



Conference of Circuit Court Clerks

Susan Braniecki, Clerk
Circuit Court for Worcester County
Chair
(410) 632-5500

Maryland Judicial Center
580 Taylor Ave.
Annapolis, Maryland 21401

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

MINUTES

A meeting of the Conference of Circuit Court Clerks was held March 21, 2017, at the Judicial College Education and Conference Center in Annapolis, Maryland beginning 12:14 pm. The following individuals were in attendance:

Members Present

Hon. Susan Braniecki, Chair
Circuit Court for Worcester County

Hon. Marilyn Bentley, Clerk of Court, Circuit Court for Baltimore City
Hon. Amy J. Craig, Vice-Chair, Clerk of Court, Circuit Court for Dorchester County
Hon. Robert Duckworth, Clerk of Court, Circuit Court for Anne Arundel County
Markisha Gross, Administrative Clerk, District Court for Montgomery County
Hon. Sharon Hancock, Clerk of Court, Circuit Court for Charles County
Douglas Hofstedt, Court Administrator, Circuit Court for Anne Arundel County
Hon. Charles Horner, Clerk of Court, Circuit Court for Somerset County
Hon. Scott MacGlashan, Clerk of Court, Circuit Court for Queen Anne's County
Hon. Barbara Meiklejohn, Clerk of Court, Circuit Court for Montgomery County
Hon. Timothy Miller, Clerk of Court, Circuit Court for Garrett County
Hon. Mark Mumford, Clerk of Court, Circuit Court for Kent County
Hon. Wayne Robey, Clerk of Court, Circuit Court for Howard County
Hon. Donald Sealing, Clerk of Court, Circuit Court for Carroll 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
Hon. Joan Williams, Clerk of Court, Circuit Court for St. Mary's County

Also Present:

Patricia Allen
Jennifer Boswell
Karen Bushell
Penny Custis
Pete Fenton
Kerry Gibson
Katherine Hager
Barbara Hansman
Sherry Harrington
Melinda Jensen

Diana Liebno
Joyce Marshall
Ruth Martin
Denise McCready
Theresa Mozzano
Eliana Pangelinan
Amy Reed
Wendy Restein
Lee Robinson

Wayne Robey moved for approval of the minutes of the January 24, 2017 meeting. The motion was seconded by Scott MacGlashan and unanimously approved.

1. E-Recording

Barbara Hansman updated the Conference on the status of the e-Recording implementation with Simplifile, which will allow customers to electronically record documents in Land Records. E-Recording has been implemented in Baltimore, Howard, Washington, and Harford Counties and is pending in Anne Arundel, Cecil, and Prince George's Counties. There are about 620 title companies signed-up to use the system. County finance offices and those city/town offices that have access to a computer will have access to the system. Before courts can have e-Recording installed, they must have the e-Numbering system installed; this is part of ELROI. The e-Numbering system assists in assigning a book and page number, or liber and folio, to a document presented for recording. So far, there are 15 counties using the e-Numbering system and other counties are in the process of being scheduled to have it installed.

There have been a few problems encountered with e-Recording. Specifically, Social Security Numbers appearing on the MW506 form. The Comptroller's Office has been contacted about removing all except the last four digits of a Social Security Number; Ms. Hansman is waiting to receive a written answer from the Comptroller. Another problem involves county finance offices, city/town offices, and SDAT that collect certain fees and sign off on documents before they can be presented to the Land Records Offices. These problems can be resolved by working out procedural processes within the program or by making arrangements for certain items to be completed prior to e-Recording. A concern was raised regarding submitters indexing documents. It was noted that submitters do not index documents; they enter the information that is on the document. After the documents are cued in ELROI and the grantee and grantor fields are viewable, the fields can be revised. The system is set up to have a verifier who can correct the indexing so that documents can be searchable. If there is a pattern of e-recording mistakes, the submitters should be contacted to have the document corrected for future recordings.

Ms. Hansman would like to put together an implementation schedule. Clerks of Court should contact her regarding an implantation date for their jurisdiction.

2. Human Resources Recruitment Initiatives

Jennifer Boswell introduced Amy Reed, Supervisor of Recruitment, after which they discussed what is new in recruiting. The new Judiciary Career Center, formerly the job announcement website, went live during the week of March 13, 2017. The newly revamped website provides tips to applicants, such as step-by-step instructions on applying to a job post and resume formatting. Also, new to the site are a benefits page that outlines why a person should work for the Judiciary and a job fairs tab that will list job fairs in which the Judiciary will participate. Other enhancements that are in process are videos that will provide applicants a better understanding of what a job entails, and a recruitment video capturing the Judiciary's mission.

The Human Resources Department is utilizing other recruitment initiatives through rebranding by marketing through various outlets. Marketing through social media will increase the talent pool of applicants. Through LinkedIn, applicants can set notifications to receive emails regarding Judiciary job openings and the recruitment team can contact candidates who may not know about Judiciary openings. Also, recruiting through enhanced community outreach by way of job fair attendance by the recruitment team along with a representative from the hiring location. Additionally, in order to better understand the hiring needs of a location and/or office, site visits will allow recruiters to obtain the specific needs and develop a recruitment plan for hard-to-fill positions.

