Process Profile

Maryland District Court

Citations

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Revision History

Identify document changes.

Version	*Date*	*Name*	*Description*
1.0	9/27/2009	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*
CP § 10-105	Expungement of record after charge is filed
Rule 4-213	Initial appearance of defendant
Rule 4-331	Motions for new trial
Rule 4-345	Sentencing - Revisory power of court
Rule 7-104	Notice of appeal - Times for filing

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

- Parking Citations
- Parking Citations – Baltimore City
- DNR, MTA Citations
- Red Light Camera Citations
- Housing Citations (applies to Baltimore City only)
- Speed Monitoring Citations
- CV Citations
- Municipal Infractions

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.

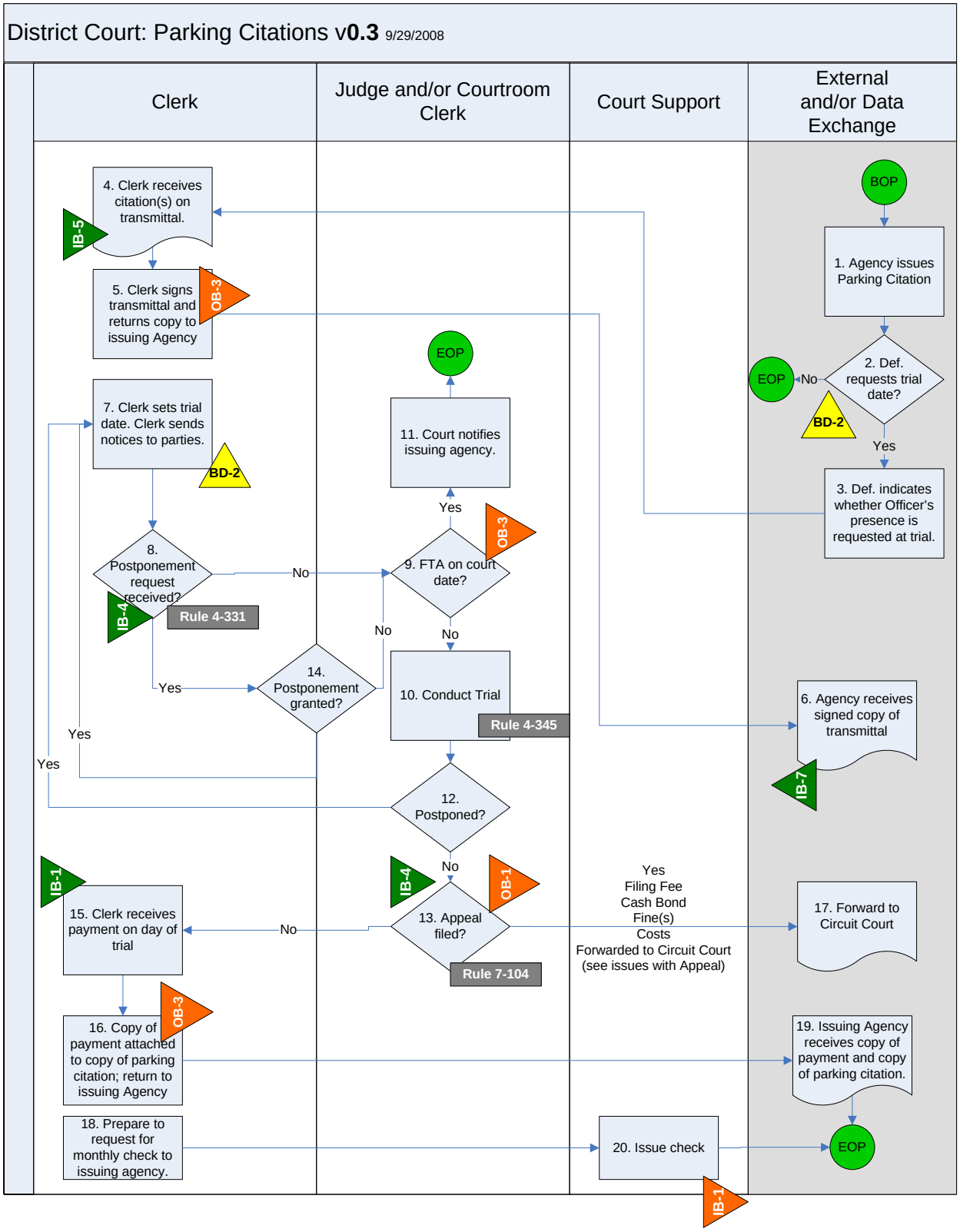
Shape	Description
BOP	Beginning of process.
EOP	End of process.
Page 3	An off page reference.
	A step in the process.
	A decision point.
	A Maryland Rule or Statute that applies to the step in the process.

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.

Parking Citations

The following diagrams apply to Parking Citations.

