Process Profile

Maryland District Court

Traffic-Criminal

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/25/2009	Suzanne Bonniwell	Initial Draft
2.0	1/28/2010	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*
CP § 10-105	Expungement of record after charge is filed
Rule 2-621	Lien of money judgment
Rule 3-621	Lien of money judgment
Rule 4-213	Initial appearance of defendant
Rule 4-221	Preliminary hearing in District Court
Rule 4-301(b)	Beginning of trial in District Court
Rule 4-331	Motions for new trial
Rule 4-345	Sentencing - Revisory power of court
Rule 7-104	Notice of appeal - Times for filing

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 Traffic/Criminal court case management. This section presents the general AS-IS work flow diagrams. These include:

- Misdemeanor/Traffic Must Appear/DUI/District Court Felonies
- Felonies not Triable in District Court
- Remanded from Circuit Court
- Criminal Information to Circuit Court
- Appeal
- Appeal on Denial of a Motion/Expungement/Strike Forfeiture
- Jury Trial Prayed
- Criminal Citations
- Registration of Judgments

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

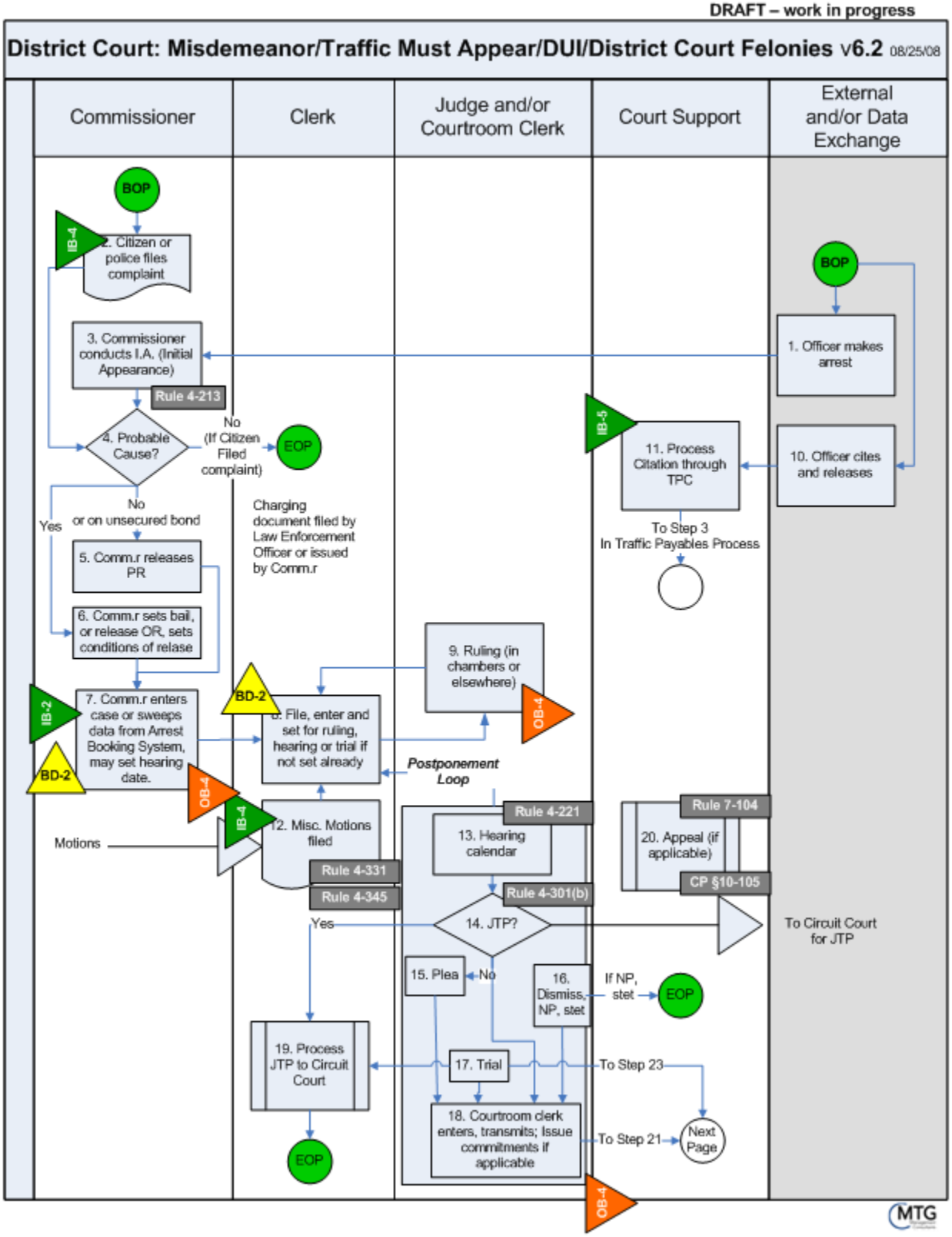
A description of each of the objects used to create the diagrams is listed below.

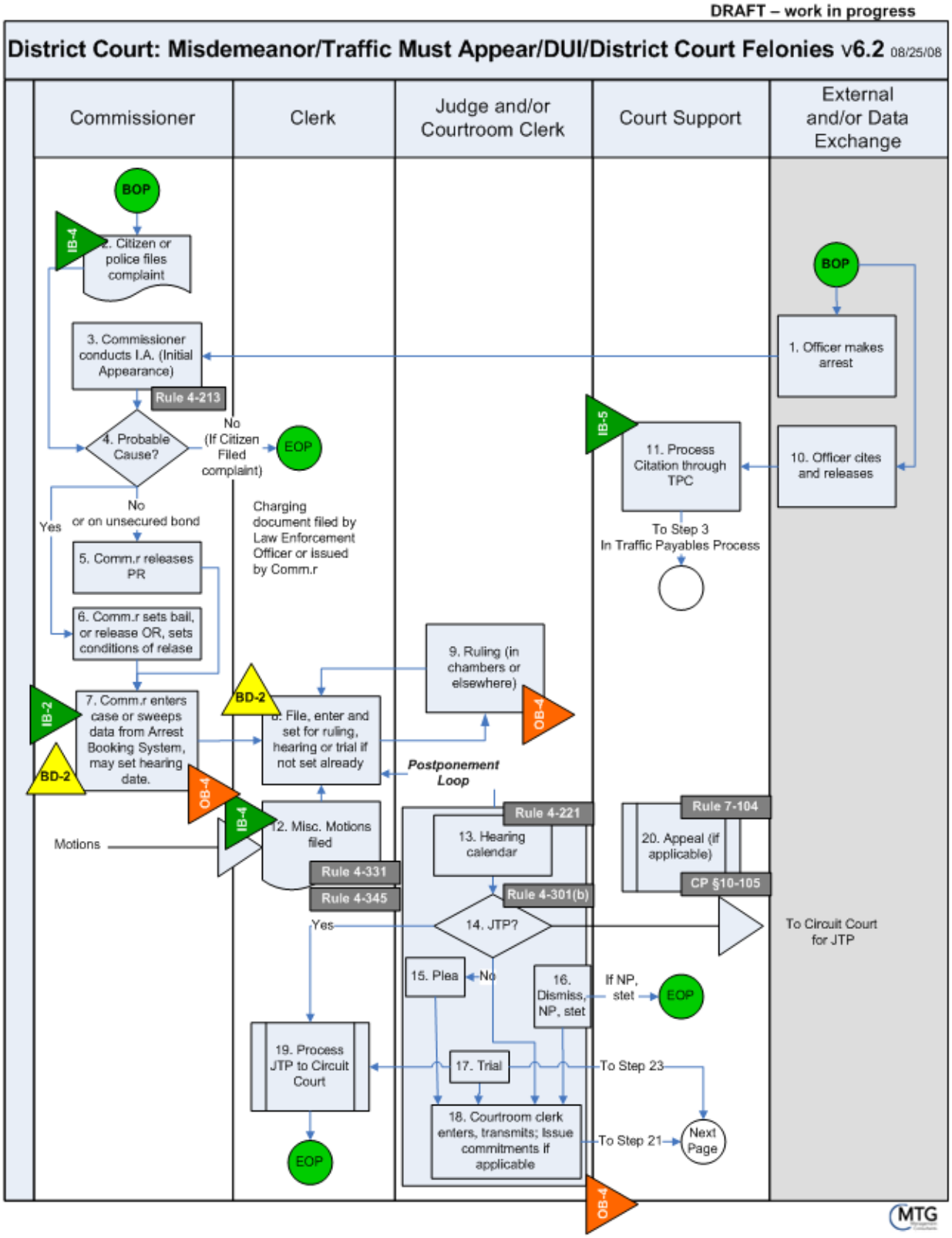
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

