Process Profile

Maryland Circuit Court

Bail Bond Process

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Revision History

Identify document changes.

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

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

- Circuit Court Bail Bond Process
- 7th Circuit Court Bail Bond Process
- Appeal Bond

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

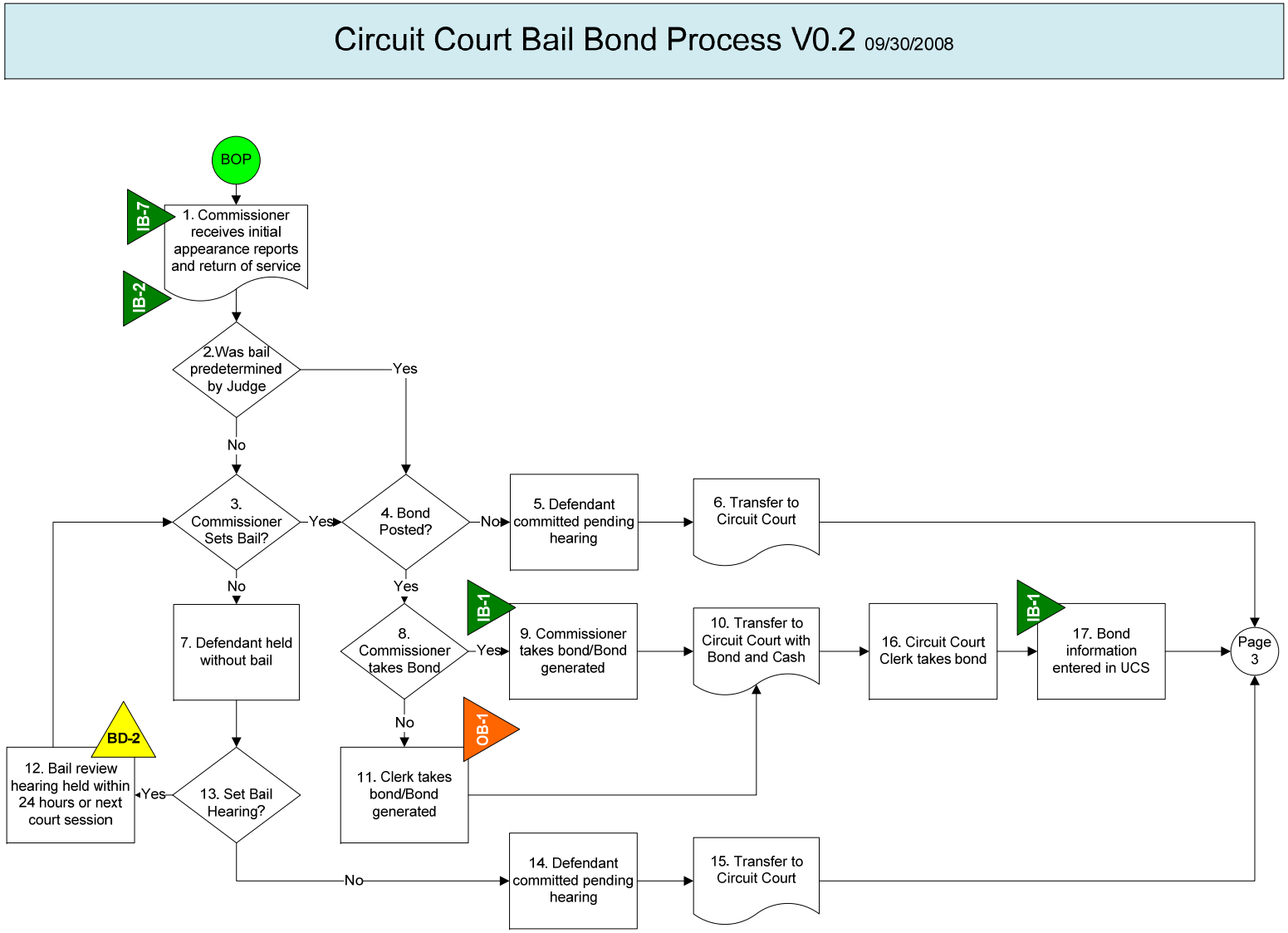
A description of each of the objects used to create the diagrams is listed below.

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.