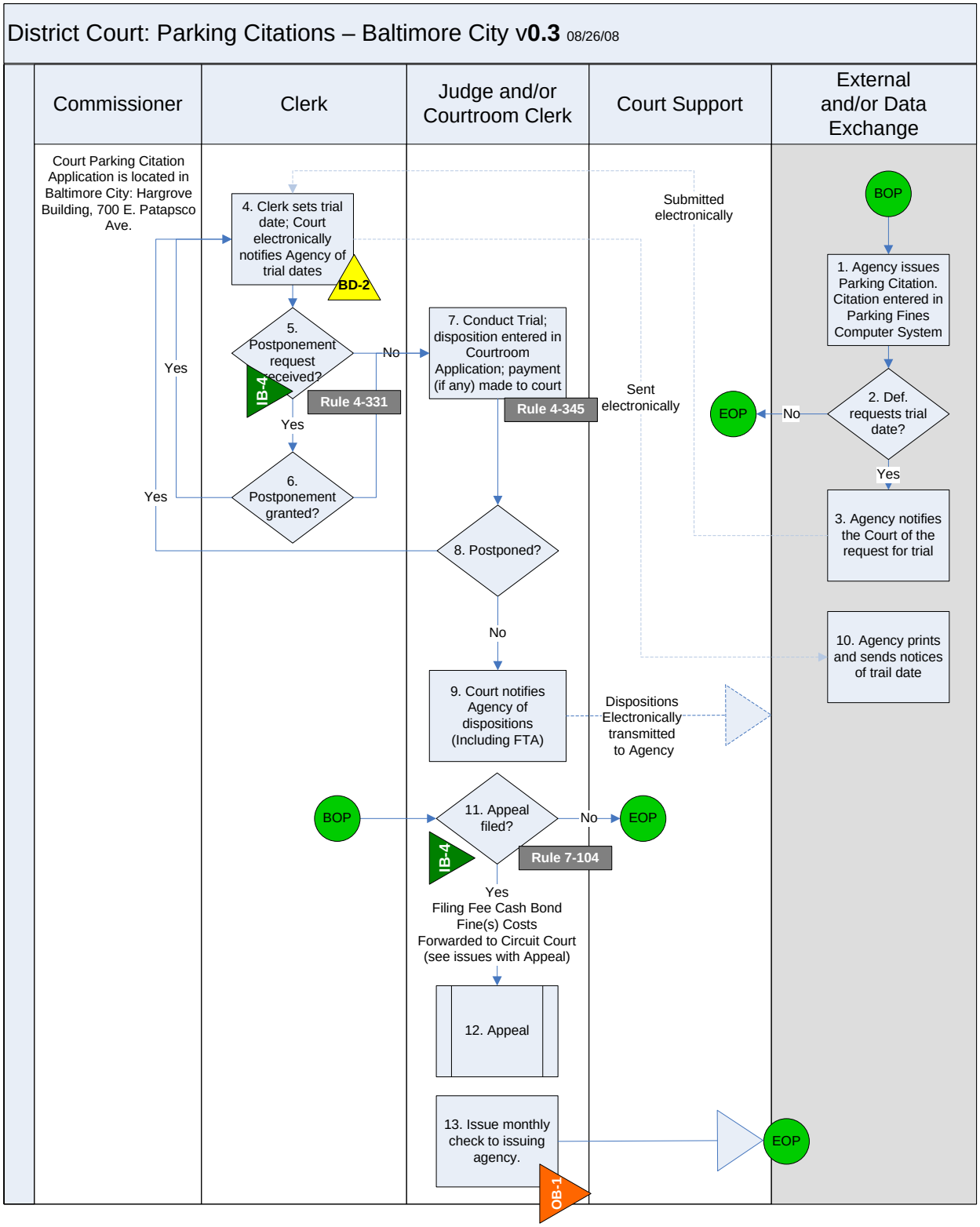
DRAFT – work in progress



Parking Citations – Baltimore City

The following diagrams apply to Parking Citations in Baltimore City.

