THE JUDICIAL COUNCIL'S COURT OPERATIONS COMMITTEE

PROPOSED STRUCTURE

PURPOSE

The Court Operations Committee will address matters related to the efficient operations of the courts and assist in the development of consistent state-wide operations policies and best practices.

SCOPE OF ACTIVITY

The Committee's activities will encompass a wide variety of operations within the court system, utilizing a number of focused subcommittees and, as necessary, workgroups. The Committee will oversee and approve the work of the subcommittees and workgroups. The subcommittees are: Jury Use and Management, Court Forms, Case Management, and Courthouse Equity. Various workgroups will meet on an *ad hoc* basis and report directly to the Committee. The workgroups will address such issues as: grants, expungements, court reporters, record retention and other issues deemed appropriate. The Committee, its subcommittees and workgroups will collaborate with other Judicial Council committees as necessary. One of the Committee's goals is to establish better communication between the different levels of the court system to achieve an enhanced coordination of policies and procedures within the judiciary.

COMMITTEE MEMBERSHIP

Honorable E. Gregory Wells, Chair

NAME	TERM
Hon. Anne K. Albright, Circuit Court, Montgomery County	January 1, 2017 – December 31, 2018
Hon, Susan Braniecki, Clerk of Circuit Court, Worcester County	January 1, 2016 – December 31, 2017
Hon. James Eyler, Senior Judge, Court of Special Appeals	January 1, 2016 – December 31, 2017
Hon. Robin Gill Bright, Circuit Court, Prince George's County	January 1, 2017 – December 31, 2017
Sandra Smith, Circuit Court Administrator, Queen Anne's County	January 1, 2017 – December 31, 2018
Hon. Alan M. Wilner, Senior Judge	January 1, 2016 – December 31, 2017
Hon. Brett W. Wilson, Circuit Court, Dorchester County	January 1, 2017 – December 31, 2018
Hon. Ricardo D. Zwaig, District Court, Howard County	January 1, 2016 – December 31, 2017

Jamie Walter, *Staff*

SUBCOMMITTEES

NAME: JURY USE AND MANAGEMENT SUBCOMMITTEE

NATURE AND PURPOSE

This subcommittee will focus on examining the policies and procedures used in the various circuit courts. Among other things, it will explore the feasibility of developing a jury manual for use state-wide, focusing on best practices from judges and jury commissioners from each circuit. The subcommittee will also examine such topics as: juror seating during *voir dire* (practices vary widely), the "generous juror program," the feasibility of on-line juror qualifications in each county, and courtroom access for disabled jurors.

MEMBERSHIP

Hon. Lawrence Fletcher-Hill, Chair

NAME	TERM
Melissa Biggs	January 1, 2016 – December 31, 2017
Sandra Dalton	January 1, 2015 – December 31, 2017
Hon. Larry Fletcher-Hill	January 1, 2017 – December 21, 2018
Melissa Monroe	January 1, 2015 – December 31, 2017
Hon. Marcus Shar	January 1, 2016 – December 31, 2017
Sandra Smith	January 1, 2015 – December 31, 2017
Dennis Weaver	January 1, 2017 – December 31, 2018

Rebecca Riemer, *Staff*

ANTICIPATED WORK PRODUCT

A comprehensive juror manual to ensure uniformity throughout the State will be developed. The goal is an e-book that is easily accessible to judges, court personnel, and the public. The subcommittee might consider updating the on-line juror orientation videos, the grand jury handbook, and jury brochures. The subcommittee may be called on to make specific recommendations to the Judicial Council about the best use of judicial and financial resources.

EXPECTED DURATION

Indefinite.

NAME: FORMS SUBCOMMITTEE

NATURE AND PURPOSE

The subcommittee will be tasked with reviewing and, if necessary, offering suggestions for modifying the various forms used in the District and Circuit Courts, as well as those created and modified by the various Judicial Council committees. It is hoped that the subcommittee will eliminate any inconsistencies between forms in the trial courts and promote standardization, where possible, throughout the jurisdictions. The subcommittee will collaborate with the Court Access and Community Relations Committee to evaluate the usefulness of certain forms being written in a language other than English (e.g. domestic violence forms). The subcommittee may also examine how

frequently the public uses the on-line forms and, if necessary, review and suggest changes to the on-line instructions.

MEMBERSHIP

Hon. Norman R. Stone III, Chair

NAME	TERM
Hon. Shannon Avery	January 1, 2016 – December 31, 2017
David Durfee	January 1, 2016 – December 31, 2017
Hope Gary, Esq.	January 1, 2015 – December 31, 2017
Robert Hogan	January 1, 2017 – December 31, 2018
Carla Jones	January 1, 2015 – December 31, 2017
Hon. Diane Leasure, Senior Judge	January 1, 2015 – December 31, 2017
Barbara Meiklejohn	January 1, 2015 – December 31, 2017
Kay Smith	January 1, 2015 – December 31, 2017
Hon. Katina Steuart	January 1, 2017 – December 31, 2018
Hon. Norman R. Stone III	January 1, 2015 – December 31, 2017

Polly Harding, *Staff*

ANTICIPATED WORK PRODUCT

It is anticipated that the subcommittee will review modifications to existing and newly proposed forms, including electronic forms. As necessary, the subcommittee will recommend new forms to improve operational efficiencies within the courts. The subcommittee will examine the current Forms Index available to court personnel and the public. The subcommittee may also wish to work with the appropriate Judicial Council committee to develop uniform standards and policies with regard to certain forms, such as the waiver of pre-payment of filing fees, emergency custody pleadings forms, domestic violence/peace order forms and the judges' worksheets.

