will begin at the case start date and end at the suspension end date.

Information Building Block Entities

The following significant entities (people, organizations, documents, events, and other artifacts) that play a role in the processing of the Civil Domestic case type. While they are not all captured in existing Maryland case management systems, these do represent the information that is to be maintained about court cases. The courts are seeking to maintain this information in their automated records.

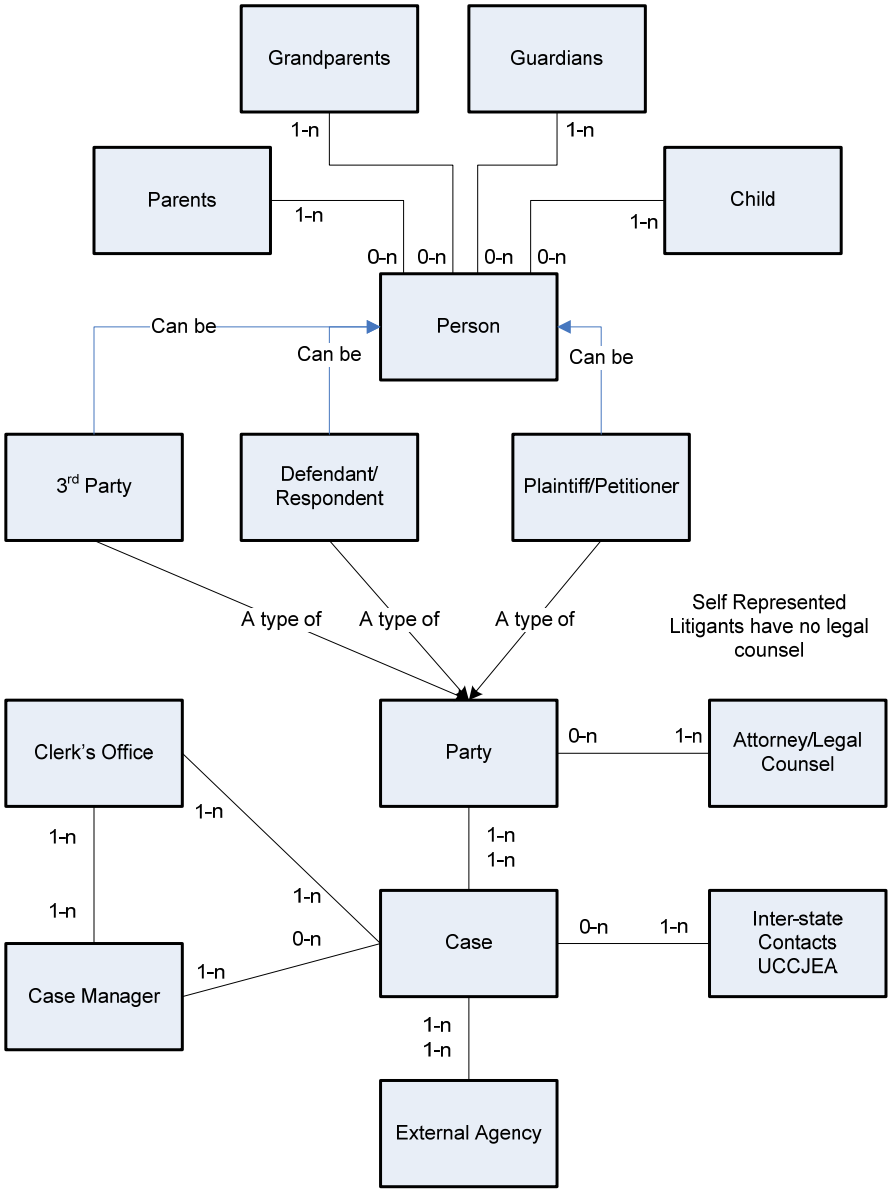
- Attorney/Legal Counsel
- Clerk's Office
- Case Manager
- Defendant/Respondent
- Interpreters/ADA
- Judge
- Answer/Amended Answer
- Body Attachment
- Complaint/Post Judgment Petition
- Conference (All Kinds)
- Counter Complaint
- Correctional Facility
- Issue
- Issue Disposition
- Law Enforcement (Sheriff)
- Motions
- Notifications
- Order (All Kinds)

[1] For URESA cases, use the filing date as both service and answer date. Also, use the consent date as the answer date when consents are filed with no answer. For Name Change cases, use the affidavit of publication service date or the show cause date as the answer date when no objection was filed.

