Process Profile

Maryland District Court

Bail Bond Process

Table of Contents

Table of Contents 2
Revision History 2
Significant Rules and Statutes 3
Business Process Work Flow Diagrams 4
Interfaces 11
Time Standards 12
Information Building Blocks 12
Candidates for Automation – Changes for Bail Bonds 12
Site Specific Variations 12
Appendix A - Abbreviations for Maryland Code Articles 13

Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/28/2009	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*

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 Bail Bond management. This section presents the general AS-IS work flow diagrams. These include:

- Bail Bond Review
- Bond Forfeiture

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.

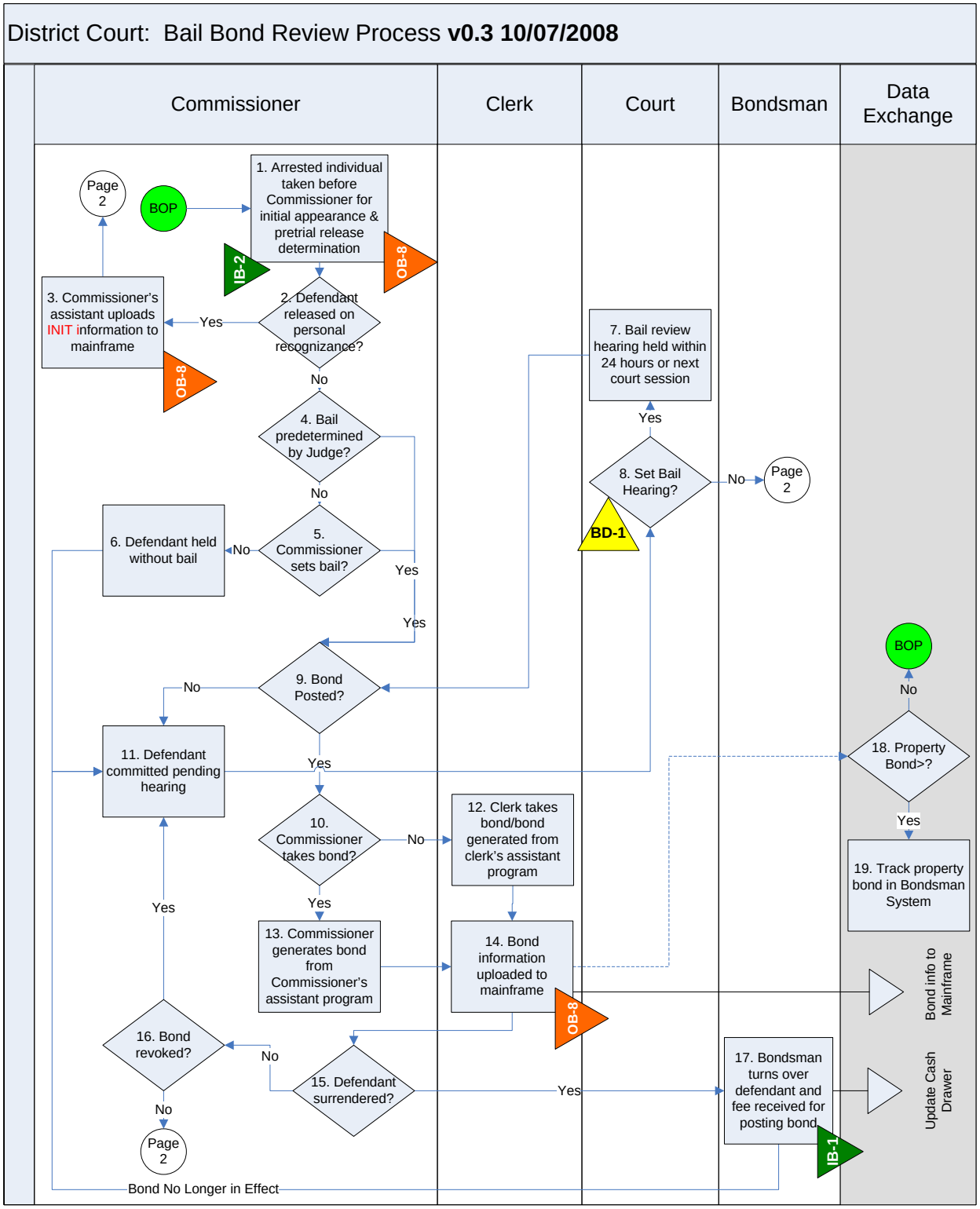
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

