Process Profile

Maryland Circuit Court

Alternative Dispute Resolution (ADR) Process

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	11/15/2009	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 Alternative Disputes Resolution management. This section presents the general AS-IS work flow diagrams. These include:

- ADR
- ADR – Ann Arundel County Family Process
- ADR – Baltimore County Family Process

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

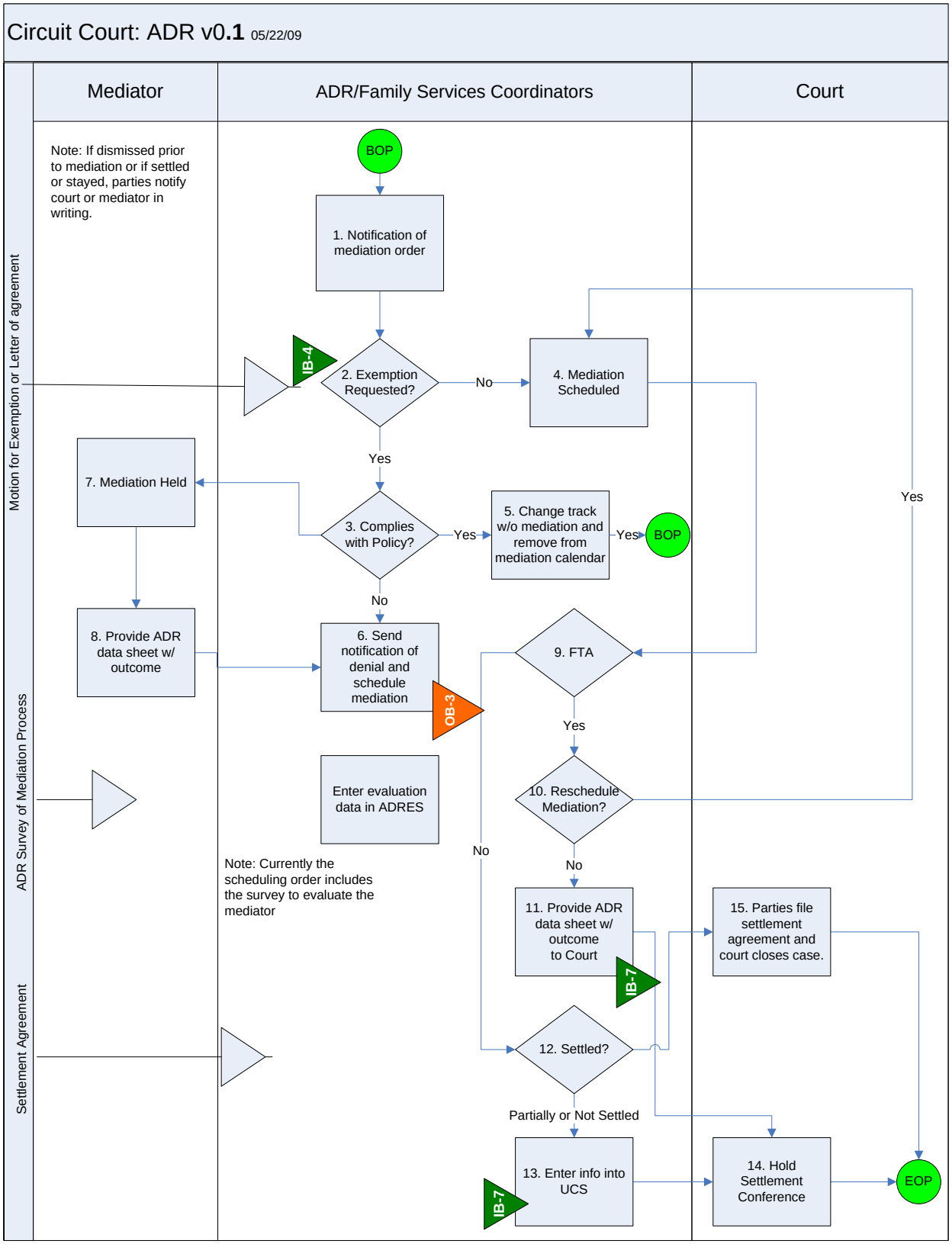
A description of each of the objects used to create the diagrams is listed below.

