Process Profile

Maryland Circuit Court

Juvenile

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/23/2009	Suzanne Bonniwell	Initial Draft
2.0	1/25/2010	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*
CJ § 3-809	Filing of petition; notice for decision not to file; request for review
CJ § 3-815	Shelter care for child alleged to be in need of assistance
CJ § 3-817	Adjudicatory hearing
CJ § 3-819	Disposition hearing
CJ § 3-823	Permanency plan for out-of-home placement
CJ § 3-8A-06	Waiver of jurisdiction
CJ § 3-8A-10	Complaint; preliminary procedures [Amendment subject to abrogation; amended version follows this section].
CJ § 3-8A-13	Petition; general procedures
CJ § 3-8A-15	Detention and shelter care prior to hearing
CJ § 3-8A-18	Adjudication
CJ § 3-8A-19	Disposition; costs
CJ § 3-8A-20	Right to counsel
CJ §3-8A-10	Complaint; preliminary procedures [Amendment subject to abrogation; amended version follows this section].
CJ§3-8A-19.1	Peace order request - Grounds
FL § 5-341	Order for Adoption
FL § 5-352	Order for Adoption
FL §309-29	Petition
FL §5-313	Petition
FL §5-316	Order to show cause
FL §5-318	Hearings on guardianship petition
FL §5-319	Time Limits
FL §5-323	Grant of guardianship - Nonconsensual
FL §5-324	Contents of order
FL §5-325	Effects of order for guardianship
FL §5-326	Review hearings
FL §5-331	Petition
FL §5-334	Order to show cause
FL §5-345	Petition
FL §5-3A-36	Order for Adoption
FL §5-3B-13	Petition

Rule or Statute	Description
FL §5-3B-15	Order to show cause
FL §5-3B-20	Order for Adoption
Rule 11-103	Juvenile petition.
Rule 11-104(c-e)	Duties of clerk.
Rule 11-105	Physical and mental examination
Rule 11-106	Right to counsel.
Rule 11-111	Masters.
Rule 11-112	Detention or shelter care.
Rule 11-113	Waiver of jurisdiction.
Rule 11-114	Adjudicatory hearing.
Rule 11-115	Disposition hearing.
Rule 11-116	Modification or vacation of order.
Rule 2-311	Motions.
Rule 4-212d	Rule 4-212. Issuance, service, and execution of summons or warrant.
Rule 9-103	Petition.
Rule 9-104	Notice of filing of petition; status conference.
Rule 9-105	Show cause order; disability of a party; other notice.
Rule 9-106a	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.

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

- Juvenile Process -Delinquency
- Juvenile Process -Violation of Probation (VOP)
- Juvenile Process -Failure to Appear (FTA) Loop
- Juvenile Process -Motion Practice
- Juvenile Process -Voluntary Placement
- Juvenile Process -Juvenile Adoption
- Juvenile Process -Juvenile Peace Orders
- Juvenile Process -CINA
- Juvenile Process -TPR

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

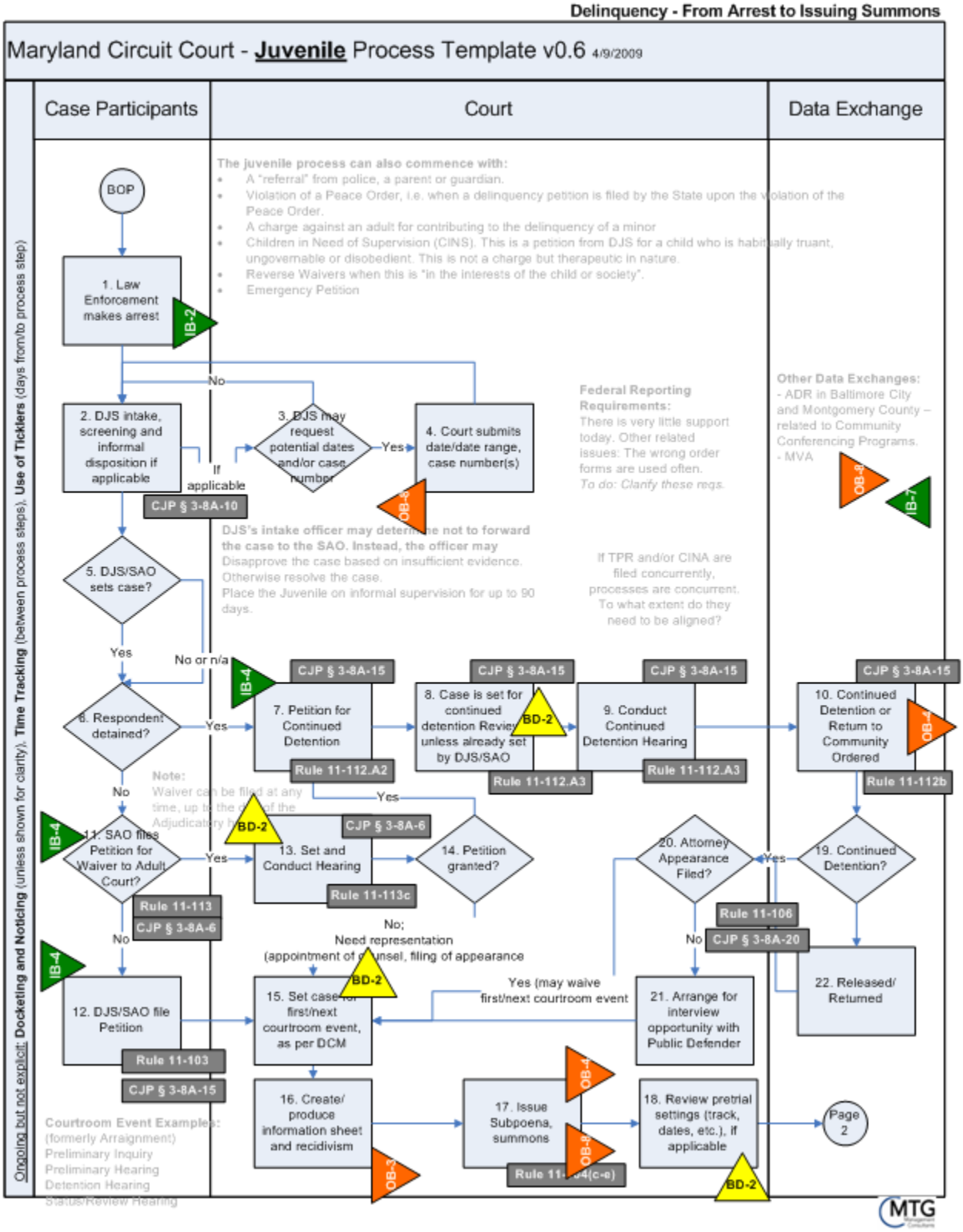
A description of each of the objects used to create the diagrams is listed below.

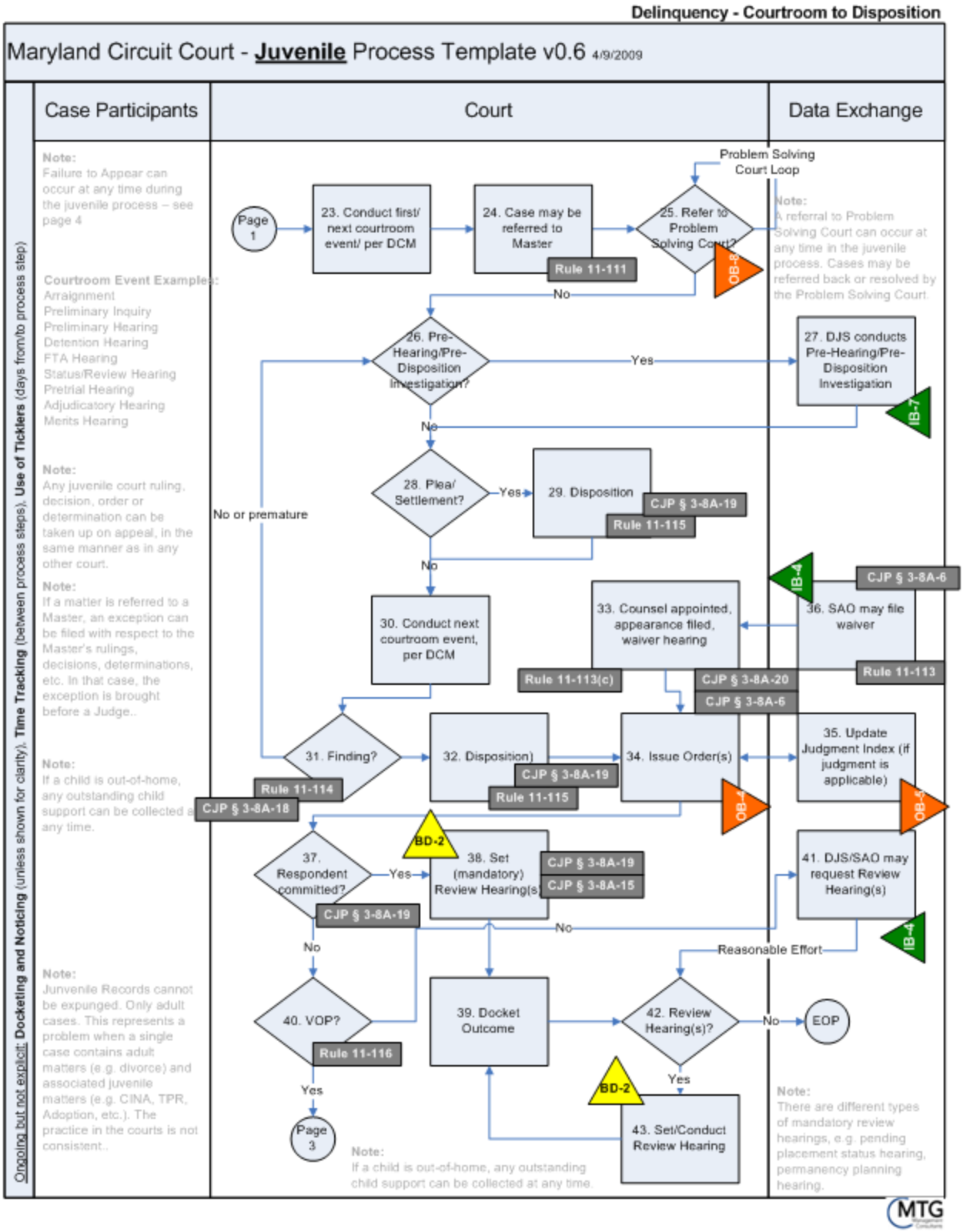
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