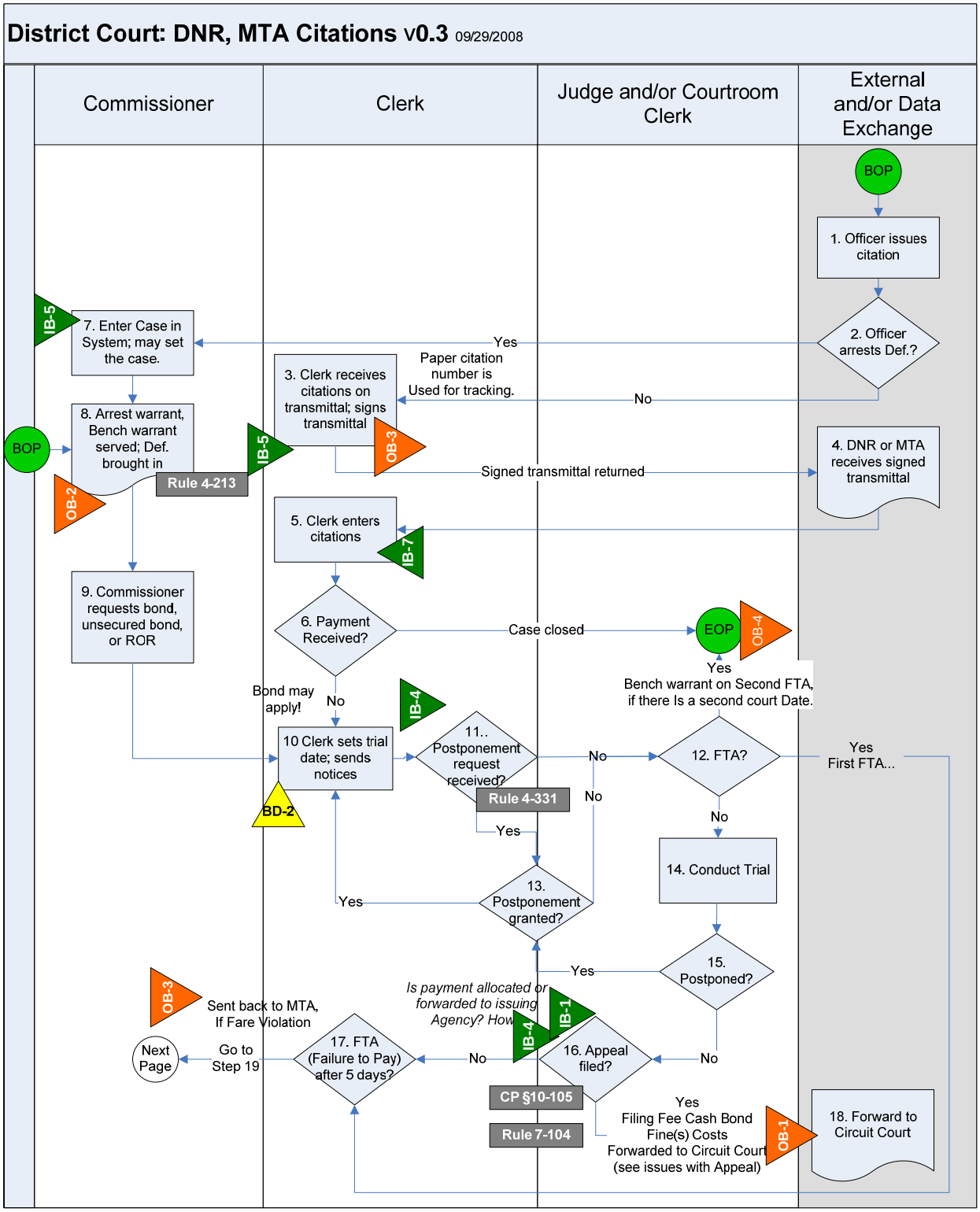
DRAFT – work in progress



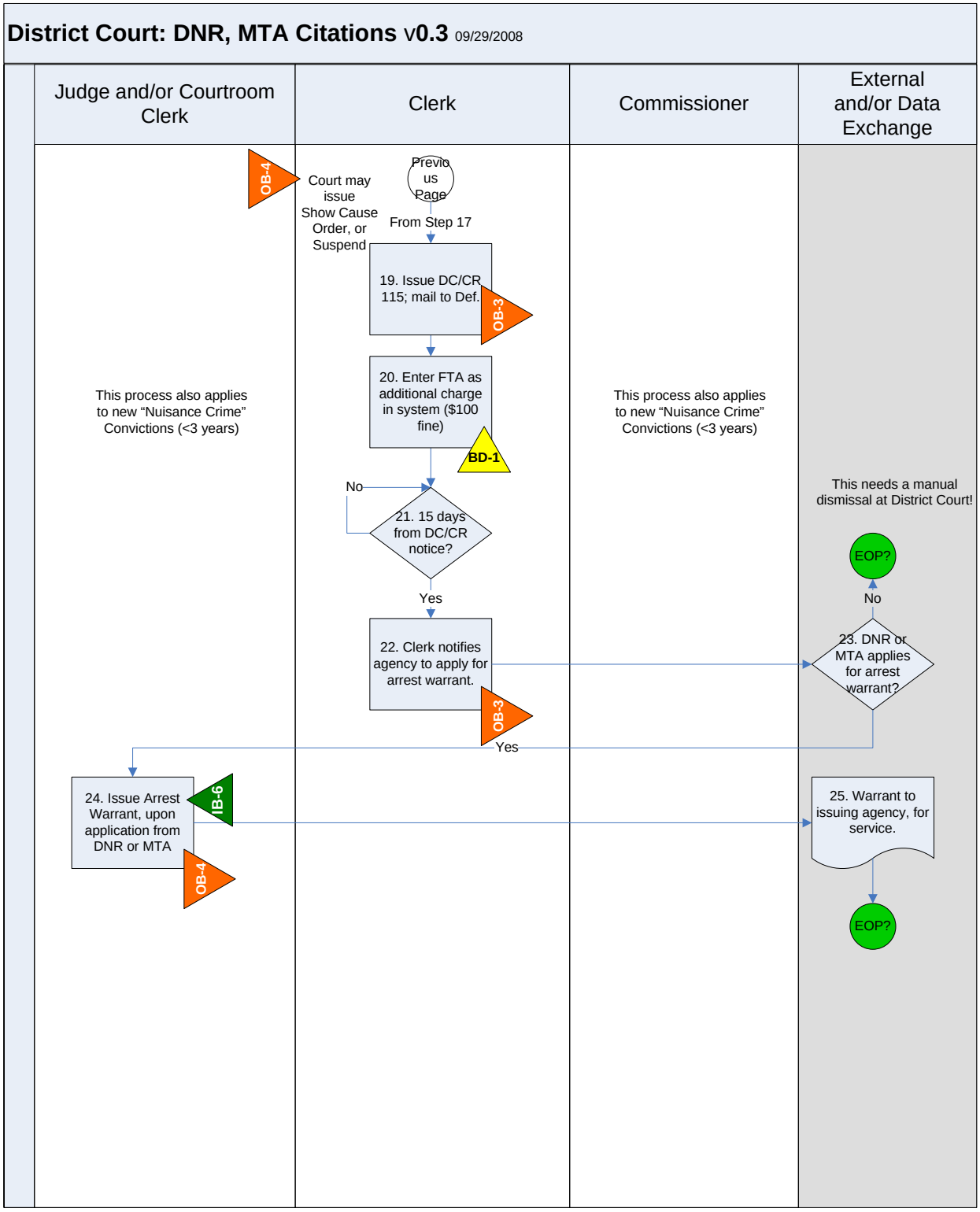
DNR, MTA Citations

The following diagrams apply to DNR, MTA Citations.