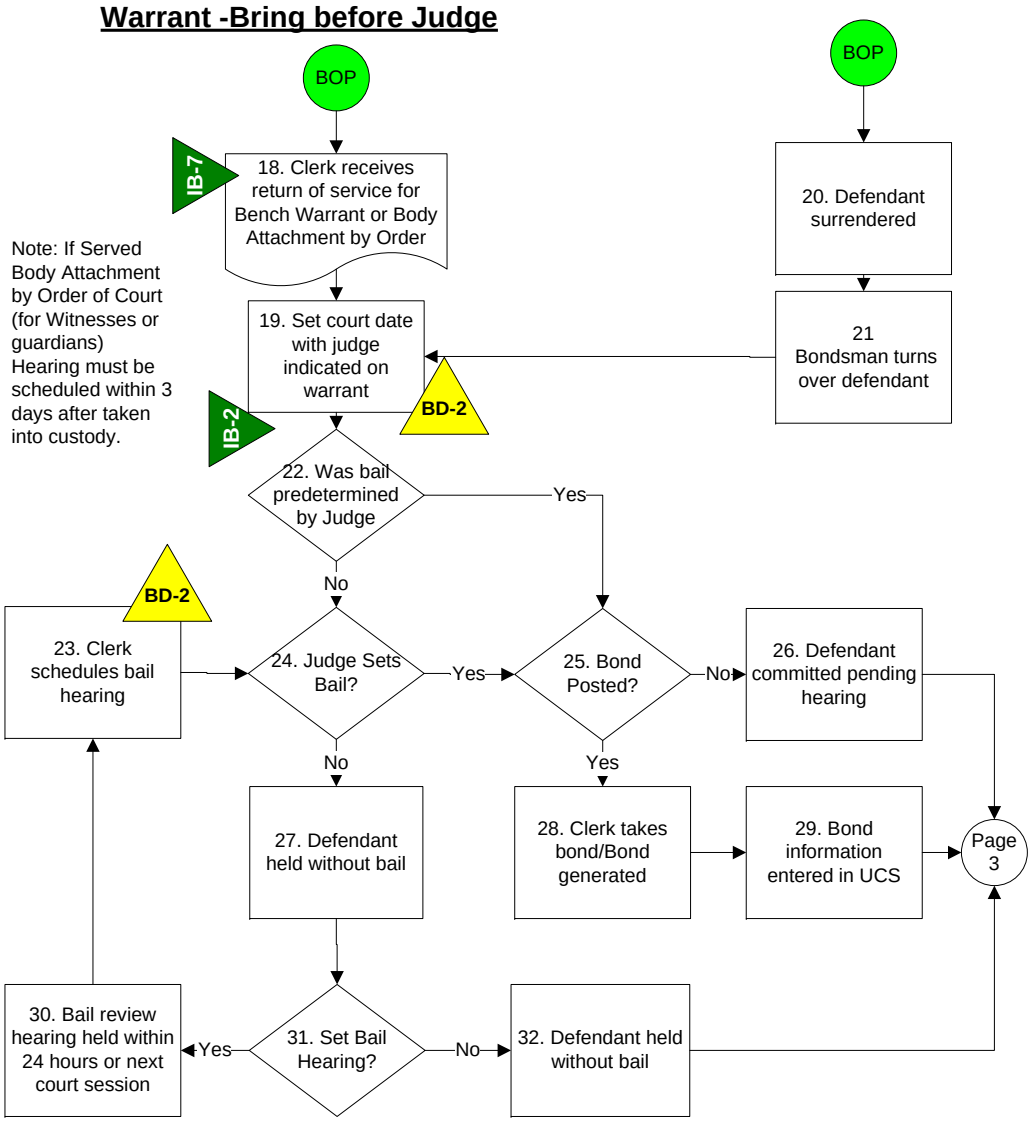
Circuit Court Bail Bond Process

The following diagrams apply to Bail Bonds in the Circuit Court.



