



Conference of Circuit Court Clerks

Amy Craig, Clerk
Circuit Court for Dorchester County
Chair
(410) 228-0481

Maryland Judicial Center
580 Taylor Ave.
Annapolis, Maryland 21401

Timothy W. Miller, Clerk
Circuit Court for Garrett County
Vice-Chair
(301) 334-1937

MINUTES

A meeting of the Conference of Circuit Court Clerks was held May 15, 2018, at the Judicial College Education and Conference Center in Annapolis, Maryland beginning at 12:16 p.m.

Members Present

Hon. Amy J. Craig, Chair
Clerk of Court, Circuit Court for Dorchester County

Matthew Barrett, Court Administrator, Circuit Court for Cecil County
Marilyn Bentley, Acting Clerk of Court, Circuit Court for Baltimore City
Hon. Susan Braniecki, Clerk of Court, Circuit Court for Worcester County
Tracy Cantrell, Acting Clerk of Court, Circuit Court for St. Mary's County
Hon. Sandra Dalton, Clerk of Court, Circuit Court for Charles County
Hon. Robert Duckworth, Clerk of Court, Circuit Court for Anne Arundel County
Hon. Julie Ensor, Clerk of Court, Circuit Court for Baltimore County
Markisha Gross, Administrative Clerk, District Court in Montgomery County
Hon. Sharon Hancock, Clerk of Court, Circuit Court for Charles County
Hon. Barbara Meiklejohn, Clerk of Court, Circuit Court for Montgomery County
Hon. Mark Mumford, Clerk of Court, Circuit Court for Kent County
Hon. Charlene Notarcola, Clerk of Court, Circuit Court for Cecil County
Hon. Wayne Robey, Clerk of Court, Circuit Court for Howard County
Hon. Mary Ann Shortall, Clerk of Court, Circuit Court for Talbot County
Hon. Kathy Smith, Clerk of Court, Circuit Court for Calvert County
Hon. Dennis Weaver, Clerk of Court, Circuit Court for Washington County

Also Present:

Faith Bagnall
Karen Bushell
Allen Clark
Brittanie Collier
Pete Fenton
Katherine Hager
Sherry Harrington
Gloria Lewis
Diana Liebno

Joyce Marshall
Ruth Martin
Carol Miller
Kathryn Nagy
Eliana Pangelinan
Wendy Restein
Joyce Tippett
Kevin Tucker

Dennis Weaver moved for approval of the minutes of the March 20, 2018 meeting. The motion was seconded by Charlene Notarcola and unanimously approved.

1. **LABOR LAW POSTERS**

Faith Bagnall distributed updated labor law posters. She stated that each location must display a poster so that it is visible to employees and applicants. Ms. Bagnall asked the Conference members to contact her office if additional posters are needed.

2. **BUDGET**

Allen Clark, Brittanie Collier, and Kathryn Nagy provided information regarding the year-end closeout process. They stated that all notices regarding year-end are posted on Budget and Finance's CourtNet page under *Newsflash*. Mr. Clark noted that travel expenses have been covered under each location's budget since the policy changed in 2016. The change created budget overages in the individual budgets for that category. Since changes cannot be made to the FY 2016 and FY 2017 budgets, the overages were covered through the Human Resources Department's budget. Due to a legislative amendment, health insurance coverage for 2.6 million retirees will be rescinded beginning 2018.

Update: Health insurance coverage was reinstated for another year. Lawsuits have been filed to permanently reinstate coverage.

Mr. Clark proceeded to discuss the FY 2019 budget request, noting that:

- There is a request to increase the Circuit Court Clerks General Fund by 8.8 percent.
- There is a request to add 22.5 new positions for Circuit Court Clerks.
- There is a reduction of 7.8 percent to the Circuit Court Clerks special funds.

Mr. Clark also noted that the FY 2020 budget request preparation will begin soon and that there are no anticipated changes to the process.

3. **"CHANCERY" CASE TYPE RECOMMENDATIONS**

Dennis Weaver discussed the 40 civil case types that will be permanently accessible on the MDEC server by title companies. Court staff will have the option to mark other cases for access not included on the list. The list, created by Kathy Smith, Charlene Notarcola, and Dennis Weaver, will include all case types related to real estate. Of the 40 case types, divorce cases are not included because divorce decrees are kept in a separate record. Charlene Notarcola will continue to work with Carla Jones on this matter.

4. **FOR THE GOOD OF THE ORDER**

Clerks signing warrants. Amy Craig informed the Conference of the final decision that clerks can sign a warrant via e-signature.

Archives. Amy Craig updated the Conference on the results of the email Pamela Harris sent requesting information on the local keeper of county records – everyone responded. She advised everyone to contact Melinda Jensen if they do not have access to the Archives' system.

Joint Conference of the Circuit Court Administrators, Clerks and Chief Deputy Clerks of Court, and District Administrative Clerks. The next planning meeting is scheduled for June 6, 2018. A save-the-date email is forthcoming.

Committee Updates:

- ❖ Judicial Council
 - The Judicial Conference is scheduled for May 23 and 24, 2018.
- ❖ Court Access and Community Relations Committee
 - Sharon Hancock will email the Conference the minutes of the last meeting. The Committee is working on the Data Dashboard.
- ❖ Court Operations Committee
 - No update.
- ❖ Education Committee
 - No update.
- ❖ Court Technology Committee
 - Scott MacGlashan will email the May 21, 2018, meeting materials as they become available.
- ❖ Conference of Circuit Court Administrators
 - The next meeting is scheduled for July 17, 2018.
- ❖ Conference of Circuit Judges
 - The next meeting is scheduled for March 19, 2018. A comment was made regarding sovereign citizens' requests for true test copies of filings. If presented with a document, the clerks must file it unless a judge strikes the filing. Clerks have been directed not to provide a true test copy unless there is an order. This matter will be brought before the Conference of Circuit Judges.
- ❖ Rules Committee
 - The Committee is revising the MDEC Rule on rejections and deficiencies to specifically list items for which the clerk will send a deficiency notice. A lack of signature will now be considered a deficiency.

There being no further business before the Conference, Ms. Craig adjourned the meeting at 1:09 p.m. The next meeting will be held September 24, 2018.

Respectfully Submitted,

Eliana Pangelinan, Staff