Bail Bond Review

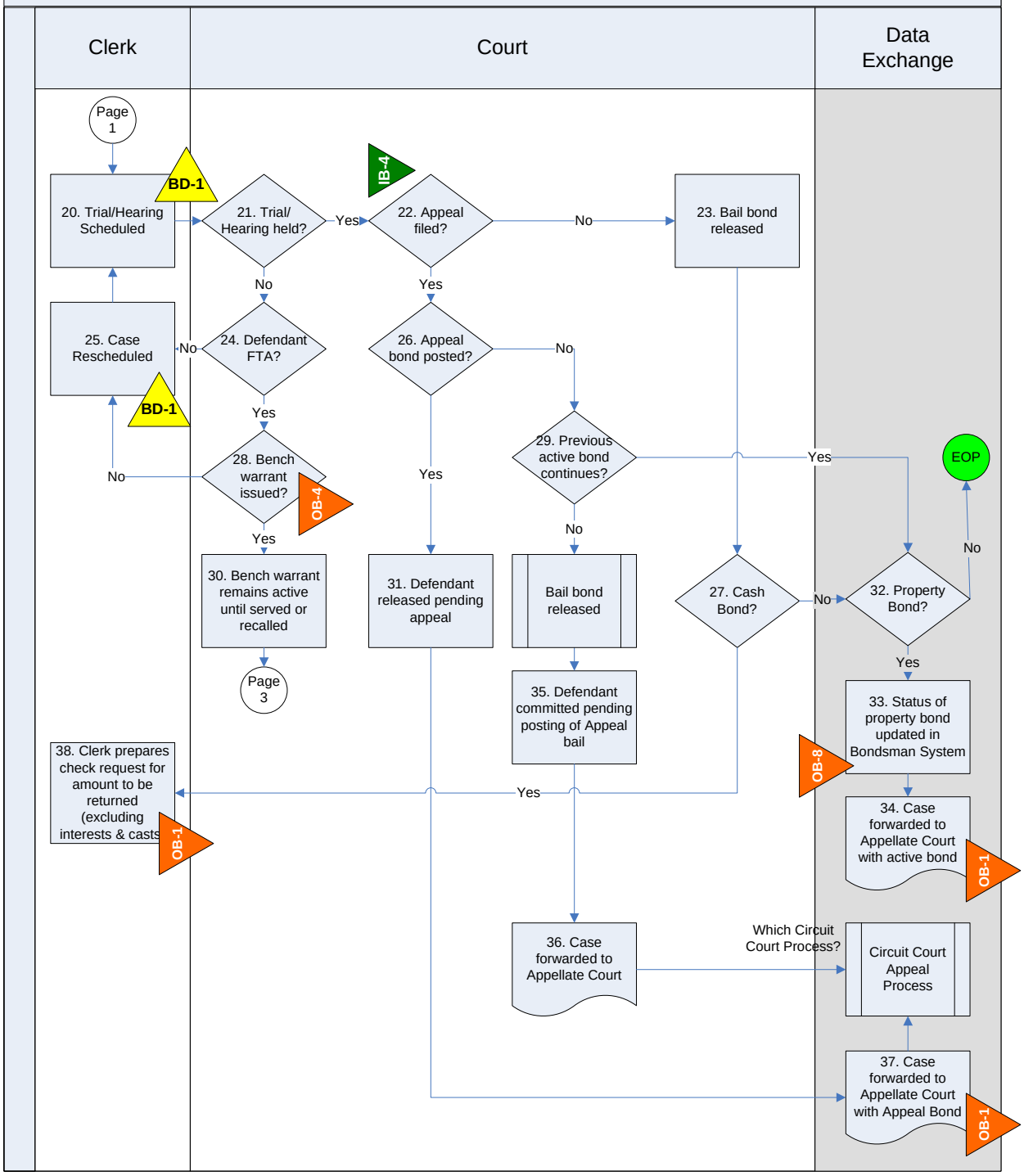
The following diagrams apply to Bail Bond Review Process.