Juvenile Process -Delinquency

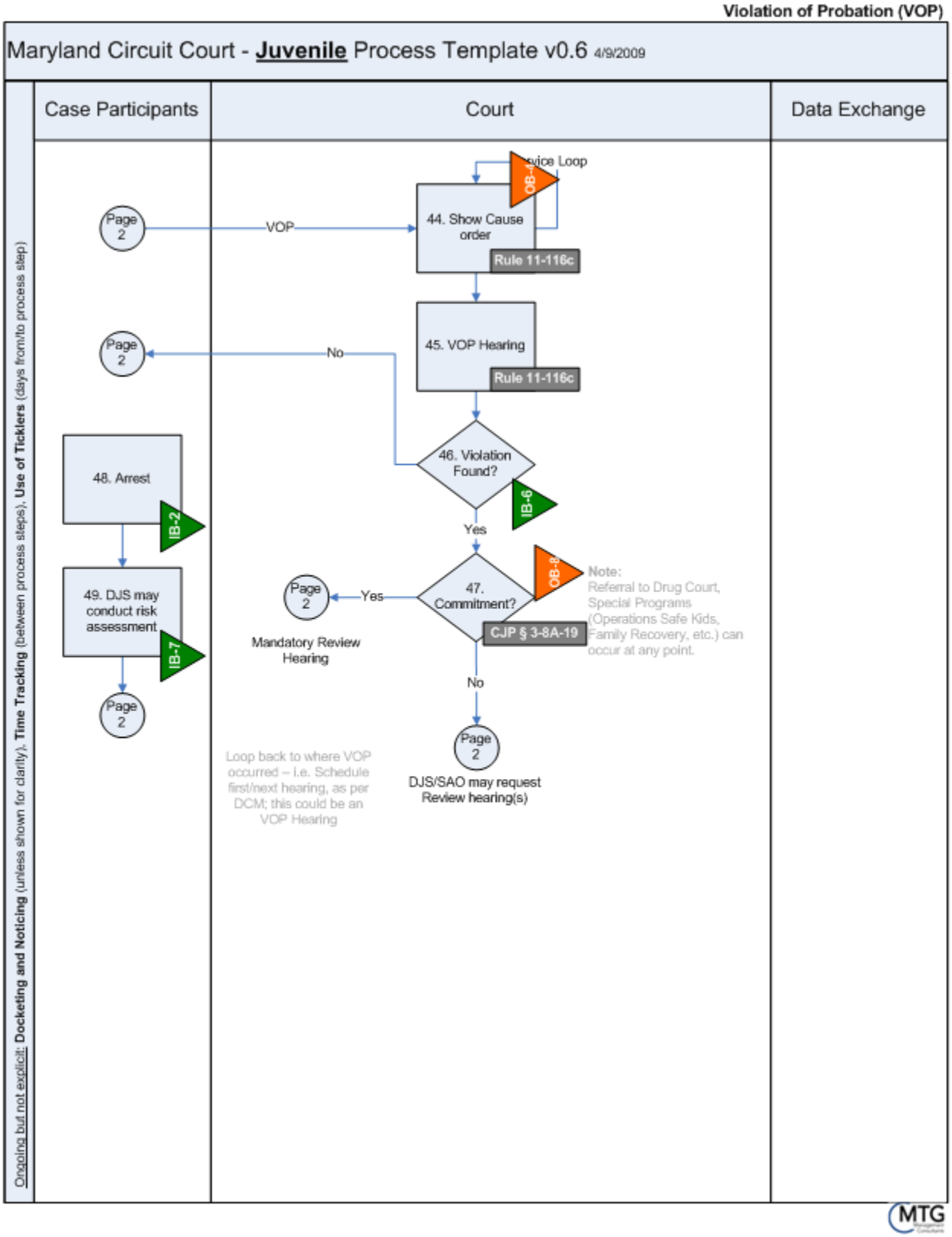
The following diagrams apply to Juvenile cases.




Delinquency - Courtroom to Disposition
Maryland Circuit Court - Juvenile Process Template v0.6 4/9/2009
Ongoing but not explicit: Docketing and Noticing (unless shown for clarity). Time Tracking (between process steps). Use of Ticklers (days from/to process step)
Case Participants
Court
Data Exchange
Note: Failure to Appear can occur at any time during the juvenile process – see page 4
Courtroom Event Examples: Arraignment, Preliminary Inquiry, Preliminary Hearing, Detention Hearing, FTA Hearing, Status/Review Hearing, Pretrial Hearing, Adjudicatory Hearing, Merits Hearing
Note: Any juvenile court ruling, decision, order or determination can be taken up on appeal, in the same manner as in any other court.
Note: If a matter is referred to a Master, an exception can be filed with respect to the Master's rulings, decisions, determinations, etc. In that case, the exception is brought before a Judge..
Note: If a child is out-of-home, any outstanding child support can be collected at any time.
Note: Juvenile Records cannot be expunged. Only adult cases. This represents a problem when a single case contains adult matters (e.g. divorce) and associated juvenile matters (e.g. CINA, TPR, Adoption, etc.). The practice in the courts is not consistent..
Page 1
23. Conduct first/ next courtroom event/ per DCM
24. Case may be referred to Master
Rule 11-111
25. Refer to Problem Solving Court?
OB-6
Problem Solving Court Loop
Note: A referral to Problem Solving Court can occur at any time in the juvenile process. Cases may be referred back or resolved by the Problem Solving Court.
No
26. Pre-Hearing/Pre-Disposition Investigation?
Yes
27. DJS conducts Pre-Hearing/Pre-Disposition Investigation
IB-7
No
28. Plea/ Settlement?
Yes
29. Disposition
CJP § 3-8A-19
Rule 11-115
No or premature
No
30. Conduct next courtroom event, per DCM
33. Counsel appointed, appearance filed, waiver hearing
IB-4
CJP § 3-8A-6
36. SAO may file waiver
Rule 11-113
Rule 11-113(c)
CJP § 3-8A-20
CJP § 3-8A-6
31. Finding?
Rule 11-114
CJP § 3-8A-18
32. Disposition
CJP § 3-8A-19
Rule 11-115
34. Issue Order(s)
OB-4
35. Update Judgment Index (if judgment is applicable)
OB-5
37. Respondent committed?
Yes
BD-2
38. Set (mandatory) Review Hearing(s)
CJP § 3-8A-19
CJP § 3-8A-15
CJP § 3-8A-19
41. DJS/SAO may request Review Hearing(s)
IB-4
No
No
Reasonable Effort
40. VOP?
Rule 11-116
39. Docket Outcome
42. Review Hearing(s)?
No
EOP
Yes
Yes
BD-2
43. Set/Conduct Review Hearing
Page 3
Note: If a child is out-of-home, any outstanding child support can be collected at any time.
Note: There are different types of mandatory review hearings, e.g. pending placement status hearing, permanency planning hearing.
MTG

