Process Profile

Maryland Circuit Court

Civil Non-Domestic

Table of Contents

Table of Contents 2
Revision History 2
Significant Rules and Statutes 3
Business Process Work Flow Diagrams 4
Interfaces 18
Time Standards 19
Information Building Block Entities 20
Information Building Blocks Diagrams 21
Information Building Block Relationships 23
Candidates for Automation – Changes for Civil Non-Domestic 26
Site Specific Variations 27
Appendix A - Abbreviations for Maryland Code Articles 28

Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/21/2009	Suzanne Bonniwell	Initial Draft
2.0	11/23/2009	Joe Wheeler	Revised to create a prototype that documents the current process and describes the future process and automation for this case type. This version is based on based on feedback from Carla Jones.
3.0	1/26/2010	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

The following rules apply to the Civil Non-Domestic court process.

Rule or Statute	*Description*
Rule 1-321	Service of pleadings and papers other than original pleadings.
Rule 1-325	Filing fees and costs - Indigency.
Rule 2-101	Commencement of action.
Rule 2-112	Process - Issuance of summons.
Rule 2-113	Process - Duration, dormancy, and renewal of summons.
Rule 2-121	Process - Service - In person.
Rule 2-126	Process - Return.
Rule 2-211	Required joinder of parties.
Rule 2-311	Motions.
Rule 2-321	Time for filing answer.
Rule 2-323	Answer.
Rule 2-325	Jury trial.
Rule 2-501	Motion for summary judgment.
Rule 2-504	Scheduling order.
Rule 2-504.1	Scheduling conference.
Rule 2-504-2	Pretrial conference.
Rule 2-506	Voluntary dismissal.
Rule 2-507	Dismissal for lack of jurisdiction or prosecution.
Rule 2-511	Trial by jury.
Rule 2-543	Auditors.
Rule 2-601	Entry of judgment.
Rule 2-613	Default judgment.
Rule 2-631	Enforcement procedures available.
Rule 3-601	Entry of judgment.
Rule 5-601	General rule of competency.
Rule 14-102	Judgment awarding possession.
Rule 14-201	Scope and definitions.
Rule 14-206	Procedure prior to sale
Rule 14-210	Deed of trust - Removal of trustee.
Rule 14-302	Sales - Generally.
Rule 14-303	Place of sale.
Rule 14-305	Procedure following sale.
Rule 16-202	Assignment of actions for trial.
Rule 17-103	General procedures and requirements.

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

- Civil Non-Domestic – From Filing to Effective Service, The Default Order Scenario (applies to each defendant on a case), Track Assignment/Schedule Expectations, Pre-Trial, Trial, Post-Trial - Disposition
- Specialized Case Processing - Specialized Processing/Business and Tech/Administrative Appeals
- Specialized Case Processing – Asbestos Cases
- Specialized Case Processing – Lead Paint
- Motion Practice
- Civil Foreclosure

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

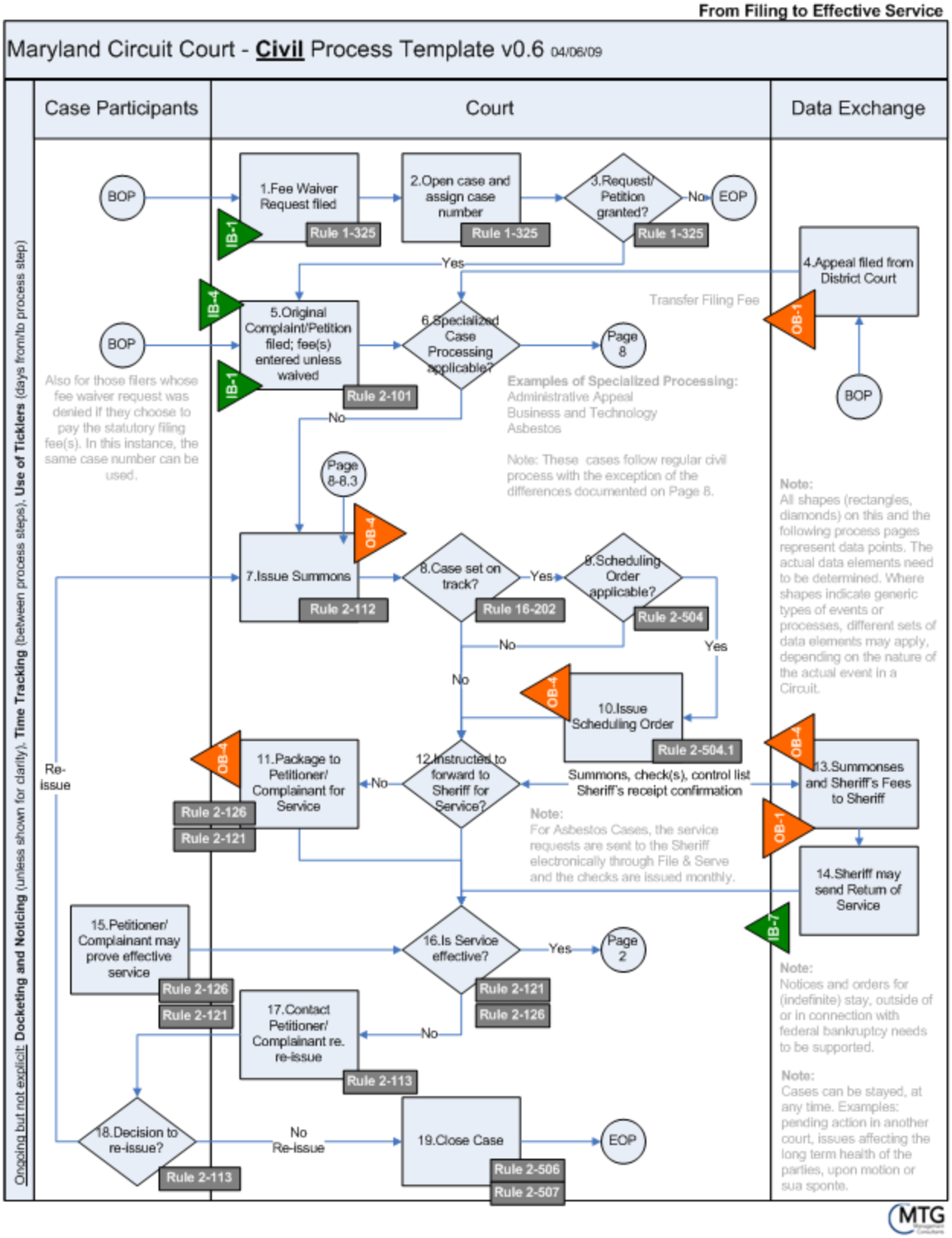
A description of each of the objects used to create the diagrams is listed below.

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.

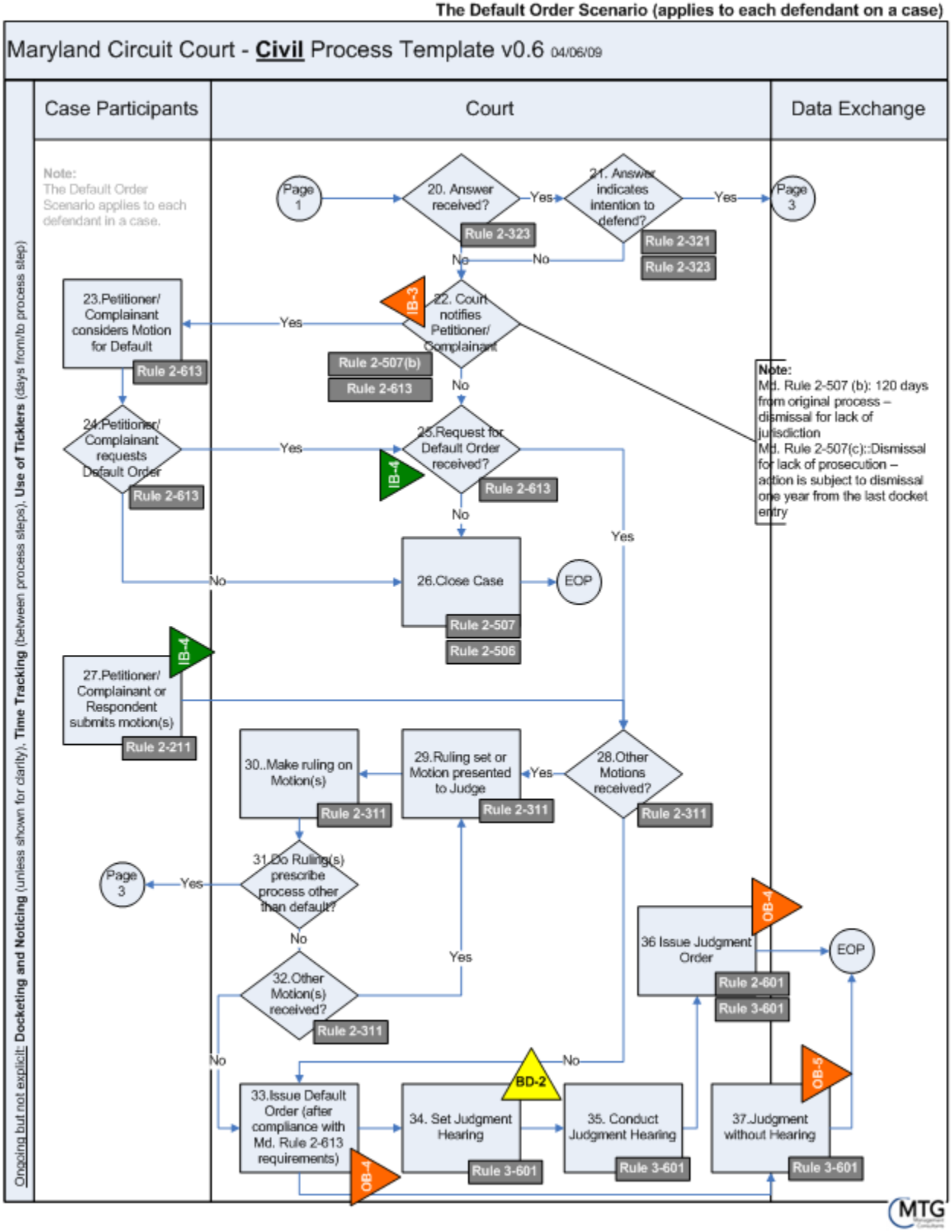
Shape	Description
	A predefined process that consists of multiple steps documented elsewhere.
	A document.
	An inbound interface. These are further described in the Interface Traceability section of this document.
	An outbound interface. These are further described in the Interface Traceability section of this document.
	A bidirectional interface. These are further described in the Interface Traceability section of this document.