Circuit Court Bail Bond Process V0.2 09/30/2008

Warrant -Bring before Judge



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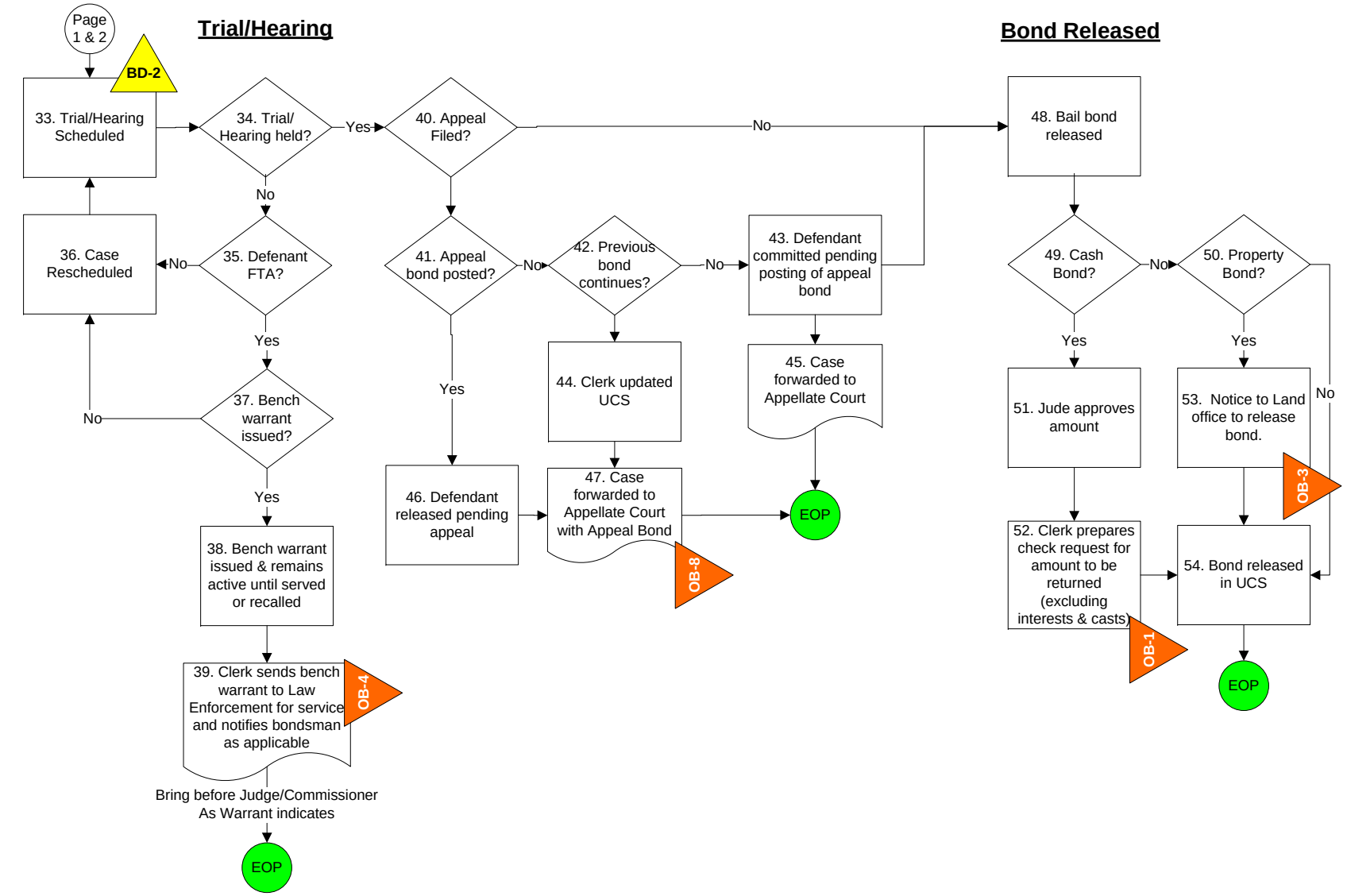
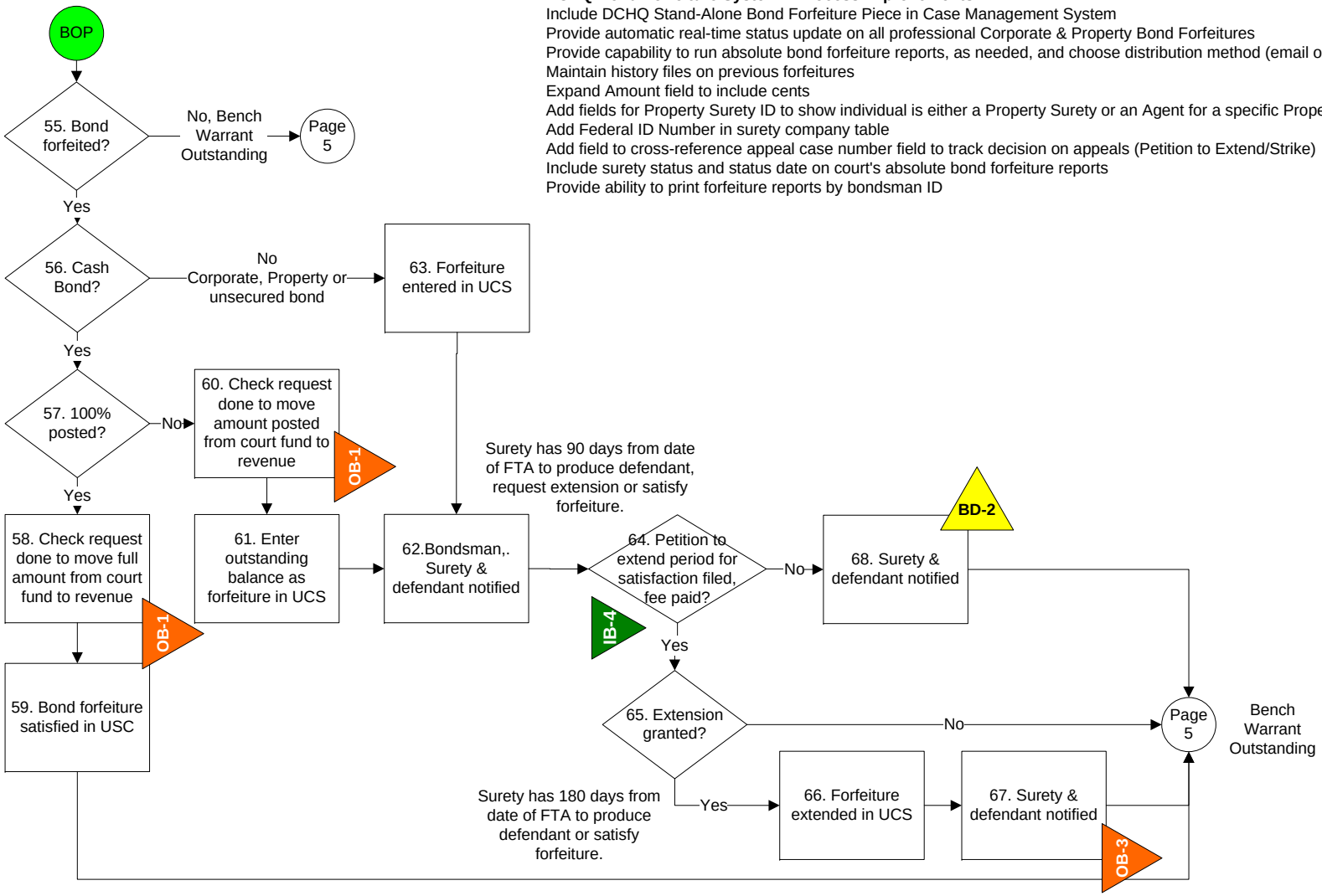


