

IN THE COURT OF APPEALS OF MARYLAND
ADMINISTRATIVE ORDER CONCERNING THE ORIENTATION ON
INITIAL ASSIGNMENT OR APPOINTMENT
AS JUVENILE JUDGE OR MAGISTRATE

Whereas, by order dated December 29, 2000, an orientation program upon initial assignment or appointment as a juvenile judge or magistrate was established; and

Whereas, by Amended Order dated November 14, 2002, and subsequently amended on April 3, 2007, certain amendments were made to books and other materials to be provided as a part of this orientation program; and

Whereas, it continues to be the intent that the juvenile judge and magistrate orientation program enhance, rather than contradict or supersede the Administrative Order governing orientation procedures for all new trial judges; and

Whereas, a new order is required to update and clarify the prior Orders:

Now, therefore, I, Matthew J. Fader, Chief Judge of the Court of Appeals and the administrative head of the Judicial Branch of this State, pursuant to the authority conferred by the Maryland Constitution, Article IV, § 18, do hereby order this fourth day of October 2022, effective immediately, the following as governing orientation on initial assignment or appointment as juvenile judge or magistrate:

(1) Definitions.

- (A) A new juvenile court judges is an individual who is assigned to a circuit court sitting as a juvenile court judge and has never participated in an orientation program as described in this Order.

(B) A new juvenile court magistrate is an individual who is appointed by a circuit court as a juvenile court magistrate and has not participated in an orientation program as described in this Order.

(2) Orientation Procedures.

(A) Certification. All administrative judges who wish to designate, assign, or appoint judges or magistrates to their juvenile courts under Courts and Judicial Proceedings §§ 3-806, 3-807, and 3-8A-04, must certify to the Chief Judge of the Court of Appeals that the judge or magistrate has completed the two-week juvenile judge and magistrate orientation program.

(B) Course. The newly assigned or appointed judge or magistrate must then complete the first scheduled Judicial College course sponsored by the Foster Care Court Improvement Program or Juvenile Law Subcommittee offered after their assignment or appointment.

(C) Mentor. Whenever the Chief Judge of the Court of Appeals issues an order approving an assignment of a new juvenile court judge or magistrate, the respective county administrative judge shall designate and assign a mentor to the newly appointed judge or magistrate. Whenever possible, the mentor for a newly assigned judge shall be a sitting or former juvenile court judge and for a newly appointed magistrate shall be a juvenile court magistrate.

(D) Participation. Each new juvenile court judge or magistrate shall participate fully in the program described in this Order, including visits to designated facilities and placements.

(E) Schedule.

(i) Week One.

- (a) A new juvenile court judge or magistrate shall sit in court with their mentor for purposes of observing courtroom and hearing procedures, including courtroom control, decorum, and the announcement of findings and conclusions.
- (b) A new juvenile court judge or magistrate shall be provided the following information:
 - 1. A list of facilities and placements to visit;
 - 2. Sample documents, such as orders and recommendations, with instructions for completion; and,
 - 3. A list of local, regional, and national organizations that provide training and other resources.
- (c) The mentor shall provide the new juvenile court judge or magistrate with the appropriate instruction relating to child support, educational processes for children, entitlement to and provision of legal representation of parties, mental health issues, and local automated juvenile case management/tracking systems.

(ii) Week Two.

- (a) The mentor shall observe the new juvenile court judge or magistrate presiding over court matters and provide appropriate feedback and guidance.

(iii) Additional Period of Time Determined by the Administrative Judge.

(a) A mentor shall monitor the progress of the new juvenile court judge or magistrate for any additional period determined to be necessary by the administrative judge.

(3) Chamber Materials.

(A) Inventory by New Juvenile Court Judge or Magistrate. Upon assignment as a new juvenile court judge or appointment as a new juvenile court magistrate, the new judge or magistrate shall submit to the county administrative judge a written list of all the following materials that are not in the judge's or magistrate's chambers or that are not current:

(i) The Courts and Judicial Proceedings Article, the Criminal Law Article, the Criminal Law Procedure Article, the Education Article, the Family Law Article, the Health-General Article, and the Transportation Article of the Maryland Code Annotated;

(ii) The Maryland Rules of Procedure;

(iii) The Criminal Trial Manual and any applicable local code;

(iv) The most recent edition of the *Diagnostic and Statistical Manual of Mental Disorders*; and

(v) The *Maryland Trial Judges' Benchbook*.

(B) Administrative Judge. A county administrative judge shall provide a new juvenile judge or magistrate, as soon as practicable, any of the materials listed in items (1) through (4) that are not in chambers, as well as updates for materials that are not current.

- (C) Administrative Office of the Courts. The Judicial College of the Administrative Office of the Courts shall provide a new juvenile court judge or magistrate, as soon as practicable, the materials listed in item (5) that are not in chambers, as well as updated for materials that are not current.

The Order Governing Orientation on Initial Assignment or Appointment as Juvenile Judge or Master, signed on December 29, 2000, the Amended Order Governing Orientation on Initial Assignment or Appointment as Juvenile Judge or Master, signed on November 14, 2002, and the Administrative Order Altering Orientation Requirements for Masters, signed on April 3, 2007, are hereby rescinded effective immediately.

/s/ Matthew Fader
Matthew Fader
Chief Judge
Court of Appeals of Maryland

Filed: October 4, 2022

/s/ Suzanne C. Johnson
Suzanne C. Johnson
Clerk
Court of Appeals

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(§§ 10-1601 et seq. of the State Government Article) this document is authentic.



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Suzanne C. Johnson, Clerk

Pursuant to the Maryland Uniform Electronic Legal Materials Act (§§ 10-1601 et seq. of the State Government Article) this document is authentic.



Gregory Hilton, Clerk