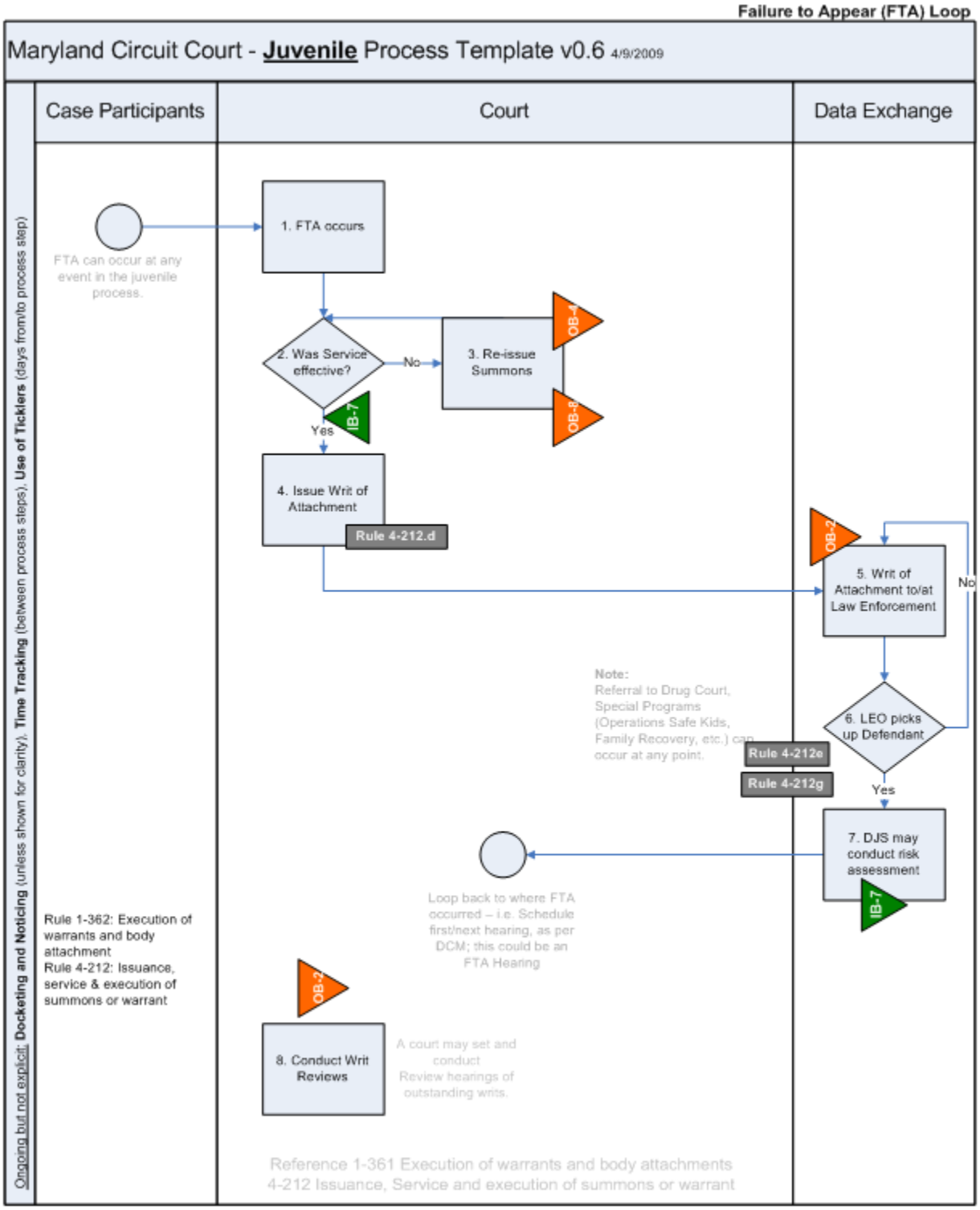
Juvenile Process -Violation of Probation (VOP)

The following diagrams apply to Juvenile –VOP cases.



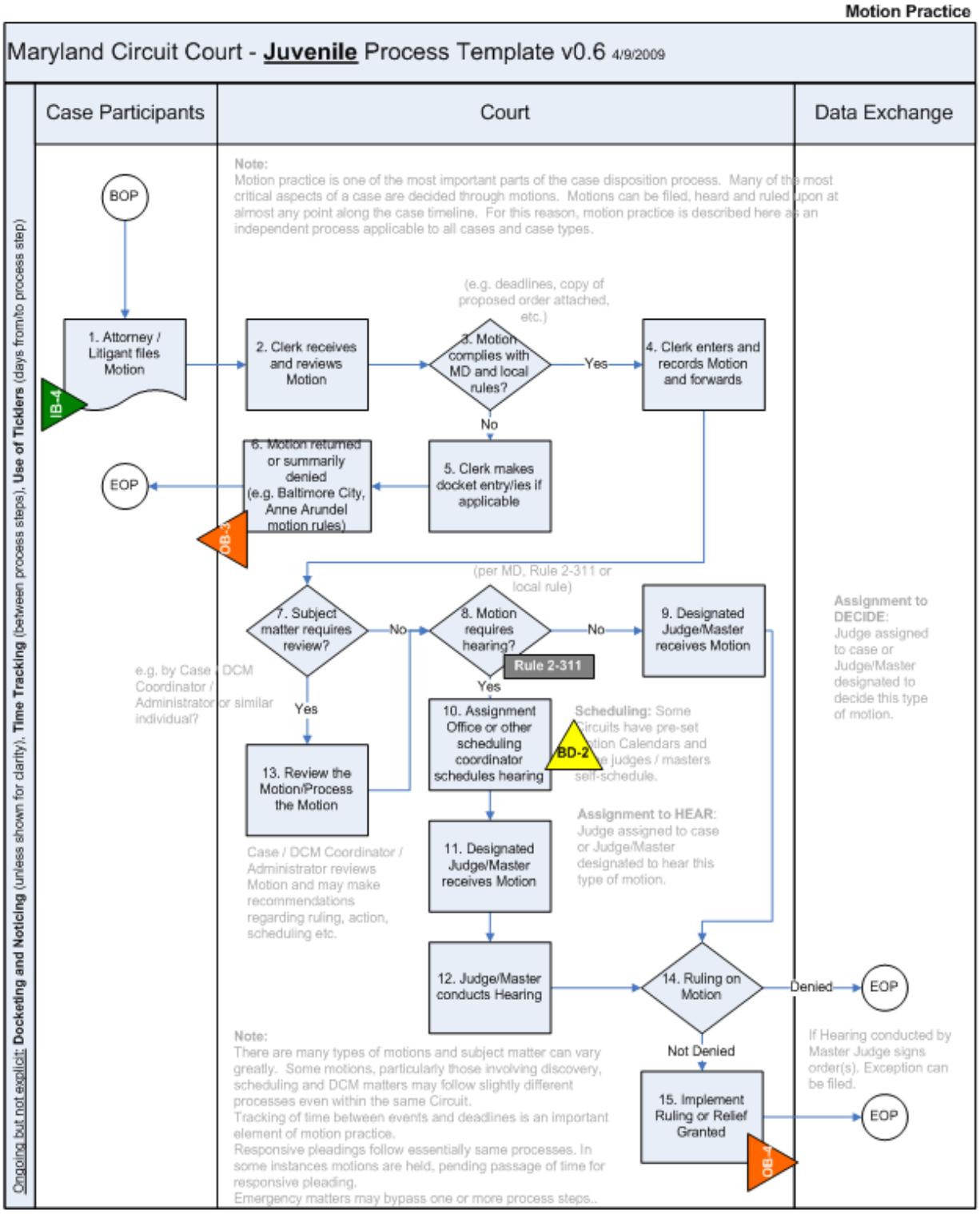
Juvenile Process -Failure to Appear (FTA) Loop

The following diagrams apply to Juvenile –FTA cases.