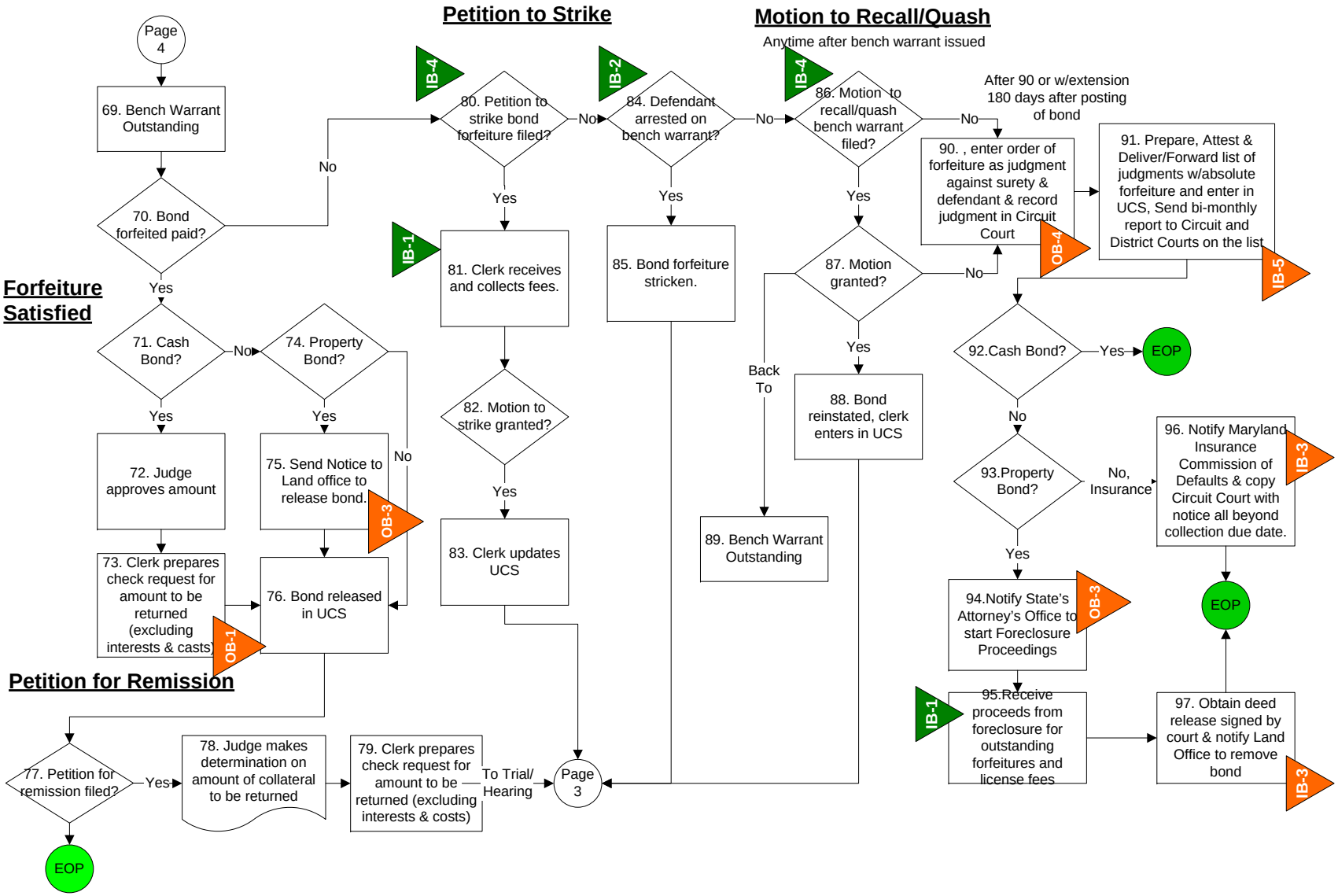
Circuit Court Bail Bond Process V0.2 09/30/2008

Bond Forfeited

DCHQ Bond Forfeiture System – Process Improvements
Include DCHQ Stand-Alone Bond Forfeiture Piece in Case Management System
Provide automatic real-time status update on all professional Corporate & Property Bond Forfeitures
Provide capability to run absolute bond forfeiture reports, as needed, and choose distribution method (email or fax)
Maintain history files on previous forfeitures
Expand Amount field to include cents
Add fields for Property Surety ID to show individual is either a Property Surety or an Agent for a specific Property Surety
Add Federal ID Number in surety company table
Add field to cross-reference appeal case number field to track decision on appeals (Petition to Extend/Strike)
Include surety status and status date on court's absolute bond forfeiture reports
Provide ability to print forfeiture reports by bondsman ID



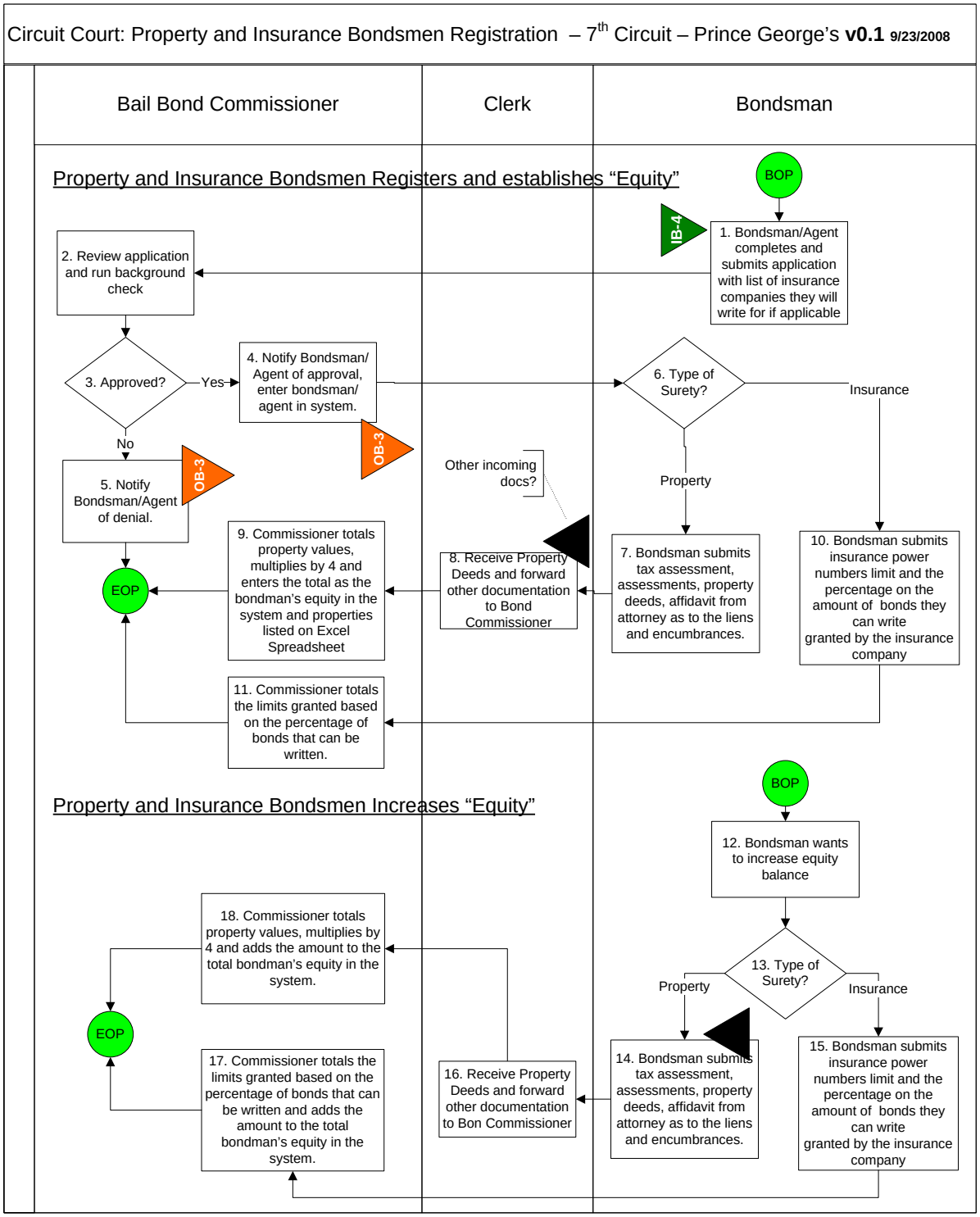
Circuit Court Bail Bond Process V0.2 09/30/2008