Civil Non-Domestic – From Filing to Effective Service to Post Trial

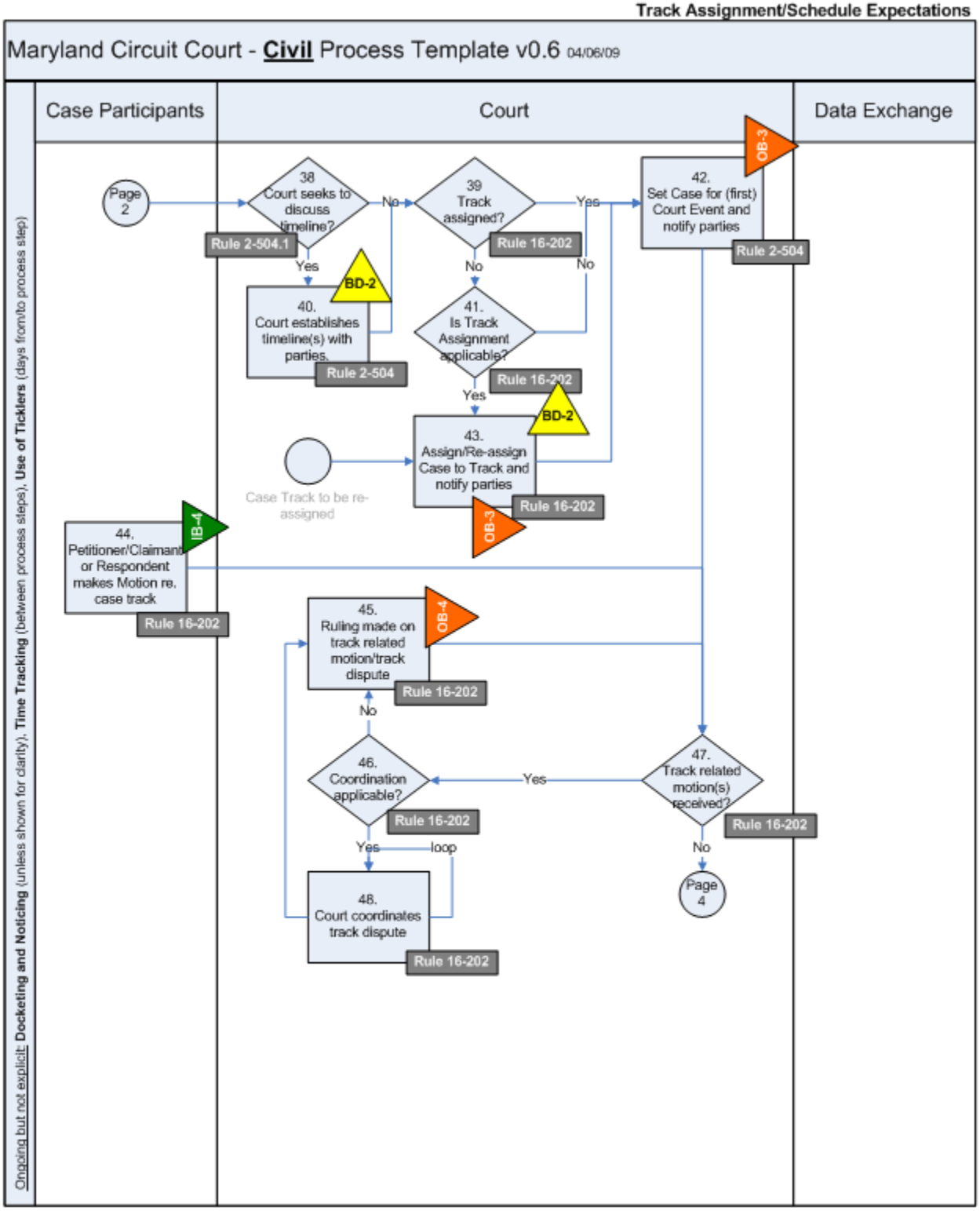
The following diagrams apply to Civil Non-Domestic cases from Filing to Post Trial.

