

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER  
AMENDING THE ORIENTATION PROCEDURES FOR NEW TRIAL JUDGES

WHEREAS, Orientation procedures for new trial judges were first delineated by an Administrative Order dated September 17, 1975, and have been revised and expanded by Administrative Orders dated June 21, 1979, August 24, 1981, November 10, 1981, and February 21, 1985; and

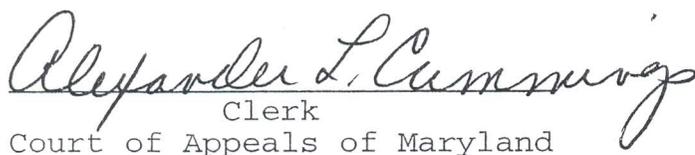
WHEREAS, The most recent Administrative Order establishing the orientation procedures contains outdated references to facilities and materials and other provisions in need of clarification;

NOW, THEREFORE, I, Robert M. Bell, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch of this State, pursuant to the authority conferred by Article IV, § 18 of the Constitution, on this 7<sup>th</sup> day of August, 1998 and effective September 1, 1998, do hereby rescind the Administrative Order dated February 21, 1985 and prior Orders relating to orientation of new trial judges and adopt in lieu thereof the attached Orientation Procedures for New Trial Judges.

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Robert M. Bell  
Chief Judge

Filed: August 10, 1998

  
Clerk  
Court of Appeals of Maryland

## ORIENTATION PROCEDURES FOR NEW TRIAL JUDGES

### A. General Provisions.

1. For purposes of these procedures, "new trial judge" means an individual who:

(a) is newly appointed or elected to the Circuit Court for a county or Baltimore City or newly appointed to the District Court of Maryland; and

(b) has not previously served as a judge of one of those courts.

2. These procedures apply to all new trial judges appointed or elected on or after September 1, 1998.

### B. Administrative Judges.

1. Each Circuit and District Administrative Judge or designee shall ensure compliance with these procedures in the orientation of each new trial judge in the Administrative Judge's Circuit or District.

2. (a) For each new trial judge in a Circuit or District, the Circuit or District Administrative Judge shall appoint an orientation committee of three judges to be responsible for implementing Phase 2 of the orientation procedures.

(b) Each orientation committee shall consist of two judges of the same court as the new judge, both of whom have been on the bench for at least one year, and one judge of the other court in the same Circuit or District.

### C. Detailed Orientation Procedures.

1. Each new trial judge's orientation shall proceed in three phases.

#### 2. Phase One.

(a) As soon as possible after the appointment or election of a new trial judge and before the judge's investiture, the State Court Administrator, in the case of a Circuit Court judge, or the Chief Judge of the District Court, in the case of a District Court judge, shall arrange for the new trial judge to meet with administrative staff.

(b) During the meeting, staff of the Administrative Office of the Courts or District Court Headquarters shall:

(1) describe the administrative services available to judges through the Administrative Office or Headquarters;

(2) provide information on health plans and options, the Judicial Retirement System, payroll deductions, and other personnel-related matters;

(3) provide information on financial disclosure and notice as to the requirements of Courts Articles § 1-203;

(4) provide information on the Code of Judicial Conduct;

(5) provide information on the organization of the Judicial Conference, including its committees; and

(6) provide a list of books supplied by the State to each judge or, for a newly created judgeship, provide the books, including the most recent version of *The Maryland Trial Judges' Benchbook*, *The Judges' Manual on Domestic Violence*, *The Judicial Ethics Handbook*, and *The Compilation of Administrative Materials for Judges*.

(c) During the meeting, staff of the Judicial Institute and new trial judge shall determine the judge's immediate education needs.

(d) During the meeting with a Circuit Court judge, the Sentencing Guidelines personnel shall explain the guidelines procedures.

## 2. Phase Two.

(a) The orientation committee appointed for a new trial judge shall coordinate the judge's on-the-bench training during the first ten working days as follows.

(b) The first day should include a tour of the physical facilities in which the new trial judge will serve and introductions to the Clerk(s) of the Court(s), the State's Attorney and Public Defender staff, the Assignment Commissioner, the Sheriff, and appropriate members of the Clerk's staff.

(c) (1) The second and third days should be spent:

(i) inspecting the local jail or detention center and the Maryland Penitentiary;

(ii) if a new trial judge will be sitting on the juvenile court, touring the closest juvenile detention center; and

(iii) by appointment, touring a State mental facility or the psychiatric ward of the hospital to which most court referrals are sent.

(2) These days also may include tours of other

facilities of the Division of Correction and the Patuxent Institution.

(d) (1) The fourth day should be planned to familiarize a new trial judge with referral agencies and institutions in the community and medical resources, and the judge should be given the *Community Services Directory*.

(2) Conferences should be arranged with Parole and Probation personnel, representatives of the referral agencies, and juvenile and police authorities. Visits to these agencies and institutions can be arranged.

(e) (1) The fifth through tenth days should consist of bench duty with the new trial judge assigned with experienced judges on both trial court levels. Every effort should be made to expose a new trial judge to a variety of judicial styles and sentencing philosophies during this time.

(2) A new trial judge from a metropolitan jurisdiction should spend one day in a non-metropolitan bench.

(3) On-the-bench duty for a Circuit Court judge should be as follows:

(i) one day in the District Court, preferably in intoxicated driver cases; and

(ii) the remaining days sitting in on cases recommended by the judge's orientation committee, with the new trial judge exposed to jury and non-jury trials, juvenile court, the taking of a guilty plea, jury instructions and voir dire, and motions hearings.

(4) On-the-bench duty for a District Court judge should be as follows:

(i) one day in a Circuit Court, preferably criminal court, hearing jury instructions; and

(ii) the remaining days sitting in on cases recommended by the judge's orientation committee, with the new trial judge exposed to civil, criminal, juvenile, and traffic court.

(f) (1) The Judicial Institute's staff shall provide the new trial judge with a variety of educational video tapes and accompanying outlines, as well as the appropriate equipment for viewing. This package shall contain general judicial information, as well as material especially relating to the judge's individual needs as identified at the meeting with the Judicial Institutes' staff.

(2) An orientation committee should see that time

is available to a new trial judge to review these tapes during the first 10 days of orientation. If this is not possible, the new trial judge should review the tapes within 30 days after being sworn in.

3. Phase Three.

A new trial judge shall attend the next scheduled general seminar for new trial judges sponsored by the Judicial Institute of Maryland.