DRAFT – work in progress



DRAFT – work in progress

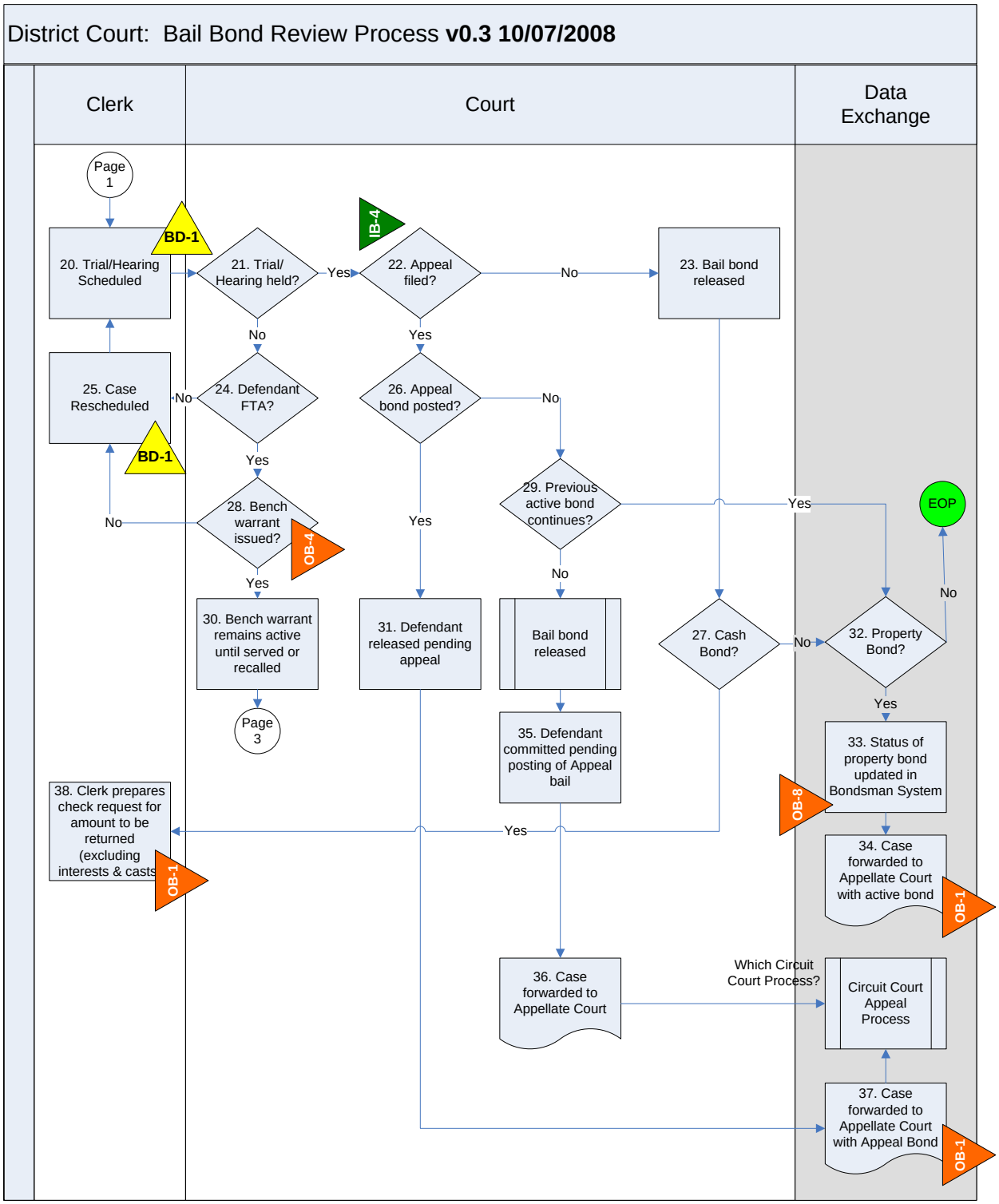
District Court: Bail Bond Review Process **v0.3 10/07/2008**



