Process Profile

Maryland District Court

Protection-Peace Orders and Domestic Violence

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/21/2009	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*
CJ § 3-1503.1	Petition seeking relief - Filing with commissioner; peace orders; penalties.
CJ § 3-1504	Temporary peace orders.
CJ § 3-1505	Respondent's opportunity to be heard; peace order hearing; forms of relief.
CJ § 3-1506	Modification; rescission; appeals.
FL § 4-505	Temporary ex parte orders.
FL § 4-506	Protective orders.
FL § 4-507	Modification or rescission of orders; appeals.
FL § 4-507(b)	Modification or rescission of orders; appeals.
FL § 4-504.1	Petition filed with commissioner.

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 Protection/Peace Orders and Domestic Violence court case management. This section presents the general AS-IS work flow diagrams for the Civil – Protection/Peace Order Process. Also included is an overview of the Integrated Domestic Violence Court in Baltimore City.

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.

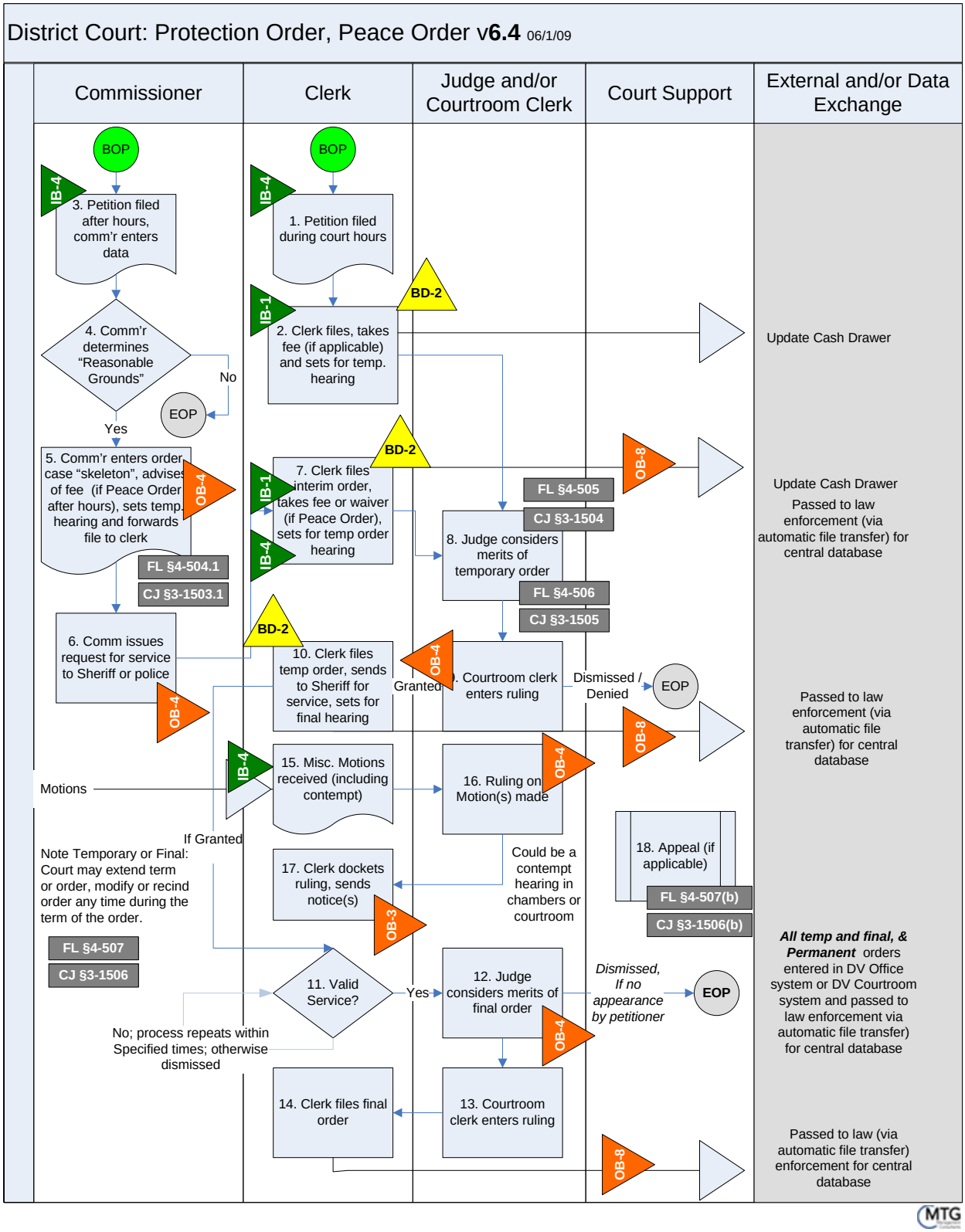
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