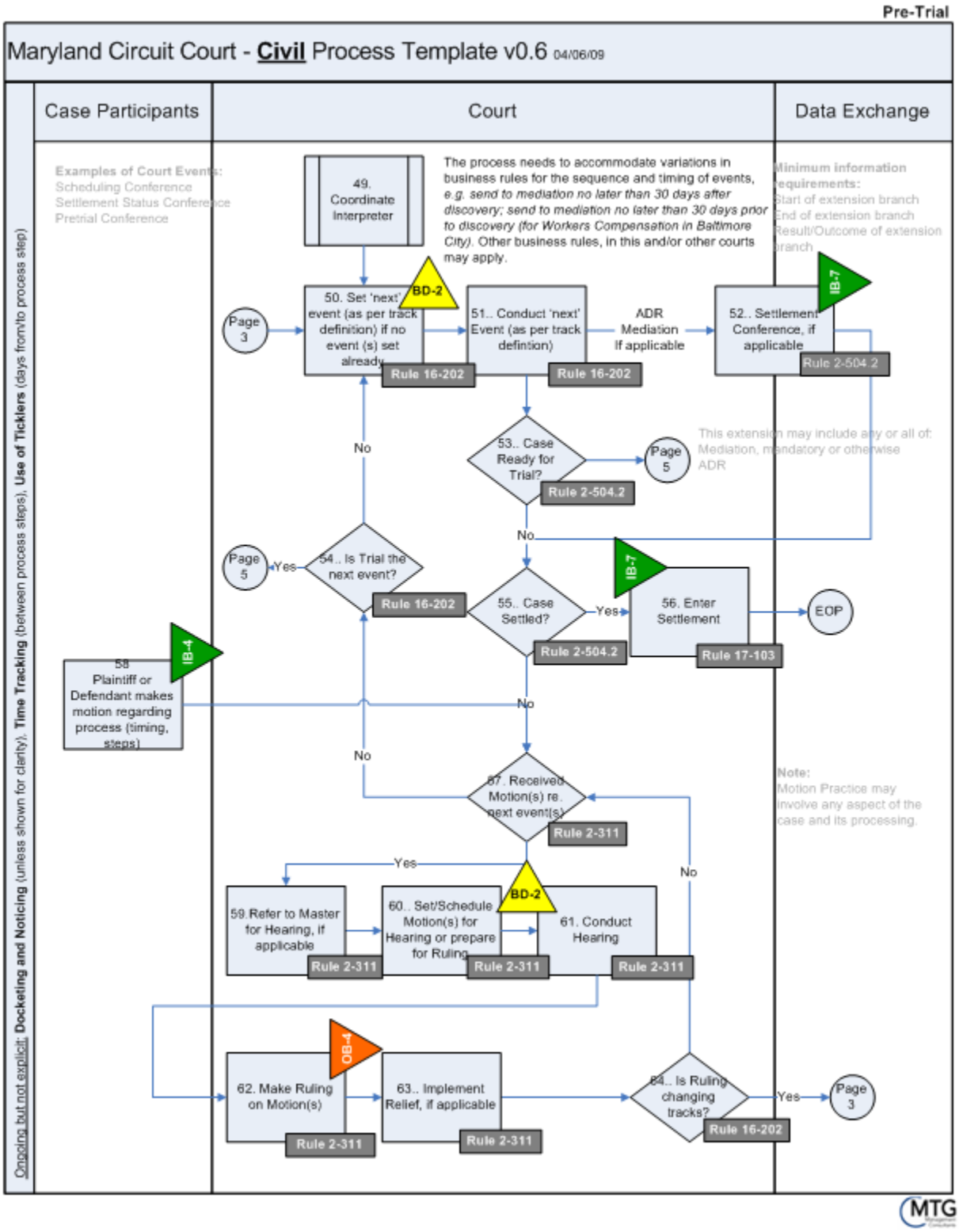


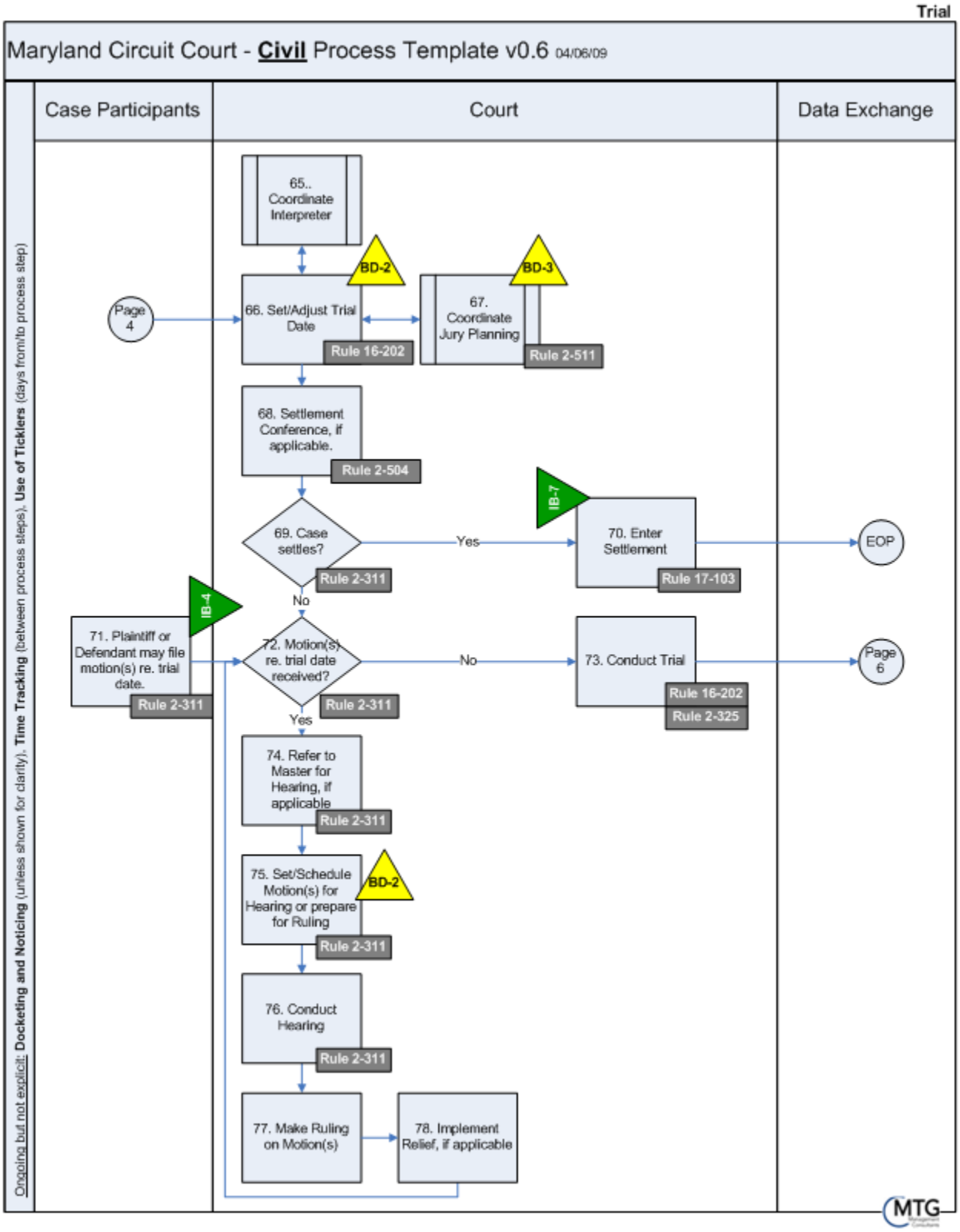
The Default Order Scenario (applies to each defendant on a case)