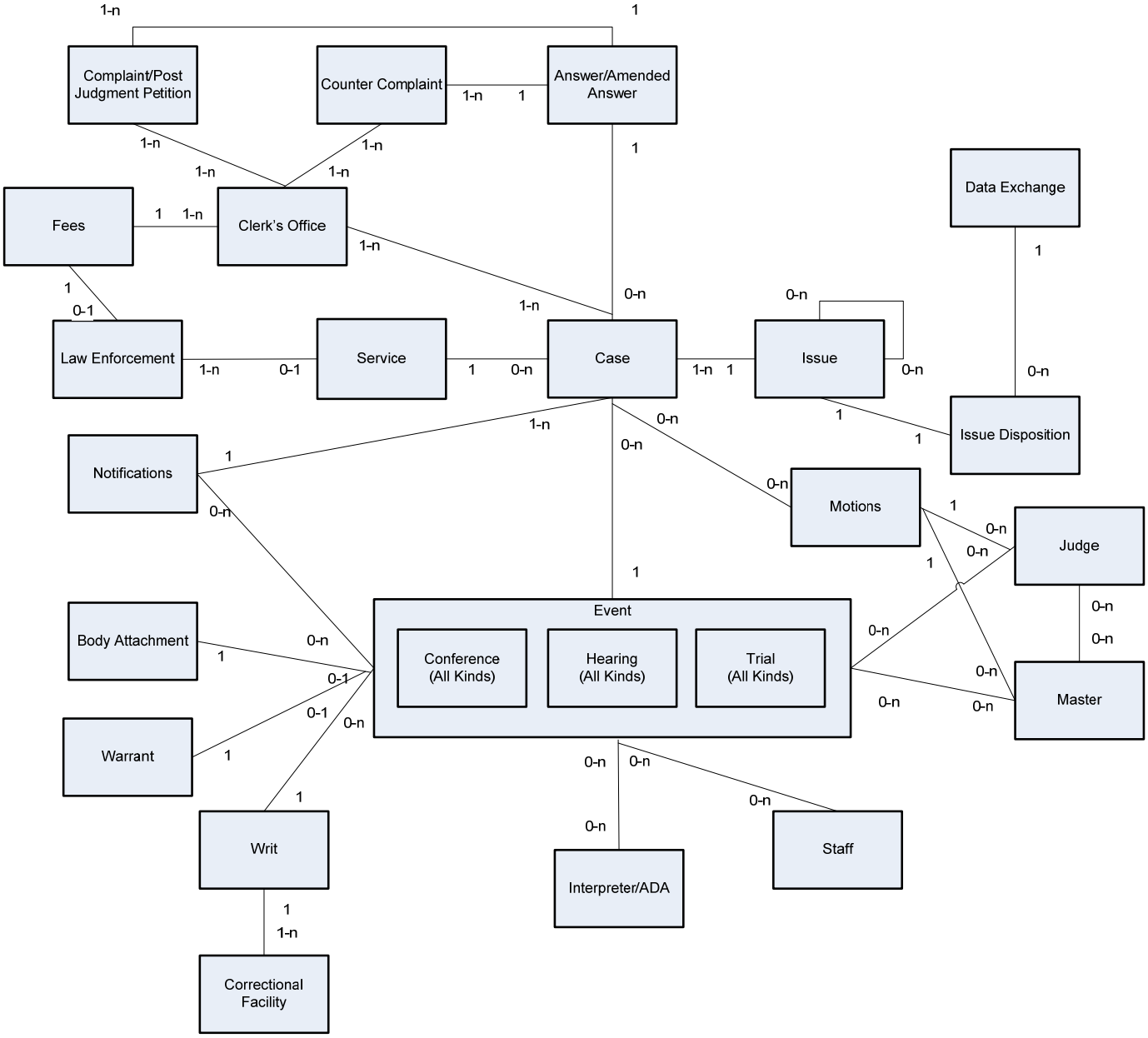
- Master
- Plaintiff/Petitioner
- Self Represented Litigant
- Parents
- Guardians
- Child
- 3rd Party
- Data Exchange
- Fees
- Hearing (All Kinds)
  - Inter-state Contacts UCCJEA
- Service
- Staff
- Trial (All Kinds)
  - Warrant

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Civil Domestic cases**. 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 the case for **Civil Domestic** cases.