DRAFT – work in progress



DRAFT – work in progress



Red Light Camera Citations

The following diagrams apply to Red Light Citations.

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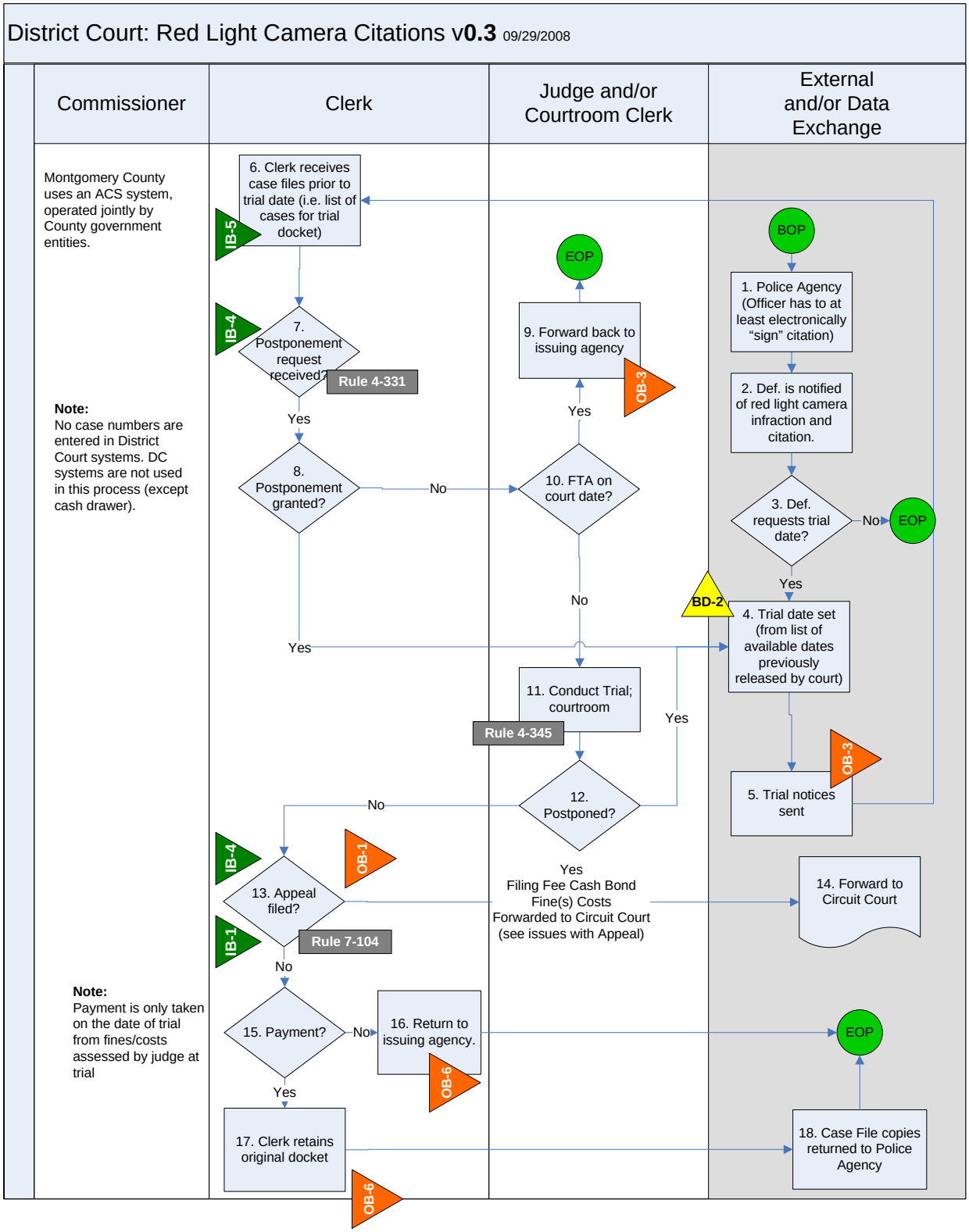

Housing Citations (applies to Baltimore City only)

The following diagrams apply to Housing Citations (applies to Baltimore City only).

