Process Profile

Maryland District Court

Civil and Landlord/Tenant

Table of Contents

Table of Contents 2
Revision History 2
Significant Rules and Statutes 3
Business Process Work Flow Diagrams 4
Interfaces 13
Time Standards 14
Information Building Block Entities 15
Information Building Blocks Diagrams 15
Information Building Relationships 17
Candidates for Automation – Changes for Civil and Landlord/Tenant 18
Site Specific Variations 19
Appendix A - Abbreviations for Maryland Code Articles 20

Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/21/2009	Suzanne Bonniwell	Initial Draft
2.0	1/27/2010	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*
RP § 8-301	Definitions
RP § 8-302	Action at law; jurisdiction; leases subject to distress; venue.
RP § 8-401	Failure to pay rent
Rule 3-102	Trial date and time.
Rule 3-113	Process - Duration, dormancy, and renewal of summons.
Rule 3-115	Attachment before judgment
Rule 3-132	Striking of attorney's appearance.
Rule 3-302	Pleadings allowed
Rule 3-325	Jury trial
Rule 3-331	Counterclaim and cross-claim.
Rule 3-332	Third-party practice
Rule 3-341	Amendment of pleadings
Rule 3-421	Interrogatories to parties
Rule 3-504	Pretrial conference
Rule 3-506	Voluntary dismissal
Rule 3-507	Dismissal for lack of jurisdiction or prosecution
Rule 3-533	Motion for new trial
Rule 3-534	Motion to alter or amend a judgment
Rule 3-535	Revisory power
Rule 3-601	Entry of judgment
Rule 3-611	Confessed judgment.
Rule 3-612	Consent judgment.
Rule 3-614	Judgment of contribution or recovery over
Rule 3-621	Lien of money judgment
Rule 3-625	Expiration and renewal of money judgment
Rule 3-633	Discovery in aid of enforcement
Rule 3-644	Sale of property under levy
Rule 3-645	Garnishment of property - Generally.
Rule 3-646	Garnishment of wages
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 Civil and Landlord /Tenant court case management. This section presents the general AS-IS work flow diagrams. These include:

- Civil and Small Claims<$30k
- L&T – Failure to Pay Claims
- L&T – FTP Claims – PG - Electronic Filing
- L&T – Warrant of Restitution [Evictions]
- L&T – Warrant of Restitution [Evictions]–PG Electronic Filing

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.

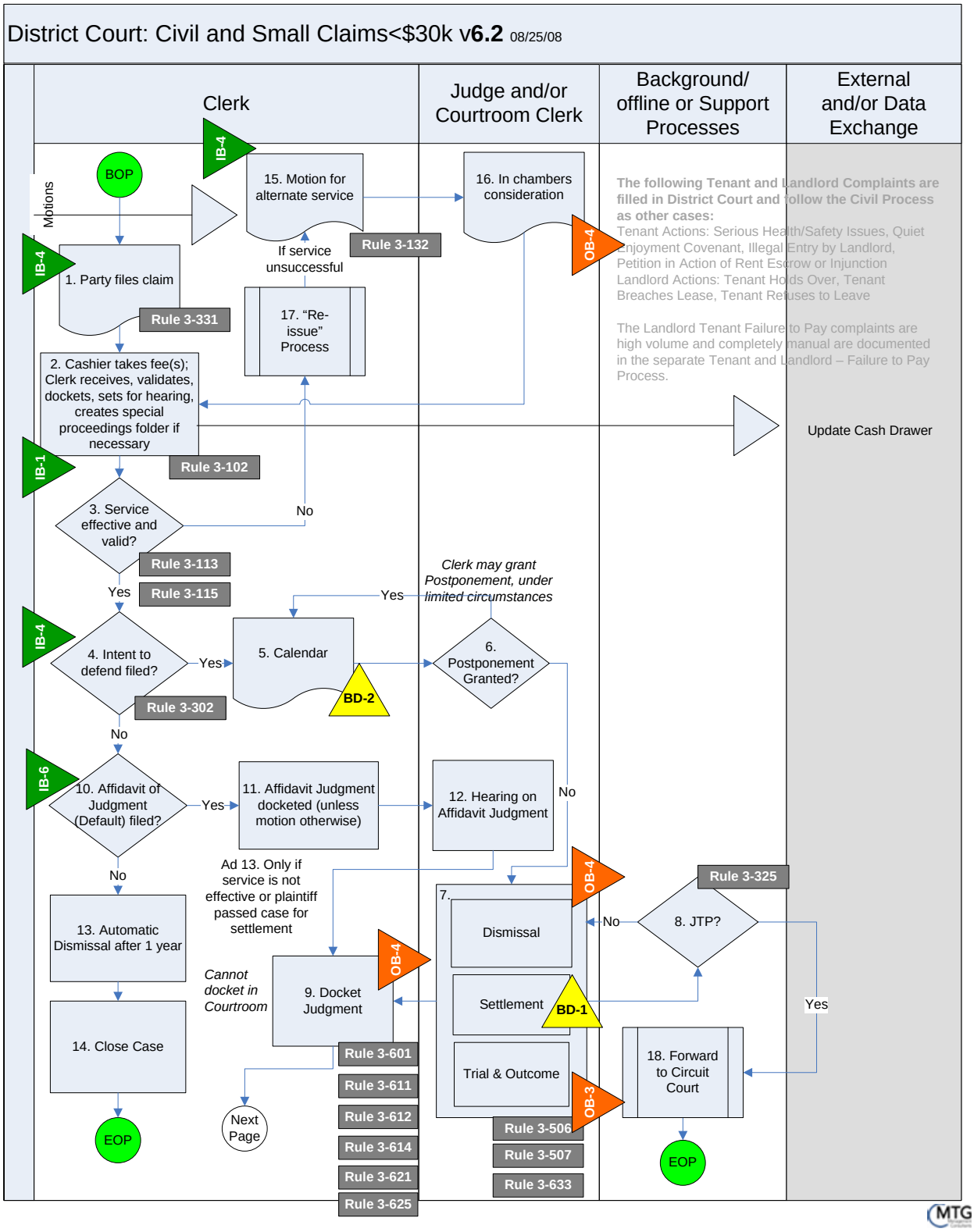
Shape	Description
BOP	Beginning of process.
EOP	
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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 and Small Claims<$30k