Misdemeanor/Traffic Must Appear/DUI/District Court Felonies

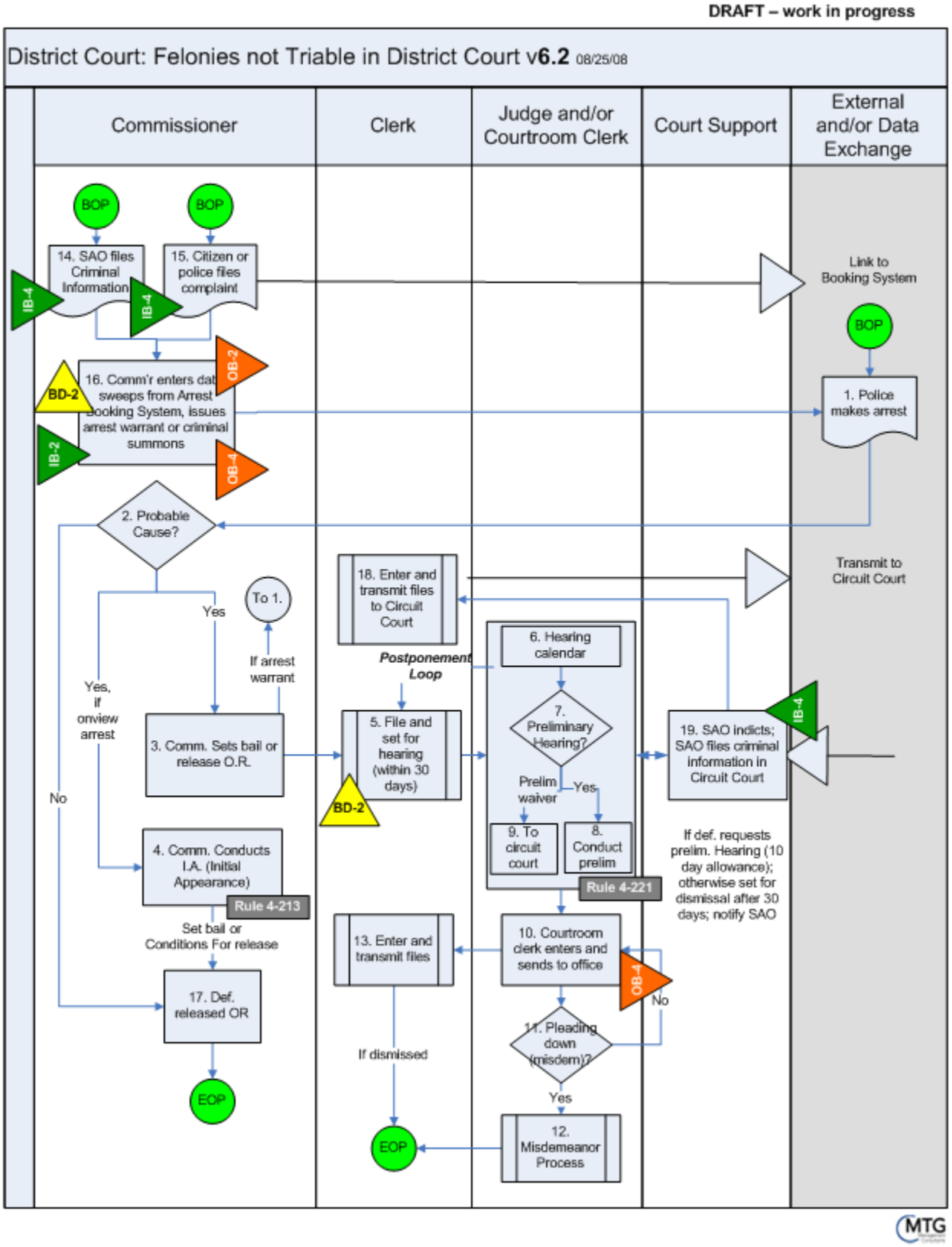
The following diagrams apply to Misdemeanor/Traffic Must Appear/DUI/District Court Felonies cases.




DRAFT – work in progress
District Court: Misdemeanor/Traffic Must Appear/DUI/District Court Felonies v6.2 08/25/08
Commissioner
Clerk
Judge and/or Courtroom Clerk
Court Support
External and/or Data Exchange
BOP
IB-4
2. Citizen or police files complaint
3. Commissioner conducts I.A. (Initial Appearance)
Rule 4-213
4. Probable Cause?
No (If Citizen Filed complaint)
EOP
No or on unsecured bond
Yes
5. Comm.r releases PR
6. Comm.r sets bail, or release OR, sets conditions of relase
Charging document filed by Law Enforcement Officer or issued by Comm.r
IB-2
7. Comm.r enters case or sweeps data from Arrest Booking System, may set hearing date.
BD-2
OB-4
8. File, enter and set for ruling, hearing or trial if not set already
9. Ruling (in chambers or elsewhere)
Postponement Loop
IB-4
12. Misc. Motions filed
Motions
Rule 4-331
Rule 4-345
Rule 4-221
13. Hearing calendar
Rule 4-301(b)
14. JTP?
Yes
15. Plea
No
16. Dismiss, NP, stet
If NP, stet
19. Process JTP to Circuit Court
17. Trial
18. Courtroom clerk enters, transmits; issue commitments if applicable
To Step 23
To Step 21
Next Page
IB-5
11. Process Citation through TPC
To Step 3 In Traffic Payables Process
Rule 7-104
20. Appeal (if applicable)
CP §10-105
To Circuit Court for JTP
1. Officer makes arrest
10. Officer cites and releases
MTG