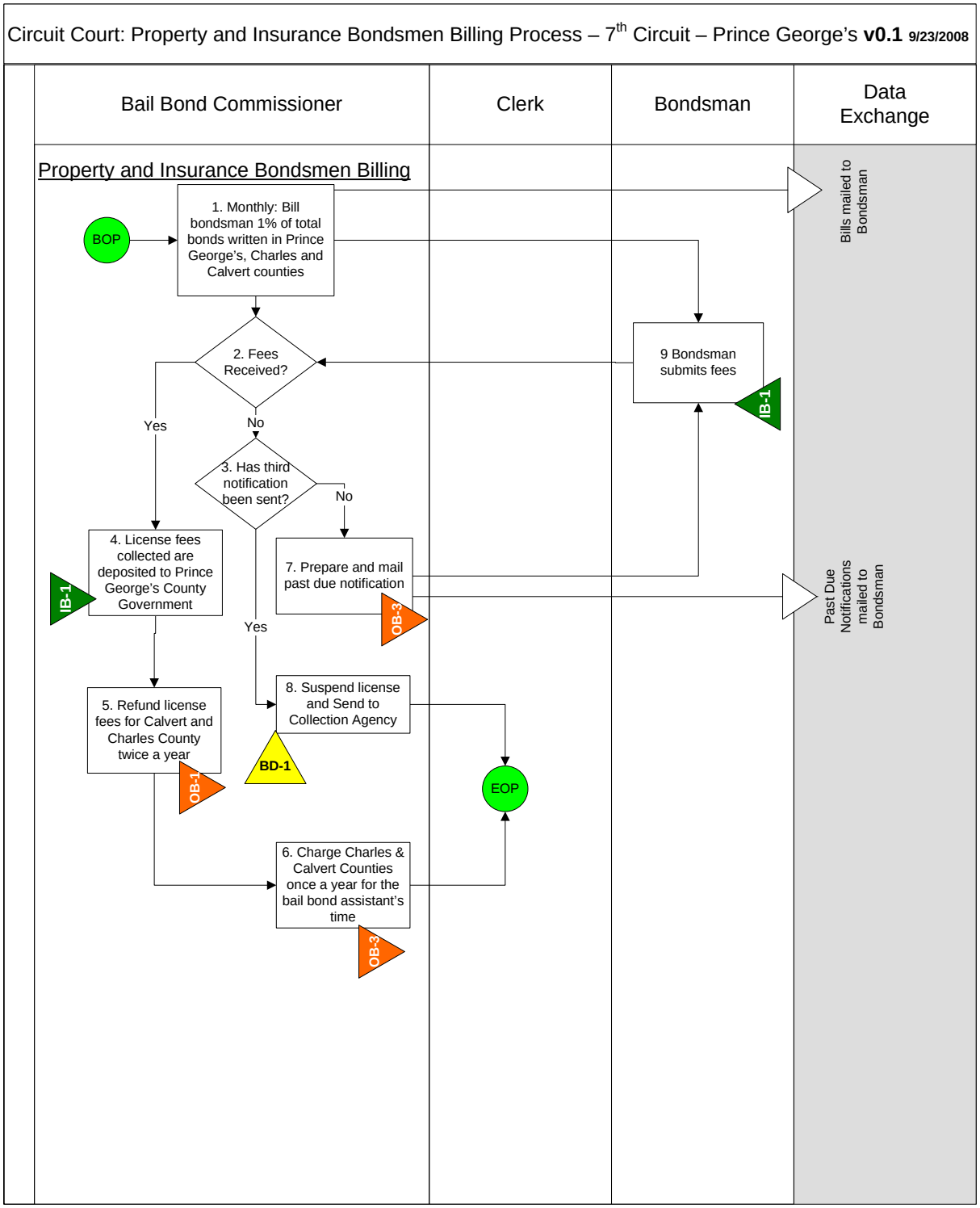
7th Circuit Court Bail Bond Process

The following diagrams apply to Bail Bonds in the 7thCircuit Court.