EXPECTED DURATION

Indefinite.

NAME: CASE MANAGEMENT SUBCOMMITTEE

NATURE AND PURPOSE

This subcommittee will review and offer recommendations to the Committee and others deemed necessary and appropriate regarding issues arising from the implementation of Differentiated Case Management (DCM), including what events effect case time standards. The subcommittee will review and examine proposed changes to the trial and appellate courts' case time standards, as identified by individual courts and/or jurisdictions or on the subcommittee's own initiative. The subcommittee will forward recommendations for change to the appellate and trial courts' case time standards to the Judicial Council for further consideration. The subcommittee also will review the extent to which specialty courts and/or dockets impact the ability to achieve established case time standards. The subcommittee may offer recommendations regarding compliance with DCM policies, soliciting input from court administrators and other pertinent court staff. The subcommittee will develop best practices in case management for distribution to the courts.

MEMBERSHIP

Hon. John Debelius, Chair

NAME	TERM
Mary Abrams	January 1, 2017 – December 31, 2018
Hon. Amy Bragunier	January 1, 2016 – December 31, 2017
Rose Day	January 1, 2015 – December 31, 2017
Jennifer Keiser	January 1, 2015 – December 31, 2017
Anne SanGiovanni	January 1, 2017 – December 31, 2018
Timothy Sheridan	January 1, 2015 – December 31, 2017
Kathy Smith	January 1, 2015 – December 31, 2017
Sara Snyder	January 1, 2017 – December 31, 2018
Roberta Warnken	January 1, 2015 – December 31, 2017

Dominique Johnigan, *Staff*

ANTICIPATED WORK PRODUCT

The subcommittee will recommend guidelines for monitoring compliance with DCM across the various levels of the Judiciary. The subcommittee will monitor the performance of the trial and appellate courts against applicable case time standards. The subcommittee will review how to optimize utilization of the various case management systems to obtain reports and other tools that will assist judges, magistrates and other court staff to manage cases effectively. The subcommittee will develop best practices in case management.

EXPECTED DURATION

Indefinite.

NAME: COURTHOUSE EQUITY SUBCOMMITTEE

NATURE AND PURPOSE

This subcommittee will work to ensure equitable distribution of resources across the judiciary through the recommendation of guidelines for fairly distributing State resources.

MEMBERSHIP

Hon. Brett Wilson, Chair

NAME	TERM
Sandy Brewer	June 22, 2016 – December 31, 2017
Pamela Harris	January 1, 2015 – December 31, 2017
Stephanie Medina	January 1, 2015 – December 31, 2017
Hon. Ricardo Zwaig	January 1, 2017 – December 31, 2018

Lou Gieszl, *Staff*

ANTICIPATED WORK PRODUCT

This subcommittee will establish policies and a set of guidelines reflecting an equitable allocation of resources across the State.

EXPECTED DURATION

Indefinite.

WORK GROUPS

NAME: TRIAL COURT CLERKS WORKLOAD STUDY ADVISORY WORK GROUP

PURPOSE

The purpose of this workgroup will be to determine the need of court clerk support staff needed in the Maryland Circuit Courts. The objective is to measure the workload and staffing needs for each Circuit Court to determine the necessary resources needed to address the workload demand across the state.

MEMBERSHIP – CIRCUIT COURT

All terms extended through project completion

NAME

Hon. Julie Ensor
Hon. Barbara Meiklejohn
Hon. James Reilly
Hon. Sandra Dalton
Hon. Kathy Smith
Hon. Tim Miller

Dominique Johnigan, *Staff*

MEMBERSHIP – DISTRICT COURT

All terms extended through project completion

NAME

Roberta Warnken
Terri Mumma
Amy Bosley
Patrick Loveless
Robert Prender
Mary K. Smith
Kristen Holden
Sheila Jones
Vondranette Baynard
Mary Moffatt

Dominique Johnigan, *Staff*

ANTICIPATED WORK PRODUCT

Through administration of a time study, the actual amount of time required to complete all court clerk responsibilities will be measured, and a model will be developed that will assist in determining required trial court clerk staffing levels across the state.

EXPECTED DURATION

The workgroup will meet through Fall of 2017.

NAME: COURT REPORTING WORK GROUP

PURPOSE

This workgroup shall set policies for court reporters in the circuit courts. The workgroup will evaluate the quality of court reporting across the counties. The workgroup will also report on the integration of MDEC and other technologies and their effects on court reporting.

MEMBERSHIP

Hon. Marjorie Clagett, Chair

NAME	TERM
Bev Miller	January 1, 2015 – December 31, 2017
Hon. Michael Reed	January 1, 2015 – December 31, 2017
Roberta Warnken	January 1, 2015 – December 31, 2017

Greg Hilton, *Staff*

ANTICIPATED WORK PRODUCT

A revised Manual for Court Reporting.