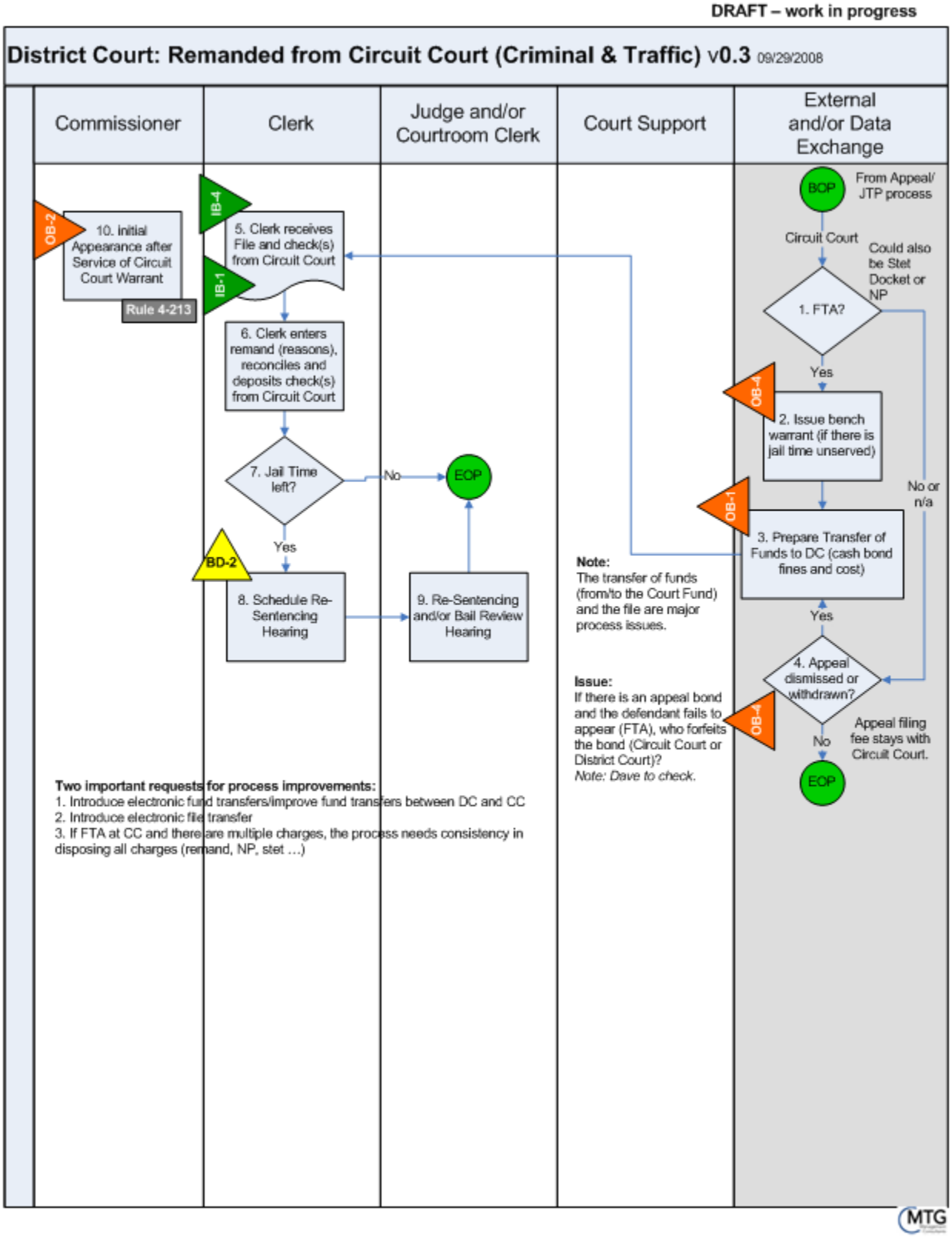
Felonies not Triable in District Court

The following diagram applies to Felonies not Triable in District Court cases.



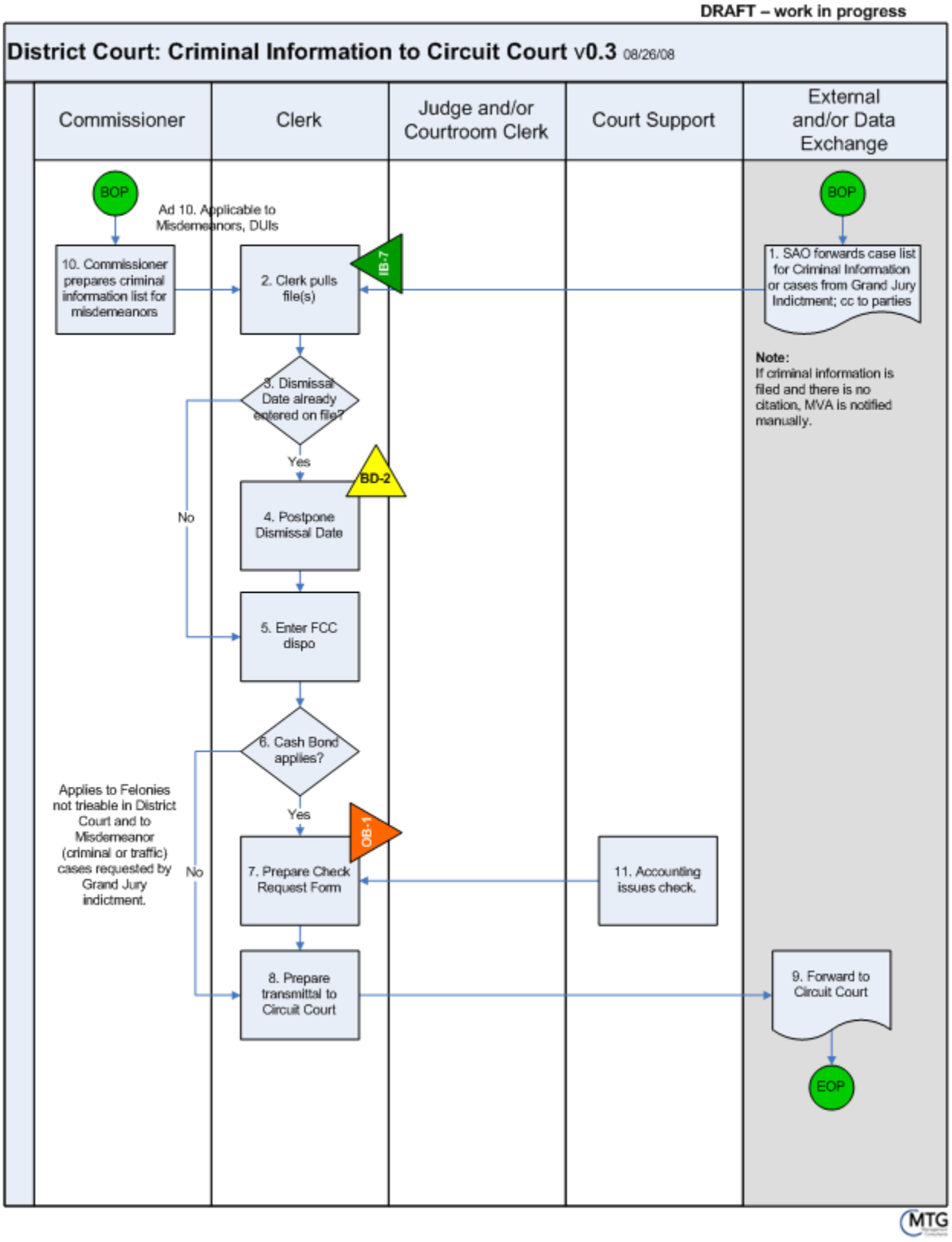
Remanded from Circuit Court

The following diagram applies to cases Remanded from Circuit Court.