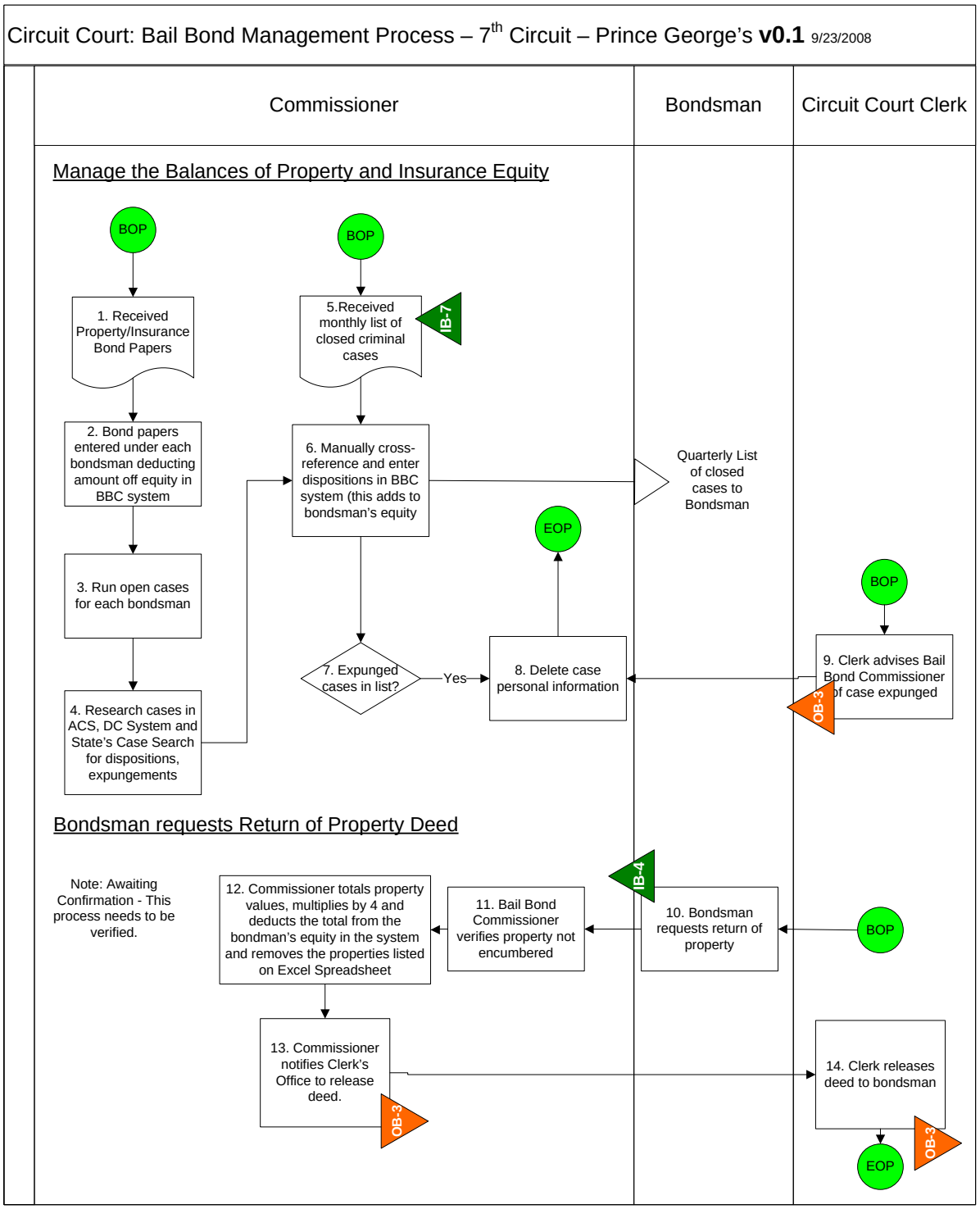
DRAFT – work in progress

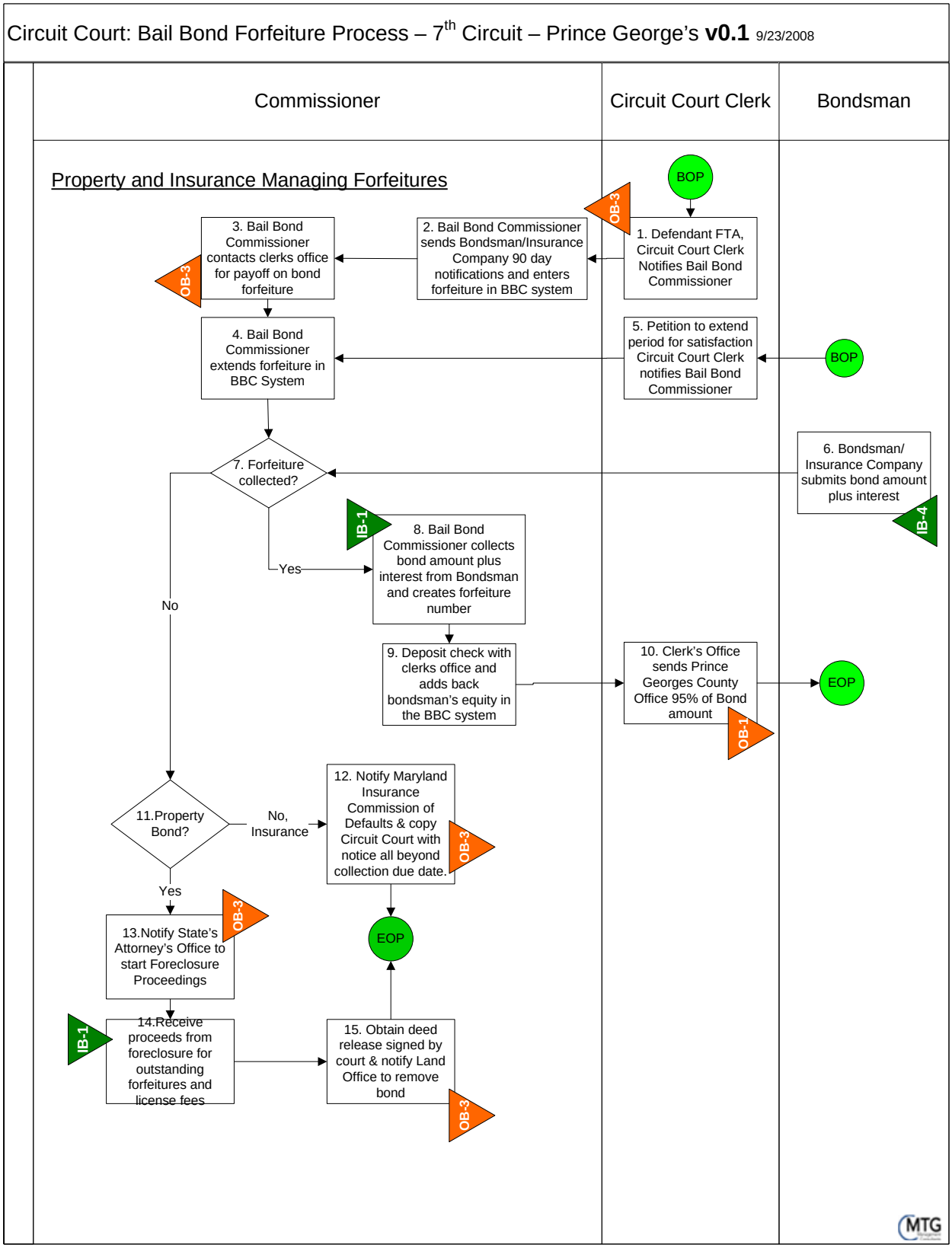


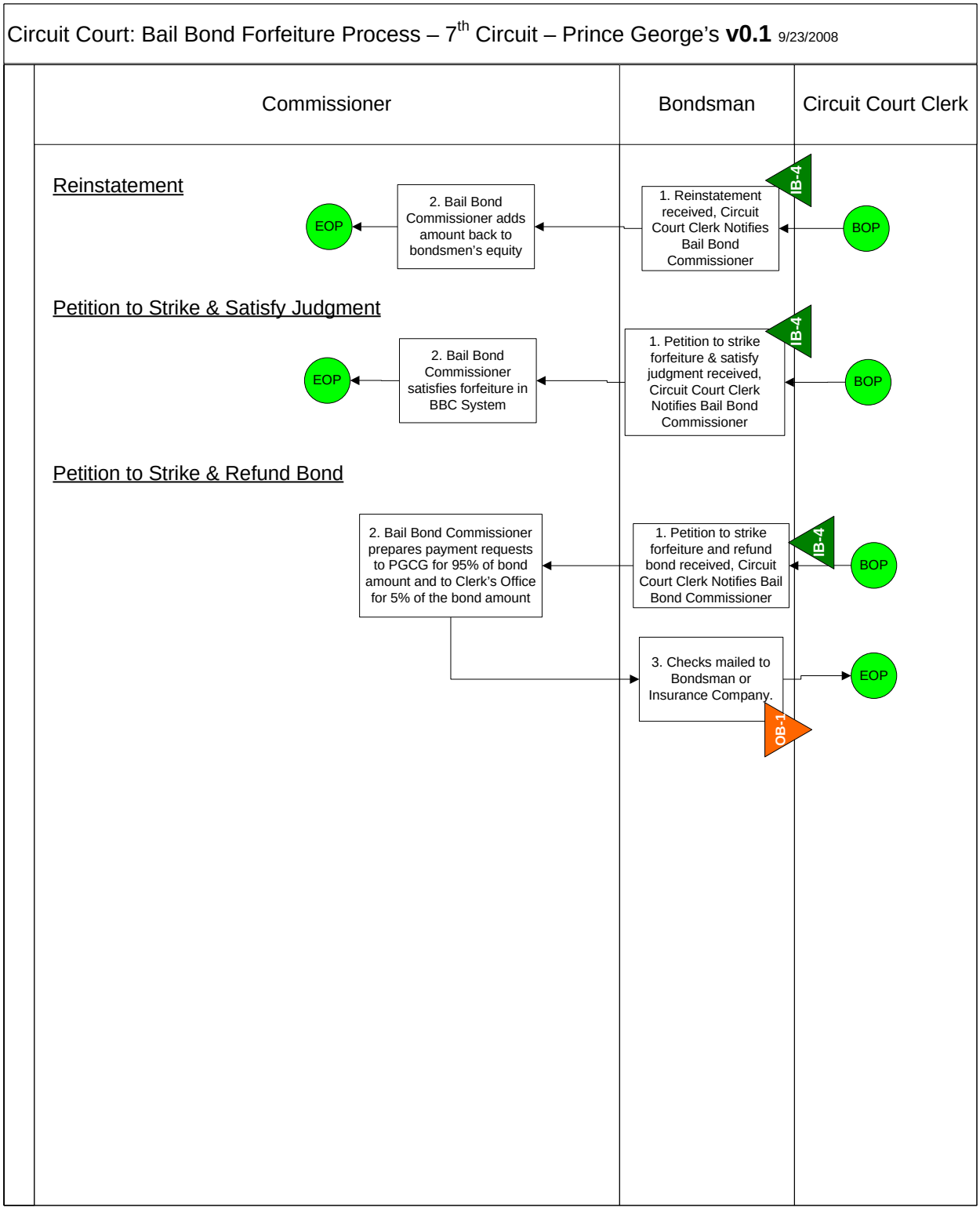
DRAFT – work in progress



DRAFT – work in progress



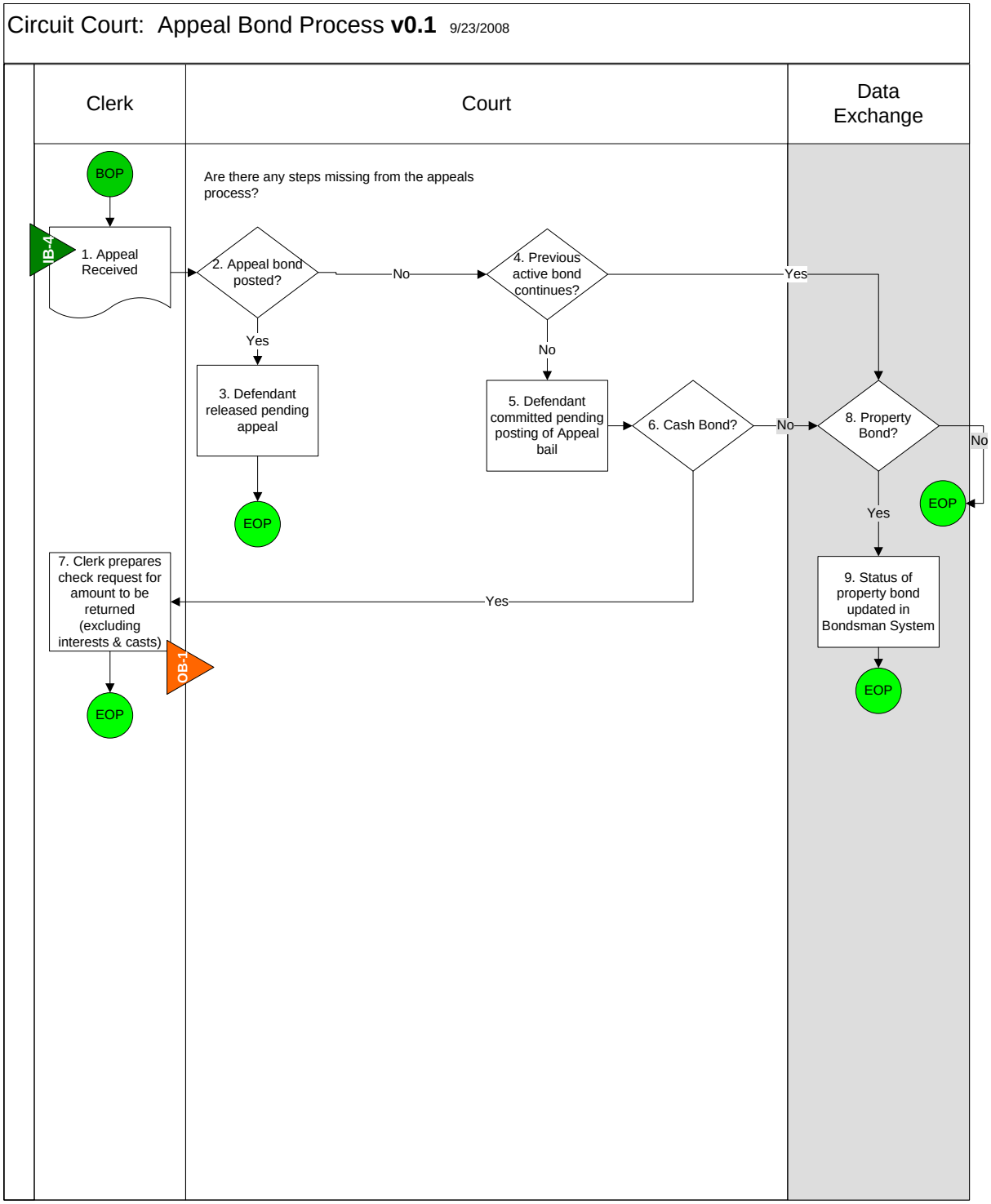

Circuit Court: Bail Bond Forfeiture Process – 7th Circuit – Prince George's v0.1 9/23/2008
Commissioner
Circuit Court Clerk
Bondsman
Property and Insurance Managing Forfeitures
BOP
OB-3
1. Defendant FTA, Circuit Court Clerk Notifies Bail Bond Commissioner
2. Bail Bond Commissioner sends Bondsman/Insurance Company 90 day notifications and enters forfeiture in BBC system
3. Bail Bond Commissioner contacts clerks office for payoff on bond forfeiture
OB-3
4. Bail Bond Commissioner extends forfeiture in BBC System
5. Petition to extend period for satisfaction Circuit Court Clerk notifies Bail Bond Commissioner
BOP
6. Bondsman/ Insurance Company submits bond amount plus interest
IB-4
7. Forfeiture collected?
Yes
No
IB-1
8. Bail Bond Commissioner collects bond amount plus interest from Bondsman and creates forfeiture number
