

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

Whereas, by order dated December 29, 2000, as subsequently amended, an orientation program upon initial assignment or appointment as a juvenile judge or magistrate was established; 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, pursuant to the authority conferred on me as administrative head of the Judicial Branch by Article IV, § 18 of the Constitution of Maryland, it is this 8<sup>th</sup> day of September, 2023, ordered:

(1) Definitions.

- (A) A juvenile court is a “court” as defined in Courts and Judicial Proceedings §§ 3-801 and 3-8A-01.
- (B) A new juvenile court judge is an individual who is assigned to a circuit court sitting as a juvenile court (under Courts and Judicial Proceedings §§ 3-806 and 3-8A-04) and who has not previously participated in an orientation program as described in this Order.
- (C) A new juvenile court magistrate is an individual who is appointed by a circuit court as a juvenile court magistrate (under Courts and Judicial Proceedings §§ 3-807, and 3-8A-04) and has not previously 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, shall certify to the Chief Justice of the Supreme Court:
  - (i) For a judge or magistrate who is newly designated, assigned, or appointed to the juvenile court:

- (a) that the judge or magistrate has completed the two-phase juvenile judge and magistrate orientation program described in paragraph (2)(D) of this order, or will complete that program no later than during the first two weeks of their service with the juvenile court; and
    - (b) that the judge or magistrate has completed the Judicial College course sponsored by the Juvenile Law Committee's Foster Care Court Improvement Program or Juvenile Justice Subcommittee or will complete that course the next time it is offered.
  - (ii) For a judge or magistrate who is being re-designated, re-appointed, or re-assigned to the juvenile court, that the judge or magistrate will complete the first scheduled Judicial College course sponsored by the Juvenile Law Committee's Foster Care Court Improvement Program or Juvenile Justice Subcommittee.
  - (iii) Pursuant to §§ 3-806(a) and 3-807(a), the assignment of new juvenile judges and appointment of new juvenile magistrates is subject to approval by the Chief Justice of the Supreme Court.
- (B) Mentor. Whenever the Chief Justice of the Supreme Court issues an order approving an assignment of a new juvenile court judge or an appointment of a new juvenile 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 sitting or former juvenile court magistrate.
- (C) 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.
- (D) Schedule for the Orientation Program.
- (i) The orientation program consists of two phases during which the newly assigned juvenile court judge or magistrate will shadow their assigned mentor. The two phases consist of the following activities.
    - (a) Phase One.

1. A new juvenile court judge or magistrate shall be provided:
  - i. A list of facilities and placements to visit;
  - ii. Sample documents, such as orders and recommendations, with instructions for completion; and,
  - iii. A list of local, regional, and national organizations that provide training and other resources.
2. 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.
3. 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.
4. Phase One must include at least four days of observation in as short a period of time as reasonably possible, preferably in a single week.

(b) Phase Two.

1. The mentor shall observe the new juvenile court judge or magistrate presiding over court matters and provide appropriate feedback and guidance.
2. Phase Two must include at least four days of observation in as short a period of time as reasonably possible, preferably in a single week.

(ii) 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) Chambers Reference Materials.

- (A) Upon assignment as a new juvenile court judge or appointment as a new juvenile court magistrate, the new judge or magistrate shall inventory their chambers reference materials and ensure that they contain current editions of the following:

- (i) The Courts and Judicial Proceedings Article, the Criminal Law Article, the Criminal 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) Any applicable local code; and
- (iv) The most recent edition of the *Diagnostic and Statistical Manual of Mental Disorders*.

- (B) If any of the materials listed in (i) through (iv) is missing or out of date, the newly assigned juvenile court judge or appointed magistrate shall provide a written list of the missing or out of date materials to the county administrative judge. The county administrative judge shall provide chambers, as soon as practicable, with the missing or updated reference materials.

(4) Applicability to Substitutes.

- (A) Qualified Substitutes. Where a county administrative judge determines that a temporary substitute juvenile judge or magistrate is needed, the substitute shall, whenever possible, be a judge or magistrate who meets the criteria set forth in this Order.
- (B) Alternative Substitutes. Where no Qualified Substitute is available, a county administrative judge may, on a short-term basis, assign a substitute judge or magistrate who was previously qualified as a juvenile judge or magistrate, but whose qualification has lapsed pursuant to this Order.

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, the Administrative Order Altering Orientation Requirements for Masters, signed on April 3, 2007, and the Administrative Order Concerning the Orientation on Initial Assignment or Appointment as Juvenile Judge or Magistrate, signed on October 4, 2022 are hereby rescinded.

/s/ Matthew J. Fader  
Matthew J. Fader  
Chief Justice  
Supreme Court

Filed: September 8, 2023

/s/ Gregory Hilton  
Gregory Hilton  
Clerk  
Supreme Court

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