Civil – Protection/Peace Order Process

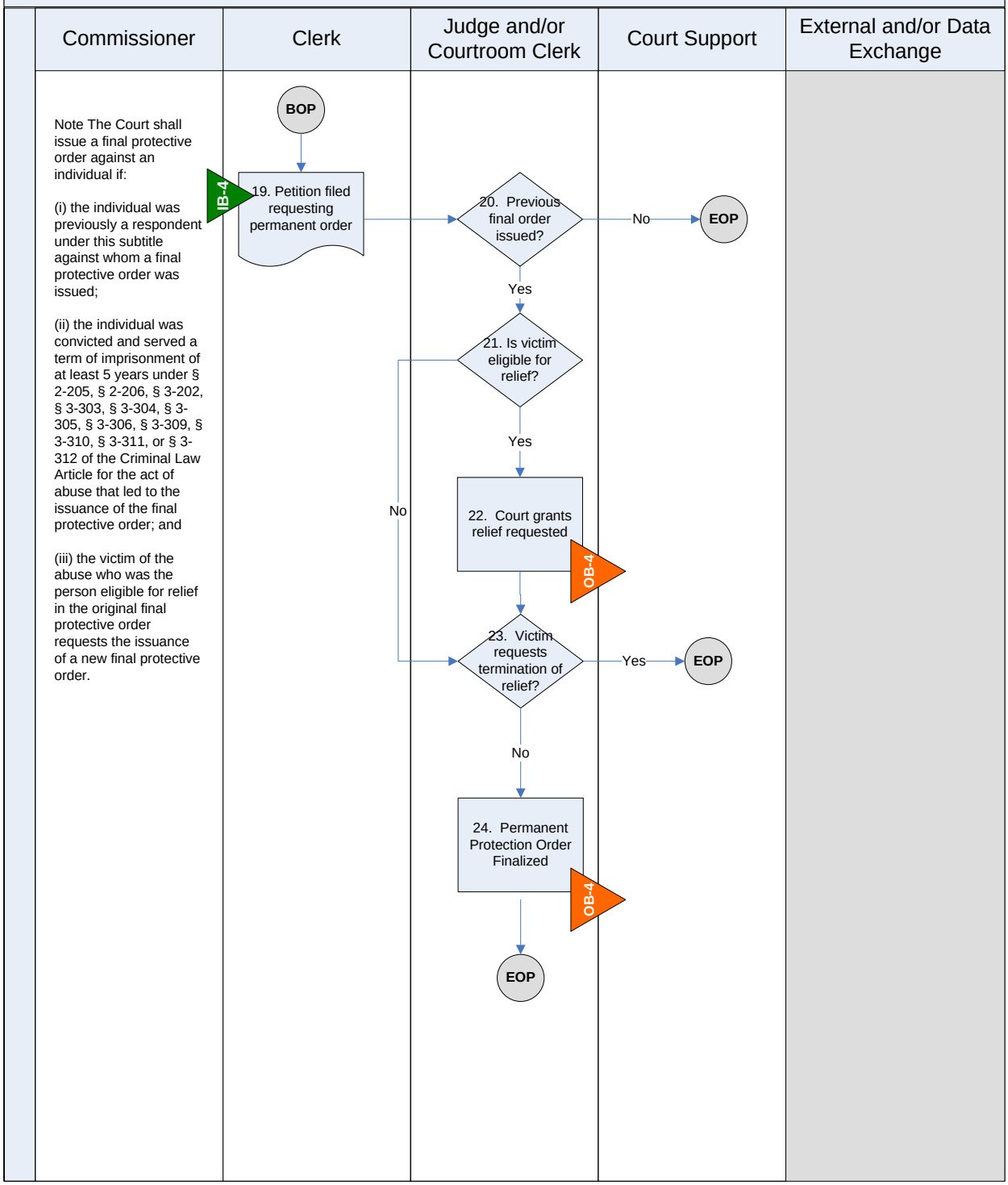
The following diagrams apply to Protection/Peace Orders and Domestic Violence court cases.