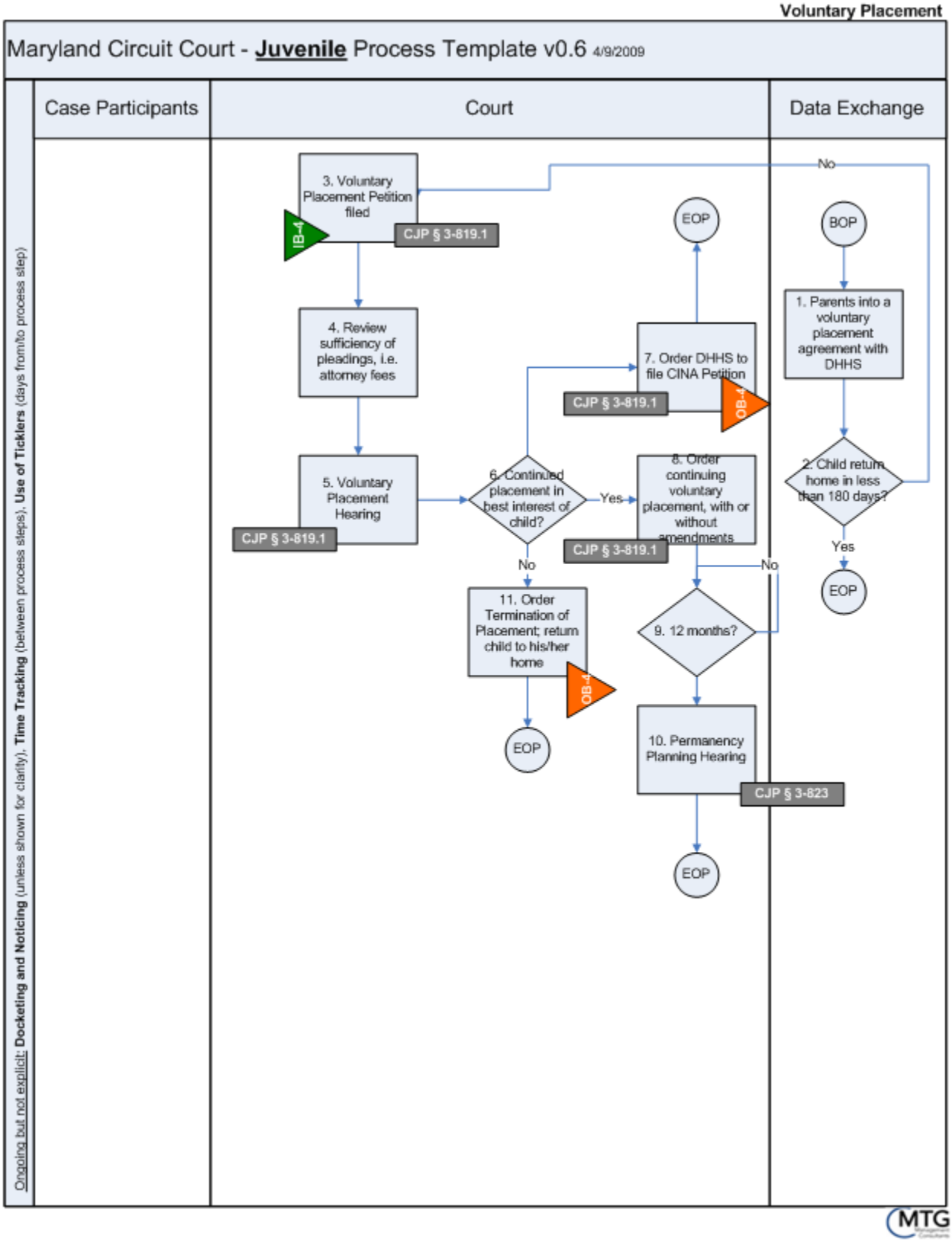
Juvenile Process -Motion Practice

The following diagrams apply to Juvenile –Motion Practice.



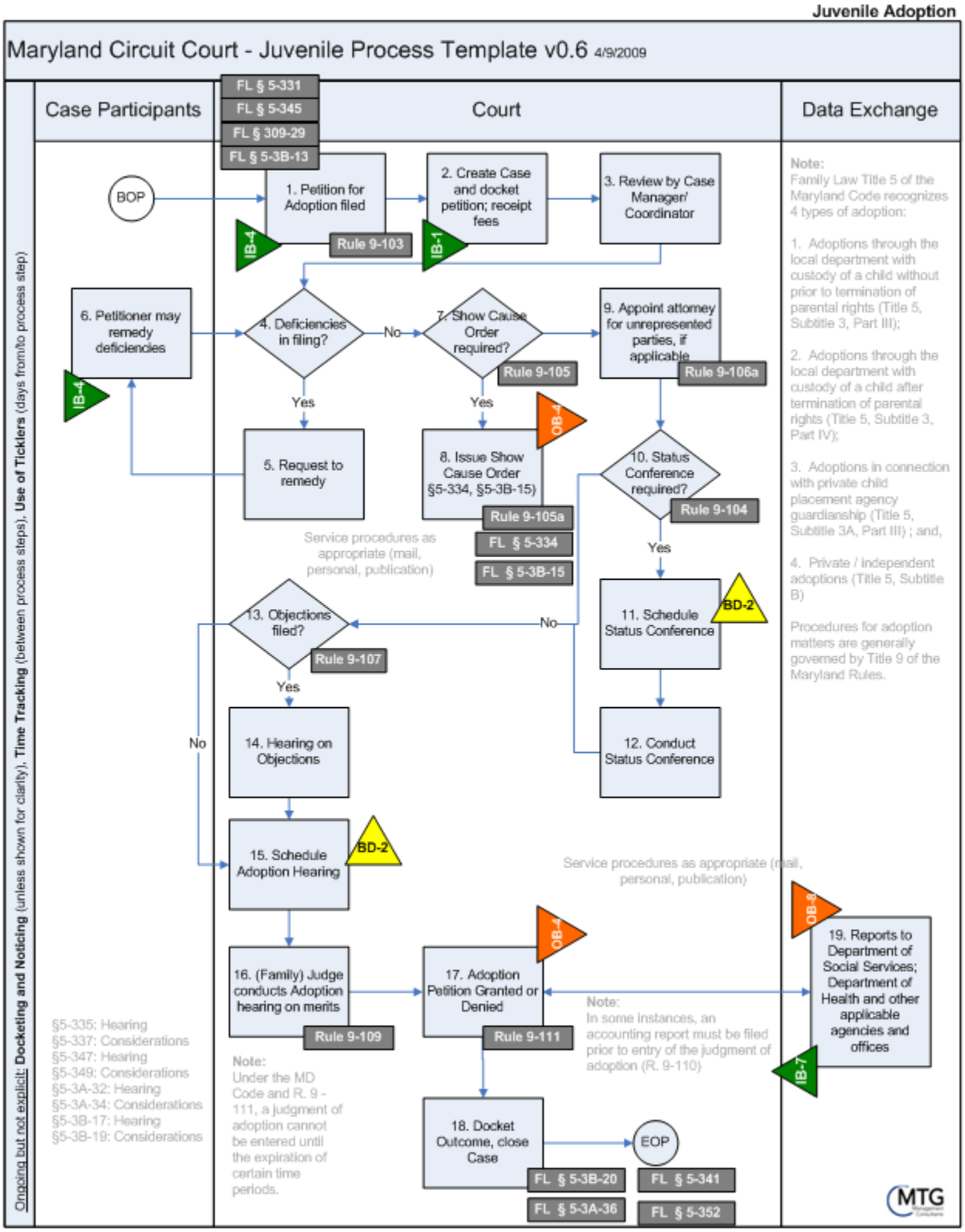
Juvenile Process -Voluntary Placement

The following diagrams apply to Juvenile –Voluntary cases.



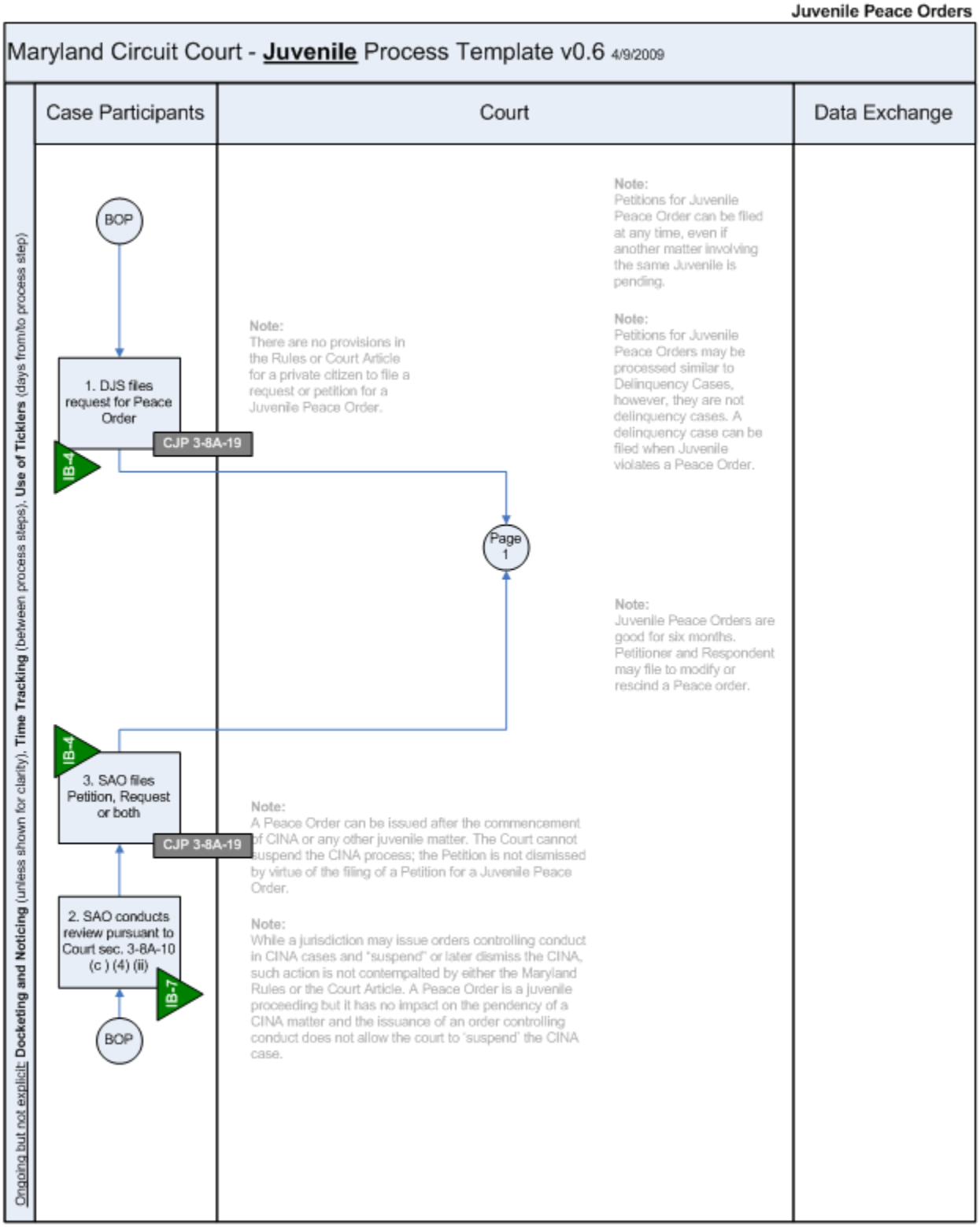
Juvenile Process -Juvenile Adoption

The following diagrams apply to Juvenile –Adoption cases.