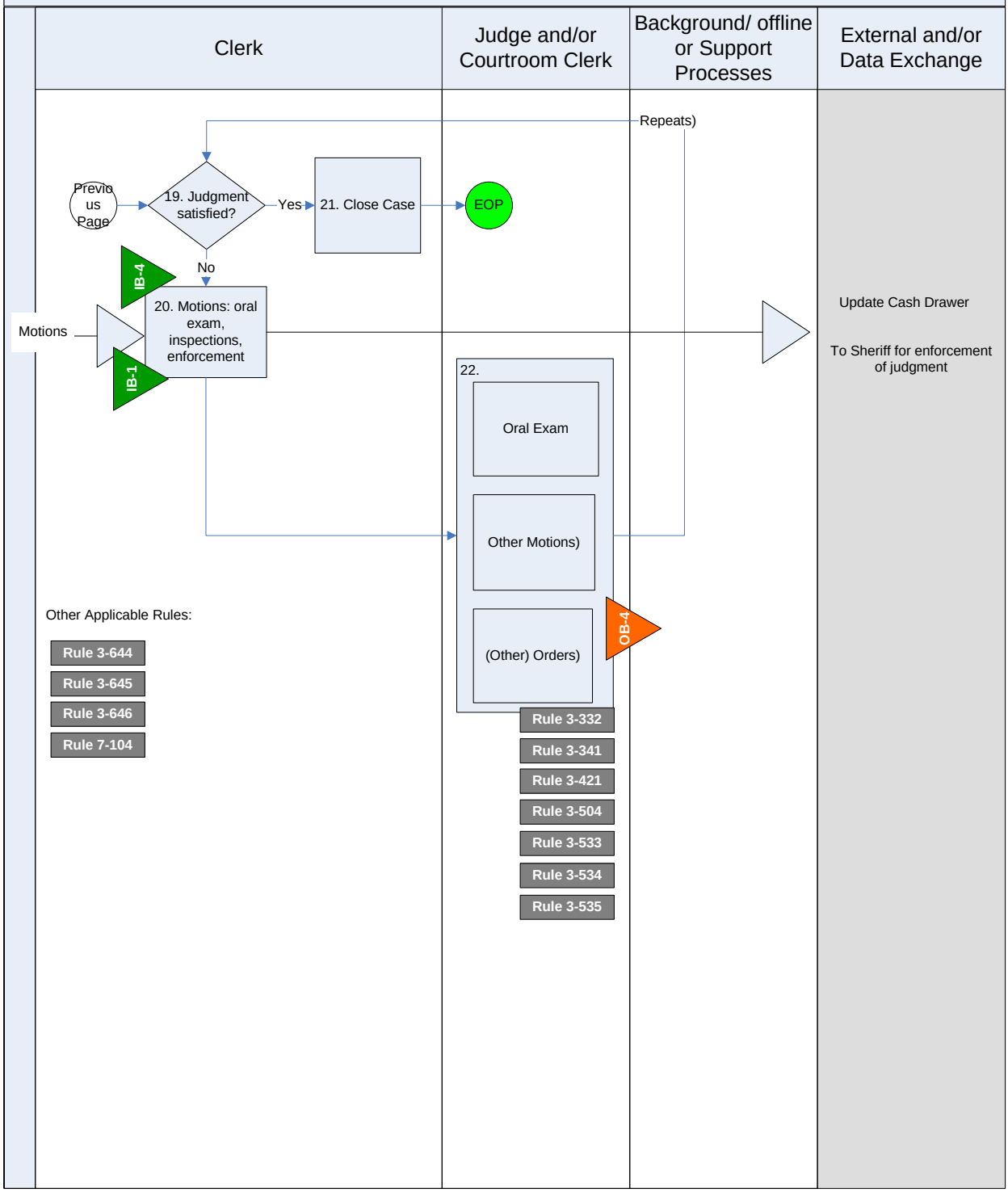
The following diagrams apply to Civil and Small Claims cases.

DRAFT – work in progress



DRAFT – work in progress

District Court: Civil and Small Claims<$30k v**6.2** 08/25/08



L&T – Failure to Pay Claims

The following diagrams apply to L&T – Failure to Pay Claims.

