

# **JUDICIARY OF MARYLAND**

## **LONG RANGE SPACE PLAN**

Prepared for

**Administrative Office of the Courts**

**Maryland Judicial Center**

**Annapolis, MD 21401**

**January 2005**

Prepared by

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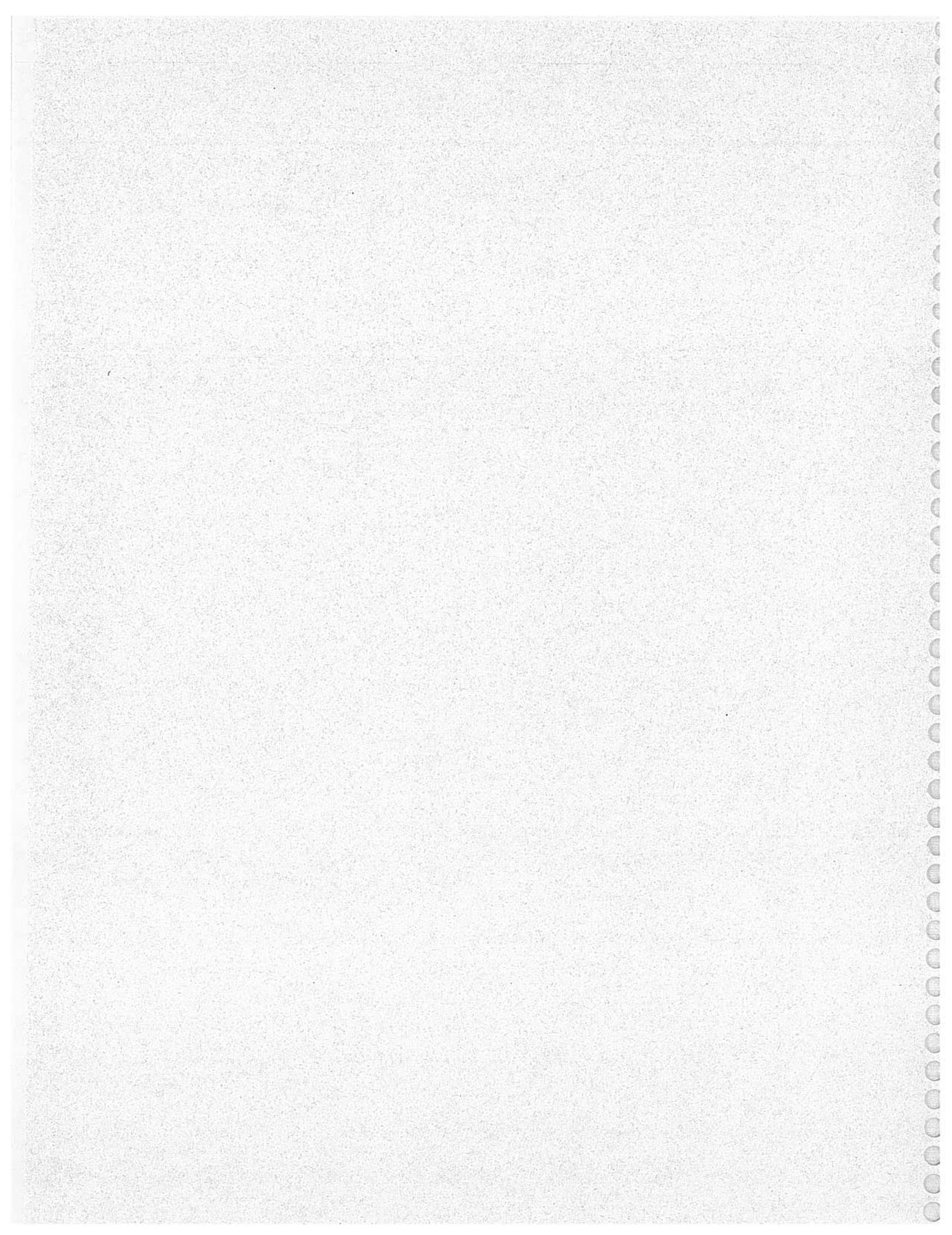
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## **I. EXECUTIVE SUMMARY**

### **A. INTRODUCTION**

The Judiciary of Maryland (Judiciary) is responsible for the resolution of all matters involving civil and criminal law in the State of Maryland. The Judiciary has four tiers including the Court of Appeals (COA), Court of Special Appeals (COSA), Circuit Courts, and District Court of Maryland (District Court). The Court of Appeals is Maryland's highest court and addresses cases of major importance involving constitutional interpretation of the law. The Court of Special Appeals is Maryland's second highest court with jurisdiction of appeals from the Circuit Courts except those cases involving the death penalty. The Circuit Courts handle serious criminal and civil cases, as well as appeals of District Court decisions. The District Court of Maryland has limited jurisdiction involving most traffic, minor criminal, and civil matters.

This facility master plan presents evaluations and analysis of 33 units, departments, and offices of the Judiciary. The scope of this planning effort is limited to all headquarters operations in the Annapolis area exclusive of the Circuit Courts, and daily operations for District Seven of the District Court. It is based on information gathered during the Fall and Winter of 2003, and Spring of 2004.