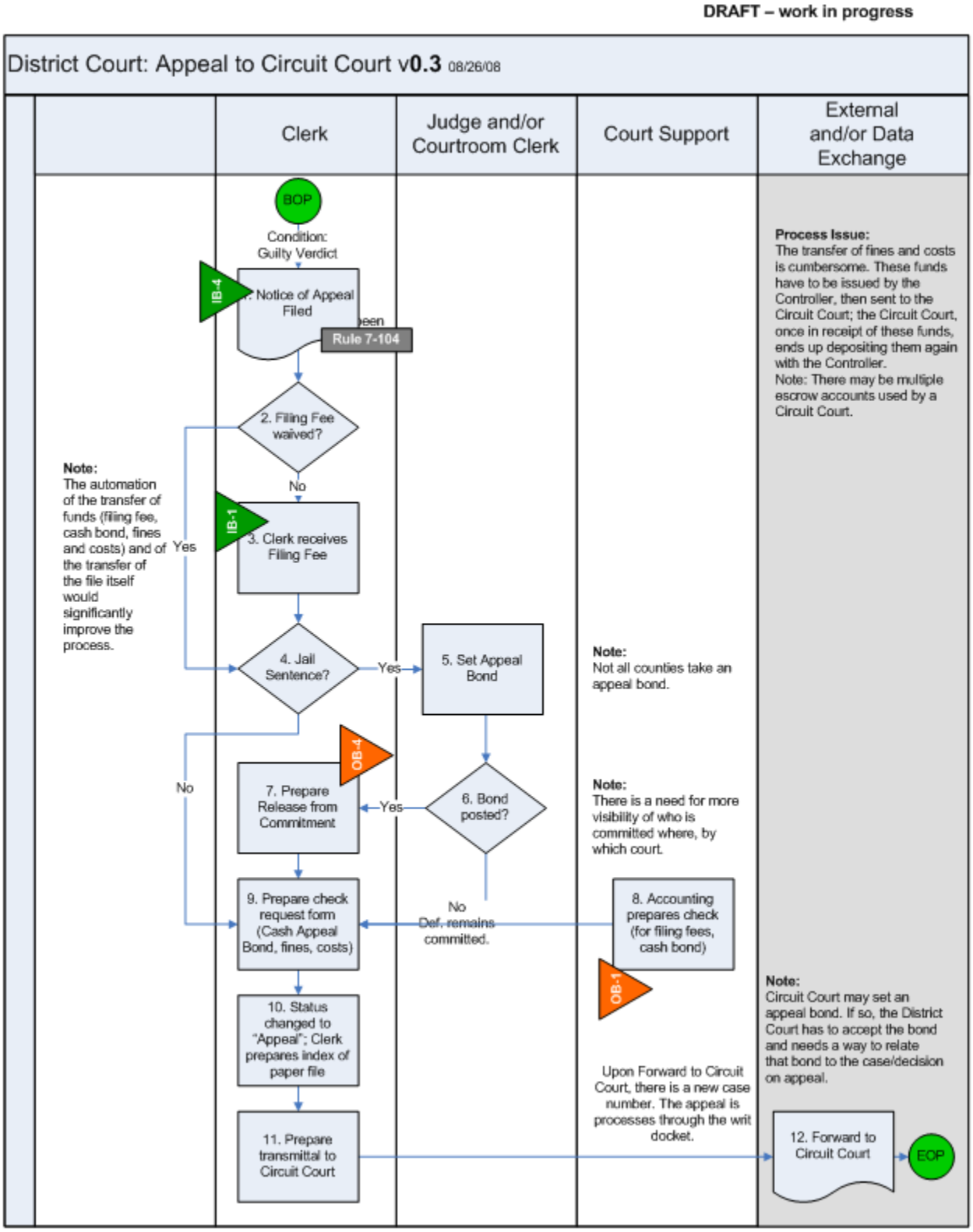
Criminal Information to Circuit Court

The following diagram applies to Criminal Information to Circuit Court .



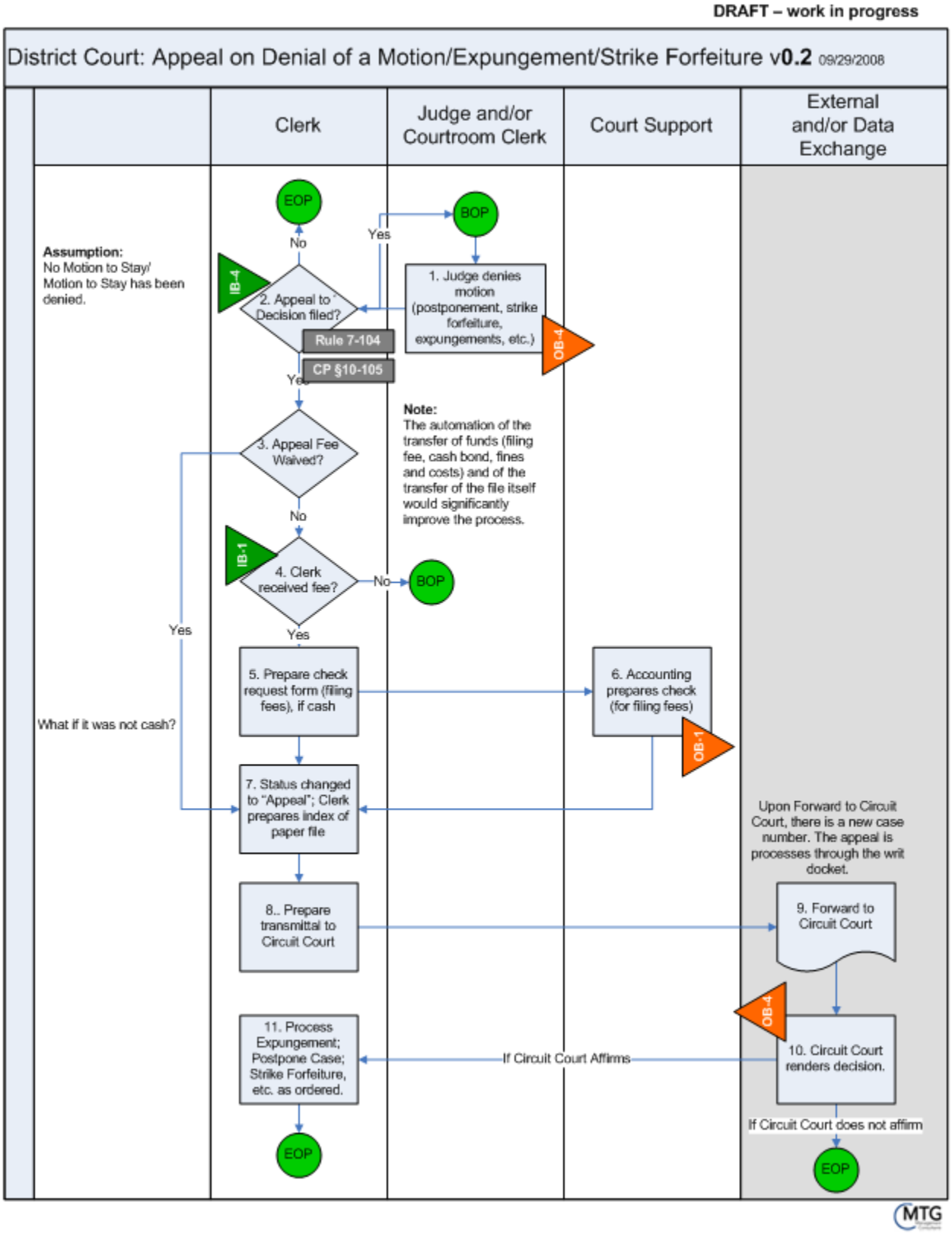
Appeal

The following diagram applies to Appeal cases.