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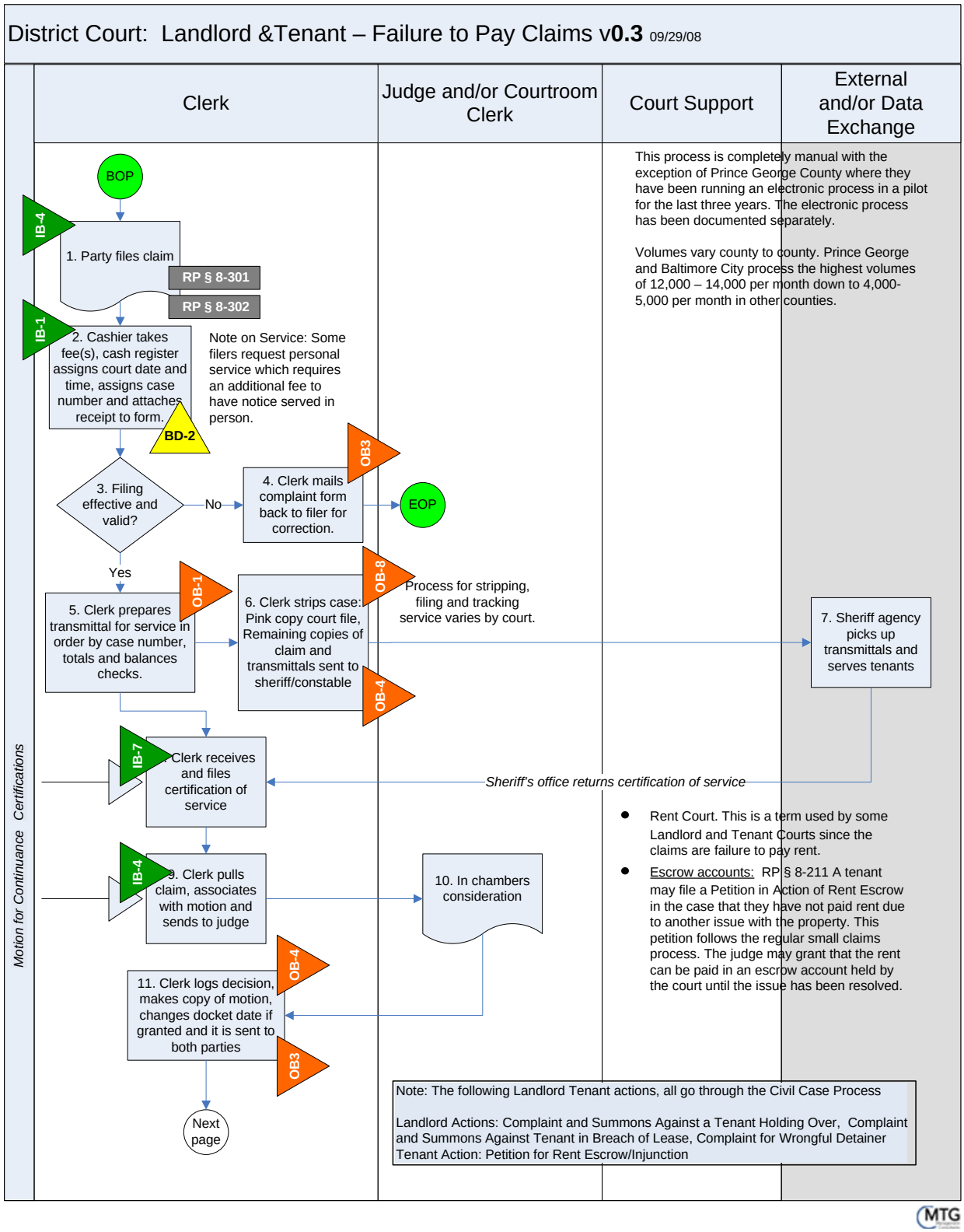