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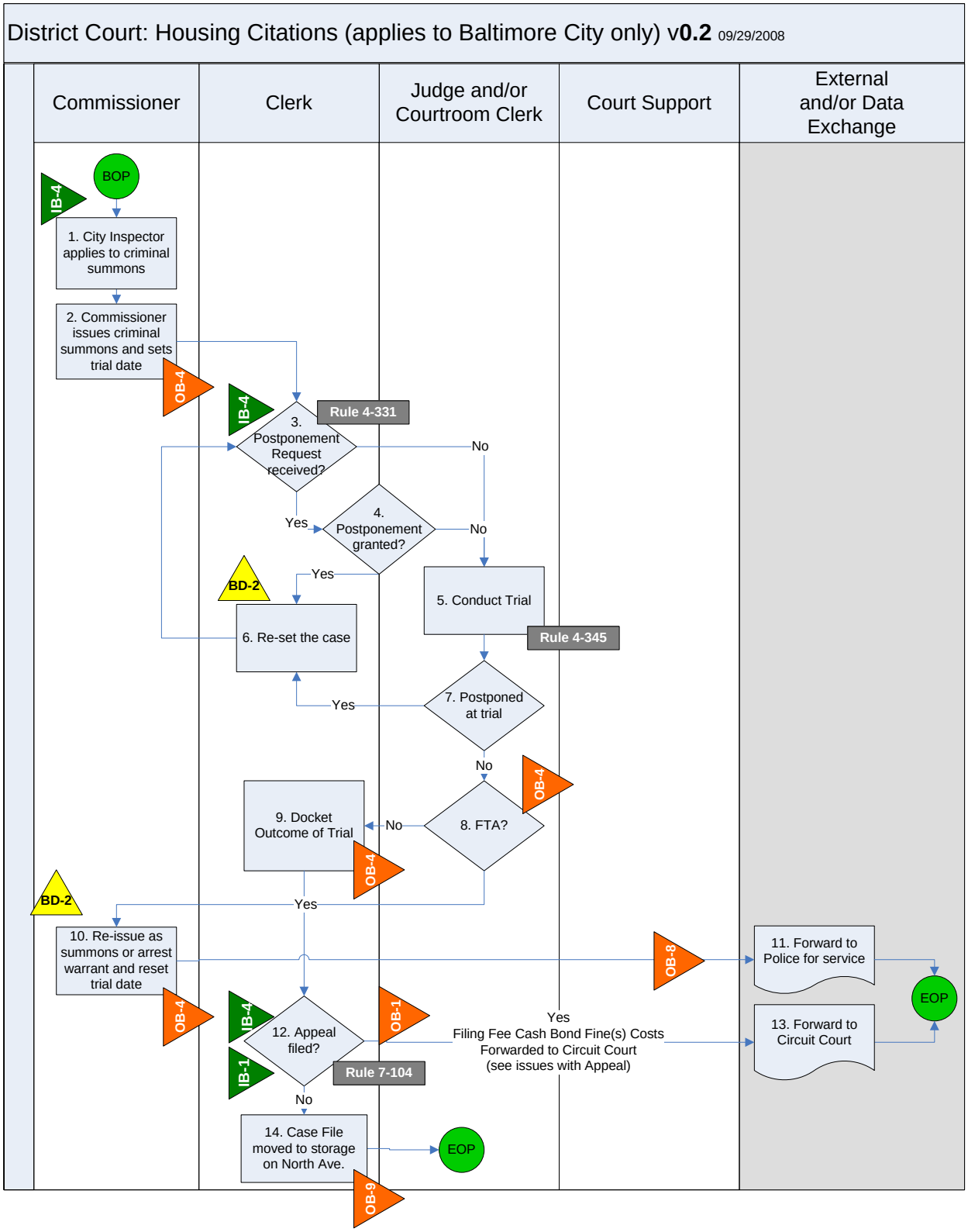

Speed Monitoring Citations

The following diagrams apply to Speed Monitoring Citations.

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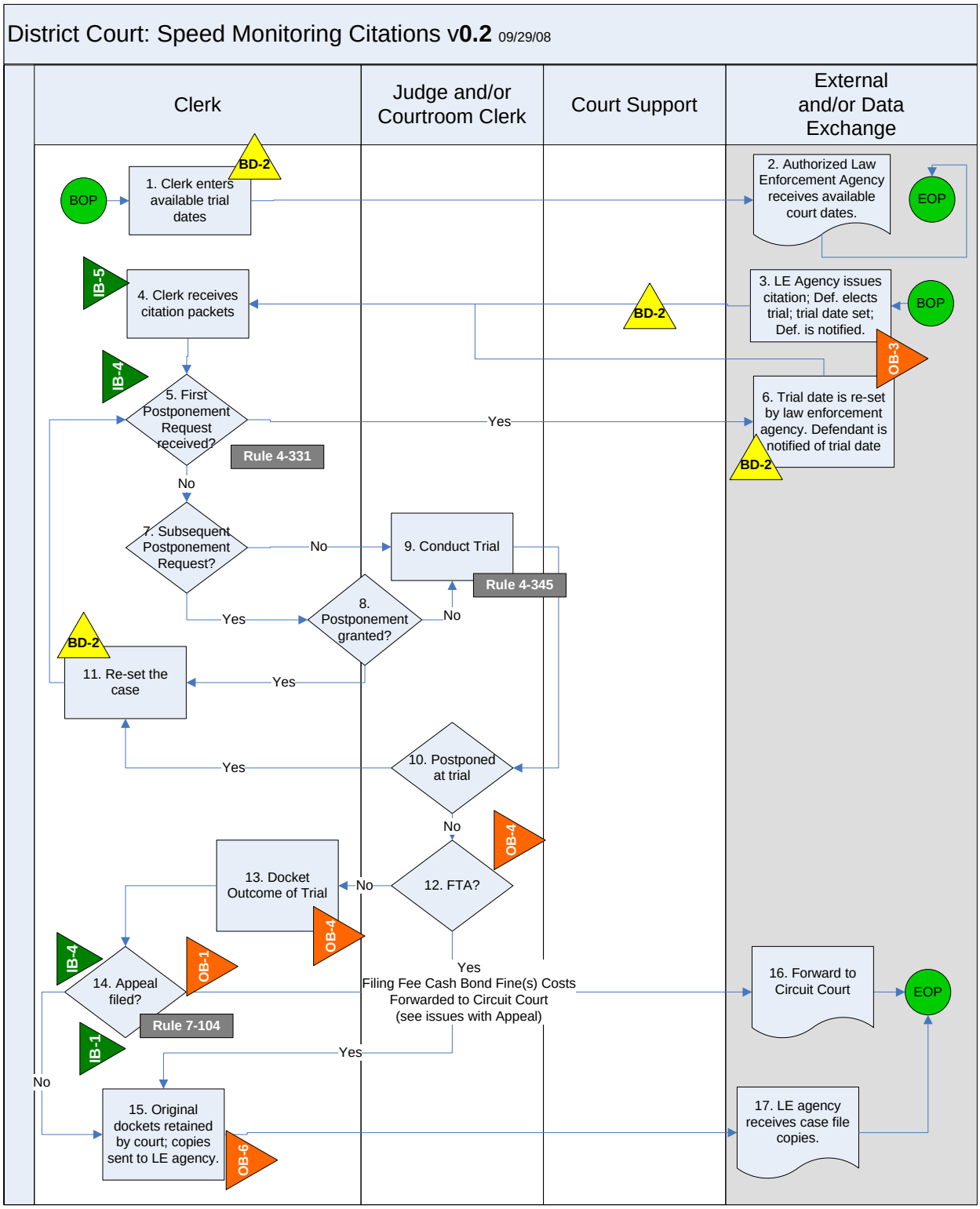