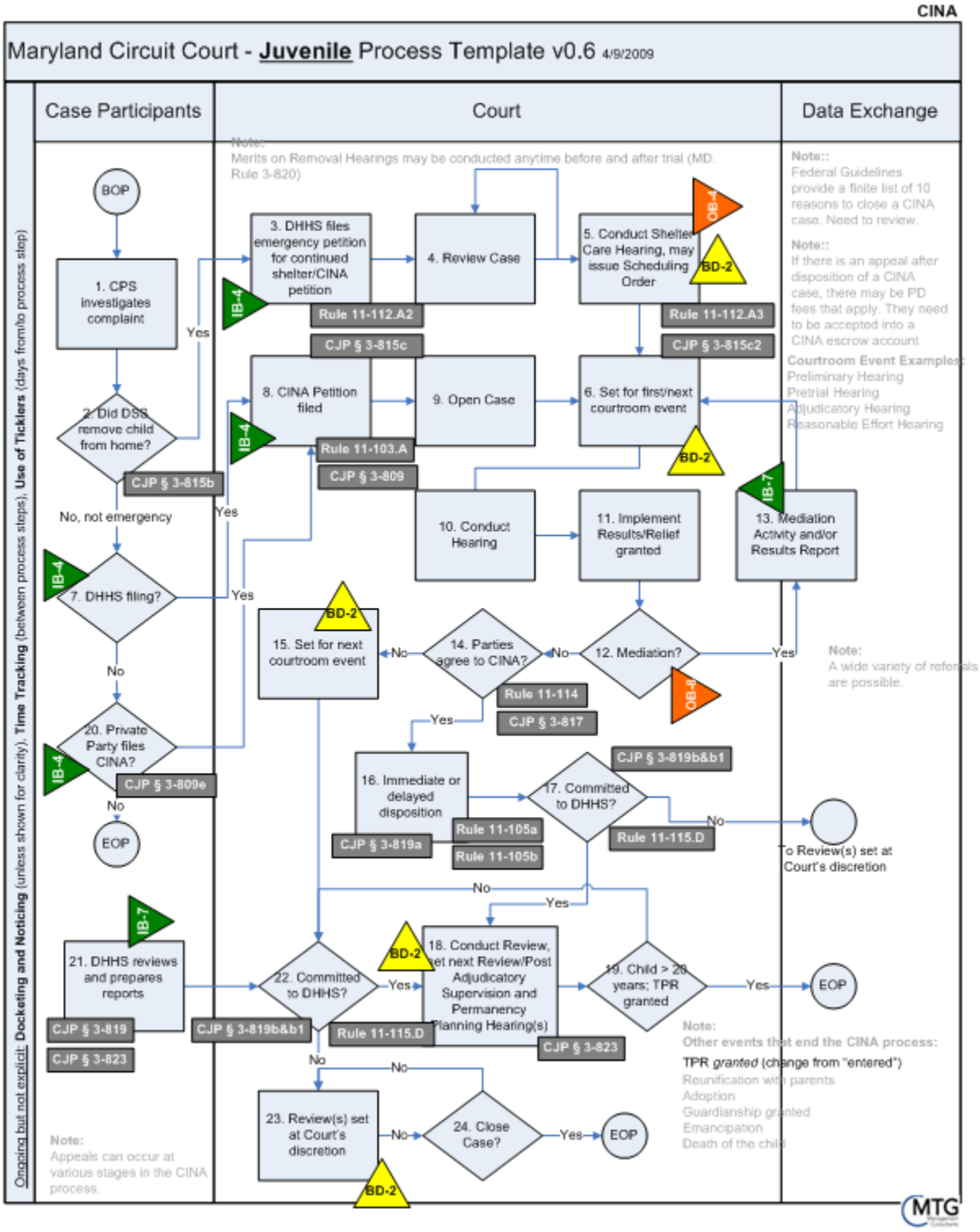
Juvenile Process -Juvenile Peace Orders

The following diagrams apply to Juvenile –Peace Order cases.