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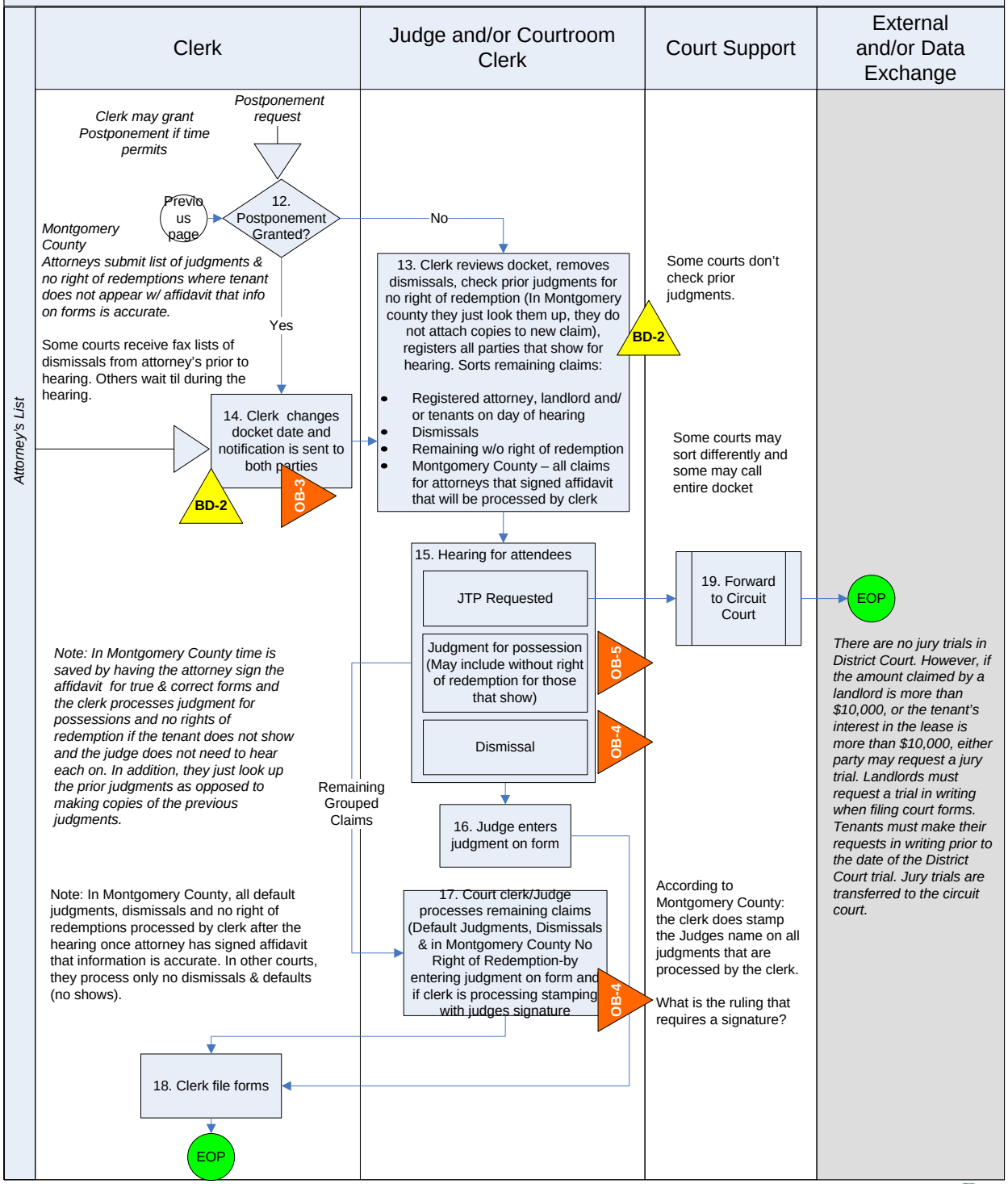
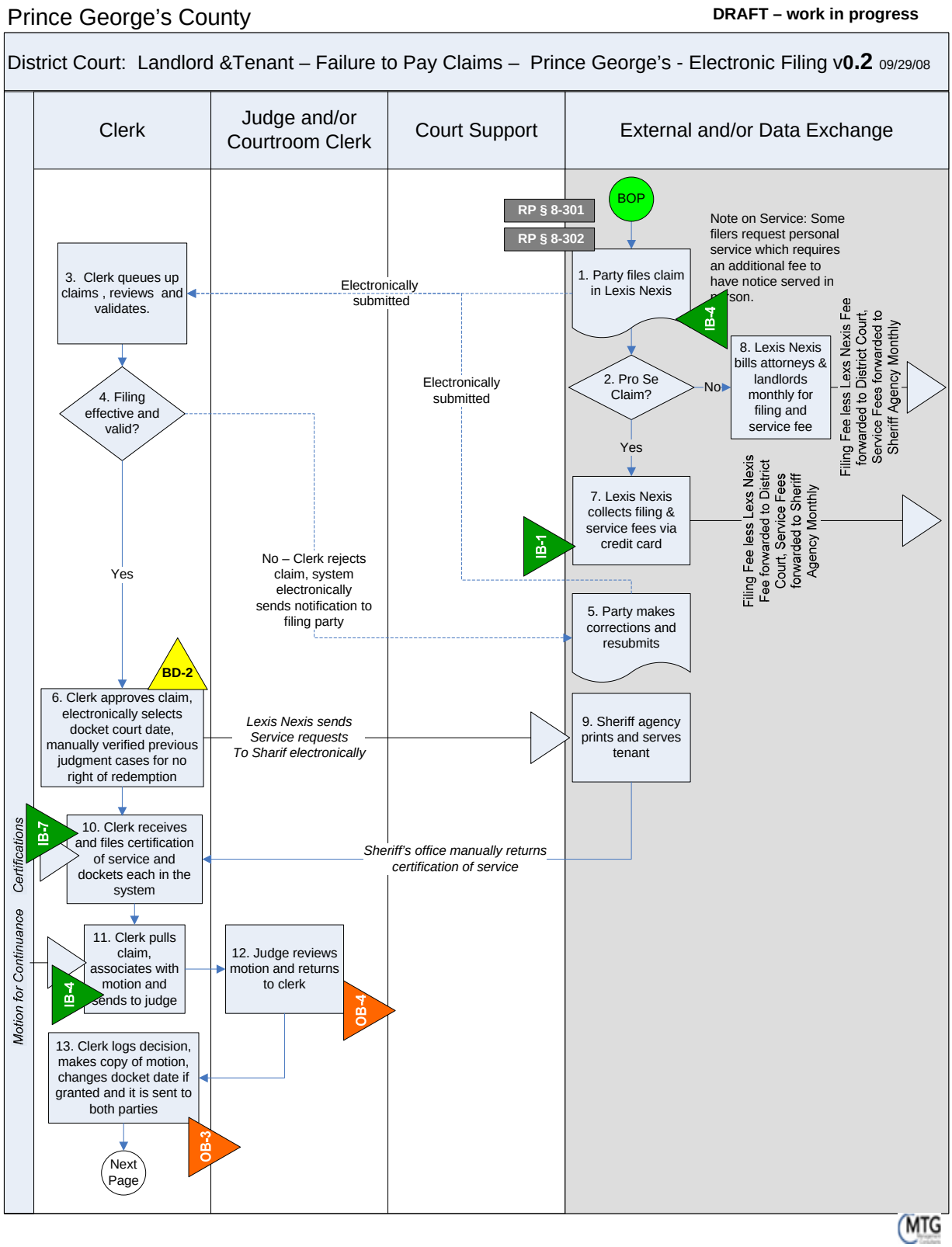
District Court: Landlord &Tenant – Failure to Pay Claims v**0.3** 09/29/08