CV Citations

The following diagrams apply to CV Citations.

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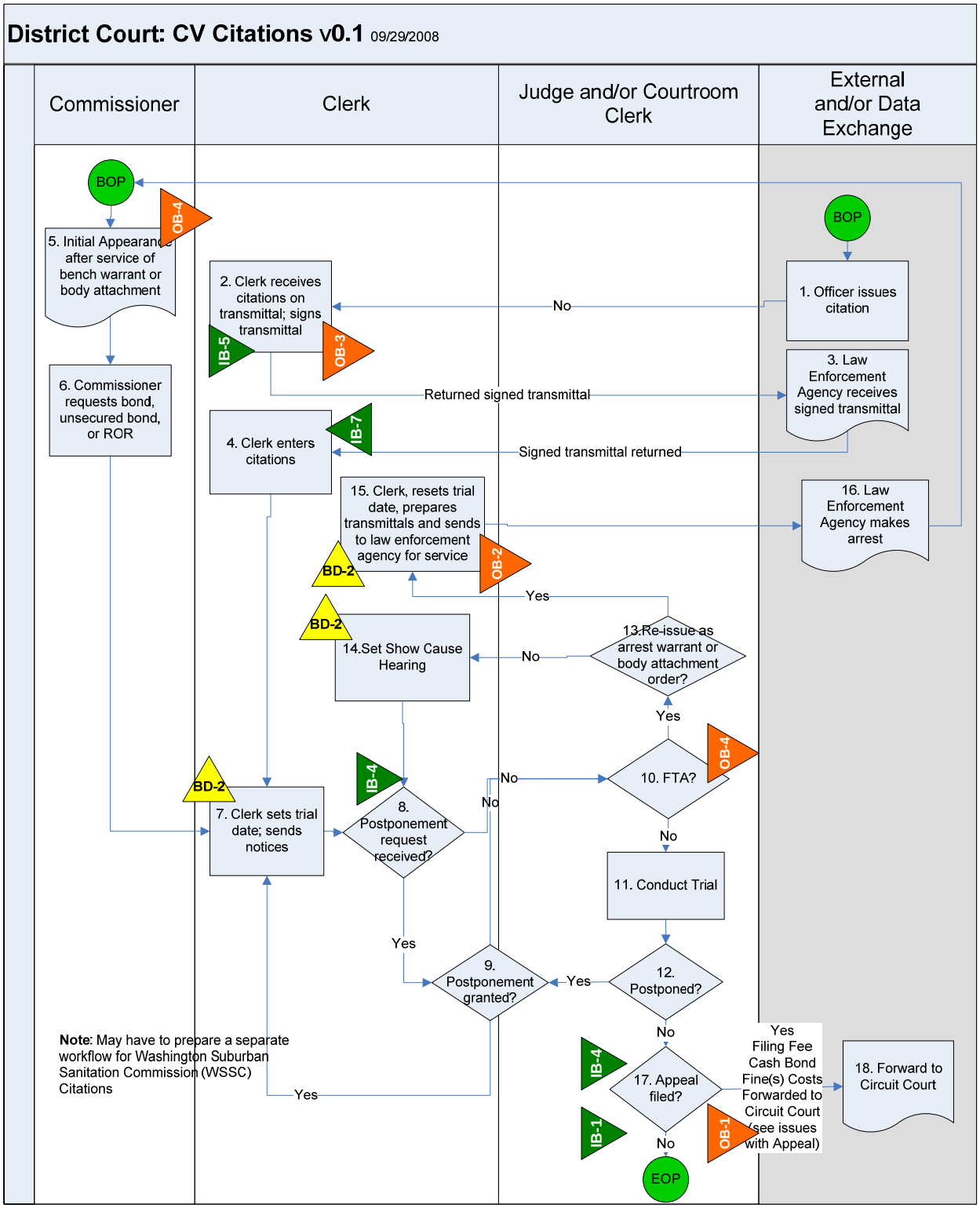
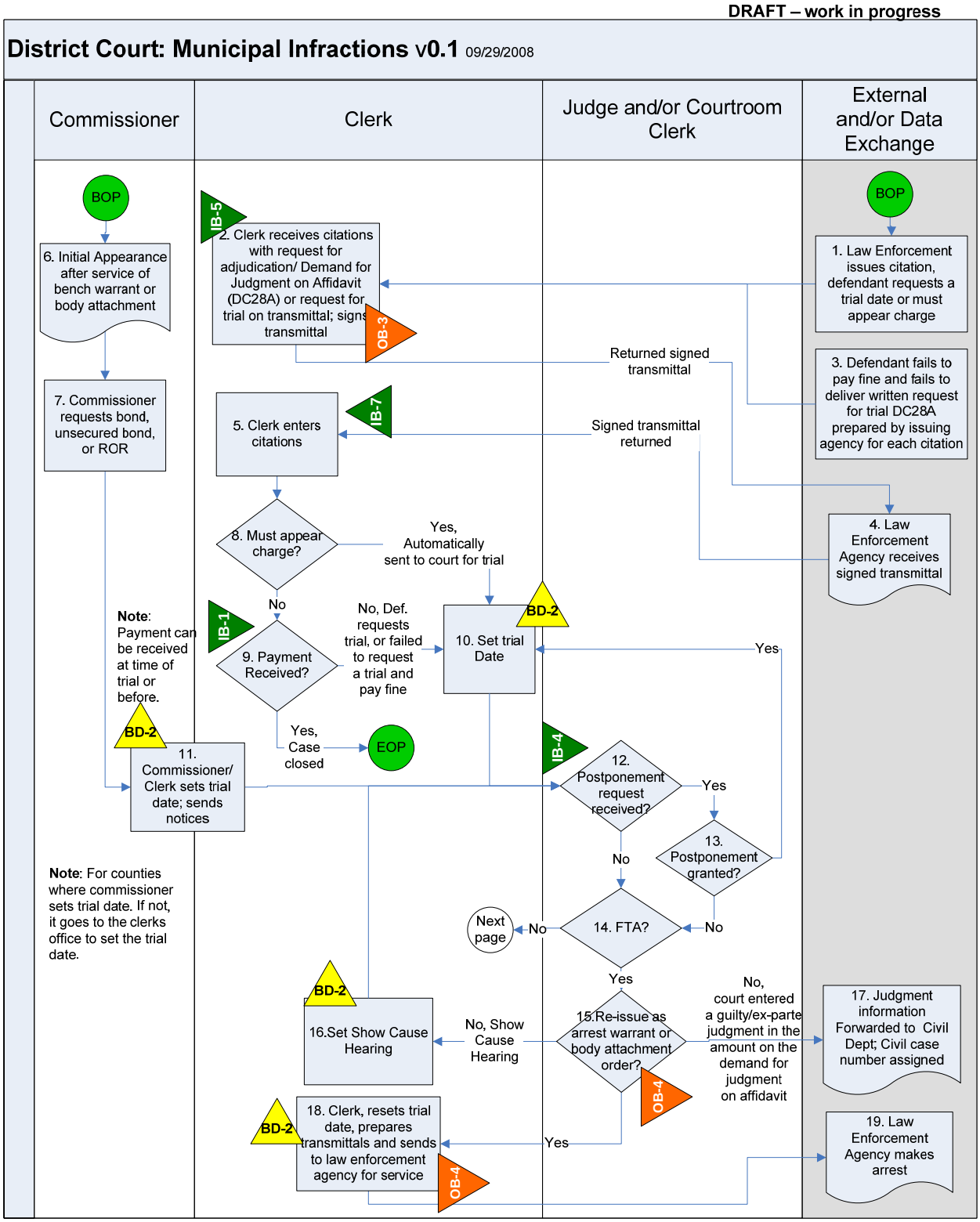