9. Deposit check with clerks office and adds back bondsman's equity in the BBC system
10. Clerk's Office sends Prince Georges County Office 95% of Bond amount
OB-1
EOP
11.Property Bond?
No, Insurance
12. Notify Maryland Insurance Commission of Defaults & copy Circuit Court with notice all beyond collection due date.
OB-3
EOP
Yes
13.Notify State's Attorney's Office to start Foreclosure Proceedings
OB-3
IB-1
14.Receive proceeds from foreclosure for outstanding forfeitures and license fees
15. Obtain deed release signed by court & notify Land Office to remove bond
OB-3
MTG


Circuit Court: Bail Bond Forfeiture Process – 7th Circuit – Prince George's v0.1 9/23/2008
Commissioner
Bondsman
Circuit Court Clerk
Reinstatement
EOP
2. Bail Bond Commissioner adds amount back to bondsmen's equity
1. Reinstatement received, Circuit Court Clerk Notifies Bail Bond Commissioner
IB-4
BOP
Petition to Strike & Satisfy Judgment
EOP
2. Bail Bond Commissioner satisfies forfeiture in BBC System
1. Petition to strike forfeiture & satisfy judgment received, Circuit Court Clerk Notifies Bail Bond Commissioner
IB-4
BOP
Petition to Strike & Refund Bond
2. Bail Bond Commissioner prepares payment requests to PGCG for 95% of bond amount and to Clerk's Office for 5% of the bond amount
1. Petition to strike forfeiture and refund bond received, Circuit Court Clerk Notifies Bail Bond Commissioner
IB-4
BOP
3. Checks mailed to Bondsman or Insurance Company.
OB-1
EOP

Appeal Bond Process

The following diagrams apply to Appeal Bail Bonds.

DRAFT – work in progress



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**
Circuit Court																			
Bail Bond Process	**IB-1**	**IB-2**		**IB-4**			**IB-7**	**OB-1**		**OB-3**	**OB-4**	**OB-5**			**OB-8**			**BD-2**	

Time Standards

Identify the case time standards for this case category.

Not applicable to this process.

Information Building Blocks

See Circuit Court 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.

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