L&T – FTP Claims – PG - Electronic Filing

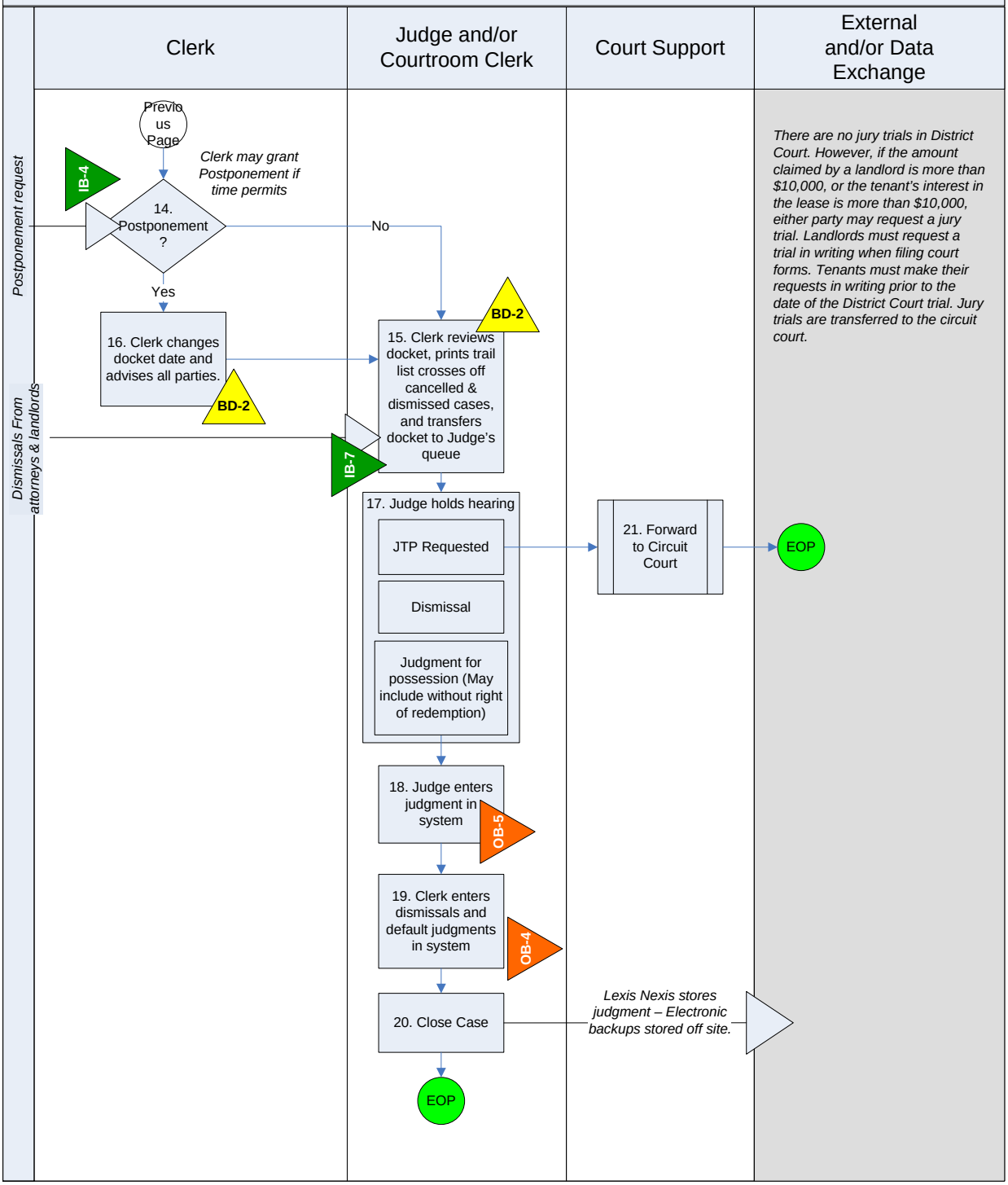
The following diagrams apply to L&T – Failure to Pay Claims electronically filed in Prince George's County.



Prince George's County

DRAFT – work in progress

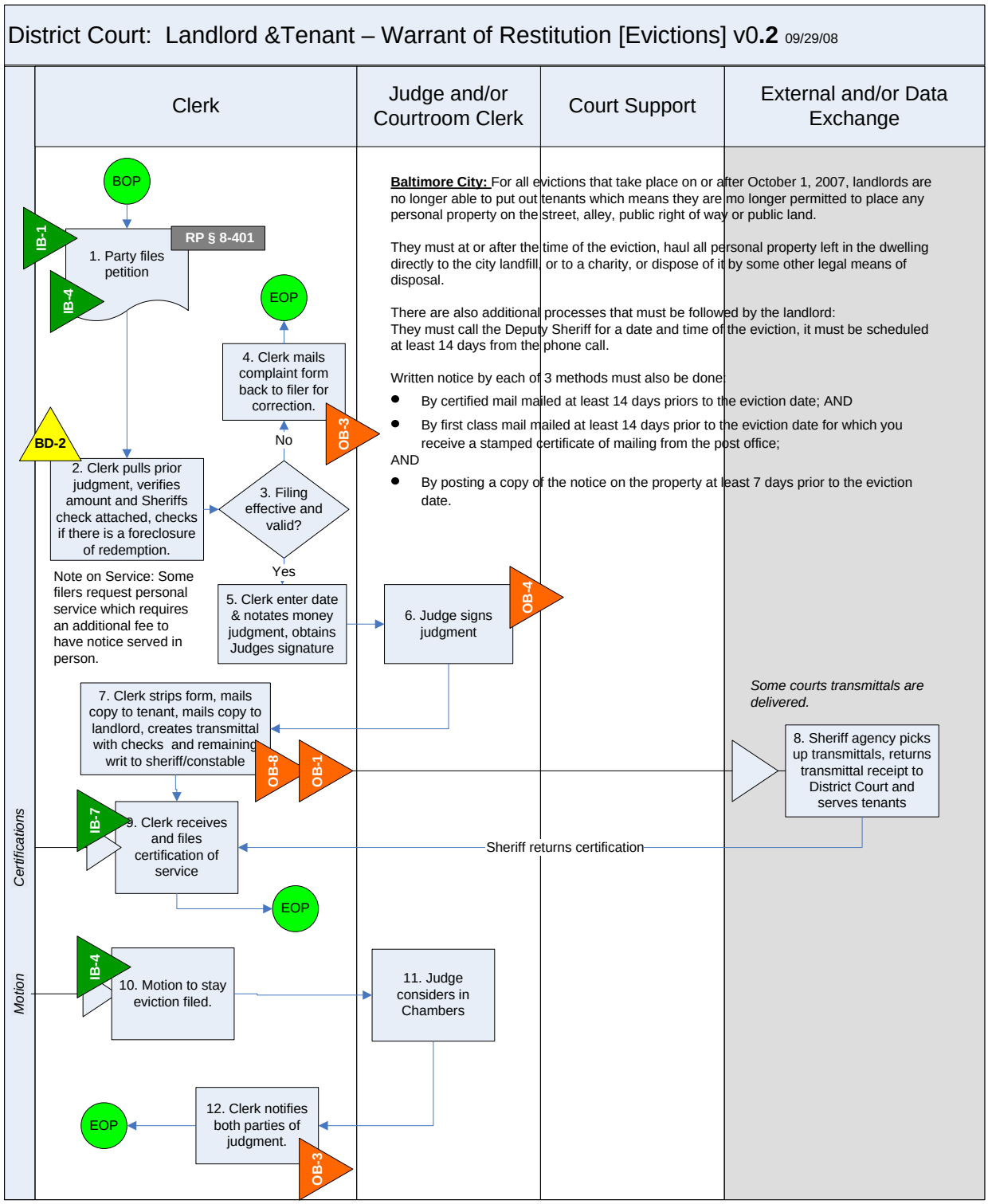
District Court: Landlord &Tenant – Failure to Pay Claims – Prince George's - Electronic Filing v**0.2** 09/29/08