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.

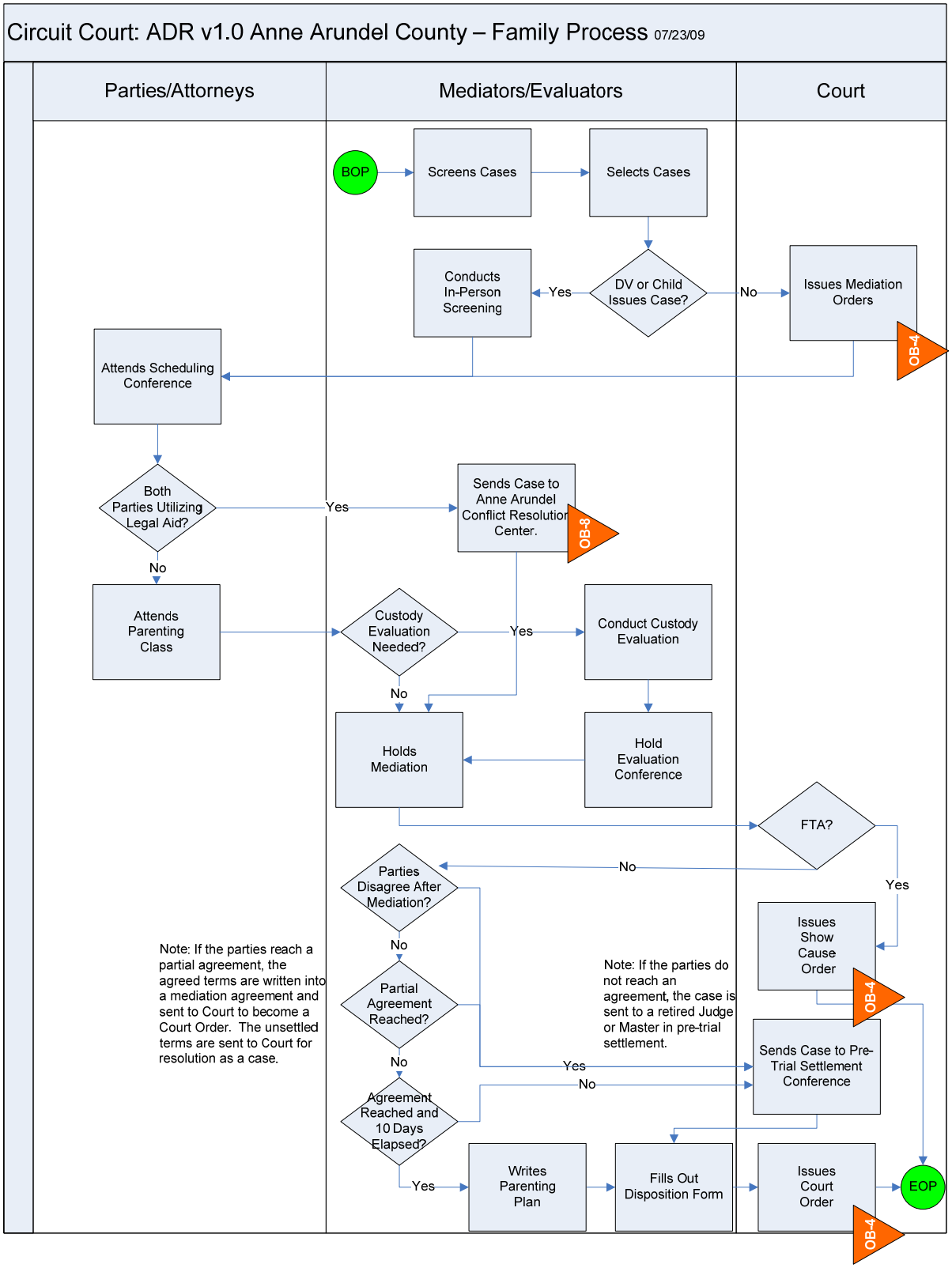
ADR

The following diagram applies to the Alternative Dispute Resolution process in the Circuit Court.