EXPECTED DURATION

Will meet through Summer of 2017.

NAME: EXPUNGEMENT WORK GROUP

PURPOSE

This workgroup will review current policies, as well as legislative and rules changes regarding expungements and continue to make recommendations to the Committee regarding future policies. It might be advisable for this workgroup to work with State's Attorney's Offices and Court Clerk's Offices throughout the State to establish consistent expungement policies.

MEMBERSHIP

Hon. Joan Gordon, Chair

NAME	TERM
Kristina Ivins	January 1, 2015 – December 31, 2017
Jacqueline Johnson	January 1, 2015 – December 31, 2017
Barbara Meiklejohn	January 1, 2015 – December 31, 2017
Sue Mozingo	January 1, 2015 – December 31, 2017
Cynthia Naff	January 1, 2015 – December 31, 2017
Kathy Webster	January 1, 2015 – December 31, 2017

Dominique Johnigan, *Staff*

Non-Judiciary justice partners as necessary and appropriate

ANTICIPATED WORK PRODUCT

It is anticipated that this workgroup will develop a set of guidelines to establish a uniform expungement policy and occasionally review the courts' compliance with the same. The workgroup will update the Expungement manual as needed.

EXPECTED DURATION

This workgroup would meet on an *ad hoc* basis.

NAME: JOINT RECORDS RETENTION WORK GROUP

PURPOSE

This workgroup will review the record retention schedules and recommend necessary modifications. This workgroup also will work with the Maryland State Archives to develop guidelines for properly preparing records for transfer and storage.

MEMBERSHIP

Hon. James Eyler, Chair

Charlotte Bednarczyk
Amy Bosley
Brittanie Collier
Nicole Di Fonzi

Maria Fields
Melinda Jensen
Debra Kaminski
Sarah Kaplan
Jennifer Keiser
Hon. Dawne Lindsey
Hon. Scott MacGlashan
Lisa Ritter
Hon. Norman Stone
Dennis Weaver

Mylita Jacob, *Staff*

ANTICIPATED WORK PRODUCT

It is anticipated that the Record Retention Workgroup would promulgate a set of guidelines to ensure the courts' compliance with the record retention schedules.

EXPECTED DURATION

Will meet through Summer of 2017.

NAME: LEGISLATIVE REVIEW WORK GROUP

PURPOSE

This workgroup provides commentary, input, and testimony as needed to assist the Legislative Committee in its review of legislative initiatives in areas affecting the operations of the courts that are under the purview of the Court Operations Committee.

MEMBERSHIP

Hon. Alan Wilner, Senior Judge, Chair

Hon. Joan Gordon	March 1, 2015 – December 31, 2017
Hon. E. Gregory Wells	March 1, 2015 – December 31, 2017

Natalie Armel, *Staff*

ANTICIPATED WORK PRODUCT

This workgroup will provide input to the Legislative Committee concerning proposed legislation in the court operations arena. This group will also assist in providing testimony or commentary, upon request from the Legislative Committee, regarding the same.

EXPECTED DURATION

90 days (January – April), yearly

NAME: JUDICIAL NEEDS ASSESSMENT WORK GROUP

PURPOSE

This workgroup will provide guidance and oversight throughout the entire life of the Judicial Workload Assessment Project, which is being completed in partnership with the National Center for State Courts. The central component of the Assessment is a time study of both the case-related and non-case-related work of judicial officers across the State, accounting for variations in the complexity of various case types. The JNAW will review all major decisions in terms of study design, time study data collection, and study results.

The JNAW will also coordinate the selection of several groups, each comprised of several judicial officers from across the State, to provide qualitative assessments of the results of the time study, and recommend potential adjustments to the model based on recent statutory changes, personal experience, and efficient and effective practices. Once the work of these groups is completed, the JNAW will convene to review the results and findings from all phases of the study, and reach consensus on a final workload assessment model to be used in determining the need for judicial officers.

MEMBERSHIP

ALL TERMS EXTEND THROUGH PROJECT COMPLETION

Hon. Brett Wilson and Hon. Leo Ryan, Jr., Co-Chairs

NAME

Hon. Earl W. Bartgis, Jr.
Hon. Karen Christy Holt Chesser
Commissioner Carolyn Creel
Magistrate J. Michael Earp
Hon. Brian D. Green
Hon. Edward Hargadon
Hon. Michele Jaklitsch
Hon. Ruth Ann Jakubowski
Hon. Stephen Kehoe
Magistrate Julia Minner
Hon. Erik H. Nyce
Hon. Leah Seaton
Hon. L. Bruce Wade
Hon. Barbara Baer Waxman
Hon. Alexandra N. Williams, Senior Judge

Jamie Walter, *Staff*

ANTICIPATED WORK PRODUCT

Pursuant to its role in providing project oversight and guidance, this Workgroup will review and approve the design and approach of all major study events and processes. The Workgroup will also approve all study results.

EXPECTED DURATION

Through first quarter, CY 2017.