Municipal Infractions

The following diagrams apply to Municipal Infractions.



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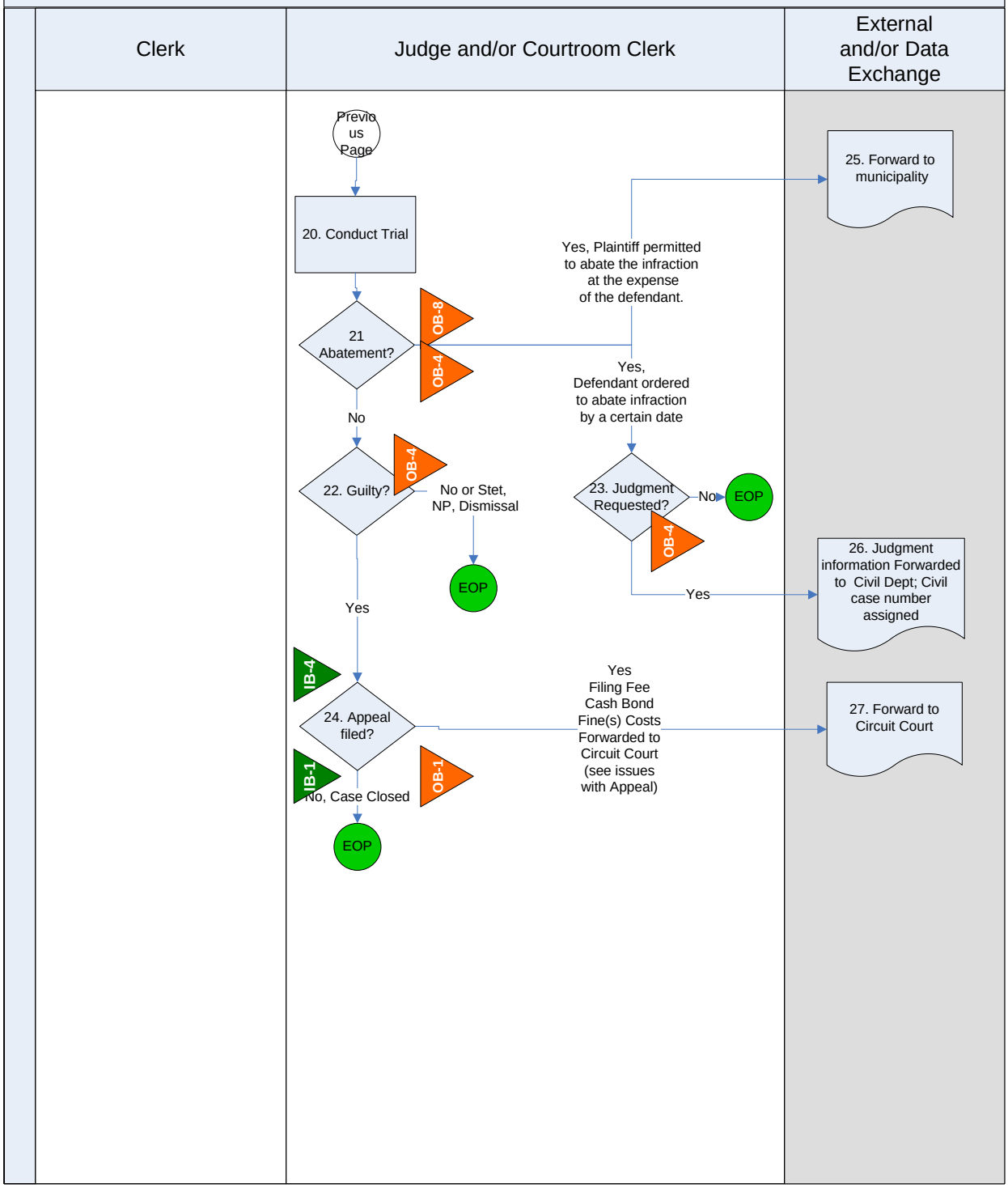
District Court: Municipal Infractions v0.1 09/29/2008