Circuit Court: ADR v0.1 05/22/09
Mediator
ADR/Family Services Coordinators
Court
Motion for Exemption or Letter of agreement
ADR Survey of Mediation Process
Settlement Agreement
Note: If dismissed prior to mediation or if settled or stayed, parties notify court or mediator in writing.
BOP
1. Notification of mediation order
IB-4
2. Exemption Requested?
No
4. Mediation Scheduled
Yes
7. Mediation Held
3. Complies with Policy?
Yes
5. Change track w/o mediation and remove from mediation calendar
Yes
BOP
Yes
No
8. Provide ADR data sheet w/ outcome
6. Send notification of denial and schedule mediation
OB-3
9. FTA
Yes
Enter evaluation data in ADRES
10. Reschedule Mediation?
No
No
Note: Currently the scheduling order includes the survey to evaluate the mediator
11. Provide ADR data sheet w/ outcome to Court
IB-7
15. Parties file settlement agreement and court closes case.
12. Settled?
Partially or Not Settled
13. Enter info into UCS
IB-7
14. Hold Settlement Conference
EOP

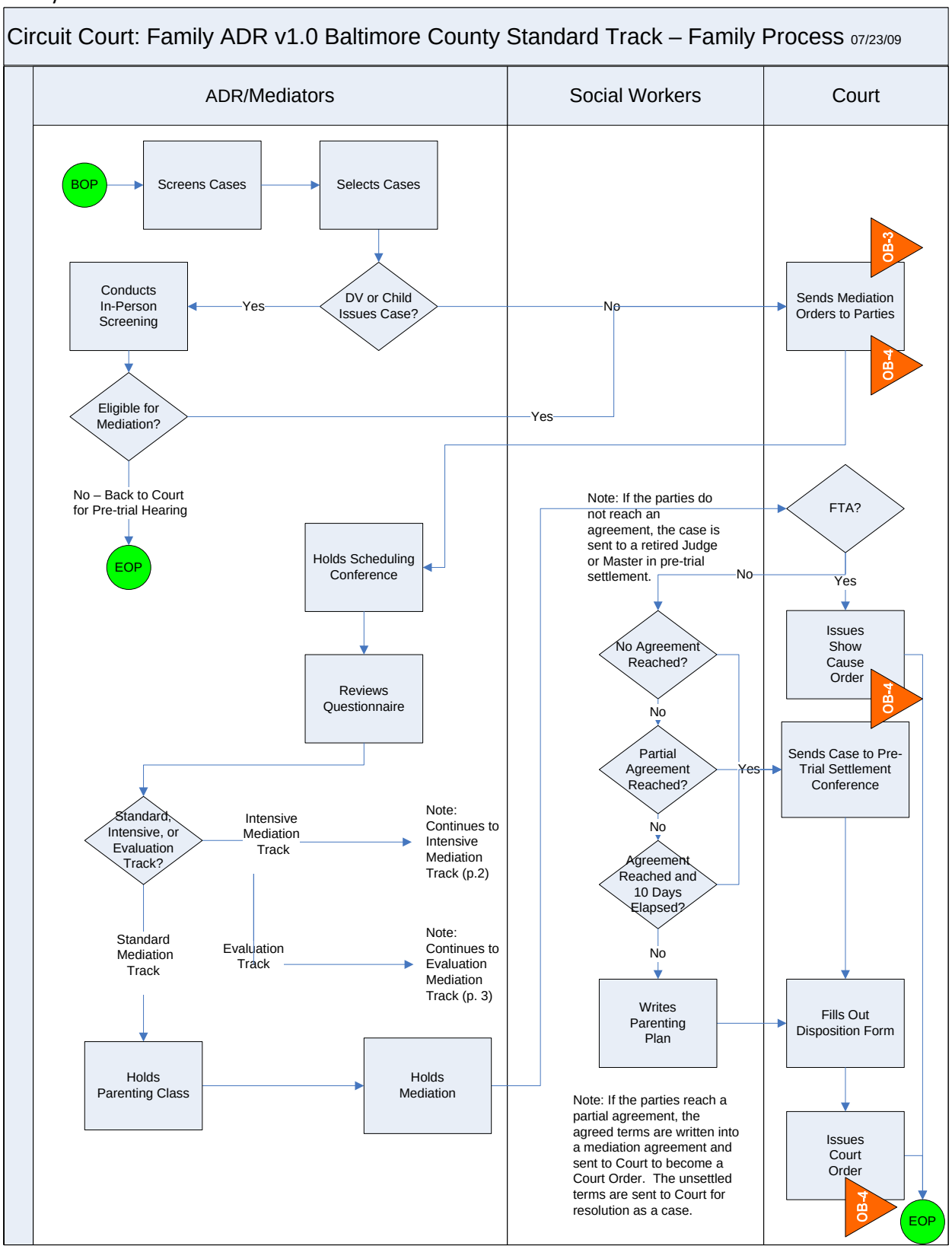
ADR – Ann Arundel County Family Process

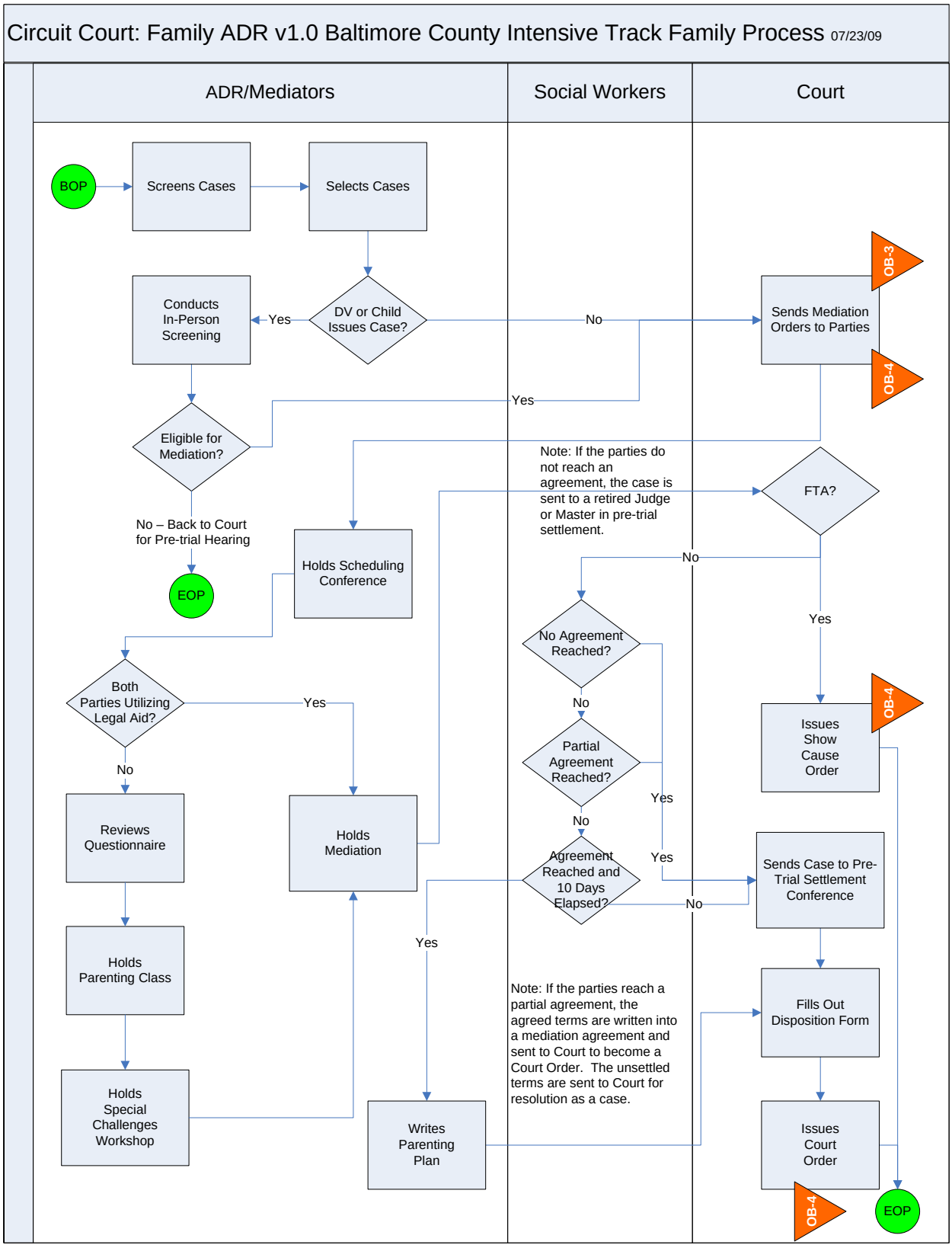
The following diagram applies to the Alternative Dispute Resolution process in the Ann Arundel Family Court.