Appeal on Denial of a Motion/Expungement/Strike Forfeiture

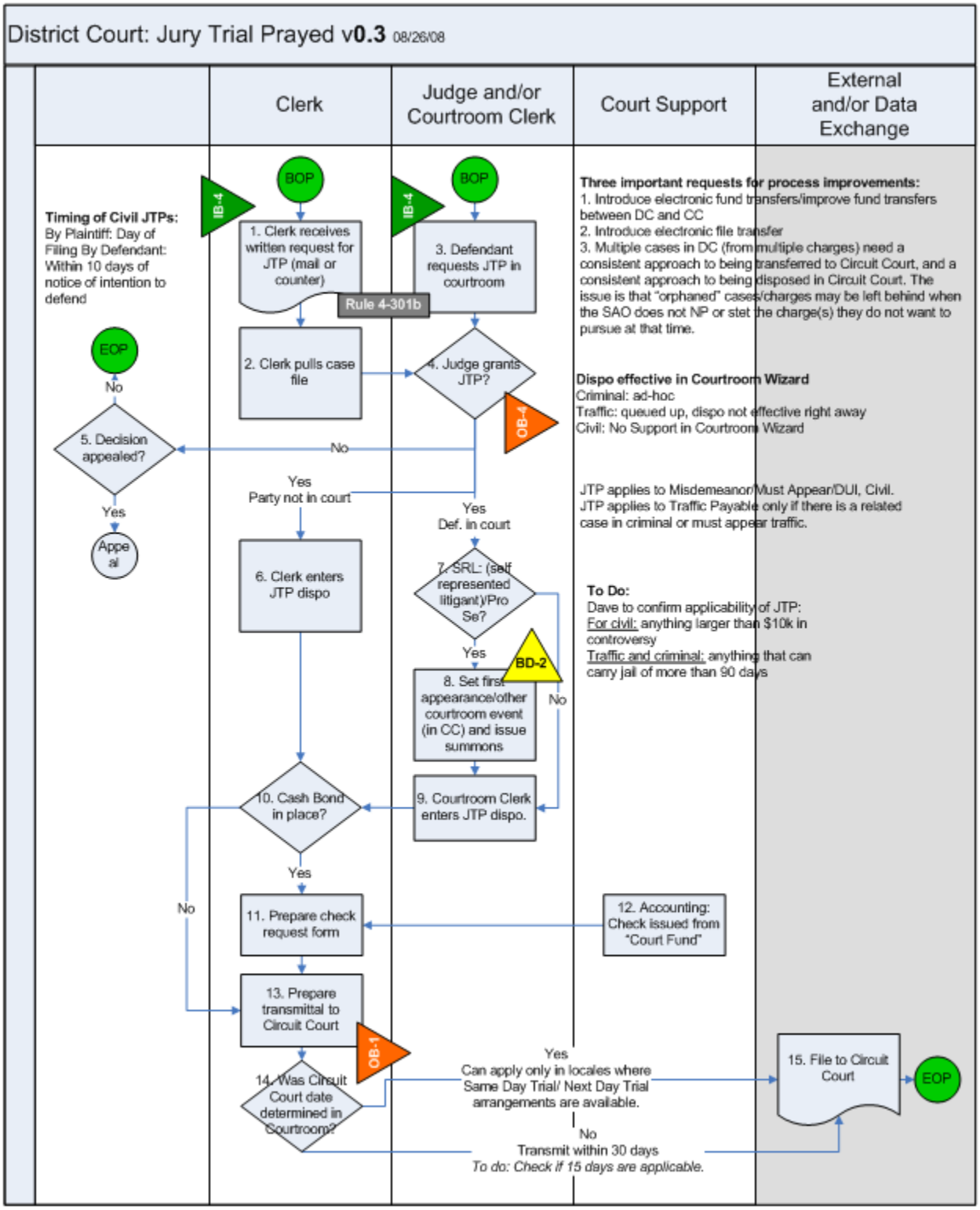
The following diagram applies to Appeal on Denial of a Motion/Expungement/Strike Forfeiture.



Jury Trial Prayed

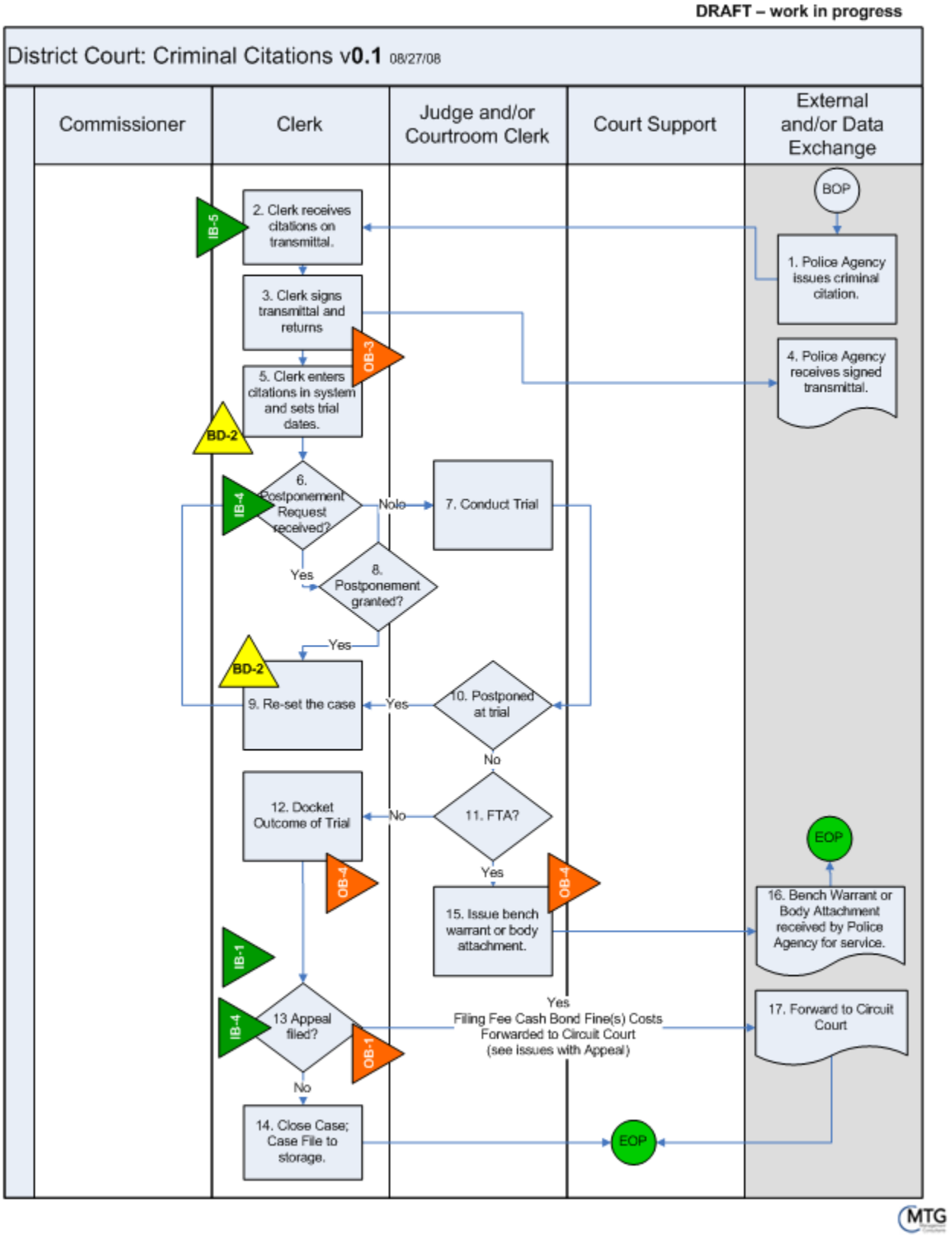
The following diagram applies to Jury Trial Prayed cases.