DRAFT – work in progress



DRAFT – work in progress

District Court: Protection Order, Peace Order v**6.4** 06/1/09



Integrated Domestic Violence Court

The following provides an overview of the Integrated Domestic Violence Court in Baltimore City.

District Court: Domestic Violence – North Avenue – Baltimore City v**0.1** 9/2308

Overview of the "Integrated Domestic Violence Court"

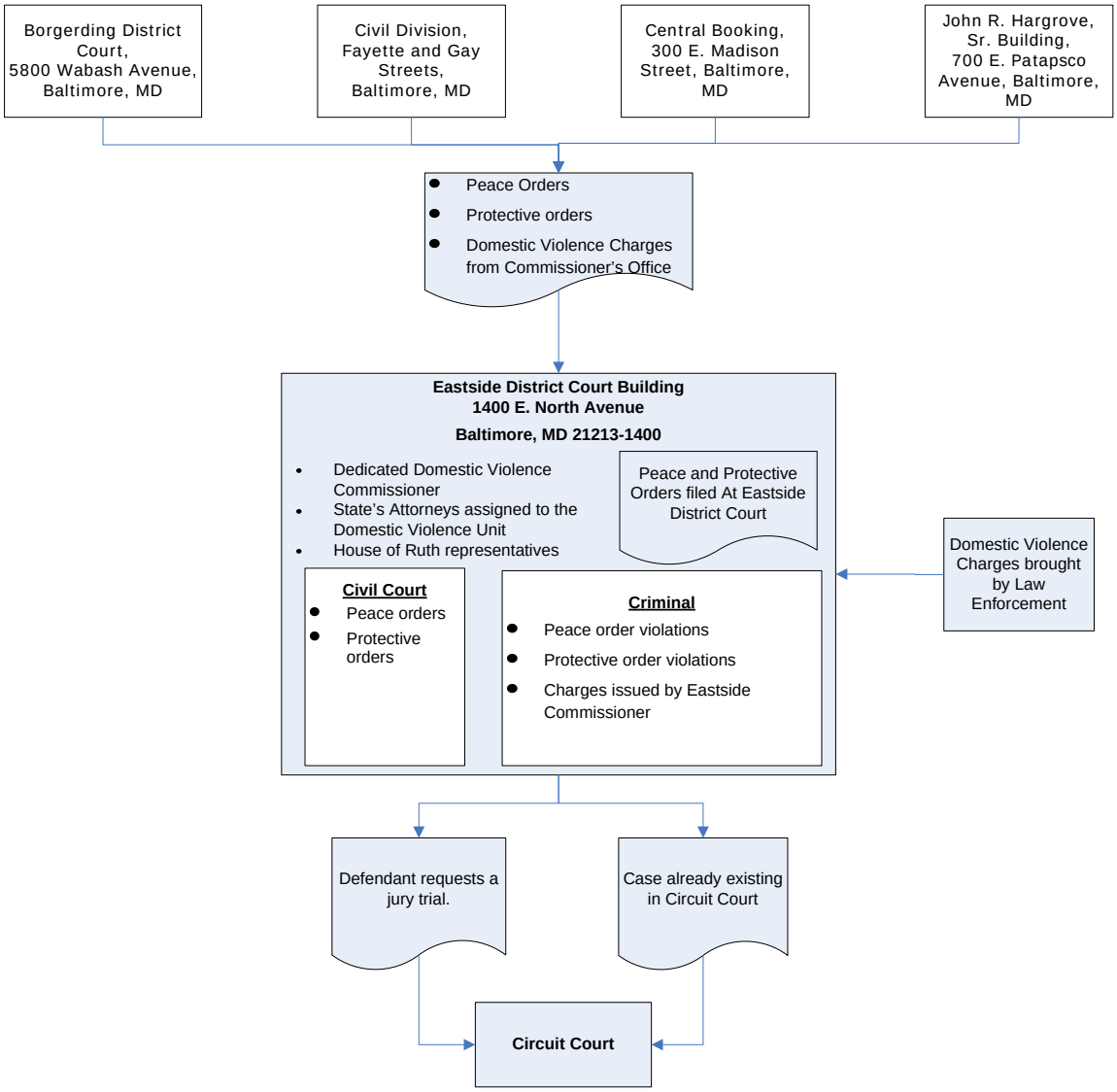
In Baltimore City District Court, civil and criminal domestic violence cases are centralized in the Eastside location in order to promote victim safety, ensure on-going compliance with court orders, and improve tracking of companion criminal and civil cases.