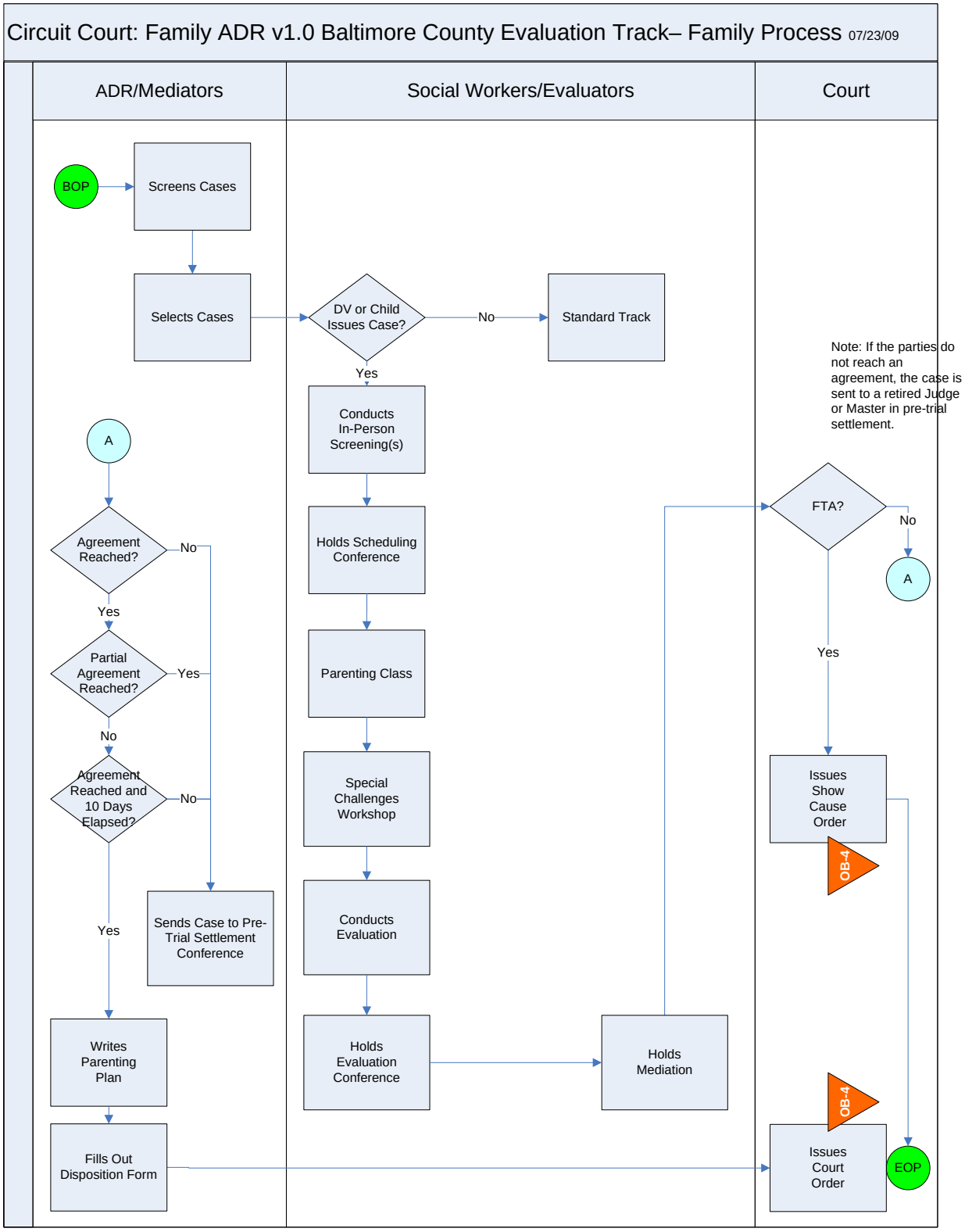


ADR – Baltimore County Family Process

The following diagram applies to the Alternative Dispute Resolution process in the Baltimore County Family Court.




Circuit Court: Family ADR v1.0 Baltimore County Intensive Track Family Process 07/23/09
ADR/Mediators
Social Workers
Court
BOP
Screens Cases
Selects Cases
DV or Child Issues Case?
Yes
No
Conducts In-Person Screening
Sends Mediation Orders to Parties
OB-3
OB-4
Yes
Eligible for Mediation?
Note: If the parties do not reach an agreement, the case is sent to a retired Judge or Master in pre-trial settlement.
FTA?
No – Back to Court for Pre-trial Hearing
EOP
Holds Scheduling Conference
No
Yes
No Agreement Reached?
Both Parties Utilizing Legal Aid?
Yes
No
Partial Agreement Reached?
Issues Show Cause Order
OB-4
Yes
No
Reviews Questionnaire
Holds Mediation
Agreement Reached and 10 Days Elapsed?
Yes
No
Sends Case to Pre-Trial Settlement Conference
Yes
Holds Parenting Class
Note: If the parties reach a partial agreement, the agreed terms are written into a mediation agreement and sent to Court to become a Court Order. The unsettled terms are sent to Court for resolution as a case.
Fills Out Disposition Form
Holds Special Challenges Workshop
Writes Parenting Plan
Issues Court Order
OB-4
EOP