DRAFT – work in progress



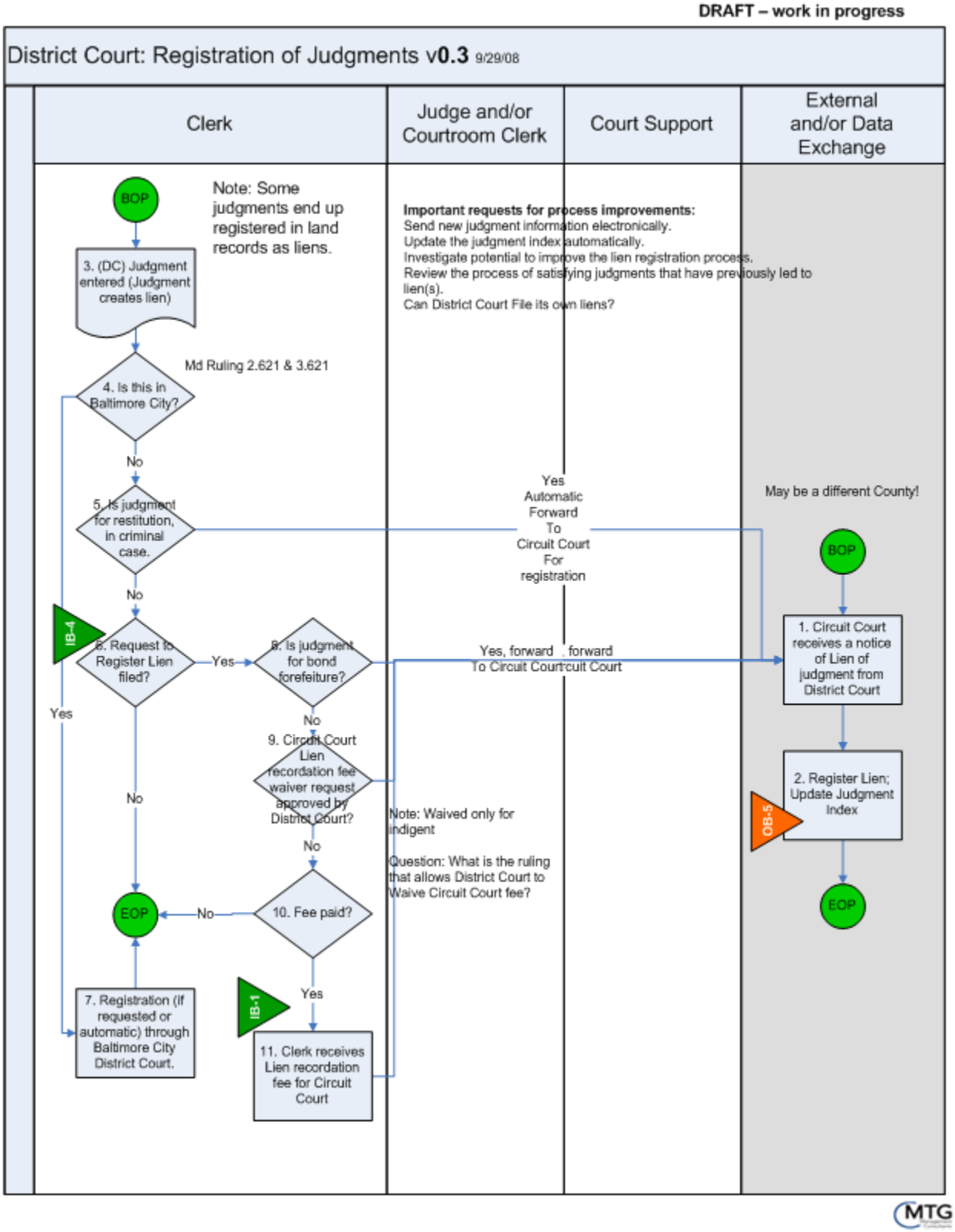
Criminal Citations

The following diagram applies to Criminal Citations.



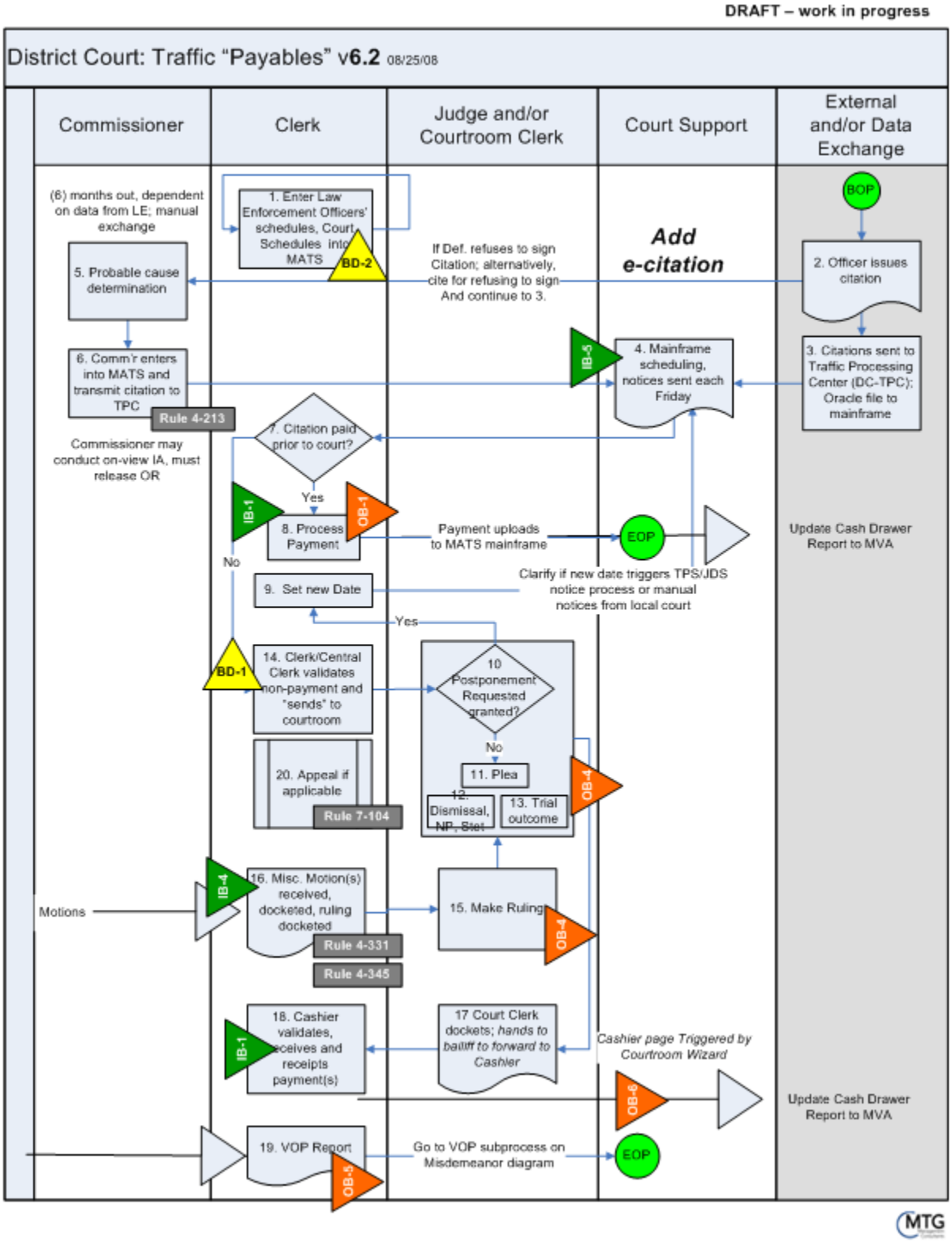
Registration of Judgments

The following diagram applies to Registration of Judgments.



Traffic Payables

The following diagram applies to Traffic Payables.



Interfaces

The Traffic/Criminal 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 Traffic/Criminal 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	Judgements	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
District Court																			
Misdemeanor/Traffic Must Appear/DUI/District Court Felonies	IB-1	IB-2		IB-4	IB-5	IB-6			OB-2	OB-3	OB-4		OB-6		OB-8			BD-2	
Felonies not Triable in District Court		IB-2		IB-4					OB-2		OB-4								
Remanded from Circuit Court	IB-1			IB-4				OB-1	OB-2		OB-4							BD-2	
Criminal Information to Circuit Court				IB-4				OB-1										BD-2	
Appeal	IB-1			IB-4				OB-1			OB-4								
Appeal on Denial of a Motion/Expungement/Strike Forfeiture	IB-1			IB-4				OB-1			OB-4								
Jury Trial Prayed				IB-4				OB-1			OB-4							BD-2	
Criminal Citations	IB-1			IB-4	IB-5			OB-1		OB-3	OB-4							BD-2	
Registration of Judgments	IB-1			IB-4															
Traffic “Payables”	IB-1			IB-4	IB-5			OB-1			OB-4	OB-5	OB-6				BD-1	BD-2	

Time Standards

Identify the case time standards for this case category.