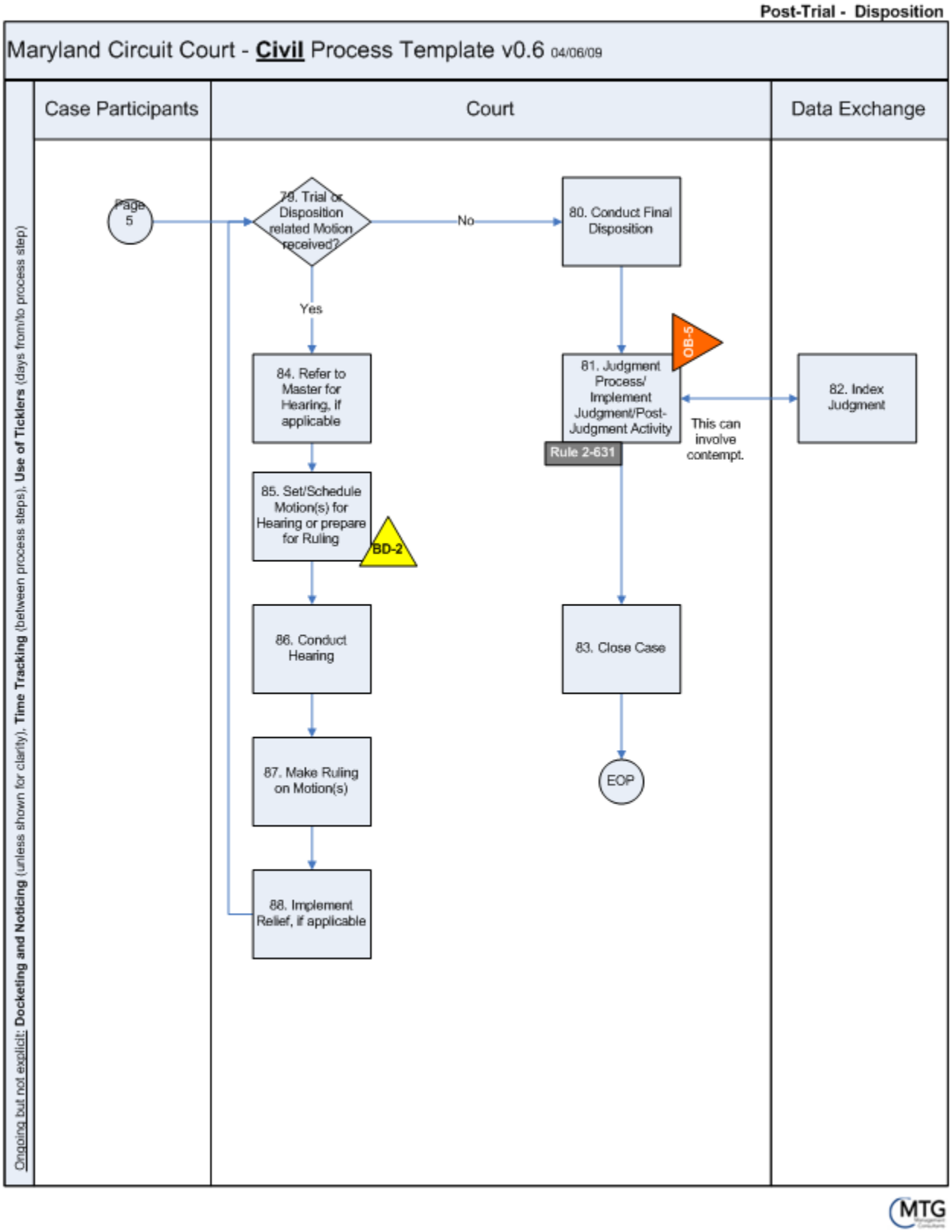


Track Assignment/Schedule Expectations



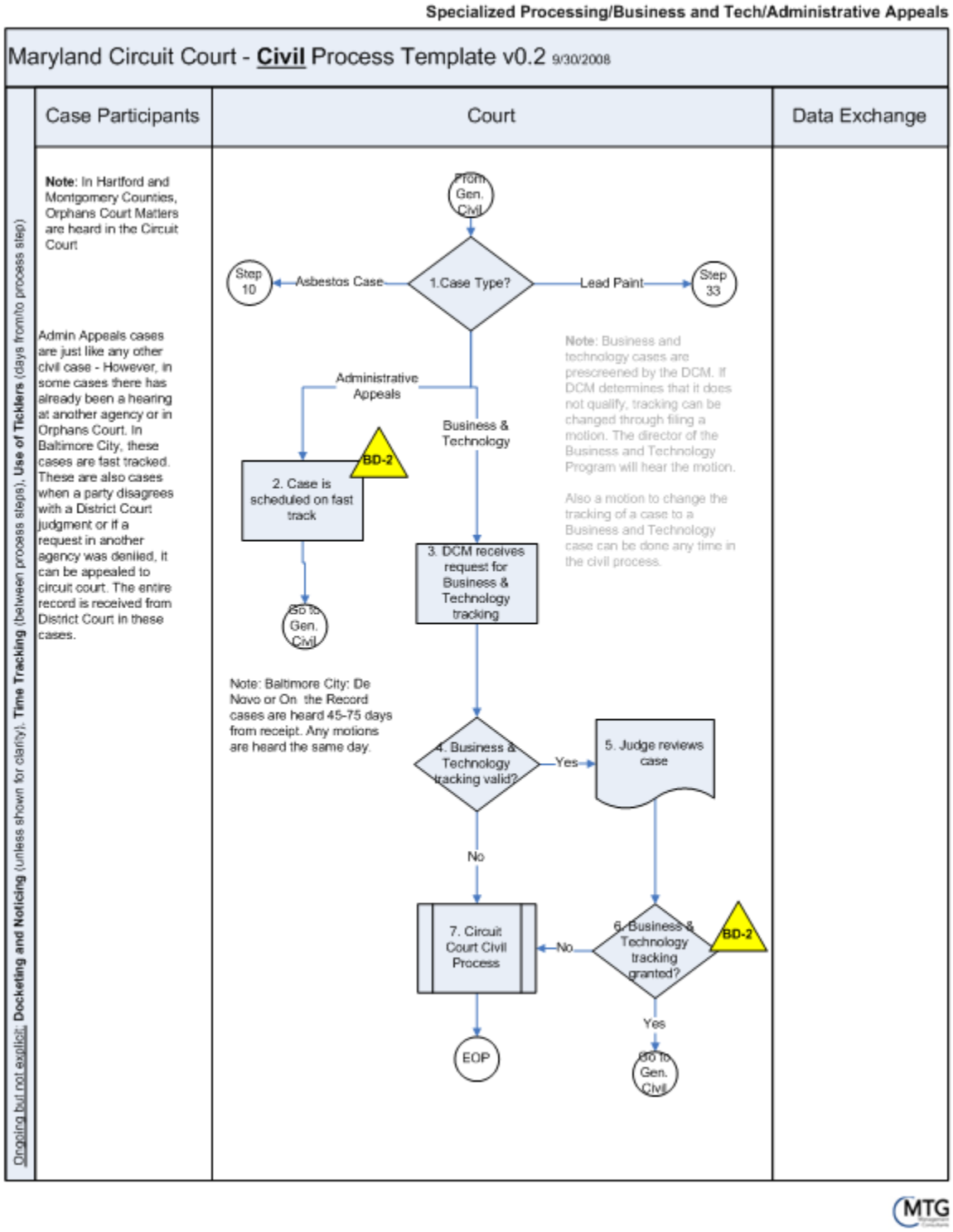

Pre-Trial
Maryland Circuit Court - Civil Process Template v0.6 04/06/09
Ongoing, but not explicit: Docketing and Noticing (unless shown for clarity); Time Tracking (between process steps); Use of Ticklers (days from/to process step)
Case Participants
Court
Data Exchange
Examples of Court Events:
Scheduling Conference
Settlement Status Conference
Pretrial Conference
49. Coordinate Interpreter
The process needs to accommodate variations in business rules for the sequence and timing of events, e.g. send to mediation no later than 30 days after discovery; send to mediation no later than 30 days prior to discovery (for Workers Compensation in Baltimore City). Other business rules, in this and/or other courts may apply.
Minimum information requirements:
Start of extension branch
End of extension branch
Result/Outcome of extension branch
Page 3
50. Set 'next' event (as per track definition) if no event (s) set already
BD-2
Rule 16-202
51.. Conduct 'next' Event (as per track defintion)
Rule 16-202
ADR Mediation If applicable
52.. Settlement Conference, if applicable
IB-7
Rule 2-504.2
53.. Case Ready for Trial?
Rule 2-504.2
Page 5
This extension may include any or all of: Mediation, mandatory or otherwise ADR
No
Page 5
Yes
54.. Is Trial the next event?
Rule 16-202
55.. Case Settled?
Rule 2-504.2
Yes
IB-7
56. Enter Settlement
Rule 17-103
EOP
58 Plaintiff or Defendant makes motion regarding process (timing, steps)
IB-4
No
No
No
57. Received Motion(s) re. next event(s)
Rule 2-311
Note:
Motion Practice may involve any aspect of the case and its processing.
Yes
No
59.Refer to Master for Hearing, if applicable
Rule 2-311
60.. Set/Schedule Motion(s) for Hearing or prepare for Ruling
BD-2
Rule 2-311
61. Conduct Hearing
Rule 2-311
62. Make Ruling on Motion(s)
OB-4
Rule 2-311
63.. Implement Relief, if applicable
Rule 2-311
64.. Is Ruling changing tracks?
Rule 16-202
Yes
Page 3
MTG


Trial
Maryland Circuit Court - Civil Process Template v0.6 04/06/09
Ongoing but not explicit: Docketing and Noticing (unless shown for clarity), Time Tracking (between process steps), Use of Ticklers (days from/to process step)
Case Participants
Court
Data Exchange
65.. Coordinate Interpreter
BD-2
BD-3
Page 4
66. Set/Adjust Trial Date
Rule 16-202
67. Coordinate Jury Planning
Rule 2-511
68. Settlement Conference, if applicable.
Rule 2-504
IB-7
69. Case settles?
Rule 2-311
Yes
70. Enter Settlement
Rule 17-103
EOP
No
IB-4
71. Plaintiff or Defendant may file motion(s) re. trial date.
Rule 2-311
72. Motion(s) re. trial date received?
Rule 2-311
No
73. Conduct Trial
Rule 16-202
Rule 2-325
Page 6
Yes
74. Refer to Master for Hearing, if applicable
Rule 2-311
75. Set/Schedule Motion(s) for Hearing or prepare for Ruling
BD-2
Rule 2-311
76. Conduct Hearing
Rule 2-311
77. Make Ruling on Motion(s)
78. Implement Relief, if applicable
MTG


Post-Trial - Disposition
Maryland Circuit Court - Civil Process Template v0.6 04/06/09
Ongoing but not explicit: Docketing and Noticing (unless shown for clarity), Time Tracking (between process steps), Use of Ticklers (days from/to process step)
Case Participants
Court
Data Exchange
Page 5
79. Trial or Disposition related Motion received?
No
Yes
80. Conduct Final Disposition
81. Judgment Process/ Implement Judgment/Post-Judgment Activity
OB-5
Rule 2-631
This can involve contempt.
82. Index Judgment
84. Refer to Master for Hearing, if applicable
85. Set/Schedule Motion(s) for Hearing or prepare for Ruling
BD-2
86. Conduct Hearing
87. Make Ruling on Motion(s)
88. Implement Relief, if applicable
83. Close Case
EOP

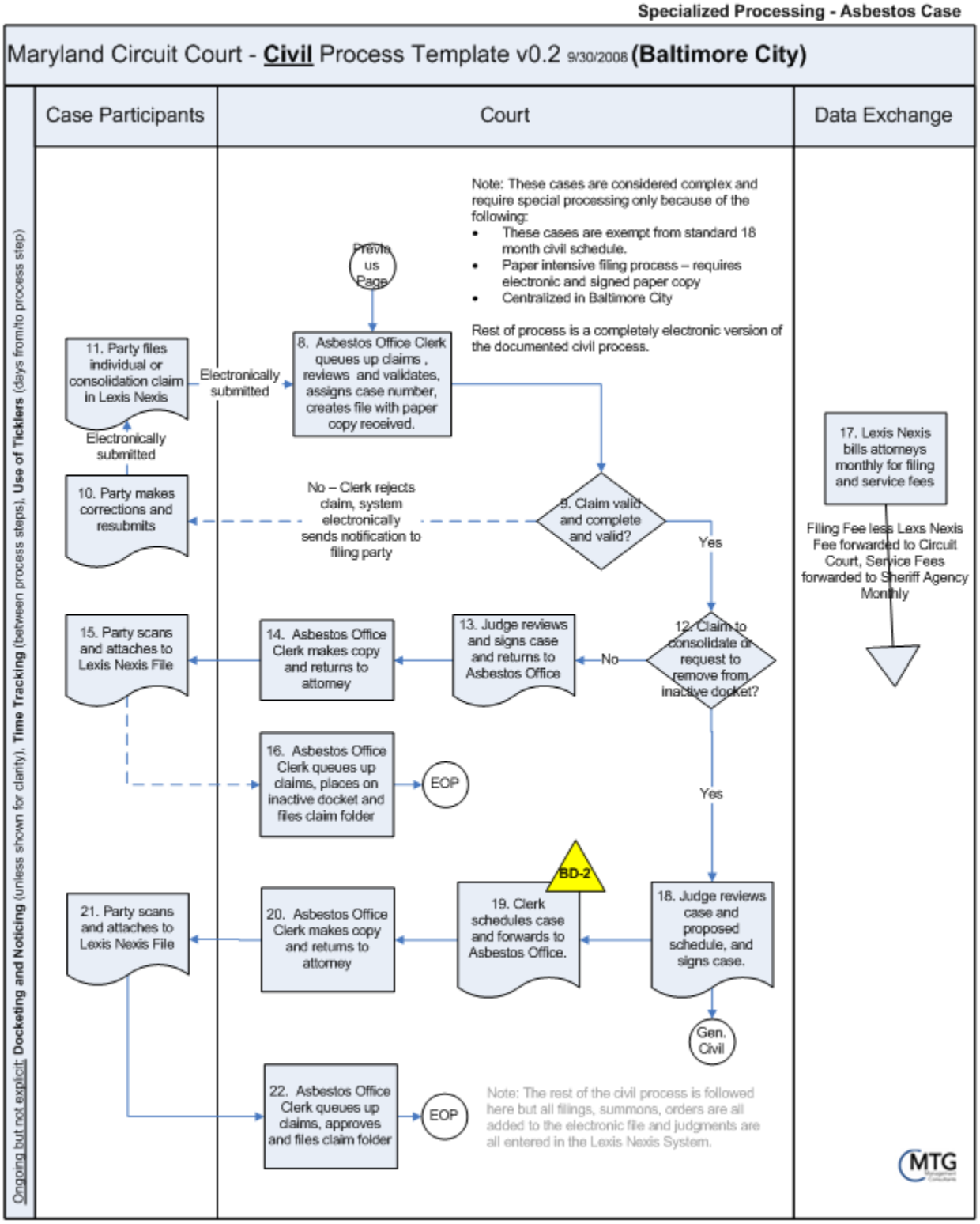
Specialized Case Processing - Business and Tech/Administrative Appeals