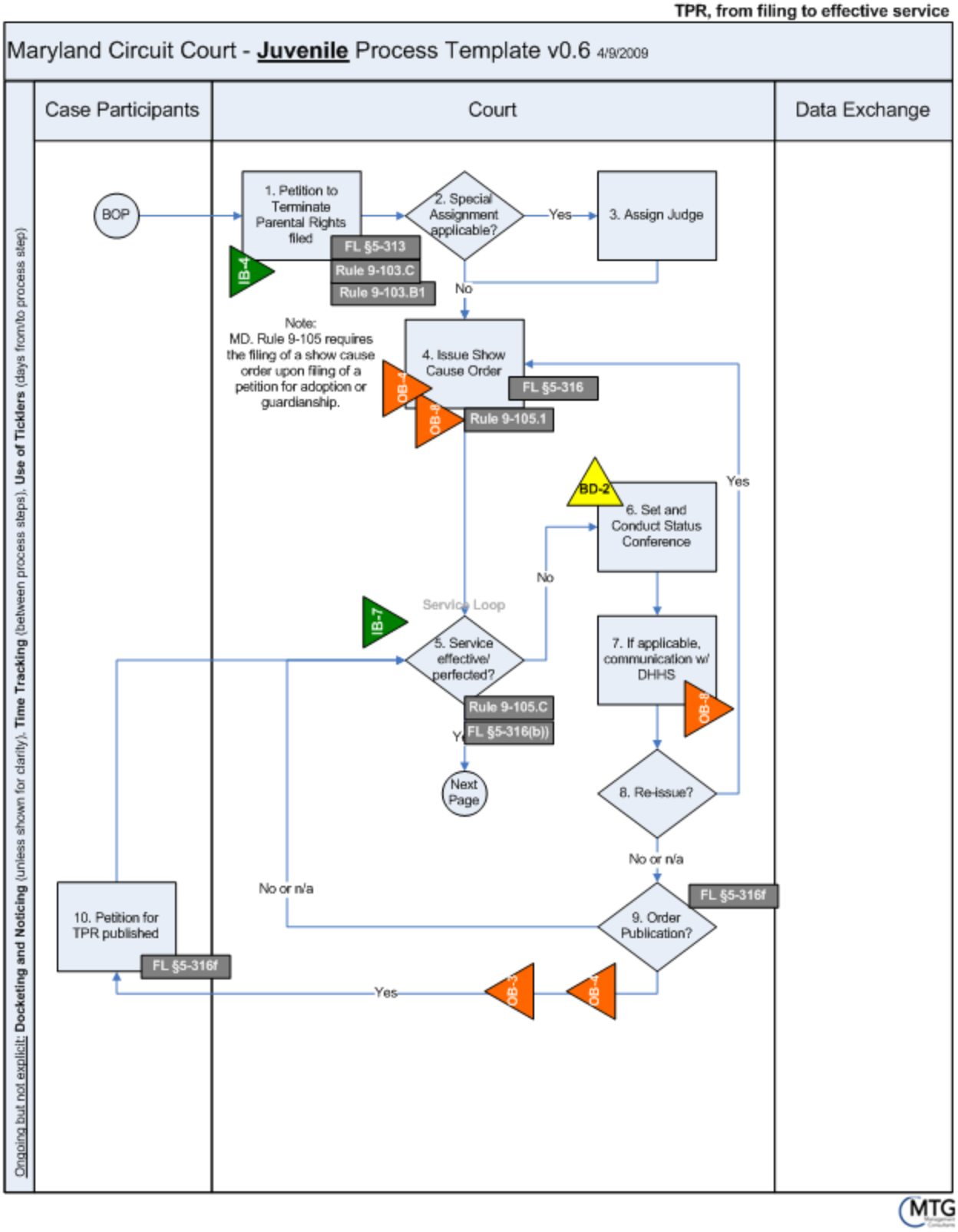
Juvenile Process –CINA

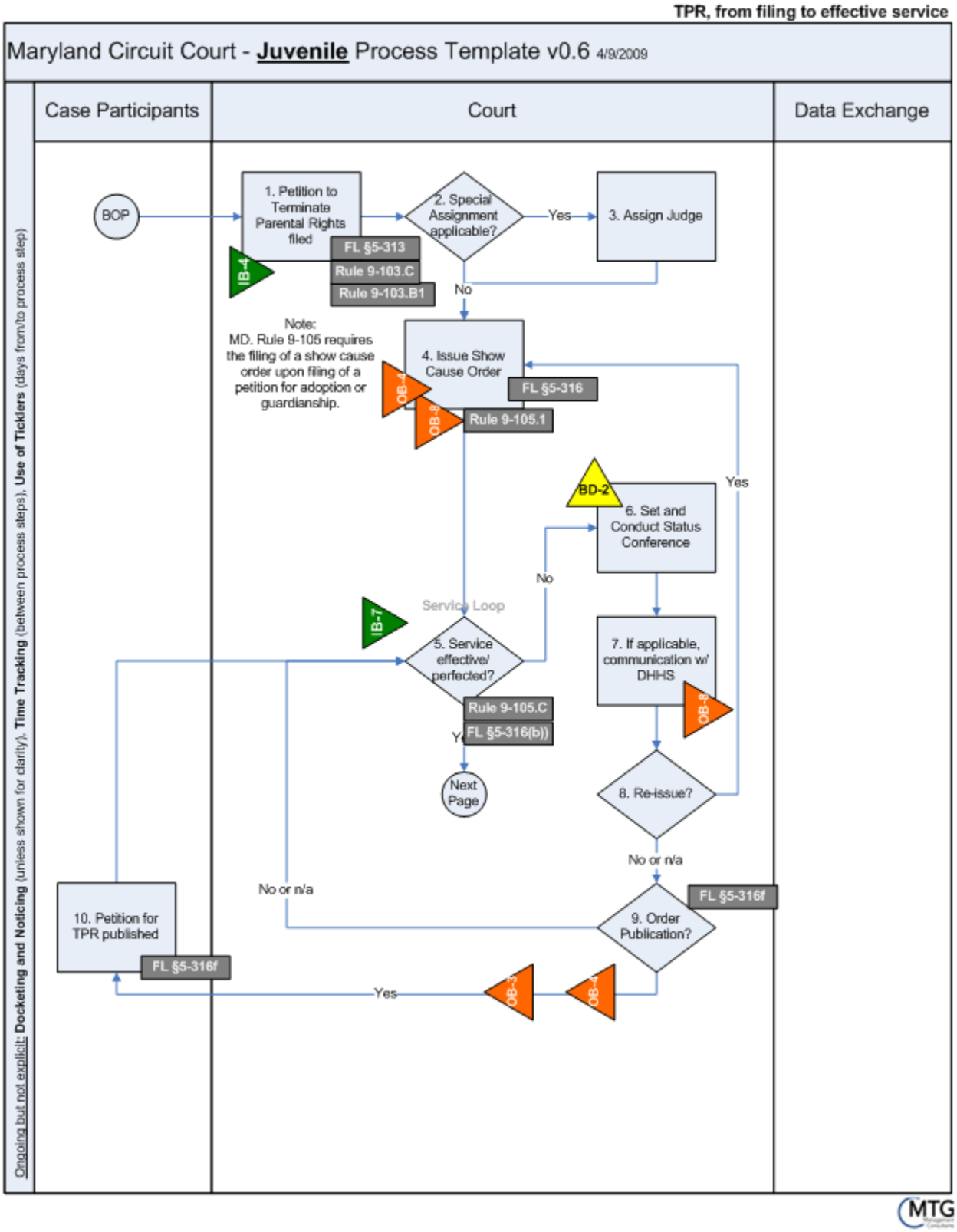
The following diagrams apply to Juvenile –CINA cases.



Juvenile Process -TPR

The following diagrams apply to Juvenile –TPR cases.




TPR, from filing to effective service
Maryland Circuit Court - Juvenile Process Template v0.6 4/9/2009
Ongoing but not explicit: Docketing and Noticing (unless shown for clarity). Time Tracking (between process steps). Use of Ticklers (days from/to process step)
Case Participants
Court
Data Exchange
BOP
1. Petition to Terminate Parental Rights filed
FL §5-313
Rule 9-103.C
Rule 9-103.B1
IB-4
2. Special Assignment applicable?
Yes
3. Assign Judge
No
Note:
MD. Rule 9-105 requires the filing of a show cause order upon filing of a petition for adoption or guardianship.
4. Issue Show Cause Order
FL §5-316
Rule 9-105.1
BD-2
6. Set and Conduct Status Conference
Yes
No
Service Loop
IB-7
5. Service effective/ perfected?
Rule 9-105.C
FL §5-316(b))
Next Page
7. If applicable, communication w/ DHHS
8. Re-issue?
No or n/a
No or n/a
9. Order Publication?
FL §5-316f
10. Petition for TPR published
FL §5-316f
Yes
MTG

Interfaces

The Juvenile 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 Juvenile 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																			
Juvenile Process -Delinquency - From Arrest to Summons		***IB-2***		***IB-4***			***IB-7***			***OB-3***	***OB-4***				***OB-8***			***BD-2***	
Juvenile Process -Delinquency - Courtroom to Disposition				***IB-4***			***IB-7***				***OB-4***	***OB-5***			***OB-8***			***BD-2***	
Juvenile Process -Violation of Probation (VOP)		***IB-2***				***IB-6***	***IB-7***				***OB-4***				***OB-8***				
Juvenile Process -Failure to Appear (FTA) Loop							***IB-7***		***OB-2***		***OB-4***				***OB-8***				
Juvenile Process -Motion Practice				***IB-4***						***OB-3***	***OB-4***							***BD-2***	
Juvenile Process -Voluntary Placement				***IB-4***							***OB-4***								
Juvenile Process -Juvenile Adoption	***IB-1***			***IB-4***			***IB-7***				***OB-4***				***OB-8***			***BD-2***	
Juvenile Process -Juvenile Peace Orders				***IB-4***			***IB-7***												
Juvenile Process -CINA				***IB-4***			***IB-7***				***OB-4***				***OB-8***			***BD-2***	
Juvenile Process -TPR				***IB-4***			***IB-7***			***OB-3***	***OB-4***				***OB-8***			***BD-2***	

Time Standards

Identify the case time standards for this case category.

Case Type: *Juvenile Delinquency* ***Time Standard:*** *90 Days* ***Performance Goal:*** *98%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
• First Appearance of Respondent, or • Entry of Appearance by Counsel	FTA/Bench Warrant Issue Date	Warrant Service Date	Disposition • Jurisdiction Waived • Dismissal • Stet • Probation • Facts Sustained • Facts Not Sustained • Waiver Granted	1. Original Offense date to Filing 2. Petition Filing date to first appearance
	Military Leave Date	Military Return Date		
	Incompetency Evaluation Order Date	Not Incompetent Finding Date		
	Mistrial Date	Retrial after Mistrial Date		
	Waiver to Adult Court Petition Filing Date	Waiver Denied/Granted Filing Date		
	Interlocutory Appeal Filing Date	Interlocutory Appeal Decision (Mandate) Filing Date		
	Pre-Disposition Treatment Program	Successful /Unsuccessful Completion of Pre-Disposition Treatment Program		
	PDI Ordered Date	Receipt of PDI Report Date		
	Date of Court Order for Psychological Evaluation	Date the Psychological Evaluation was received by the Court		

Case Type: *CINA Shelter** ***Time Standard:*** *30 Days* ***Performance Goal:*** *100%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
Shelter Care Hearing Date	Military Leave Date	Military Return Date	• Adjudication Hearing Held Date • Case Dismissal Date	1. Adjudication to Disposition 2. Removal for Permanency Planning Hearing 3. Good Cause extension to Adjudication 4. Removal to Shelter Care Hearing

Case Type: *CINA Non-Shelter** ***Time Standard:*** *60 Days* ***Performance Goal:*** *100%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
Service of Parent(s), Guardian(s), and! or Custodian(s) (First Service Entry Date), or Date of Shelter Care Hearing where Petition for Continued Shelter Care was Denied. (When a case started as Shelter Care, and Shelter Care Hearing was held but petition ultimately denied)	Military Leave Date	Military Return Date	• Adjudication Hearing Held Date • Case Dismissal Date	1. Removal for Permanency Planning Hearing 2. Extraordinary Cause to Adjudication

Case Type: *TPR* ***Time Standard:*** *180 Days* ***Performance Goal:*** *100%*

Case Time Start	Case Time Suspension		Case Time Stop	Additional Measures
	Suspend	Re-Start		
TPR Petition Filing Date	Interlocutory Appeal Filing Date	Interlocutory Appeal Decision Date	TPR Final Order	1. TPR Petition filed to service of Show Cause Order 2. Service of Show Cause Order to Objection 3. TPR Granted to Guardianship Review Hearing
	Military Leave Date	Military Return Date		

* The distinction between CINA Shelter and Non-Shelter cases is made based on the child's status (sheltered vs. non-sheltered) at the time of Adjudicatory Hearing or Case Dismissal, and the case time will be measured from Case Start Time according to the appropriate Case Start Time defined above, not

necessarily the actual case start date or the federally defined case start date (date of child removed from home).

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.