Case Type: *Traffic Payable* ***Time Standard:*** *120 Days* ***Performance Goal:*** *98%*

Excluding tickets "paid out" before given trial dates

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
Date Filing Entered into the System	FTA/Bench Warrant Issue Date	Case Reset for Trial	Nolle Prosequi Dismissal Stet Acquittal Sentencing Abate by Death Merge Ticket paid before trial Date PBJ	Circuit Court Filing to Service or Answer whichever comes first
		Ticket Paid		

Case Type: *Criminal* ***Time Standard:*** *180 Days* ***Performance Goal:*** *98%*

Case Type: *All Traffic Must Appear* ***Time Standard:*** *180 Days* ***Performance Goal:*** *98%*

Case Type: *Section 21-902* ***Time Standard:*** *180 Days* ***Performance Goal:*** *98%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
Service of Charging Document (Except for Criminal Citations Date Filing Entered into the System (Criminal Citations and Traffic Cases) Amendment from Circuit Court	FTA/Bench Warrant Issue Date	FTA Warrant Service Date/FTA Struck	Nolle Prosequi Dismissal Stet Acquittal Sentencing Abate by Death Jury Trial Prayed Petition granted for reverse waiver Found 'Not Criminally Responsible' Merge PBJ	Service of Charging document to filing
	Competency Evaluation	Finding of Competency		
	PSI Order Date	Receipt of PSI		
	Drug Court Diversion Program Ordered	(Exit (Completion/Incompletion) from Drug Court Diversion Program		
	Military Leave Date	Military Return Date		
	NCR Evaluation	NCR Finding Date		
	Date of Court Order for Psychological Evaluation	Date the Psychological Evaluation was received by the Court		

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.

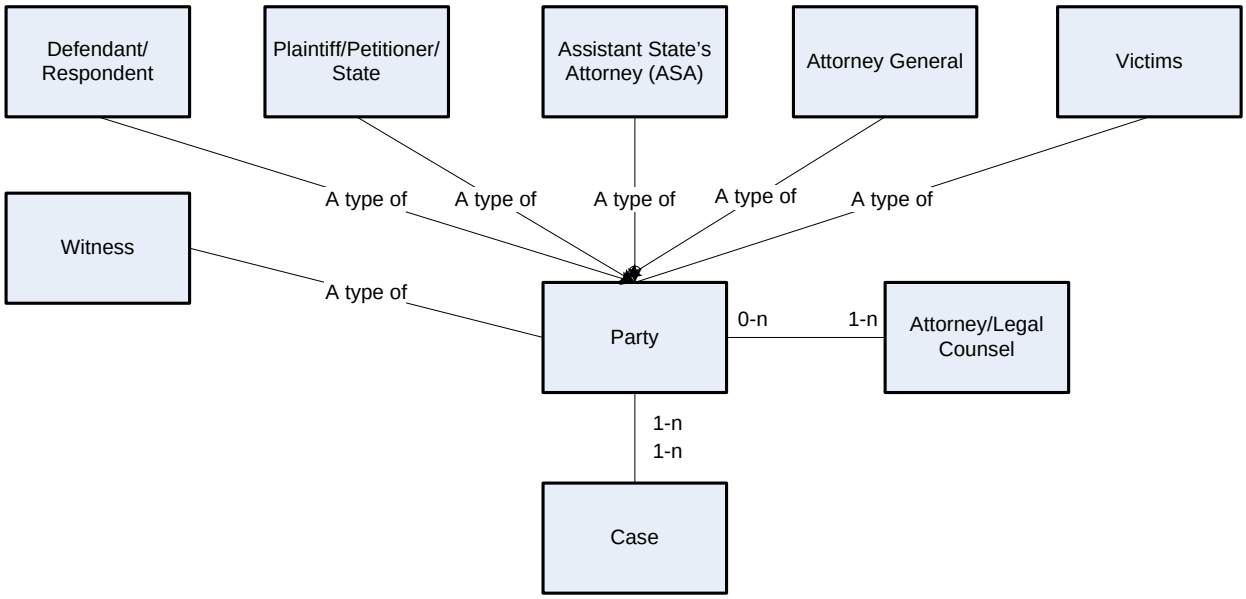
Information Building Block Entities

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

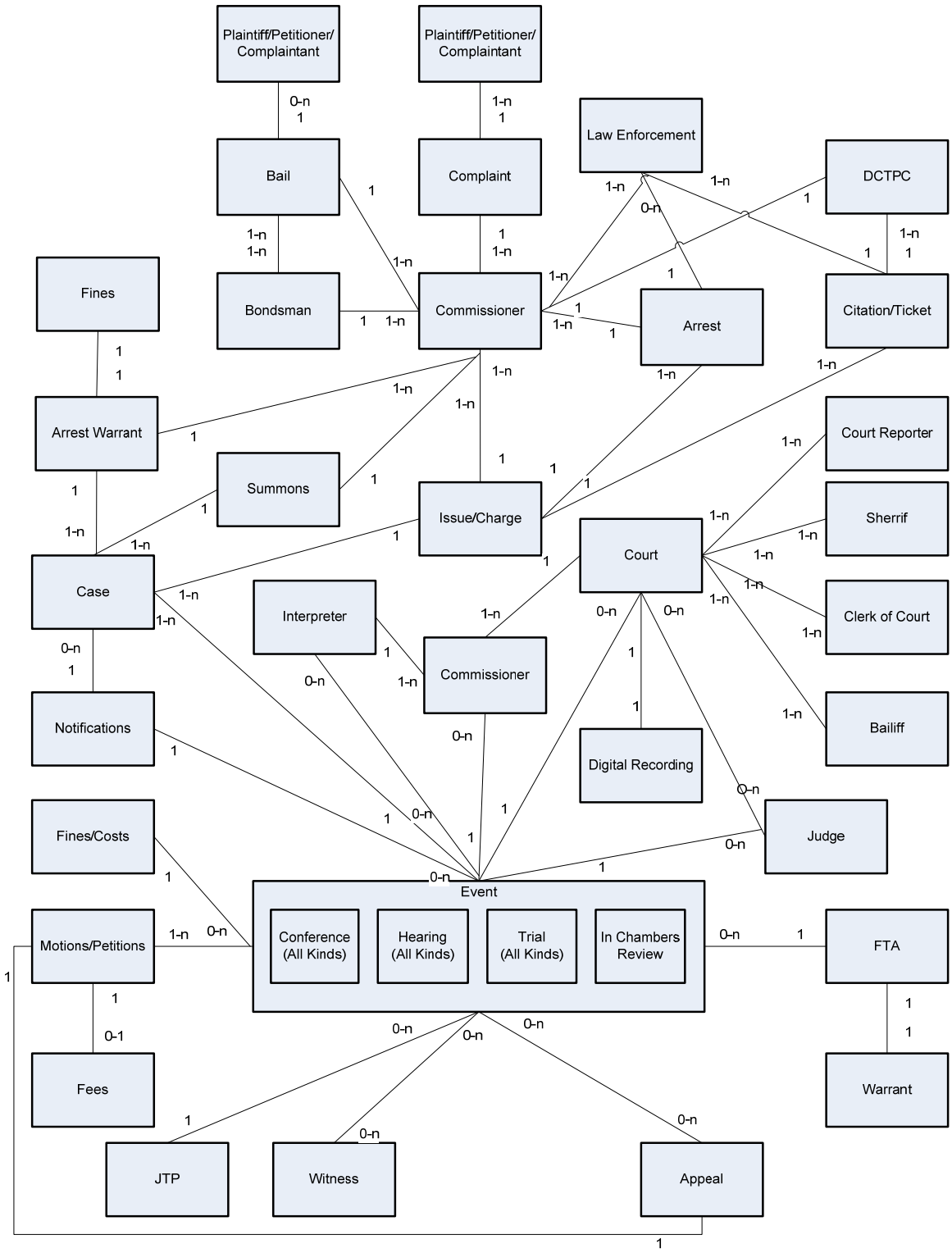
- Attorney/Legal Counsel
- Bailiff
- Bondsman
- Clerk
- Clerk of Court
- Commissioner
- DCTPC
- Defendant/Respondent
- FCC
- Interpreters
- Judge
- Master
- Plaintiff/Petitioner/Complainant
- Victims
- Witness
- Appeal
- Arrest
- Charges/Issue
- Charging Document
- Citation/Ticket
- Complaint
- Conference (All Kinds)
- Evaluation
- Fees
- Fines/Costs
- FTA
- Hearing (All Kinds)
- Issue Disposition
- Jails
- JTP
- Law Enforcement (Sheriff
- Notifications
- Postponement
- Ruling on Motion
- Summons
- Trial (All Kinds)
- Warrant (Arrest/Bench)