An integrated domestic violence court allows for a 'one stop' venue for victims of domestic violence; instead of having to go to multiple locations to ensure different types of protection, they can achieve the same result at one location. An integrated court also increases offender accountability by ensuring on-going compliance with court orders, immediate enforcement of violations, while in addition offering easier access to resources for all of those involved in a domestic violence case.

The integrated court comes after a year of planning, transition, and discussion by a committee that included representatives from the District Court, Circuit Court for Baltimore City, court commissioners, court clerks, Baltimore City Police Department, Baltimore City Sheriffs' Department, State's Attorney's Office, Public Defender's Office, and the House of Ruth.

Prior to this move, domestic violence victims went to separate courthouses for civil and criminal proceedings. The Eastside District Court was selected for the program because the location already has a full-time, specialized domestic violence court.

Baltimore City District Court



Interfaces

The Protection/Peace Orders and Domestic Violence 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 Protection/Peace Orders and Domestic Violence 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																			
Protection Order, Peace Order	***IB-1***			***IB-4***						***OB-3***	***OB-4***				***OB-8***			***BD-2***	

Time Standards

Identify the case time standards for this case category.

No time Standards for this Case Type

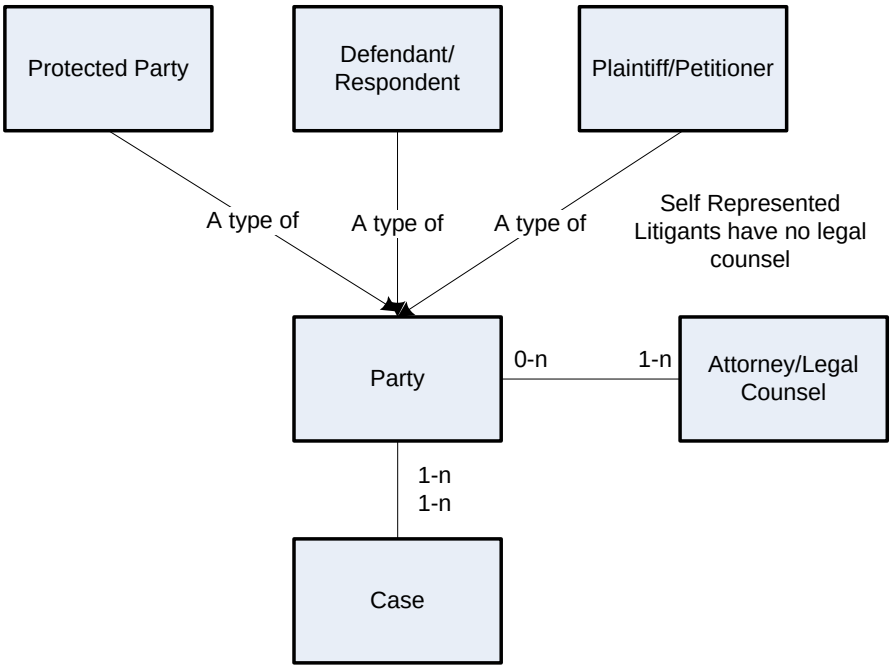
Information Building Block Entities

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

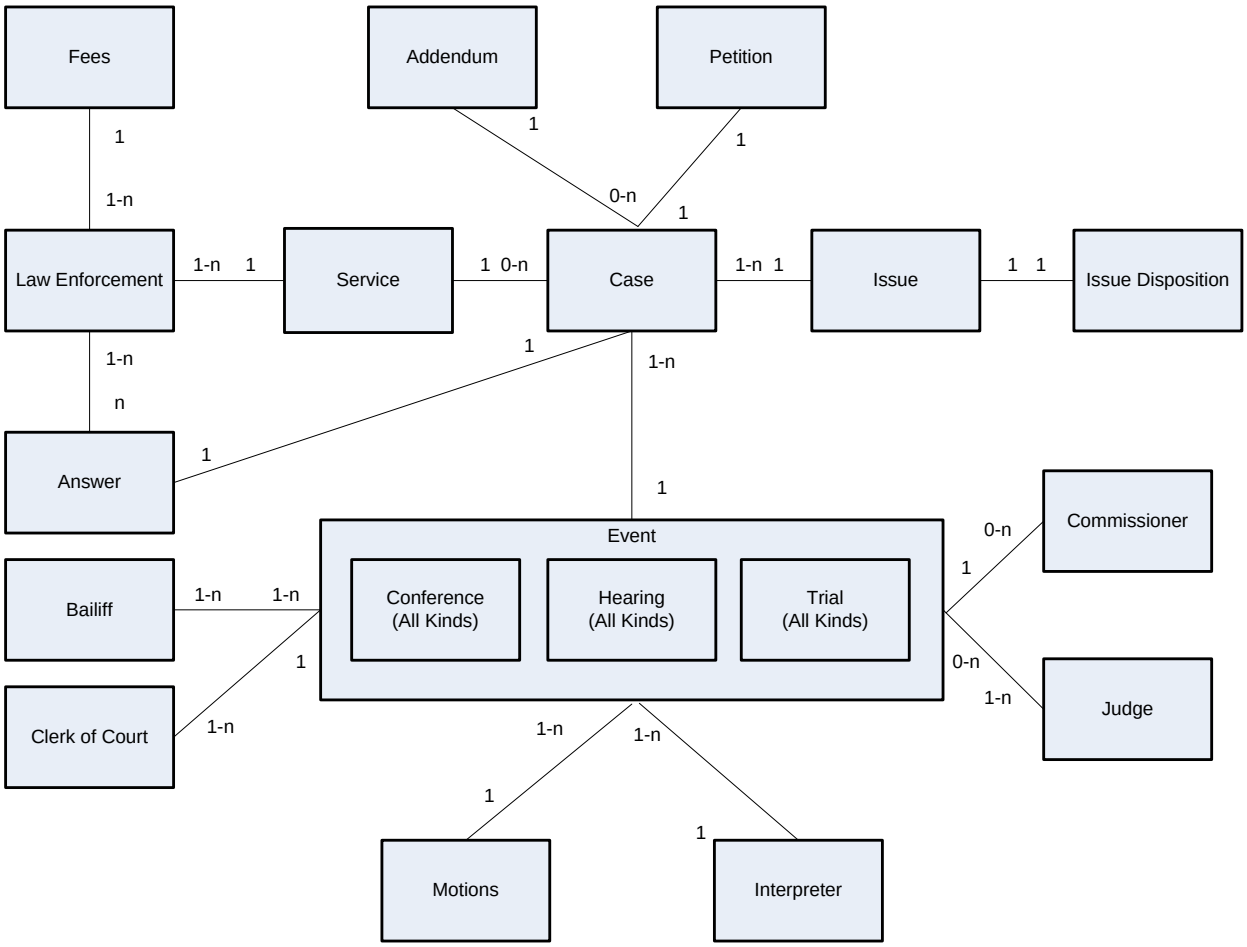
- Attorney/Legal Counsel
- Bailiff
- Clerk of Court
- Commissioner
- Defendant/Respondent
- Interpreters
- Judge
- Plaintiff/Petitioner
- Protected Parties
- Self Represented Litigant/ Pro se
- Answer
- Addendum
- Conference (All Kinds)
- Fees
- Financial Statements
- Hearing (All Kinds)
- Issue
- Issue Disposition
- Jails
- Law Enforcement (Sheriff)
- Order (All Kinds)
- Related Cases
- Returns
- Ruling on Motion
- Self Represented Litigant
- Service
- Trial (All Kinds)
- Witnesses