L&T – Warrant of Restitution [Evictions]

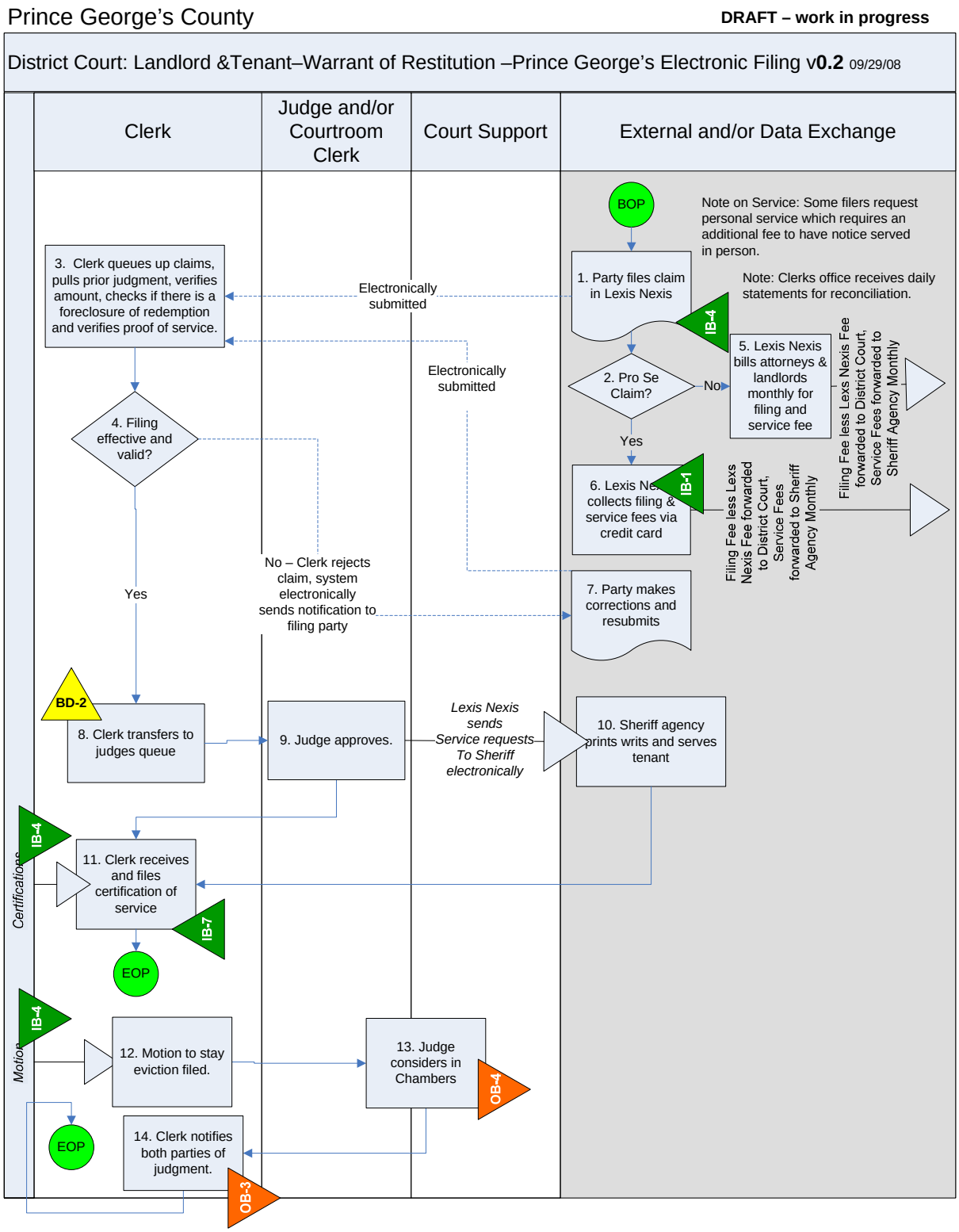
The following diagrams apply to L&T – Warrant of Restitution (Evictions) cases.

DRAFT – work in progress



L&T – Warrant of Restitution [Evictions]–PG Electronic Filing

The following diagrams apply to L&T – Warrant of Restitution (Evictions) cases electronically filed in Prince George's County.