The following diagrams apply to Civil Non-Domestic - Business and Tech/Administrative Appeals cases that require specialized processing.

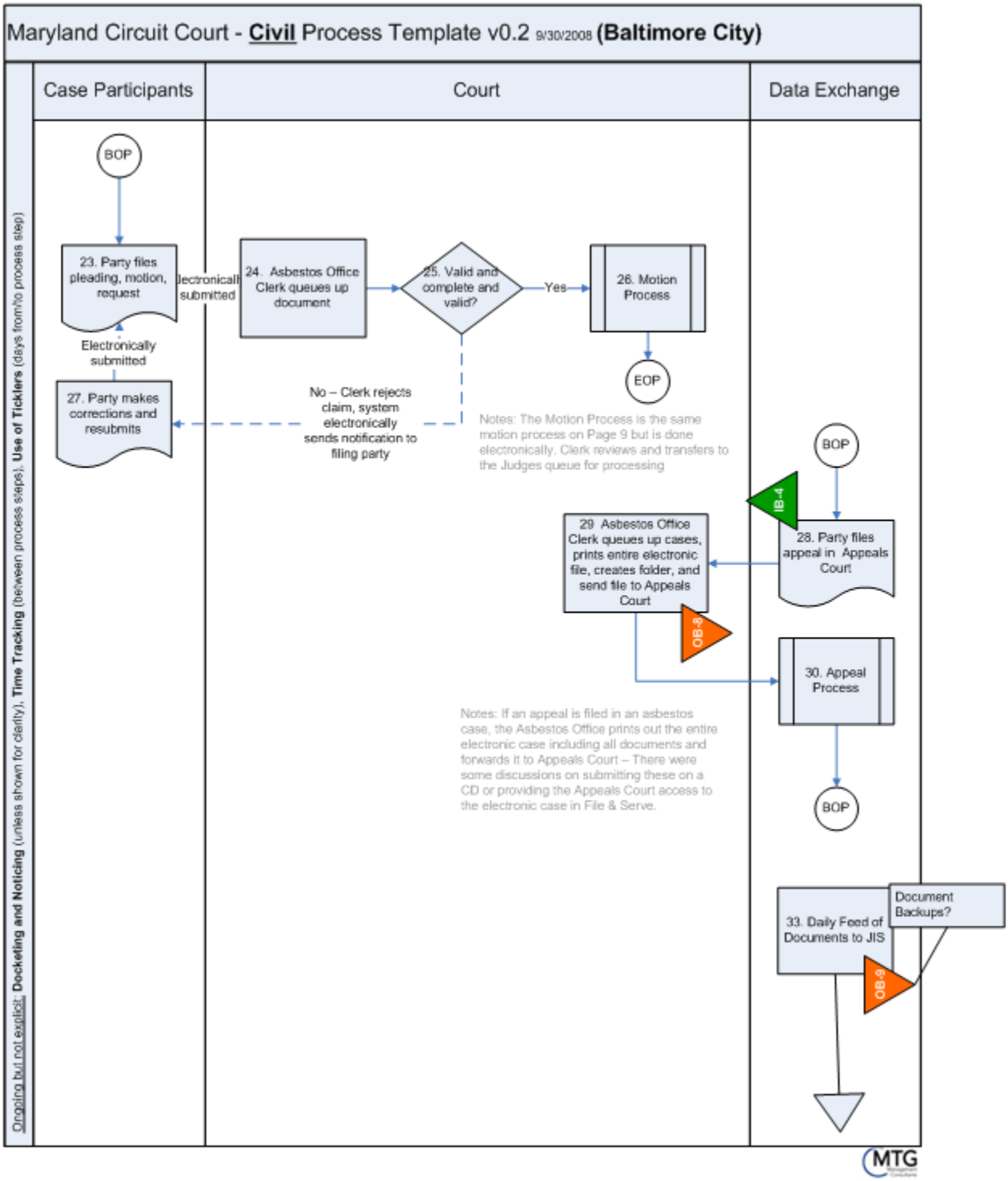


Specialized Case Processing – Asbestos Cases

The following diagrams apply to Civil Non-Domestic – Asbestos Cases that require specialized processing.