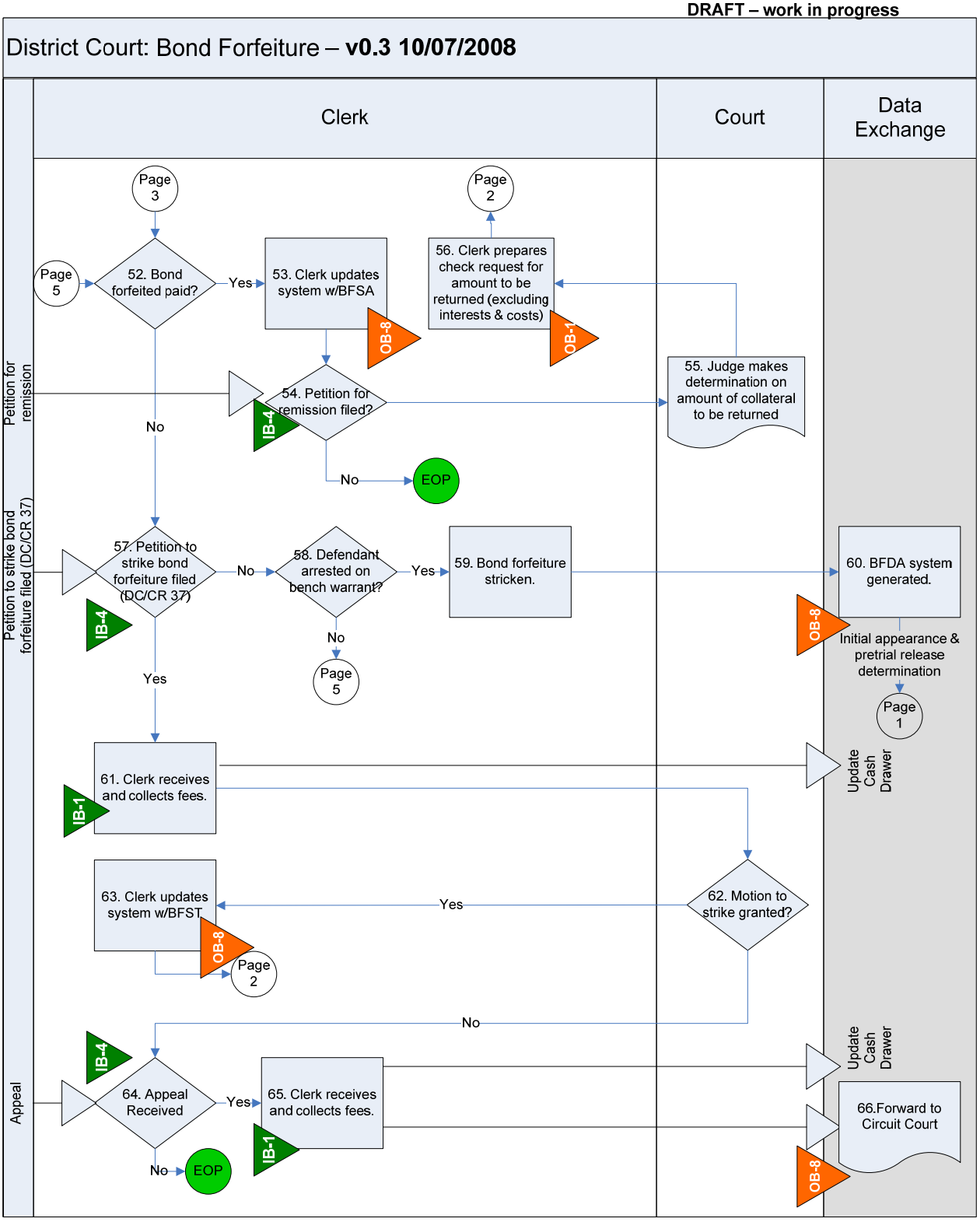
Bond Forfeiture

The following diagrams apply to Bail Bond Forfeiture Process.

