

DISTRICT COURT OF MARYLAND
Alternative Dispute Resolution (ADR) Office

ADR Volunteer Application Review Policy

Part I

All ADR Volunteer Applications, regardless of disclosures provided by an applicant, will be screened through Maryland Judiciary Case Search and the Maryland Attorney Listing to search for pending criminal charges and convictions, civil peace or protective orders in effect, and disciplinary actions against the applicant.

The Maryland Attorney Listing is an index of all attorneys who have been admitted to the bar in the State of Maryland. The list includes attorneys authorized to practice, as well as those who may no longer be authorized to practice because they are on inactive/retired status, are serving as judges, or because of a disciplinary or administrative action that affects their eligibility to practice. Any attorney whose status is listed as "active" is considered in good standing and is authorized to practice law.

Applicant information from Maryland Judiciary Case Search, and if applicable, the Maryland Attorney Listing, will be verified using name, birth date, and address.

Part II

The ADR Volunteer Application is reviewed in totality by the ADR Roster Programs Manager to determine if the applicant meets minimum qualifications. If a review of Maryland Judiciary Case Search or the Maryland Attorney Listing reveals criminal charges, criminal convictions, civil peace or protective orders in effect, or a status other than active/inactive/retired status in the Maryland Attorney Listing, the ARPM will bring the application to the attention of the Director and Deputy Director for review and forward to the Chief Clerk of the District Court of Maryland for final review.

Information considered for all applicants in a background review of entries in Maryland Judiciary Case Search includes any pending criminal cases or criminal convictions, the nature of a peace or protective order, the disposition of a criminal case, peace or protective order, and the type of disciplinary or other sanction, as well as any sanction date, release from incarceration date, reinstatement date and the expiration of any probationary period in relationship to the application date.

Part III

The ARPM will respond to all applications with an approval, denial, or request for more information. If denied, applicants will be provided a detailed explanation based on any of the following categories of information: failure to meet minimum qualifications; disclosures on application; and/or, information gathered in a review of Maryland Judiciary Case Search and/or the Maryland Attorney Listing.

Maryland Judiciary Case Search: <http://casesearch.courts.state.md.us/casesearch/>

Maryland Attorney Listing: <https://mdcourts.gov/lawyers/attylist>