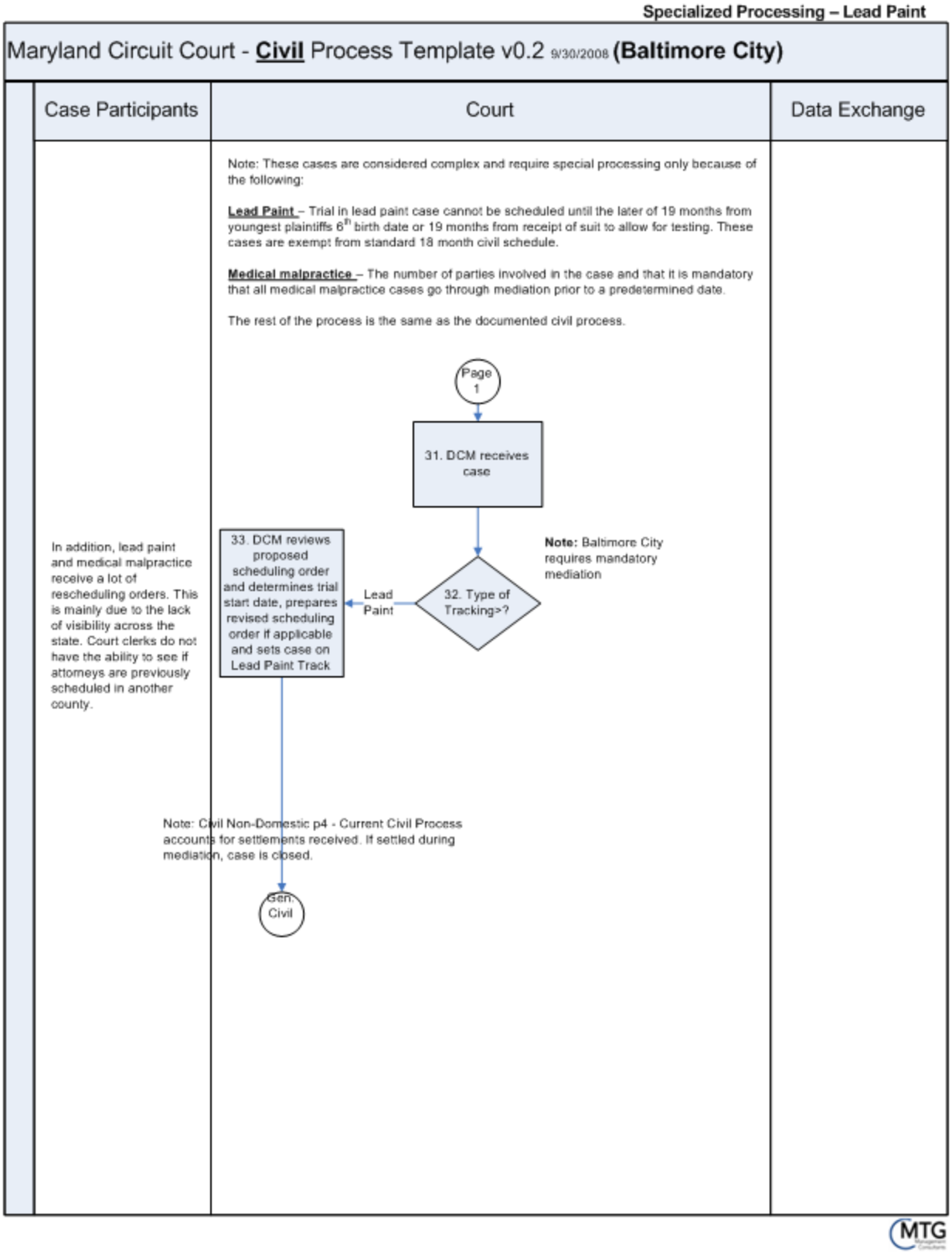


Specialized Processing - Asbestos Case



Specialized Case Processing – Lead Paint

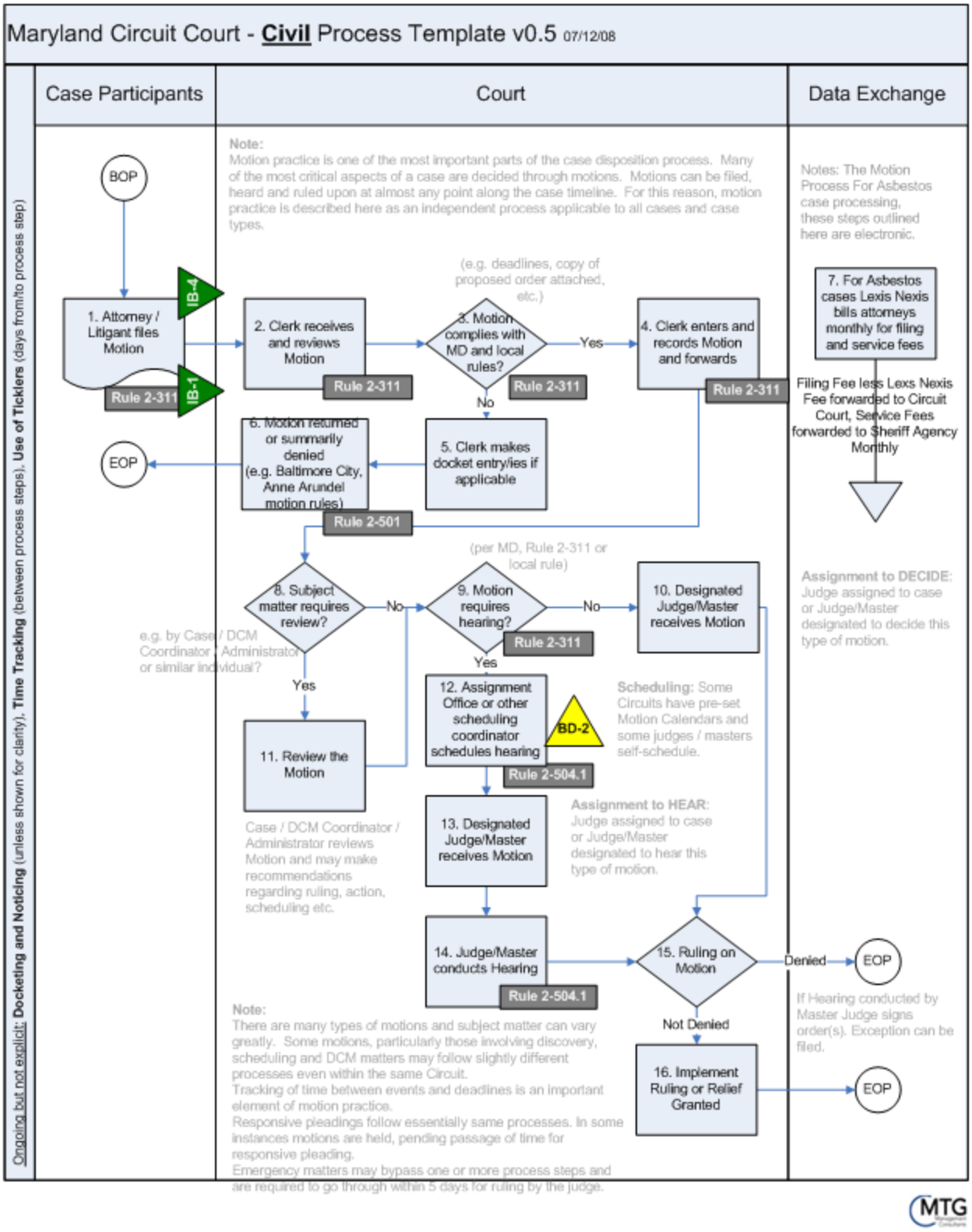
The following diagram applies to Civil Non-Domestic – Led Paint Cases that require specialized processing.



Motion Practice

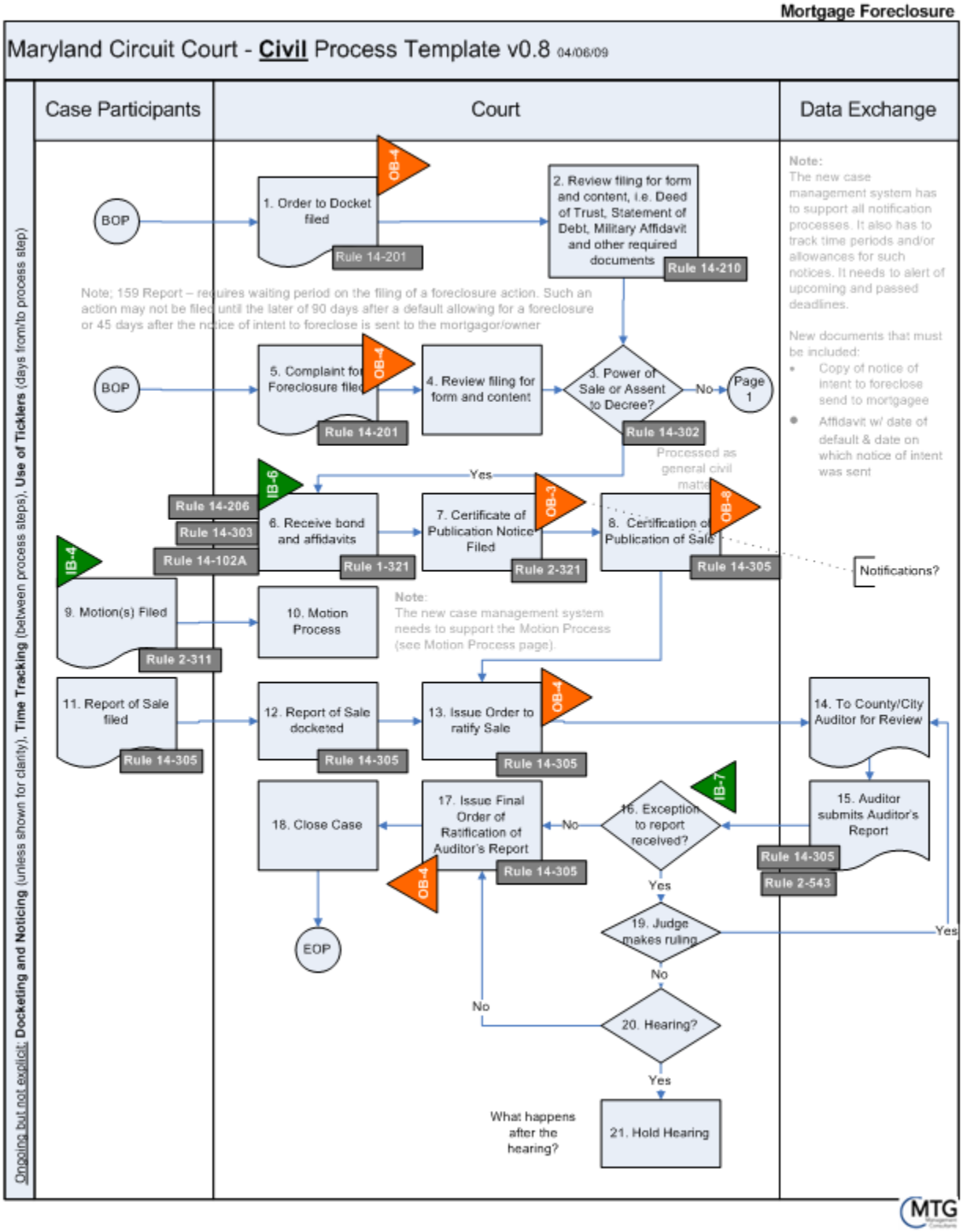
The following diagram applies to Civil Non-Domestic – Motion Process.

Motion Practice



Civil Foreclosure

The following diagram applies to Civil Foreclosure Process.