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Domestic Violence** 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 **Domestic Violence** 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**, **Defendant/Respondent**, and/or a **Protected Party**.
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**.
Case – Issue	A **Case** can consist of one to many **Issues**. An **Issue/Charge** can only be related to one **Case**.
Issue – Issue Disposition	Each **Charge/Issue** can have one Issue **Disposition**. An **Issue Disposition** can be related to only one **Charge/Issue**.

Related Building Blocks	*Description*
Petition - Case	There can only be one **Petition** per **Case.** Each **Case** is made up of only one **Petition**.
Addendum - Case	There can only be zero to many **Addendum** per **Case.** An **Addendum** can be related to only one **Case**.
Case - Service	For each **Case**, there can be zero to many **Service**. A **Service** can be related to one **Case**.
Service – Law Enforcement	For each **Law Enforcement**, there can be one to many **Service**. A **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**. An **Answer** can be related to one **Law Enforcement**.
Case - Answer	For each **Case**, there can be one **Answer**. An **Answer e** can be related to one **Case**.
Bailiff - Event	A **Bailiff** can be related to one to many **Event**. Each **Event** can have one to many **Bailiffs**.
Clerk of Court - Event	A **Clerk of Court** can be related to one to many **Cases**. A **Case** can have on **Clerk of Court**.
Event – Order	For each **Event** there can be one to many **Orders**. Each **Order** is related to only one **Event**.
Event - Interpreter	An **Event** can have zero to many **Interpreter.** An **Interpreter** can be related to one to many **Events.**
Event - Judge	An **Event** can have zero to many **Judges**. A J**udge** can be related to one to many **Events**.
Event - Commissioner	An **Event** can have one **Commissioner**. A **Commissioner** can be related to zero to many **Events**.
Case – Event	Each **Case** can have one to many **Events**. 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 – Motions	An Event can consist of one to many Motions A Motion can only be related to one Event.

Candidates for Automation – Changes for Domestic Violence

The following table presents modifications, additions, or replacements to the existing automated systems that support Protection Order/Peace Order and Domestic Violence case processing.

Number	Item	Current Process	Future Process	Automation
1	Case Initiation and Indexing	Cannot check what other orders in other jurisdictions might be in effect/have been in force at one time that impacts this case.	Verify what other orders in other jurisdictions might be in effect/have been in force at one time that impacts this case.	Each district should have access to view orders in other jurisdictions.
2	Scheduling	Clerk must monitor cases manually to ensure service has been returned and case is ready to be heard.	Clerk will only receive cases on docket where return of service has been received.	Create interface with sheriff/constable so that return of service is electronically sent to court and automatically associated with the case file. Only cases where service is effective will be docketed for hearing.
3	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.
4	Scheduling	Clerk manually sends list of petitions filed, judgments, and final orders to local law enforcement on paper.	System sends list of petitions filed, judgments, and final orders to local law enforcement electronically.	Create interface with local law enforcement to transmit list of petitions filed, judgments, and final orders.

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