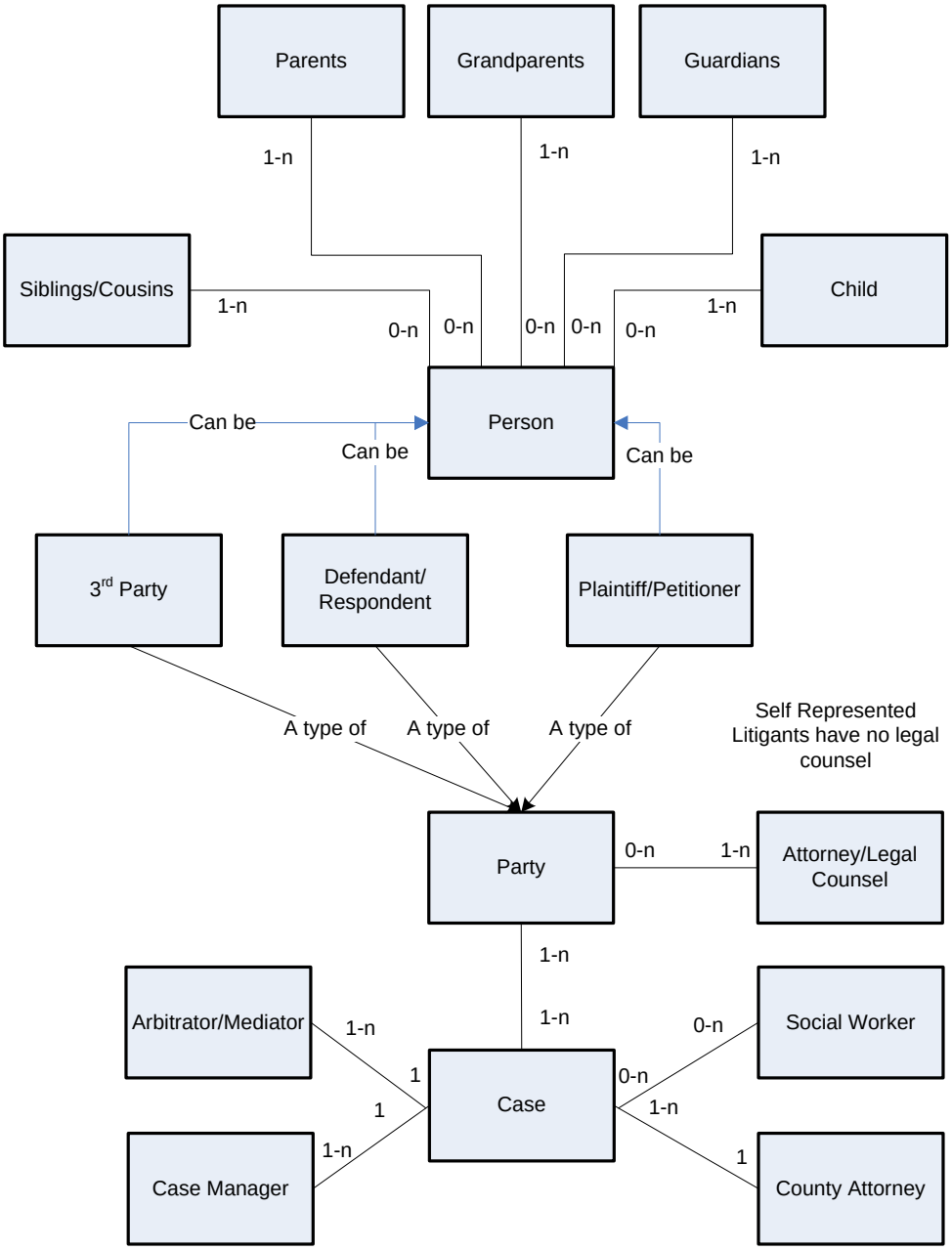
Information Building Block Entities

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

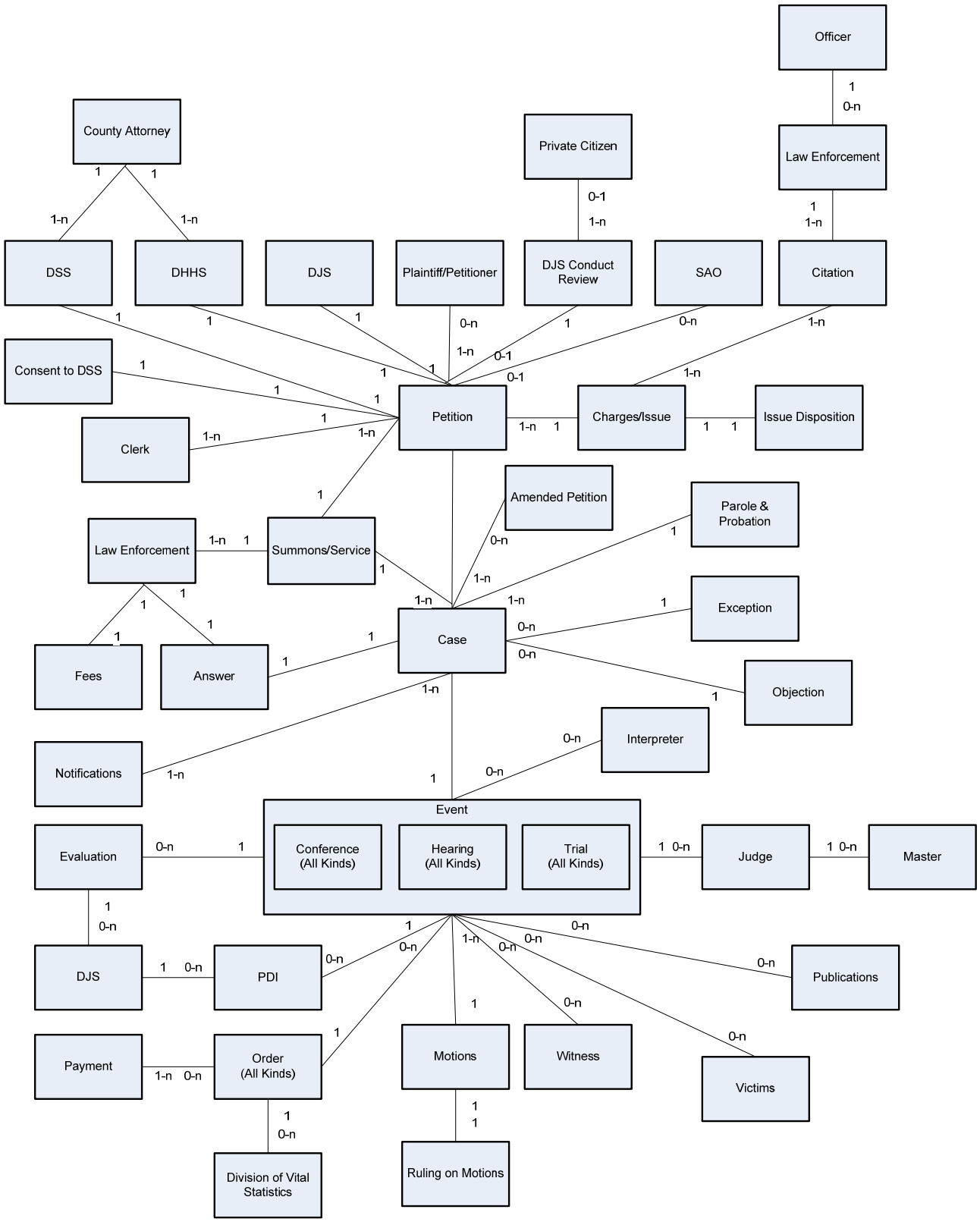
- 3rd Party (Adoptive Party)
- Arbitrator/Mediator
- Assignment Office
- Attorney/Legal Counsel
- Case Manager
- Clerk
- Clerk
- Commissioner
- Co-Respondents
- County Attorney
- Defendant/ Respondent
- DHHS
- Division of Vital Statistics
- DJS
- DSS
- Interpreters
- Judge
- Plaintiff/Petitioner
- Private Citizen
- SAO
- Social Worker
- Victims
- Witness
- Parents
- Grand Parents
- Guardians
- Child
- Siblings/Cousins
- Amended Petition
- Answer
- Appeals from DC
- Bond Forfeiture
- Charges/Issue
- Citation
- Clerk of Court
- Conference (All Kinds)
- Consent to DSS
- COSA/COA
- Criminal Information
- DJS Conduct Review
- Documents
- Evaluation
- Event Outcomes
- Event Result
- Exception
- Fees
- Hearing (All Kinds)
- Internal/ External Agency
- Issue Disposition
- Law Enforcement (Sheriff)
- Motions
- Notifications
- Objection
- Opinion/Mandate
- Order (All Kinds)
- Parole & Probation
- Payment
- PDI
- Petition
- Publications
- Related Case
- Restitution
- Ruling on Motion
- Settlement
- Summons/Service
- Trial (All Kinds)