Interfaces

The Civil and Landlord /Tenant 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 and Landlord/Tenant 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***
District Court																			
Civil and Small Claims<$30k	***IB-1***			***IB-4***		***IB-6***				***OB-3***	***OB-4***						***BD-1***	***BD-2***	
L&T – Failure to Pay Claims	***IB-1***			***IB-4***			***IB-7***	***OB-1***		***OB-3***	***OB-4***	***OB-5***			***OB-8***			***BD-2***	
L&T – FTP Claims – PG - Electronic Filing	***IB-1***			***IB-4***			***IB-7***			***OB-3***	***OB-4***	***OB-5***						***BD-2***	
L&T – Warrant of Restitution [Evictions]	***IB-1***			***IB-4***			***IB-7***	***OB-1***		***OB-3***	***OB-4***				***OB-8***			***BD-2***	
L&T –Warrant of Restitution [Evictions]–PG Electronic Filing	***IB-1***			***IB-4***			***IB-7***			***OB-3***	***OB-4***							***BD-2***	

Time Standards

Identify the case time standards for this case category.

Case Type: *Civil Large Claims* ***Time Standard:*** *250 Days* ***Performance Goal:*** *98%*

Case Type: *Civil Small Claims* ***Time Standard:*** *90 Days* ***Performance Goal:*** *98%*

Case Time Start	Case Time Suspension		Case Time Stop
	Suspend	Re-Start	
Service Case reopened (includes remands from Circuit Court	Stay for Bankruptcy	Bankruptcy Discharge Date	Entry of Judgment Dismissal Jury Trial Prayed Denied Affidavit of Judgment
	Passed for Settlement	Reset if Passes for Settlement	
	Military Leave Date	Military Return 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.