Information Building Relationships

The following table represents the relationships between the entities listed above. The courts are seeking to maintain these relationships in the automated records that they maintain.

Related Building Blocks	*Description*
Case - Party	A **Case** may have one to many **Parties**. There are several types of **Parties**: **Plaintiff/Petitioner**, **Defendant/Respondent**, and/or a **3rd Party**. Any of these types can consist of zero to many **Parents**, **Grandparents**, **Guardians**, or **Children**.
Case – Case Manager	A **Case** can be related to zero to many **Case Managers**. A **Case Manager** can be related to one to many **Case**s.
Case Manager – Clerks Office	A **Case Manager** can be related to one to many **Clerks Offices**. A **Clerks Office** can be related to one to many **Case Managers**.
Case – Clerks Office	A **Case** can be related to one to many **Clerks Office**. A **Clerks Office** can be related to one to many **Case**s.
Case – Inter-state Contacts UCCJEA	A **Case** can be related to zero to many **Inter-state Contacts UCCJEA**. An **Inter-state Contacts UCCJEA** can be related to one to many **Case**s.
Case – External Agency	A **Case** can be related to one to many **External Agency**. An **External Agency** can be related to one to many **Case**s.
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 – Answer/Amended Answer	An **Answer/Amended Answer** can be related to one **Case**. A **Case** can have zero to many **Answer/Amended Answers**.
Counter Complaint – Answer/Amended Answer	An **Answer/Amended Answer** can be related to one **Counter Complaint**. A **Counter Complaint** can have one to many **Answer/Amended Answers**.
Complaint/Post Judgment Petition – Answer/Amended Answer	An **Answer/Amended Answer** can be related to one **Complaint/Post Judgment Petition**. A **Complaint/Post Judgment Petition** can have one to many **Answer/Amended Answers**.
Complaint/Post Judgment Petition – Clerks Office	The **Clerk's Office** can be related to one to many **Complaint/Post Judgment Petitions**. A **Complaint/Post Judgment Petition** can have one to many **Clerks Office.**
Counter Complaint – Clerks Office	The **Clerk's Office** can be related to one to many **Counter Complaints**. A **Counter Complaint** can have one to many **Clerks Office.**
Case – Clerks Office	A **Case** can be related to one to many **Clerks Offices**. A **Clerks Office** can be related to one to many **Case**s.
Fees – Clerks Office	A **Fee** can be related to one **Clerks Office**. A **Clerks Office** can be related to one to many **Fees**.
Fees – Law Enforcement	A **Fee** can be related to one **Law Enforcement**. A **Law Enforcement** can be related to zero to one **Fees**.

Related Building Blocks	*Description*
Case – Service	A **Case** can be related to zero to many **Service**. A **Service** can be related to one **Case**.
Service – Law Enforcement	A **Service** can be related to zero to one **Law Enforcement**. A **Law Enforcement** can be related to one to many **Services**.
Case – Notifications	A **Case** can have one to many **Notifications**. A **Notification** applies to only one **Case**.
Notifications - Event	A **Notification** can be related to zero to many **Event**. An **Event** can be related to zero to many **Notifications**.
Case - Event	Each **Case** can have zero to many **Events**. An **Event** applies to one **Case**. 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 – Body Attachment	Each **Case** can have zero to many **Body Attachment**. A **Body Attachment** applies to one **Case**.
Case – Warrant	Each **Case** can have zero to many **Warrant**. A **Warrant** applies to one **Case**.
Case – Writ	Each **Case** can have zero to many **Writs**. A **Writ** applies to one **Case**.
Case – Interpreter/ADA	Each **Case** can have zero to many **Interpreter/ADA**. An **Interpreter/ADA** can be related to aero to many **Cases**.
Correctional Facility – Writ	Each **Correctional Facility** can have one to many **Writs**. A **Writ** applies to one **Correctional Facility**.
Case - Issue	Each **Case** can have one to many **Issue**. A **Issue** applies to one **Case**.
Issue – Issue	Each **Issue** can be related to zero to many **Issues**. Note: Exceptions need to be related to the original issue.
Issue - Issue Disposition	Each **Issue Disposition** can have one **Issue**. A **Issue** applies to one **Issue Disposition**.
Data Exchange - Issue Disposition	Each **Issue Disposition** can have zero to many **Data Exchanges.** A **Data Exchange** applies to one **Issue Disposition**.
Event - Judge	An **Event** can be related to zero to many **Judges** A **Judge** can be related to one to many **Events**.
Event - Master	An **Event** can be related to zero to many **Masters.** A **Master** can e related to zero to many **Events**.
Judge - Master	A **Judge** can be related to zero to many **Masters**. A **Master** can be related to zero to many **Judges**.
Motion - Judge	An **Motion** can be related to one **Judges** A **Judge** can be related to zero to many **Motions**. Note: Motions do not use Events. They Are considered ticklers for the judge to review and decide to rule or have a hearing.
Motion - Master	An **Motion** can be related to one Masters**.** A **Master** can e related to zero to many **Motions**.