Circuit Court: Family ADR v1.0 Baltimore County Evaluation Track– Family Process 07/23/09
ADR/Mediators
Social Workers/Evaluators
Court
BOP
Screens Cases
Selects Cases
DV or Child Issues Case?
No
Standard Track
Yes
Conducts In-Person Screening(s)
Holds Scheduling Conference
Parenting Class
Special Challenges Workshop
Conducts Evaluation
Holds Evaluation Conference
Holds Mediation
Note: If the parties do not reach an agreement, the case is sent to a retired Judge or Master in pre-trial settlement.
FTA?
No
A
Yes
Issues Show Cause Order
OB-4
A
Agreement Reached?
No
Yes
Partial Agreement Reached?
Yes
No
Agreement Reached and 10 Days Elapsed?
No
Yes
Sends Case to Pre-Trial Settlement Conference
Writes Parenting Plan
Fills Out Disposition Form
OB-4
Issues Court Order
EOP

Interfaces

The ADR 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 ADR 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																			
Alternative Dispute Resolution Process				**IB-4**			**IB-7**			**OB-3**	**OB-4**				**OB-8**				

Time Standards

Identify the case time standards for this case category.

See Circuit Court Family Process

Information Building Blocks

See Circuit Court Family Process

Candidates for Automation – Changes for ADR

See Circuit Court Family Process

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