DRAFT – work in progress

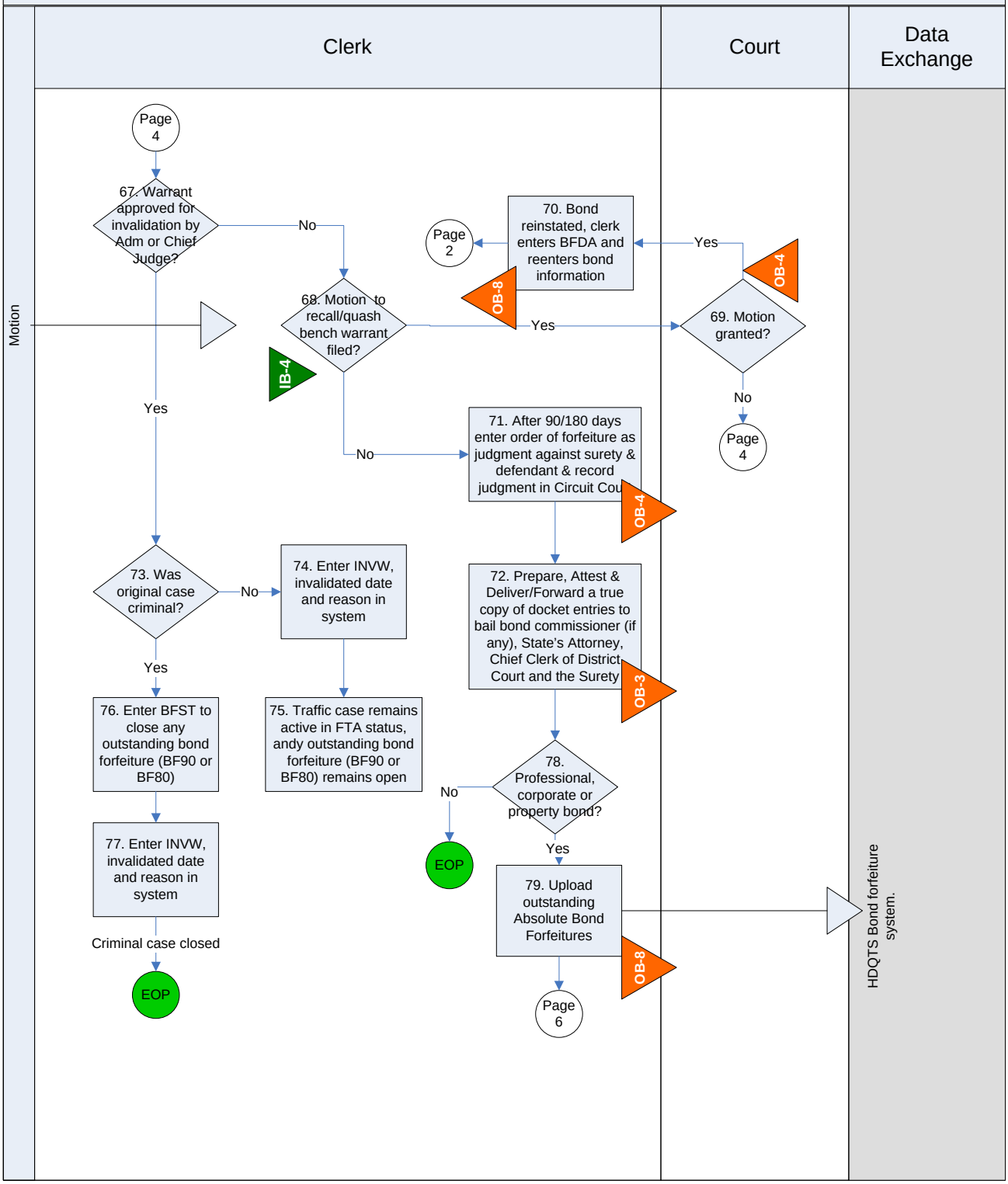


DRAFT – work in progress



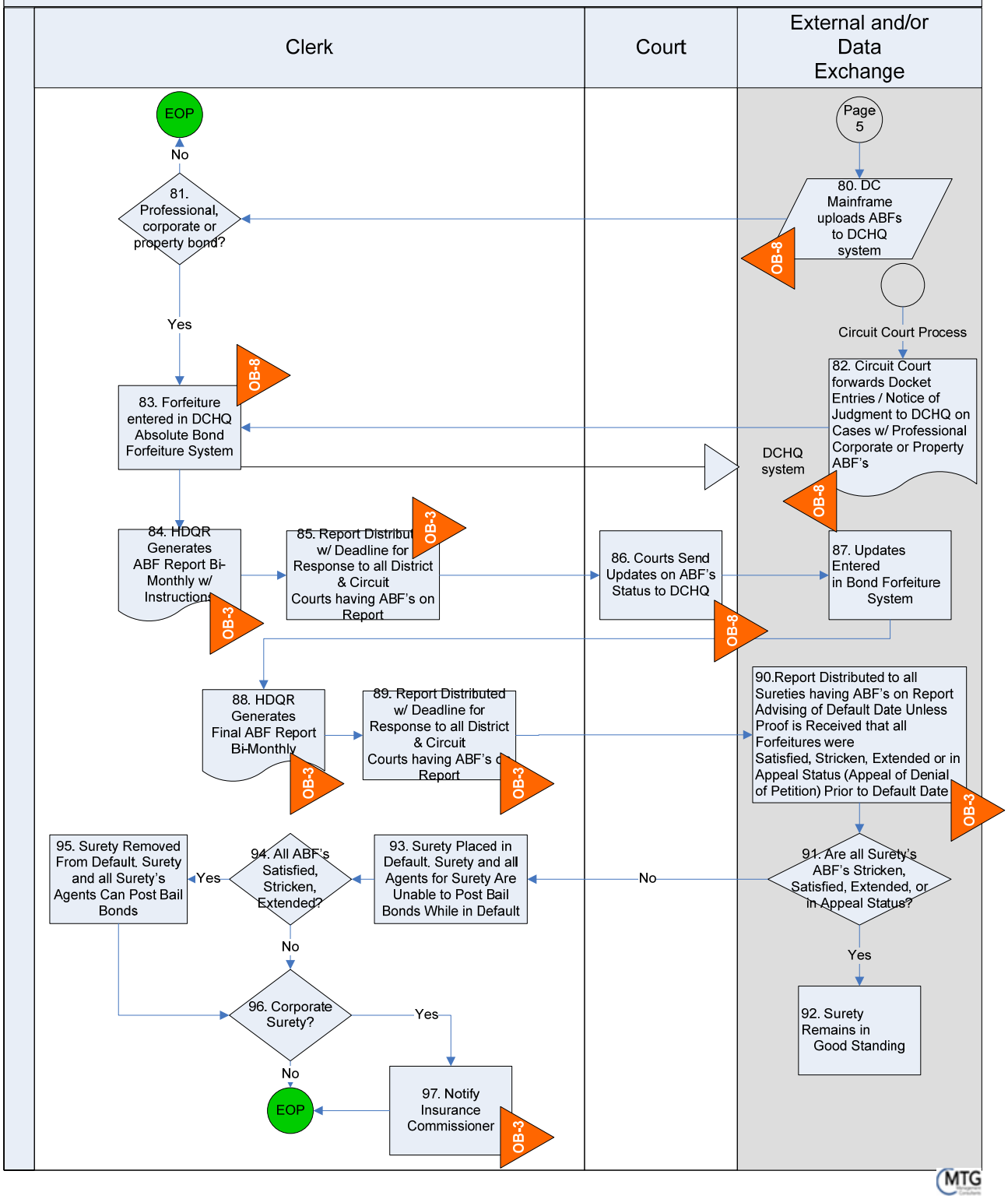
DRAFT – work in progress

District Court: Bond Forfeiture – **v0.3 10/07/2008**



DRAFT – work in progress

District Court: Bond Forfeiture – **v0.3 10/07/2008**



Interfaces

The Bail Bond 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 Bail Bond 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																			
Bail Bond Process – Criminal & Traffic	***IB-1***	***IB-2***		***IB-4***				***OB-1***				***OB-4***			***OB-8***			***BD-2***	
Bond Forfeiture – Criminal & Traffic	***IB-1***			***IB-4***				***OB-1***		***OB-3***		***OB-4***			***OB-8***				

Time Standards

Identify the case time standards for this case category.

Not applicable to this process.

Information Building Blocks

See District Court Traffic/Criminal Process

Candidates for Automation – Changes for Bail Bonds

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

Number	Item	Current Process	Future Process	Automation
1	General Accounting	Transferring bail funds and paperwork posted from elsewhere (district court, other circuit court) conducted manually.	Transferring bail funds and paperwork posted from elsewhere (district court, other circuit court) is electronically transmitted.	Create an interface between the district and circuit courts for transferring bail funds and paperwork.
2	General Accounting	Transferring bail funds and paperwork posted from elsewhere (district court, other circuit court) conducted manually.	Transferring bail funds and paperwork posted from elsewhere (district court, other circuit court) is electronically transmitted.	Create an interface between the district and circuit courts for transferring bail funds and paperwork.

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