Related Building Blocks	Description
Event - Staff	An **Event** can be related to zero to many **Staff.** A **Staff** can e related to zero to many **Events**. Note: Staff can preside over conferences.

Candidates for Automation – Changes for Civil Domestic

The following table presents modifications, additions, or replacements to the existing automated systems that support Civil Domestic case processing.

Number	Item	Current Process	Future Process	Automation
1	General Accounting	There is no interface between the UCS case information and the cashiering system. Users must enter the same case information in both systems.	Enter case information in cashiering system. Cashiering system updates case management system with case information.	Create interface between cashiering system and case management system to update case information on a real-time basis.
2	General Accounting	Clerk receives summons to be forwarded to Sherriff/Constable for service. The clerk prepares summons, transmittal and sends to sheriff/constable for service. Sherriff serves the summons and sends return of service to the court.	Enter summons request in the system, The system transmits the funds to the sheriff/constable's office. The sheriff/constable serves the summons and electronically sends the return of service.	Create interface with sheriff/constable office to transmit service requests and electronically transmit fees for service.
3	Reporting	There is no interface between the Board of Elections and the case information in the UCS system. Users must send case informaiton ito the Board of Elections manually.	Enter case disposition information in case management system. Case management system sends a regular update to the Board of Elections.	Create interface between case management system and Board of Elections to send case information on a periodic basis.
4	Reporting	There is no interface between the Department of Heath/Vital Records and the case information in the UCS system. Users must send case informaiton ito the Department of Heath/Vital Records manually.	Enter case disposition information in case management system. Case management system sends a regular update to the Department of Heath/Vital Records.	Create interface between case management system and Department of Heath/Vital Records to send case information on a periodic basis.

Number	Item	Current Process	Future Process	Automation
5	Reporting	There is no interface between the Child Support Enforcement and the case information in the UCS system. Users must send case informaiton ito the Child Support Enforcement manually.	Enter case disposition information in case management system. Case management system sends a regular update to the Child Support Enforcement.	Create interface between case management system and Child Support Enforcement to send case information on a periodic basis.
6	Case Initiation and Indexing	The court issues mediation order and forwarded for scheduling. Mediation is scheduled in an Access database.	The court directly orders and schedules mediation in the system.	Speeds up process.
7	Reporting	There is no interface between the Department of Social Services; Department of Health and other applicable agencies and offices and the case information in the UCS system. Users must send case information to the Department of Social Services; Department of Health and other applicable agencies and offices manually.	Enter case disposition information in case management system. Case management system sends a regular update to the Department of Social Services; Department of Health and other applicable agencies and offices.	Create interface between case management system and Department of Social Services; Department of Health and other applicable agencies and offices to send case information on a periodic basis.
8	Docketing, Record Keeping	Court issues Notice of Registration or Notice to Vacate. Court mail Notice of Registration and Request to Vacate Form to Payor/Defendant	Court issues Notice of Registration or Notice to Vacate. Court has option to email or mail Notice of Registration and Request to Vacate Form to Payor/Defendant.	Reduce postage costs.

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