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Juvenile Justice and Child Welfare** 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 **Juvenile Justice and Child Welfare** 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**, and/or **3rd Party**. These Types of Parties can be Persons. A Person can include, Siblings/Cousins, Child, Parents, Grand Parents, or Guardians.
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**. There should never be a self-represented juvenile litigant, but there could be for the parent. Only time parent present in case is in the restitution hearing.
Case– County Attorney	A **Case** can have only one **County Attorney**. A **County Attorney** can have one to many **Cases.**
Case – Social Worker	A **Case** can have zero to many **Social Workers**. A **Social Worker** can have zero to many **Cases**.
Case – Exception	A **Case** can have zero to many **Exception**. An **Exception** can be related to one **Case**. The Exception is a type of document filed by a party or parties in response to the Master's proposed findings. They are only present when a Master is hearing the case.
Case - Objection	A **Case** can have zero to many **Social Workers**. A **Social Worker** can have one **Case**. An objection is a type of document filed by a party or parties in response to the TPR petition filed by an Agency.
Case – Arbitrator/Mediator	A **Case** can have zero to many **Arbitrator/Mediators**. An **Arbitrator/Mediator** can have one to many **Cases.** Please note that Arbitration may not apply to delinquent or child welfare cases. Generally, for Delinquent and Child Welfare cases the terms mediation/mediator are used.
Case – Case Manager	A **Case** can have one **Case Manager.** A **Case Manager** can have one to many **Cases.**
County Attorney – DSS	A **County Attorney** can be related to one **DSS** Agency. A **DSS** Agency can be related to one to many **County Attorneys**.
DSS - Petition	There can be one **Petition** in relation to the one **DSS** Agency. There is only one **DSS** agency related to each **Petition**.
County Attorney – DHHS	A **County Attorney** can be related to one **DHHS** Agency. A **DHHS** Agency can be related to one to many **County Attorneys**.
DHHS – Petition	There can be one **Petition** in relation to the one **DHHS** Agency. There is only one **DHHS** agency related to each **Petition**.
Plaintiff/Petitioner - Petition	There can be zero to many **Petitions** linked to one **Plaintiff/Petitioner.** A **Petition** can be related to one to many **Plaintiff/Petitioner.**

Related Building Blocks	*Description*
Private Citizen – DJS Conduct Review	There can be zero to many **DJS Conduct Review** linked to one **Private Citizen.** A **Private Citizen** can be related to zero to many **DJS Conduct Review. Where does conduct review come from?**
DJS Review – Petition	There can be one **Petition** in relation to the zero to many **DJS Conduct Reviews**. There is one **DJS Conduct Review** related to each **Petition**.
SAO - Petition	A **Petition** in relation to the zero to many **SAO**. An **SAO** can have zero to many **Petitions**.
Consent to DSS – Petition	Only one **Consent to DSS** can be filed per **Petition**. In the consent of TPR, Consent is a document filed by parent(s) to the petition to terminate their parental rights and the associated agreement (the parents agreeing to the termination of their parental rights)
Officer – Law Enforcement	There can be zero to many **Officers** per **Law Enforcement** and each **Officer** can be related to one **Law Enforcement**.
Law Enforcement – Citation	There can be one to many **Citations** per **Law Enforcement** and each **Citation** can be related to one **Law Enforcement**.
Charge/Issue - Citation	Each **Citation** can be related to one to many **Charge/Issues**. Each **Charge/Issue** can be related to one to many **Citations.**
Charge/Issue - Petition	Each **Petition** can be related to one to many **Charge/Issues**. Each **Charge/Issue** can be related to one **Petition.**
Petition - Clerk	A **Petition** can have one **Clerk**. A **Clerk** can have one to many **Petitions**.
Petition – Charges/Issue	A **Petition** can consist of one to many **Issues**. An **Issue/Charge** can only be related to one **Petition**.
Charges/Issue – Issue Disposition	Each **Charge/Issue** can have one Issue **Disposition**. An **Issue Disposition** can be related to only one **Charge/Issue**.
Petition – Summons/Service	For each **Petition**, there can be zero to many **Summons/Service**. A **Summons/Service** can be related to only one **Petition**.
Petition - Case	There can only be one **Petition** per **Case.** Each **Case** is made up of only one **Petition**.
Summons/Service – Law Enforcement	For each **Law Enforcement**, there can be one to many **Summons/Service**. A **Summons/Service** can be related to one **Law Enforcement**.
Law Enforcement – Fees	For each **Law Enforcement**, there can be one **Fee**. A **Fee** can be related to one **Law Enforcement**.
Law Enforcement - Answer	For each **Law Enforcement**, there can be one **Answer**. A **Answer** can be related to one **Law Enforcement**.
Summons/Service - Case	For each **Case**, there can be one to many **Summons/Service**. A **Summons/Service** can be related to one **Case**.
Amended Petition – Case	Each **Case** can have zero to many **Amended Petitions**. An **Amended Petition** can have zero to many **Cases**.
Case – Parole & Probation	A **Case** can have one to many **Parole and Probation**. **Parole & Probation** can be related to one **Case**.

Related Building Blocks	*Description*
Case – Event	Each **Case** can have one to many **Events**. There can be one to many **Cases** per **Event**. There are many types of Events. These **Events** may be scheduled in order or may occur in any order. 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 - Notifications	A **Case** can have one to many **Notifications**. A **Notification** can be related to one to many **Case s**.
Event - Judge	An **Event** can have one **Judge**. A B**udge** can be related to one to many **Events**.
Judge – Master	A **Judge** can have zero to many **Masters**. A **Master** can be related to zero to many **Judges**.
Event – Witness	An **Event** can have zero to many **Witness.** A **Witness** can be related to zero to many **Events.**
Event – Victim	An **Event** can have zero to many **Victim.** A **Victim** can be related to zero to many **Events.**
Event – Motions	An **Event** can consist of one to many **Motions** A **Motion** can only be related to one **Event**. 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."
Motions – Ruling on Motions	Each **Motion** can have one **Ruling on Motions (**denied, granted, granted/denied in part, or moot). Each **Ruling on Motion** can be related to one **Motion**.
Event – Order	For each **Event** there can be zero to many **Orders**. Each **Order** is related to only one **Event**.
Order - Division of Vital Statistics	For each **Division of Vital Statistics** there can be zero to many **Orders**. Each **Order** is related to only one **Division of Vital Statistics**.
Order – Payment	Each **Order** can have zero to many **Payments**. (Answer provided in relation to Restitution Order) Each **Payment** can be related to one to many **Orders**. (Answer provided in relation to Restitution Order)
Event – PDI	For each **PDI** there can be zero to many **Events.** Each **Event** is related to only one **PDI**.
PDI - DJS	There can be zero to many **PDIs** in relation to the one **DJS** Agency. There is only one **DJS** agency related to each **PDI**.

Related Building Blocks	*Description*
DJS – Evaluation	Each **Evaluation** has one **DJS** agency. Each **DJS** can have zero to many **Evaluations**.
Event - Evaluation	Each Event can have one **Evaluation**. Each **Evaluation** can have zero to many **Events**.
Event - Interpreter	An **Event** can have zero to many **Interpreter.** An **Interpreter** can be related to zero to many **Events.**
Event – Publications	An **Event** can have zero to many **Publication**. A **Publication** can be related to zero to many **Events**.

Candidates for Automation – Changes for Juvenile

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

Number	*Item*	*Current Process*	*Future Process*	*Automation*
1	Docketing, Record Keeping	JIS pulls all criminal case info into CJIS, except juvenile. Clerk in Juvenile court prints reports of required data and mails to JIS for (presumably) manual entry.	JIS pulls all criminal case info into CJIS.	Enhance the interface between CJIS and UCS to pull juvenile criminal case information.
2	Docketing, Record Keeping	The docket entries do not match order docket codes and labels.	TBD - Need to investigate what this issue is.	TBD
3	Case Initiation and Indexing	Assigning a public defender to cases is an issue since resources are scarce.	TBD - Need to investigate what the cause of the issue is, scheduling, lack of resources?	TBD
4	Reporting	There is no interface between the ADR in Baltimore City and Montgomery County and the case information in the UCS system. Users must send case information to the ADR in Baltimore City and Montgomery County manually.	Enter case disposition information in case management system. Case management system sends a regular update to the ADR in Baltimore City and Montgomery County.	Create interface between case management system and ADR in Baltimore City and Montgomery County to send case information on a periodic basis.

Number	Item	Current Process	Future Process	Automation
5	Case Initiation and Indexing	There is no interface between the Community Conferencing Programs in the UCS system. Users must communicate with the Community Conferencing Programs manually.	Enter case disposition information in case management system. Case management system sends a regular update to the Community Conferencing Programs.	Create interface between case management system and Community Conferencing Programs to send case information on a periodic basis.
6	Case Initiation and Indexing	There is no interface between the Drug Court, Special Programs (Operations Safe Kids, Family Recovery, etc.). Users must communication referrals manually.	Enter case disposition information in case management system. Case management system sends referrals to Drug Court, Special Programs (Operations Safe Kids, Family Recovery, etc.) electronically	Create interface between case management system and Drug Court, Special Programs (Operations Safe Kids, Family Recovery, etc.). to send referrals on a periodic basis.
7	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.
8	General Accounting	Clerk receives writ or summons to be forwarded to Law Enforcement for service. The clerk prepares writ or summons and sends to Law Enforcement for service. Law Enforcement serves the writ or summons and sends return of service to the court.	Enter writ or summons request in the system, The system transmits requests to the Law Enforcement office. The Law Enforcement serves the writ or summons and electronically sends the return of service.	Create interface with Law Enforcement office to transmit service requests.

Number	Item	Current Process	Future Process	Automation
9	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.
10	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.

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