Process Profile

Maryland District 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	1/27/2010	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 Alternative Disputes Resolution management. This section presents the general AS-IS work flow diagrams.

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

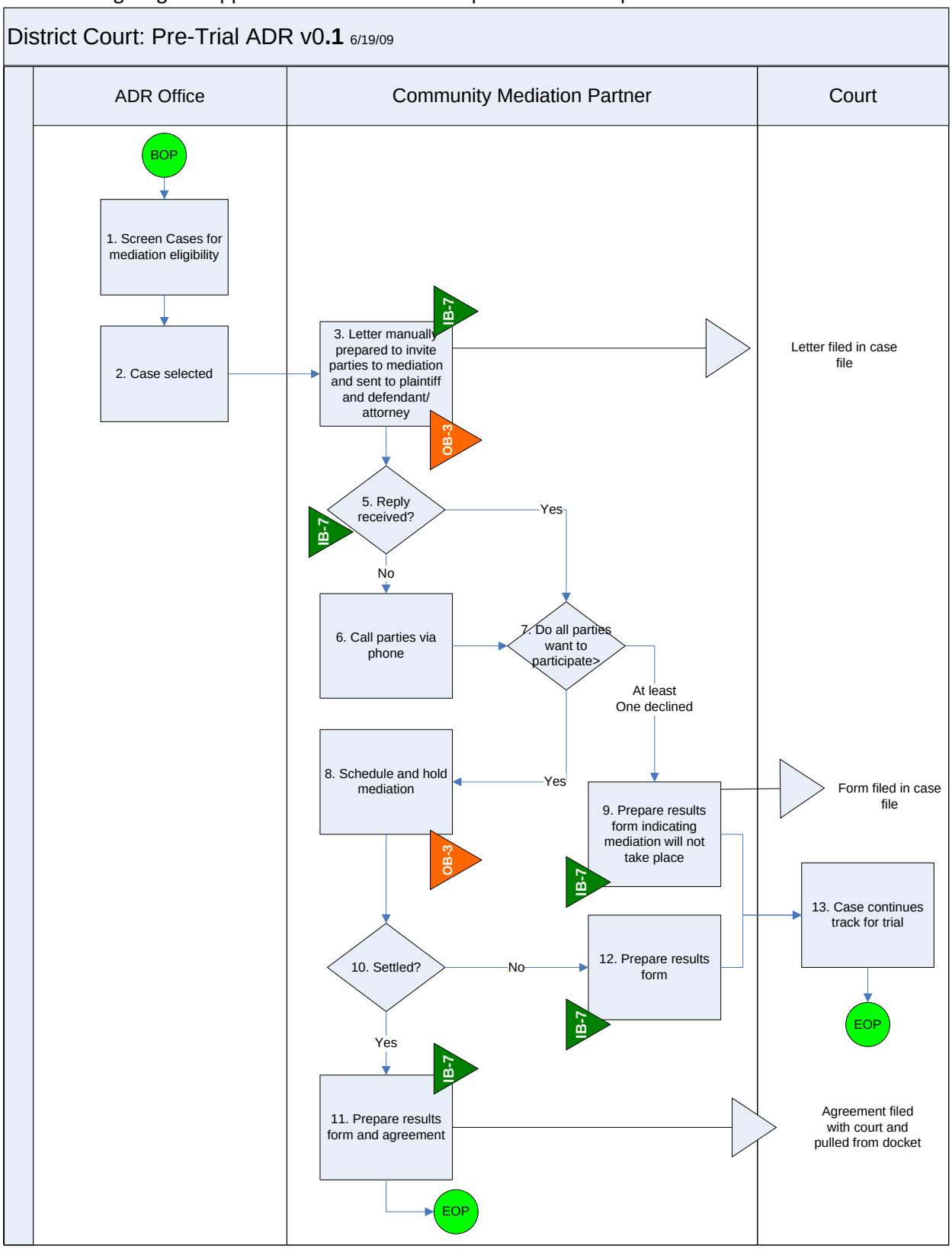
A description of each of the objects used to create the diagrams is listed below.