Applicant selection tactics have also changed. The recruitment team is conducting interview/hiring trainings which are helpful in filtering applicants. Another tactic is phone pre-screen interviews which are beneficial in determining if a candidate should be offered an in-person interview. Other benefits of a phone pre-screen interview include:

- Saves time;
- Saves resources and provides flexibility;
- Provides objectivity;
- Provides a more well-rounded view;
- Provides a first impression;
- Provides candidate engagement; and
- Expedites the process.

In addition, eSkill assessments is another tactic that can be used. This tactic provides job-based tests on a range of topics. The tests can be tailored to the skills an applicant should possess and should be completed at the Judiciary or court office, not at the candidate's home. These tests filters the candidates who can actually perform the tasks as stated in the job posting and the application for employment. Hard to fill positions will utilize the tactics above in addition to training a candidate on those skills they may not possess. All applications for employment are placed in a pool for six months and if it is determined that a candidate would be a better fit for a different position, he/she will be contacted about said position and invited to apply.

The Human Resources Department has other initiatives in development, including a college intern and/or high school intern program, contacting the technical/trade schools in the region for candidates who have training certificates, and conducting "stay" interviews with employees who have worked for the Judiciary for six months or more. At every new employee orientation, the participants are asked if they want to make working for the Judiciary a career, and fewer and fewer participants are choosing this route. It was determined that Generation Z, those who were born in 1995 and after, want to make a difference in what they do on a daily basis. As these candidates are contacted, it must be conveyed how the Judiciary makes a difference and what the candidate can do to help.

The vacancy and time to fill vacancy rates have decreased from January to February 2017. The vacancy rate is at 1.98 percent from 2.20 percent; the average days to fill jobs

decreased from 73 days to 62 days; and the total number of open jobs are down to 170 from 196.

3. For the Good of the Order

SharePoint. Ms. Braniecki informed the Conference of its SharePoint page and encouraged members who do not know how to navigate SharePoint, to sign-up for the SharePoint classes offered at the JCECC.

MDEC Pilot Program. Ms. Braniecki, on behalf of the Clerks of Court, requested advice from the Office of the Attorney General regarding a pilot program for data entry in MDEC by the District Court Commissioners as outlined in the proposed change to Md. Rule 20-201. The information that is being entered into MDEC by commissioners will be put into a queue or a report in Odyssey. Concerns were raised about the liability and future of the record of the court if certain MDEC users can modify information. Certain MDEC users can view other jurisdictions' filings. With paper filings, there was more control over who can look at documents; however, this is not the case in MDEC. A list will need to be drafted outlining which documents require review by judges and clerks only.

Going forward in MDEC, the Office of the Public Defender has asked to have access to all criminal cases; it should have the same access as the State's Attorney's Office. Problems that have arisen with MDEC include recalled or withdrawn warrants by a judge, confidential access, and record manipulation.

Sharon Hancock motioned for a letter to be drafted and sent to the State Court Administrator regarding the accessibility of confidential information in MDEC between all jurisdictions. Because of this, access to confidential documents in the MDEC environment should be limited to the county in which the documents are filed. Robert Duckworth seconded the motion and it unanimously passed.

MDEC Training. Mark Mumford discussed a memo from the Second Circuit Bench to the State Court Administrator regarding lawyer training on the use of MDEC. An MDEC overview session will be held at the Circuit Court for Kent County where the focus will be on training and registration for attorneys. It was requested that there be a refresher course and training for new employees in MDEC.

Secure CaseSearch. The list of those who have access to Secure CaseSearch needs to be verified. For example, if a public defender who has access to the Secure CaseSearch leaves the Office of Public Defender to go into private practice, he/she may still have access to shielded information. There is a need for a system to be in place where current users are verified. It was mentioned that the office administrators are responsible for revoking access.

Committee Updates:

❖ Judicial Council

- The Data Dashboard was presented.
- ❖ Court Access and Community Relations Committee
 - Sharon Hancock emailed the approved minutes of the December 19, 2016 meeting.
- ❖ Court Operations Committee
 - A Jury Use and Management brochure is being drafted.
 - The Clerk of Court assessment is complete.
 - The Record Retention Workgroup – the paper records retention schedule will be completed by June 2017. Electronic records will be handled differently. Once documents are scanned into MDEC, the electronic record is considered the official record, and not the original paper format.
- ❖ Education Committee
 - No update.
- ❖ Court Technology Committee:
 - The minutes of the January 19, 2017, meeting were emailed to Conference.
 - A standardized indexing scheme has been drafted for PaperVision.
- ❖ Conference of Circuit Court Administrators
 - The next meeting is scheduled for March 28, 2017.
- ❖ Conference of Circuit Court Judges
 - Judges Theresa Adams and Marjorie Claggett are drafting a uniform post trial rights.
- ❖ Rules Committee
 - The Committee reviewed updated drafts of the proposed MDEC rule. The current rule was written prior to MDEC go live.
 - The CaseSearch rule will be reviewed. There have been complaints from citizens with searchable case records who are experiencing difficulty in finding employment and obtaining apartments. Other complaints come from attorneys because social service workers use CaseSearch to determine if a child should be removed from a home. The proposed rule to remove cases five years after conclusion has been remanded to the subcommittee for revisions. There was some discussion about providing a half-secure CaseSearch for attorneys where they can see case information past the five year period.

There being no further business before the Conference, Ms. Braniecki adjourned the meeting at 2:42 p.m. The next meeting will be held May 16, 2017.

Respectfully Submitted,

Eliana Pangelinan, Staff