Interfaces

The Civil Non-Domestic 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 Non-Domestic 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 - Civil Non-Domestic																			
Civil Process - From Filing to Effective Service	**IB-1**			**IB-4**			**IB-7**	**OB-1**		**OB-3**	**OB-4**								
Civil Process - Default Order Scenario				**IB-4**							**OB-4**	**OB-5**							
Civil Process - Track Assignment/Schedule Expectations				**IB-4**						**OB-3**	**OB-4**							**BD-2**	
Civil Process - Pre-Trial				**IB-4**			**IB-7**				**OB-4**							**BD-2**	
Civil Process - Trial				**IB-4**			**IB-7**											**BD-2**	**BD-3**
Civil Process - Post-Trial - Disposition												**OB-5**						**BD-2**	
Civil Process - Specialized Processing															**OB-8**	**OB-9**		**BD-2**	
Civil Process - Motion Practice	**IB-1**			**IB-4**														**BD-2**	
Civil Process - Mortgage Foreclosure				**IB-4**		**IB-6**	**IB-7**			**OB-3**	**OB-4**				**OB-8**				

Time Standards

The case time standards that apply to Civil Non-Domestic cases are presented in the table below.

Case Type: Civil **Time Standard: 18 Months** **Performance Goal: 98%**

Case Time Start	*Case Time Suspension*		*Case Time Stop*	*Additional Measures*
	Suspend	*Re-Start*		
Filing Date	Bankruptcy Filing Date (Suggestion or Notice)	Order Lifting Bankruptcy Stay or Dismissal Date	Disposition Dismissal Judgment Order of Binding Arbitration	Circuit Court Filing to Service or Answer, whichever comes first
	Demand for (Non-Binding) Arbitration	(Non-Binding) Arbitration Reinstatement Date		
	Interlocutory Appeal Filing Date	Interlocutory Appeal Decision (Mandate) Date		
	Military Leave Date	Military Return Date		
	FTA/Body Attachment Issue Date	Body Attachment Service 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.

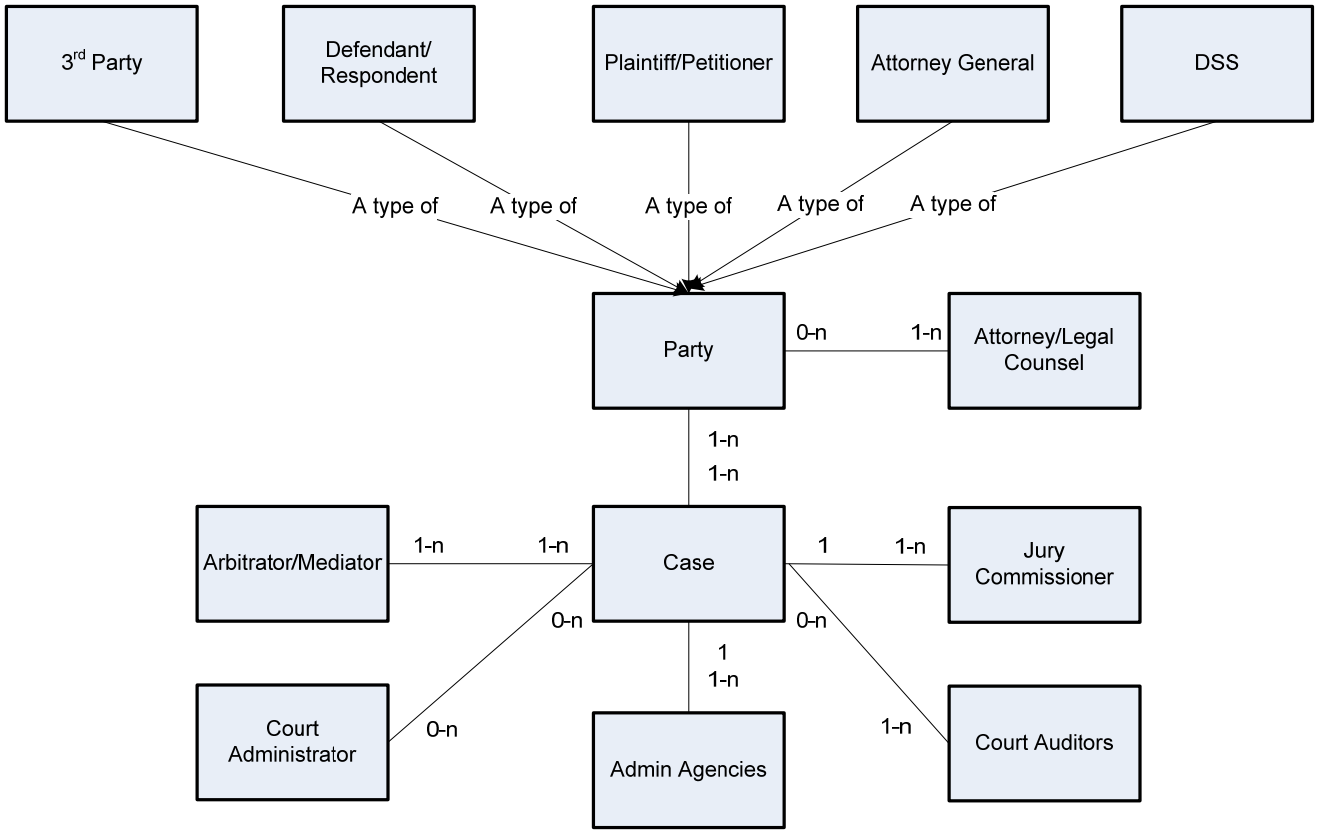
Information Building Block Entities

The following significant entities (people, organizations, documents, events, and other artifacts) that play a role in the processing of the Civil Non-Domestic case type. While they are not all captured in existing Maryland case management systems, these do represent the information that is to be maintained about court cases. The courts are seeking to maintain this information in their automated records.

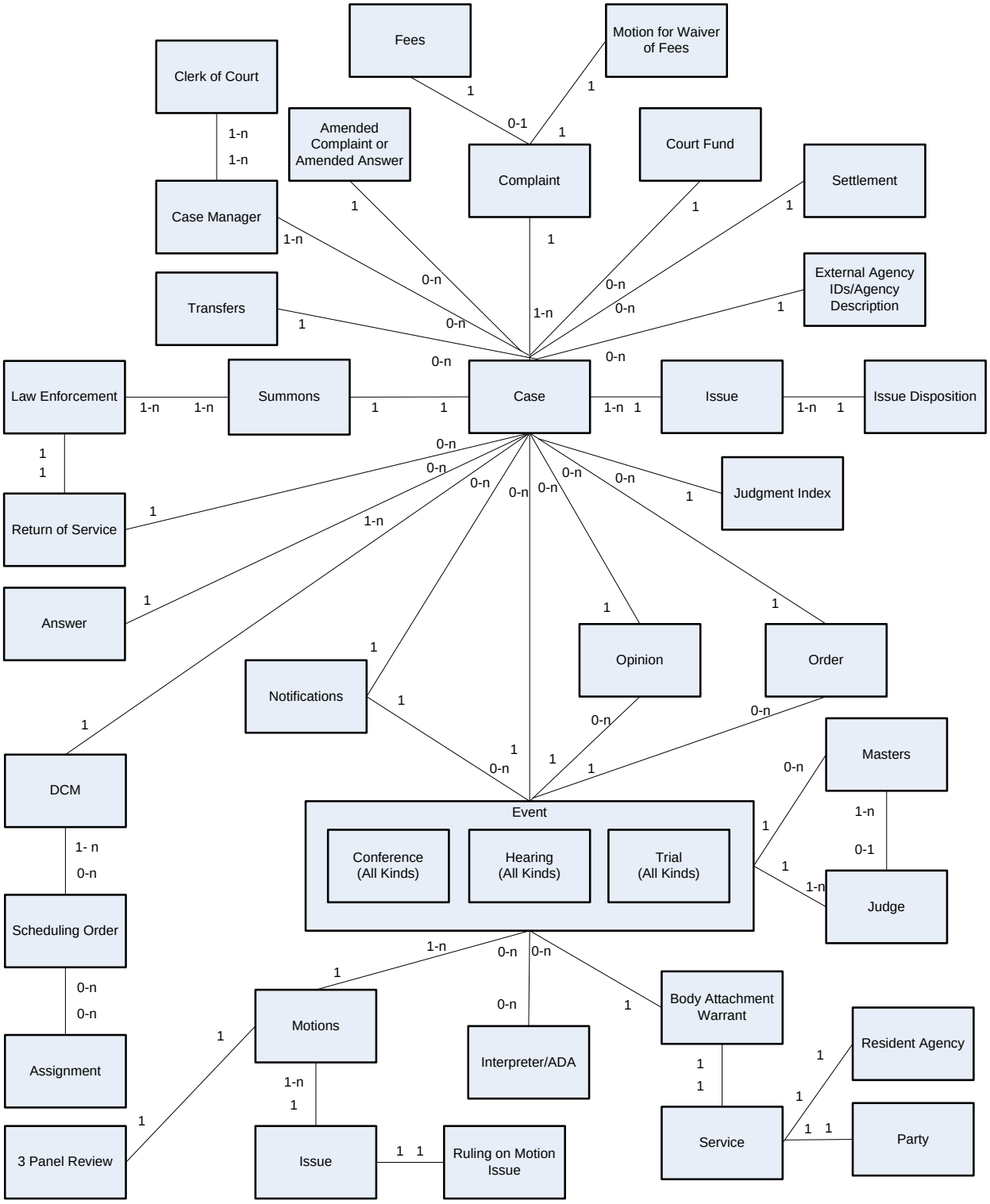
- 3 Panel Review
- Arbitrator/Mediator
- Attorney General
- Attorney/Legal Counsel
- Case Manager
- Clerk of Court
- Court Administrator
- Court Auditors
- DCM
- Defendant/Respondent
- DSS
- Interpreters
- Judge
- Jury Commissioner
- Master
- Plaintiff/Petitioner
- Self Represented Litigant
- Trust Clerk
- Amended Answer
- Amended Complaint
- Answer
- Assignment
- Bond Forfeiture
- Complaint
- Conference (All Kinds)
- Court Fund
- Documents
- External Agency Ids
- Fees
- Hearing (All Kinds)
- Inmate Related Cases
- Issue
- Issue Disposition
- Land Records
- Law Enforcement (Sheriff)
- Motions
- Motion for Waiver of Fees
- Notifications
- Opinion
- Order (All Kinds)
- Publications
- Resident Agency
- Return of Service
- Ruling on Motion
- Scheduling Order
- Service
- Settlement
- Summons
- Trial (All Kinds)
- Transfers
- Warrant