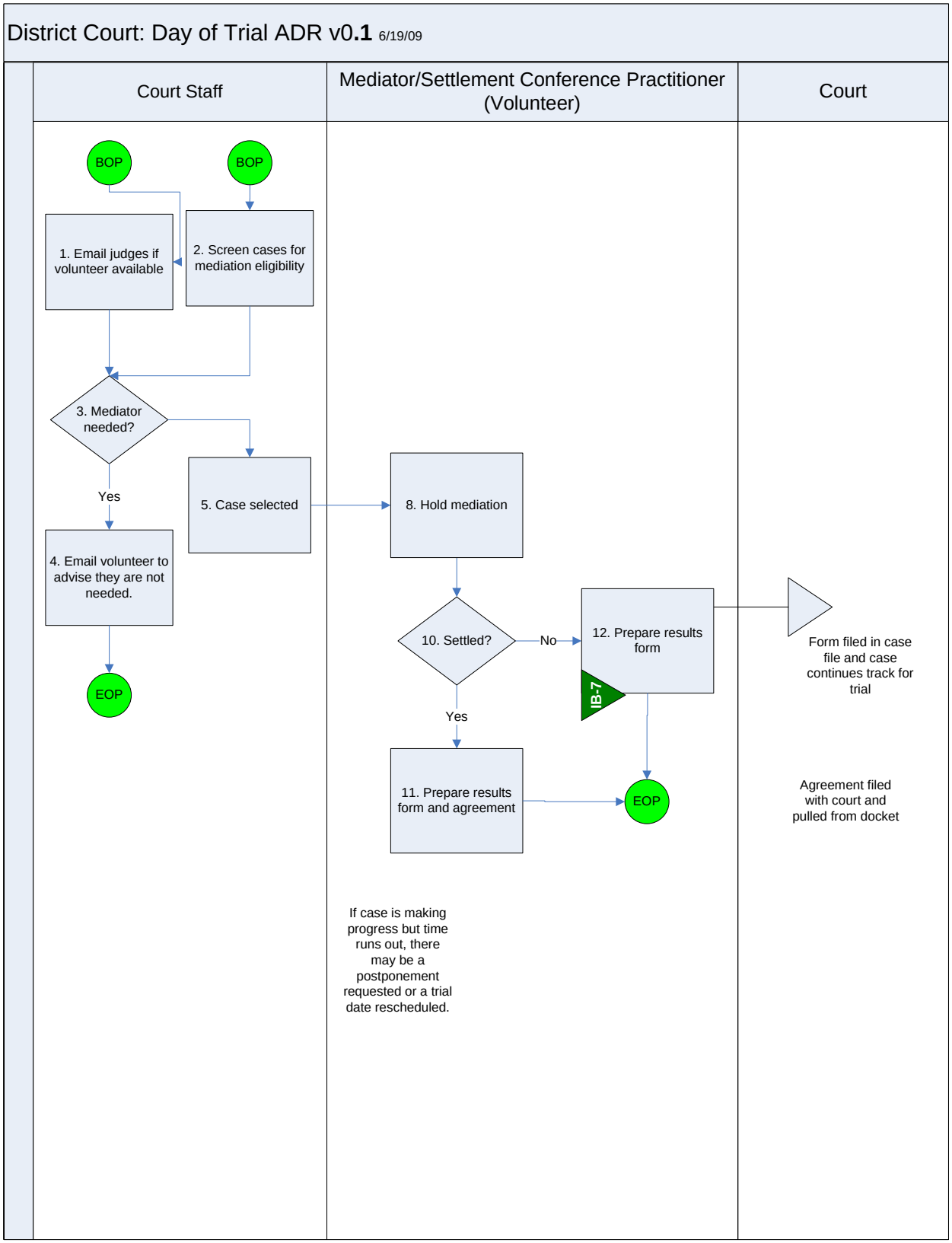
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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 District Court.




District Court: Day of Trial ADR v0.1 6/19/09
Court Staff
Mediator/Settlement Conference Practitioner (Volunteer)
Court
BOP
BOP
1. Email judges if volunteer available
2. Screen cases for mediation eligibility
3. Mediator needed?
Yes
4. Email volunteer to advise they are not needed.
EOP
5. Case selected
8. Hold mediation
10. Settled?
No
Yes
11. Prepare results form and agreement
12. Prepare results form
IB-7
EOP
If case is making progress but time runs out, there may be a postponement requested or a trial date rescheduled.
Form filed in case file and case continues track for trial
Agreement filed with court and pulled from docket

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***
District Court																			
Alternative Dispute Resolution Process							**IB-7**			**OB-3**									

Time Standards

Identify the case time standards for this case category.

See District Court Processes

Information Building Blocks

See District Court Processes

Candidates for Automation – Changes for ADR

See District Court Processes

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