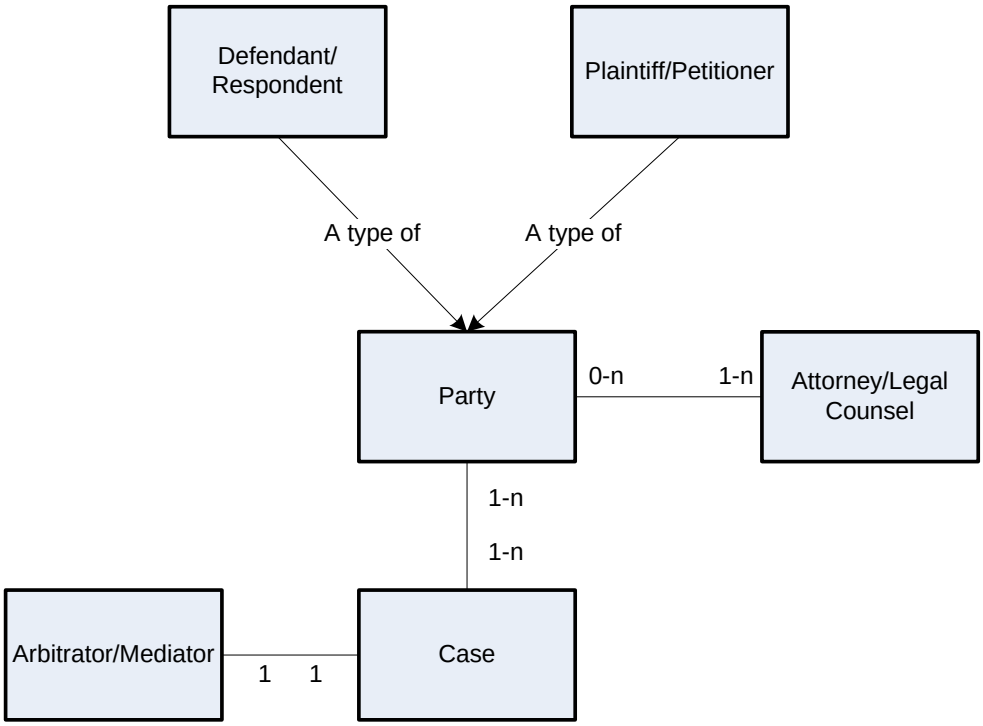
Information Building Block Entities

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

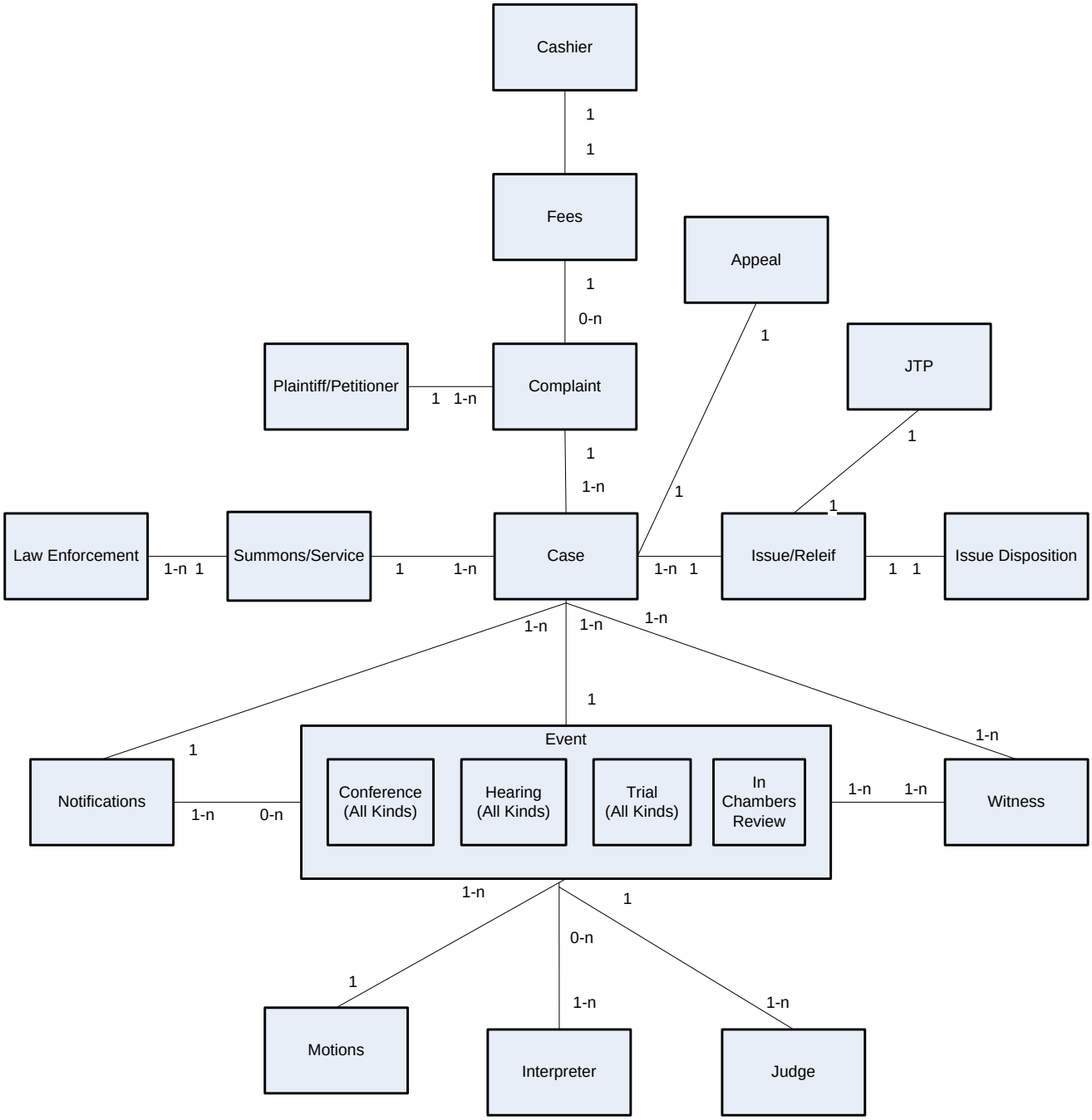
- Arbitrator/Mediator
- Attorney/Legal Counsel
- Defendant/Respondent
- Interpreters
- Judge
- Mediator/Arbitrator
- Plaintiff/Petitioner
- Self Represented Litigant
- Witness
- Appeal
- Cashier
- Complaint
- Conference (All Kinds)
- Documents
- Fees
- Hearing (All Kinds)
- Issue
- Issue Disposition
- JTP
- Law Enforcement (Sheriff)
- Motions
- Notifications
- Order (All Kinds)
- Ruling on Motion
- Summons/Service
- Trial (All Kinds)
- Writ

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Landlord-Tenant/Civil** 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 **Landlord-Tenant/Civil** 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 or Defendant/Respondent**,
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**.
Mediator/Arbitrators – Case	A **Mediator/Arbitrator** can be related to one **Case.** A **Case** can be related to one **Mediator/Arbitrator**.
Complaint - Case	A **Complaint** can be related to one **Case.** A **Case** can be related to one or more **Complaint**.
Complaint - Fees	A **Complaint** can be related to zero to many **Fees.** A **Fee** can be related to one **Complaint**.
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 one to many **Events**. An **Event** can be related to zero to many **Notifications**.
Case – Appeal	A **Case** can have one **Appeal**. An **Appeal** applies to only one **Case**.
Issue/Relief – JTP	A **JTP** can have one **Issue/Relief**. An **Issue/Relief** applies to only one **JTP**.
Cashier - Fees	A **Cashier** can be related to one **Fee**. A **Fee** can be related to one **Cashier**.
Case – Summons/Service	A **Case** can have one to many **Summons/Service**. A **Summons/Service** applies to only one **Case**.
Plaintiff/Petitioner - Complaint	A **Plaintiff/Petitioner** can be related to one **Complaint**. A **Complaint** and include one to many **Plaintiff/Petitioners.**
Summons/Service – Law Enforcement	A **Summons/Service** can be related to one **Law Enforcement.** A **Law Enforcement** can be related to one to many **Summons/Services**
Case – Issue/Relief	A **Case** can have one to many **Issues**. An **Issue** applies to only one **Case**.
Issue/Relief – Issue Disposition	An **Issue** can have one **Issue Disposition**. An **Issue Disposition** applies to only one **Issue**.
Case - Event	Each **Case** can have one 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.
Event - Judge	An **Event** can consist of one **Judge** A **Judge** can only be related to one to many **Events**.

Related Building Blocks	*Description*
Event - Motion	An **Event** can consist of one to many **Motions** A **Motions** 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."
Event - Interpreter	An **Event** can consist of zero to many **Interpreters** An **Interpreter** can be related to one to many **Events**.
Event - Witness	An **Event** can consist of one to many **Witnesses** A **Witness** can be related to one to many **Events**.
Case - Witness	A **Case** can consist of one to many **Witnesses** A **Witness** can be related to one to many **Cases**.

Candidates for Automation – Changes for Civil and Landlord/Tenant

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

Number	*Item*	*Current Process*	*Future Process*	*Automation*
1	General Accounting	Clerk prepares request for service to be forwarded to Sherriff/Constable for service. The clerk prepares request, check, transmittal and sends to sheriff/constable for service. Sherriff serves the summons and sends return of service to the court.	This assumes all filings are electronic as in Prince George's County. Approve request electronically. The system transmits the service requires and 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