Interfaces

The Citations 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 Citations 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																			
Parking Citations	***IB-1***			***IB-4***	***IB-5***		***IB-7***	***OB-1***		***OB-3***	***OB-4***							***BD-2***	
Parking Citations – Baltimore City				***IB-4***														***BD-2***	
DNR, MTA Citations	***IB-1***			***IB-4***	***IB-5***	***IB-6***	***IB-7***	***OB-1***	***OB-2***	***OB-3***	***OB-4***						***BD-1***	***BD-2***	
Red Light Camera Citations	***IB-1***			***IB-4***	***IB-5***			***OB-1***		***OB-3***			***OB-6***					***BD-2***	
Housing Citations (applies to Baltimore City only)	***IB-1***			***IB-4***				***OB-1***			***OB-4***				***OB-8***	***OB-9***		***BD-2***	
Speed Monitoring Citations	***IB-1***			***IB-4***	***IB-5***			***OB-1***		***OB-3***	***OB-4***		***OB-6***					***BD-2***	
CV Citations	***IB-1***			***IB-4***	***IB-5***		***IB-7***	***OB-1***	***OB-2***	***OB-3***	***OB-4***							***BD-2***	
Municipal Infractions	***IB-1***			***IB-4***	***IB-5***		***IB-7***	***OB-1***		***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.

See District Court – Traffic Criminal

Information Building Relationships

Identify all relationships between the entities.

See District Court – Traffic Criminal

Candidates for Automation – Changes for Citations

The following table presents modifications, additions, or replacements to the existing automated systems that support Citation case processing.

Number	*Item*	*Current Process*	*Future Process*	*Automation*
1	General Accounting	Clerk receives warrant to be forwarded to Law Enforcement for service. The clerk prepares warrant and sends to law enforcement for service. Law Enforcement makes arrest.	Enter warrant request in the system, The system transmits the warrant to the law enforcement agency. The law enforcement agency makes the arrest.	Create interface with law enforcement office to transmit warrants electronically.
2	Case Initiation and Indexing	Clerk sends report to MVA of all convictions.	Electronically transmit convictions to MVA.	Create interface with MVA to transmit convictions.
3	Case Initiation and Indexing	Court sends traffic schedule to law enforcement agency. LE sends back schedule changes. Court makes schedule adjustments.	When traffic case is scheduled for hearing, they law enforcement officers schedule is checked. The system alerts the user if there is a scheduling conflict. The system electronically sends traffic schedule to law enforcement agency.	Create interface with Law Enforcement agency to coordinate officer schedules and transmit hearing dates.

Number	Item	Current Process	Future Process	Automation
4	Case Initiation and Indexing	None	Electronically sync up address information from MVA.	Create interface with MVA to sync address information.
5	Case Initiation and Indexing	System sends case disposition information to issuing agencies.	System sends case disposition information to issuing agencies.	Create interface with issuing agencies to transfer disposition information electronically.
6	Case Initiation and Indexing	There is no interface between the Department of Natural Resources, Maryland Transit Administration, and the case information in the district court to transmit warrants. Clerk notifies agency to apply for arrest warrant manually. DNR or MTA applies for arrest warrant manually. Judge issues arrest warrant manually and sent to issuing agency for service.	Clerk notifies agency to apply for arrest warrant in the case management system electronically. DNR or MTA applies for arrest warrant electronically. Judge issues arrest warrant electronically and sent to issuing agency for service.	Create interface between Department of Natural Resources, Maryland Transit Administration, and the case management system to transmit warrant information electronically.
7	Case Initiation and Indexing	There is no interface between the law enforcement and the case information in the district court to transmit trail calendars and requests for trial. Court sends law enforcement trial schedules. Clerk receives case files prior to trial date (i.e. list of cases for trial docket) Court returns case files to Law Enforcement.	Law Enforcement accesses trial calendars electronically. Case management system receives case files prior to trial date (i.e. list of cases for trial docket) electronically. Case management system returns case files after trial electronically.	Create interface between Law Enforcement and the case management system to receive/return case information electronically and make trial calendars available electronically.

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