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Traffic/Criminal** 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 ***Traffic/Criminal*** 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**: **Plaintiff/Petitioner/State**, **Defendant/Respondent**, **Attorney General**, **Assistant State's Attorney**, **Witness , and/or Victims**. 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**.
Arrest – Law Enforcement	**Law Enforcement** can have zero to many **Arrests**. An **Arrest** can only be made by one **Law Enforcement**.
Arrest - Commissioner	A **Commissioner** can be related to one to many **Arrests**. An **Arrest** can be related to only one **Commissioner**.
Commissioner - Bondsman	A **Commissioner** can be related to one to many **Bondsmen**. A **Bondsman** can be related to only one **Commissioner**.
Defendant - Bail	A **Bail** can be made by one **Defendant**. A **Defendant** can post zero to many **Bails**.
Bondsman - Bail	A **Bail** can be made by one to many **Bondsmen**. A **Bondsman** can post one to many **Bails**.
Commissioner - Bail	A **Commissioner** may only set one to many **Bails**. A **Bail** is related to only one **Commissioner**.
Commissioner - Complaint	A **Commissioner** can be related to one to many **Complaints** A **Complaint** is related to only one **Commissioner**.
Plaintiff - Complaint	A **Plaintiff** can be related to one to many **Complaints.** A **Complaint** is related to only one **Plaintiff**.
Case – Summons	A **Case** has one to many **Summonses**. A **Summons** can be related to only one **Case**.
Summons - Commissioner	A **Commissioner** can be related to one to many **Summonses**. A **Summons** can be related to only one **Commissioner**.
Law Enforcement - Commissioner	A **Commissioner** can be related to one to many **Law Enforcement** agencies. A **Law Enforcement** can be related to one to many **Commissioners**.
Law Enforcement – Citation/Ticket	A **Citation/Ticket** can be related to one **Law Enforcement** agencies. A **Law Enforcement** can be related to one to many **Citation/Tickets**.
DCTPC - Commissioner	A **Commissioner** can be related to one **DCTPC**. A **DCTPC** can be related to one **Commissioner**.
DCTPC – Citation/Ticket	A **Citation/Ticket** can be related to one **DCTPC**. A **DCTPC** can be related to one to many **Citation/Tickets**.

Related Building Blocks	*Description*
Case – Arrest Warrant	A **Case** has one to many **Arrest Warrants**. An **Arrest Warrant** can be related to only one **Case**.
Arrest Warrant - Commissioner	A **Commissioner** can be related to one to many **Arrest Warrants**. An **Arrest Warrant** can be related to only one **Commissioner**.
Fine – Arrest Warrant	A **Fine** is related to one **Arrest Warrant**. An **Arrest Warrant** can be related to only one **Fine**.
Case –Issue/Charge	A **Case** can consist of one to many **Issue/Charges**. An **Issue/Charge** can only be related to one **Case**.
Case – Notifications	A **Case** can consist of zero to many **Notifications**. A **Notification** can only be related to one **Case**.
Notifications - Event	An **Event** can have zero to many **Notifications**. A **Notification** can be related to one **Event**.
Issue/Charge – Arrest	There can be one o many **Issue/Charges** on an **Arrest**. An **Issue/Charge** can be related to only one **Arrest**.
Issue/Charge – Citation/Ticket	There can be one to many **Issue/Charges** on a **Citation/Ticket**. An **Issue/Charge** can be related to only one **Commissioner**.
Issue/Charge – Commissioner	An **Issue/Charges** can be related to one **Commissioner**. A **Commissioner** can be related to one to may **Issue/Charges**.
Court – Court Reporter	A **Court** can be related to one to many **Court Reporters**. A **Court Reporter** can be related to one to many **Courts**.
Court – Sherriff	A **Court** can be related to one to many **Sherriff,**. A **Sherriff** can be related to one to many **Courts**.
Court – Clerk of Court	A **Court** can be related to one to many **Clerks of Court**. A **Clerk of Court** can be related to one to many **Courts**.
Court – Bailiff	A **Court** can be related to one to many **Bailiffs**. A **Bailiff** can be related to one to many **Courts**.
Court – Judge	A **Court** can be related to zero to many **Judges**. A **Judge** can be related to zero to many **Courts**.
Court – Digital Recording	A **Court** can be related to one **Digital Recording**. A **Digital Recording** can be related to one **Court**.
Court – Commissioner	A **Court** can be related to one **Commissioner**. A **Commissioner** can be related to one to many **Courts**.
Interpreter – Commissioner	An **Interpreter** can be related to one **Commissioner**. A **Commissioner** can be related to one to many **Interpreters**.
Interpreter – Event	An **Interpreter** can be related to zero to many **Events**. An **Event** can be related to zero to many **Interpreters**.
Case – Event	A **Case** can be related to one to many **Events**. An **Event** can be related to one **Cases**.
Event– Appeal	An **Event** can trigger zero to many **Appeals**. An **Appea**l can be related to zero to many **Events**.

Related Building Blocks	*Description*
Event – Fines/Costs	An **Event** can have zero to many **Fines/Costs**. A **Fines/Costs** can be related to only one **Event**.
Event - Judge	A **Judge** can be related to zero to many **Events**. An **Event** can have only one **Judge**.
Event – Motion/Petitions	An **Event** can be related to zero to many **Motions/Petitions. Motions/Petitions** can only be related to one to many **Events**. Note: Most agree that Motions do not use events. They are tickles for the judge to review and decide to rule or have a motions hearing. In addition, there is some confusion with the use of the work Event. They agree that event would encompass Conference, Hearing, or Trial. However, the majority are other "Actions."
Motion - Fees	A **Motion** can be related to zero to many **Fees**. A **Fee** can be related to only one **Motion**.
Event – JTP	Each **Event** can include zero to many **JTP**. A **JTP** can be related to one **Event**.
Event - FTA	An **Event** can have zero to many **FTA**. A **FTA** can be related to one **Event**.
FTA - Warrant	A **FTA** can have one **Warrant**. A **Warrant** can be related to one **FTA**.
Appeal - Motions/Petitions	An **Appeal** can have one **Motion/Petition**. A **Motion/Petition** can be related to one **Event**.
Event - Witness	An **Event** can be related to zero to many **Witnesses**. A **Witness** can be related to zero to many **Events**.

Candidates for Automation – Changes for Traffic/Criminal

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

Number	Item	Current Process	Future Process	Automation
1	Case Initiation and Indexing	Court sends traffic schedule to law enforcement agency. LE sends back schedule changes. Court makes schedule adjustments.	When traffic case is scheduled for hearing, the law enforcement officer's schedule is checked. The system alerts the user if there is a scheduling conflict. The system electronically sends traffic schedule to law enforcement agency.	Create interface with Law Enforcement agency to coordinate officer schedules and transmit hearing dates.
2	Case Initiation and Indexing	Commissioner enters traffic payable determination into MATS and transmits citation to TPC.	Commissioner enters traffic payable determination into MATS and the system automatically transmits citation to TPC.	Create interface with TPC to transmit citation determination information.
3	Case Initiation and Indexing	Clerk sends report to MVA of all convictions.	Electronically transmit all convictions to MVA.	Create interface with MVA to transmit convictions.

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