Information Building Blocks Diagrams

The following information map illustrates the parties involved in **Civil Non-Domestic** 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 **Civil Non-Domestic** cases.



Information Building Block Relationships

The following table represents the relationships between the entities listed above. The courts are seeking to maintain these relationships in the automated records that they maintain.

Related Building Blocks	*Description*
Case - Party	A **Case** may have one to many **Parties**. There are several types of **Parties**: **Plaintiff/Petitioner, 3rd Party, Defendant/Respondent, Attorney General, and DSS.** There also needs to be an indicator that identifies if the case is inmate related.
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 to many **Cases.** A **Case** can be related to one to many **Mediator/Arbitrators**.
Court Administrator – Case	A **Court Administrator** can be related to zero to many **Cases.** A **Case** can be related to zero to many **Court Administrators**.
Jury Commissioner – Case	A **Jury Commissioner** can be related to one to many **Cases.** A **Case** can be related to one **Jury Commissioner**.
Court Auditors – Case	A **Court Auditors** can be related to one to many **Cases.** A **Case** can be related to zero to many **Court Auditors**.
Admin Agencies – Case	An **Admin Agencies** can be related to one to many **Cases.** A **Case** can be related to one **Admin Agency**.
Motion for Waiver of Fees-Fees	A **Motion for Waiver of Fees** can be related to one **Fee.** A **Fee** can be related to one **Motion for Waiver of Fees**.
Complaint - Case	A **Complaint** can be related to one **Case.** A **Case** can be related to one or more **Complaints**.
Complaint - Fees	A **Complaint** can be related to zero to one **Fee.** A **Fee** can be related to one **Complaint**.
Case – Amended Complaint/Amended Answer	A **Case** can have zero to many **Amended Complaint/ Amended Answer**. An **Amended Complaint/ Amended Answer** applies to one **Case**.
Case – Notifications	A **Case** can have zero to many **Notifications**. A **Notification** applies to only one **Case**.
Notifications - Event	A **Notification** can be related to one **Event**. An **Event** can be related to zero to many **Notifications**.
Case – Summons	A **Case** can have one **Summons**. A **Summons** applies to only one **Case**.
Summons– Law Enforcement	A **Summons** can be related to one to many **Law Enforcement.** A **Law Enforcement** can be related to one to many **Summons**
Law Enforcement – Return of Service	A **Law Enforcement** can be related to one **Return of Service.** A **Law Enforcement** can be related to one **Return of Service**

Related Building Blocks	*Description*
Case – Return of Service	A **Case** can have zero to many **Return of Service**. A **Return of Service** applies to only one **Case**.
Case – Answer	A **Case** can have zero to many **Answer**. A **Answer** applies to only one **Case**.
Case – Transfers	A **Case** can have zero to many **Transfers**. A **Transfer** applies to only one **Case**.
Case – Court Fund	A **Case** can have zero to many **Court Fund**. A **Court Fund** applies to only one **Case**.
Case – Settlement	A **Case** can have zero to many **Settlement**. A **Settlement** applies to only one **Case**.
Case – Judgment Index	A **Case** can have zero to many **Judgment Index**. A **Judgment Index** applies to only one **Case**.
Case – Opinion	A **Case** can have zero to many **Opinions**. An **Opinion** applies to only one **Case**.
Event – Opinion	An **Event** can be related to **Opinion.** An **Opinion** can be related to zero to many **Event**.
Case – Order	A **Case** can have zero to many **Orders**. An **Opinion** applies to only one **Order**.
Event – Order	An **Event** can be related to **Order.** An **Order** can be related to zero to many **Event**.
Case – DCM	A **Case** can have one to many **DCM**. A **DCM** applies to only one **Case**.
DCM – Scheduling Order	A **DCM** can have one to many **Scheduling Orders**. A **Scheduling Order** applies to only zero to many **DCM**.
Scheduling Order - Assignment	A **Scheduling Order** can have zero to many **Assignment**. An **Assignment** applies to only zero to many **Scheduling Orders**.
Case – External Agency IDs/Agency Description	A **Case** can have zero to many **External Agency IDs/Agency Description**. A **External Agency IDs/Agency Description** applies to only one **Case**. There can be multiple cross reference agency reference ids that need to be known to a case.
Case – Case Manager	A **Case** can have zero to many **Case Manager**. A **Case Manager** applies to one to many **Cases**.
Clerk of Court - Case Manager	A **Clerk of Court** can have one to many **Case Manager**. A **Case Manager** applies to one to many **Clerks of Court**.
Case – Issue	A **Case** can have one to many **Issues**. An **Issue** applies to only one **Case**.
Issue– Issue Disposition	An **Issue** can have one to many **Issue Dispositions**. An **Issue Disposition** applies to only one **Issue**.

Related Building Blocks	*Description*
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 be related to one **Judge** A **Judge** can only be related to one to many **Events**.
Event - Master	An **Event** can be related to one **Master** A **Master** can only be related to zero to many **Events**.
Judge - Master	A **Judge** can be related to zero to one **Master**. A **Master** can be related to one to many **Judges**.
Event - Motion	An **Event** can be related to 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."
Motion – 3 Panel Review	A **Motion** can be related to one **3 Panel Review** A **3 Panel Review** can only be related to one **Motion**.
Motion – Issue	A **Motion** can be related to one to many **Issues.** An **Issue** can only be related to one **Motion**.
Issue – Ruling on Motion Issue	An **Issue** can be related to one **Ruling on Motion Issue.** A **Ruling on Motion Issue** can only be related to one **Issue**.
Event – Interpreter/ADA	An **Event** can be related to zero to many **Interpreters/ADA** An **Interpreter/ADA** can be related to zero to many **Events**.
Event – Body Attachment Warrant	An **Event** can be related to zero to many **Body Attachment Warrants.** A **Body Attachment Warrant** can be related to one **Event**.
Body Attachment Warrant - Service	A **Body Attachment Warrants** can be related to one **Service.** A **Service** can be related to one **Body Attachment Warrants**
Service – Resident Agency	A **Service** can be related to one **Resident Agency.** A **Resident Agency** can be related to one **Service.**
Service – Party	A **Service** can be related to one **Party.** A **Party** can be related to one **Service.**
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 Non-Domestic

The following table presents modifications, additions, or replacements to the existing automated systems that support Civil Non-Domestic case processing.

Number	Item	Current Process	Future Process	Automation
1	Case Initiation and Indexing	There is no interface between the DC traffic mainframe (for MVA) and the case information in the UCS traffic related charge dispositions. Users must enter the same disposition information in both systems.	Enter case disposition information in case management system. Case management system sends a regular update to the DC traffic mainframe for MVA.	Create interface between case management system and DC traffic mainframe to update case disposition information on a periodic basis.
2	General Accounting	There is no interface between the UCS case information and the cashiering system. Users must enter the same case information in both systems.	Enter case information in cashiering system. Cashiering system updates case management system with case information.	Create interface between cashiering system and case management system to update case information on a real-time basis.
3	Docketing, Record Keeping	Inmate cases are form and manual intensive processes that add responsibilities to the clerk requiring they provide copies to the AG and others involved in the case.	Inmates can complete and submit forms electronically. When submitted, they can be automatically routed to the AG's office and others involved in the case.	Provide inmates access to electronically submit forms and rout them to the applicable parties.
4	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.
5	Case Initiation and Indexing	The court issues mediation order and forwarded for scheduling. Mediation is scheduled in an Access database.	The court directly orders and schedules mediation in the system.	Speeds up process.

Number	Item	Current Process	Future Process	Automation
6	General Accounting	For cases other than Asbestos cases, 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.

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