This document is prepared in accordance with facility master planning guidelines specified by the Maryland Department of Budget and Management (DBM) and Maryland Department of General Services (DGS). Chapter one summarizes key findings. Chapter two generally describes current organizational missions, staffing levels, facilities, space allocations, parking facilities, visitor levels, and how existing facilities meet organizational requirements. Chapter three presents relevant space standards and growth factors utilized to develop long-range projections of space. Chapter four utilizes this information and develops projections of space and parking. Chapter five presents and qualitatively evaluates scenarios to meet these requirements. Chapter six presents a ten-year action plan for the selected alternative. Appendices provide detailed space projections and conceptual space allocations for various scenarios.

### **B. OVERALL MASTER PLAN GOALS**

The Judiciary has established three overall goals to be accomplished by the current master planning effort. These goals include:

- a) Ultimately create a physical environment that enhances communications, cohesiveness, and teamwork between organizational elements.
- b) Create a reasoned and rational ten-year strategy that serves as a basis for future funding and generating broader support.
- c) Create a long term planning process that adjusts to changing needs and priorities. This process should be able to carry on after the project is completed.

### **C. SUMMARY FINDINGS**

#### **1. ORGANIZATION IS PHYSICALLY DISPERSED**

The Judiciary currently uses 264,846 net useable square feet (NUSF) in total for its daily headquarters activities in the Annapolis metropolitan area. One hundred seven thousand five hundred ninety-one (107,591) NUSF representing 41% of all Judiciary space is located in four State owned properties.

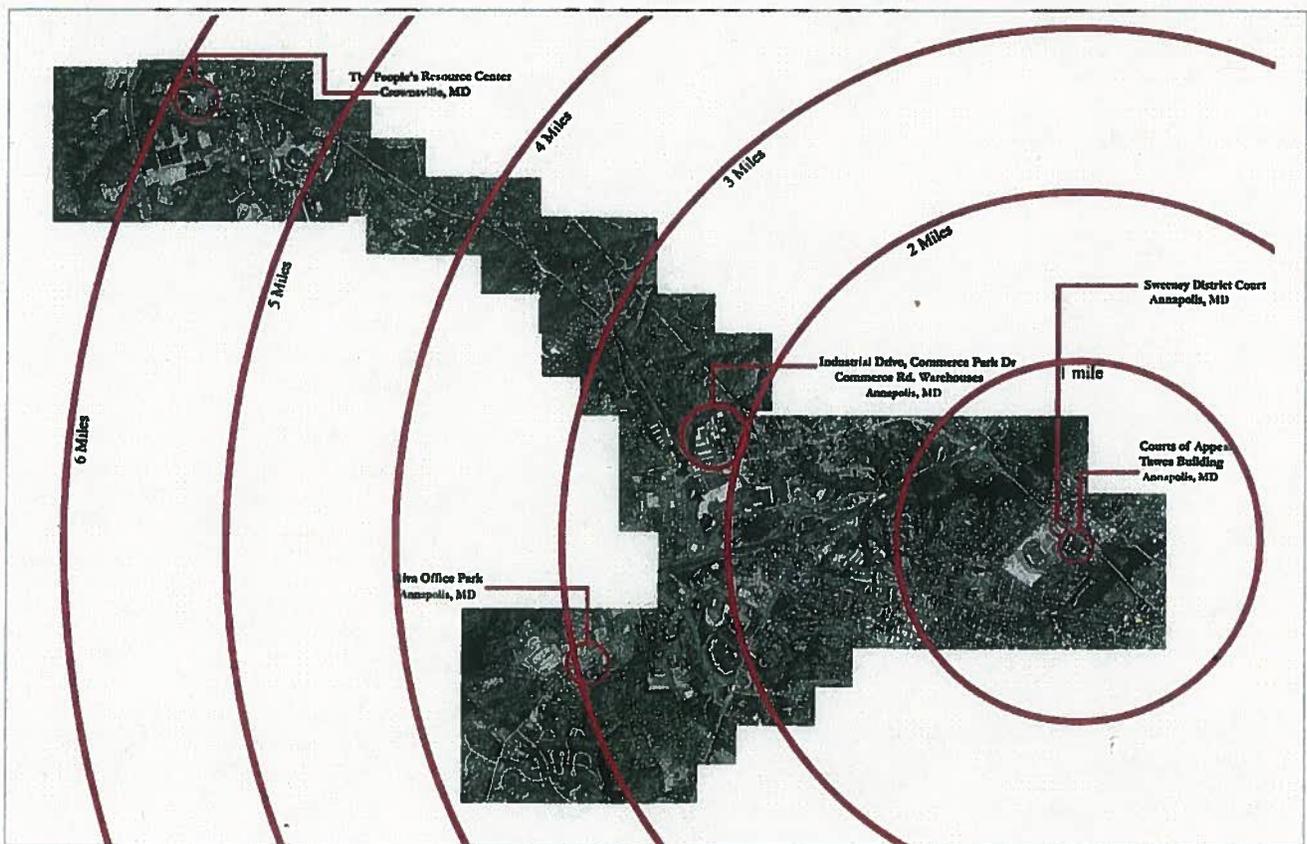
One hundred sixty five four hundred twenty-eight (165,428) net useable square feet representing 67% of all allocated space utilized by the Judiciary is located more than two miles from the core complex of the Courts of Appeal Building and Maryland Judicial Center in the Tawes Complex. These remote facilities house 314 personnel

representing more than 50% of all personnel working for the Judiciary in Annapolis. Driving time to these remote facilities can vary from about 10 to 20 minutes in each direction per trip. This physical separation impairs organizational efficiency in a number of ways including:

- Impeding collaboration between units, departments, and offices.
- Forcing personnel to spend time commuting between locations.
- Duplicate resources that could otherwise be shared (conference rooms, equipment rooms, kitchenettes).

Figure I-1 graphically presents the location of the Judiciary's facilities and physical distance from the core complex.

**Figure I-1: Location of Judiciary Facilities in Annapolis Area**

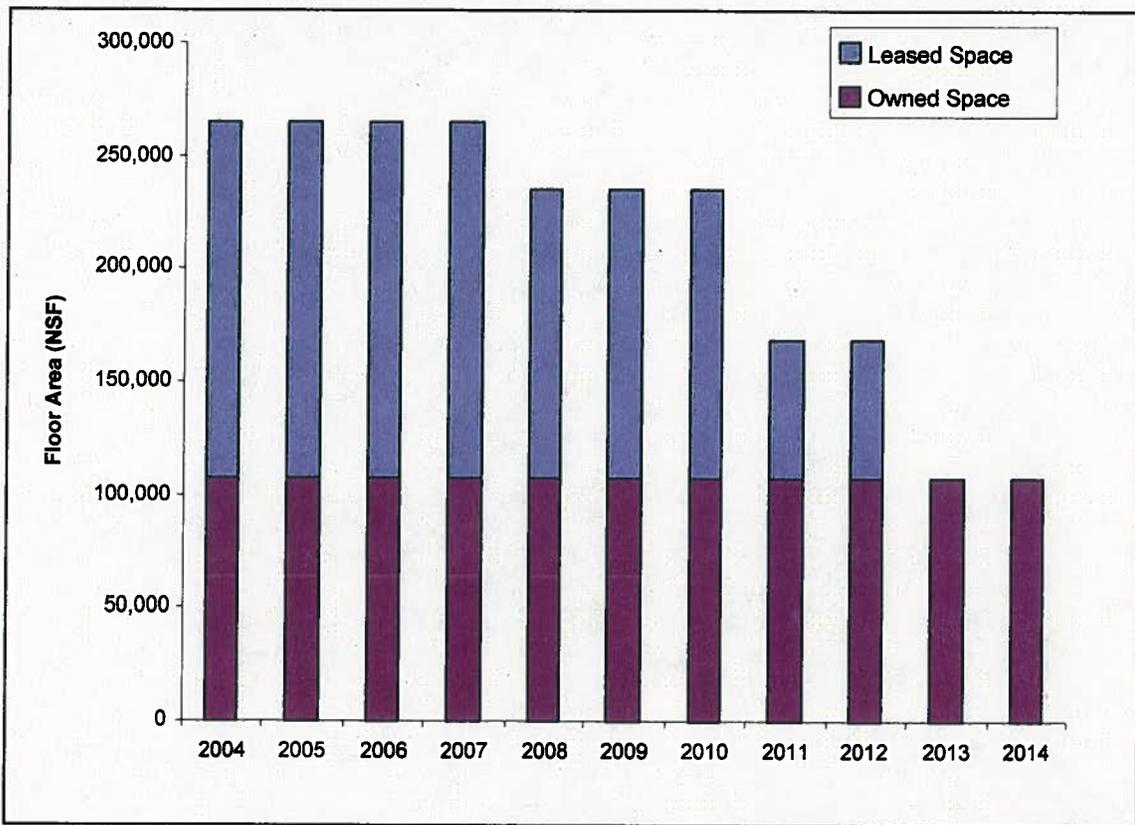


2. ORGANIZATION HAS SUBSTANTIAL RELIANCE ON LEASED FACILITIES

The Judiciary leases 157,255 NUSF in 17 dispersed facilities in commercial office parks in the Annapolis area. Many of the functions housed in leased space are semi-permanent in nature. This approach requires the Judiciary to continually renew leases in order to house its operations. This strategy forces the Judiciary to occupy space that is available in the market place and not necessarily functionally appropriate. It is estimated that the Judiciary spends approximately \$2.3 million annually on lease expenses. Overall, the average annual rent is estimated to be \$14.70 per SF. Although beyond the scope of this facility master plan, the operational benefits and lifecycle economics of this strategy should be evaluated.

Figure I-2 summarizes the availability of space by fiscal year. The reduction in space over time is due to lease terminations as a consequence of prevailing contractual terms.

Figure I-2: Available Space by Fiscal Year

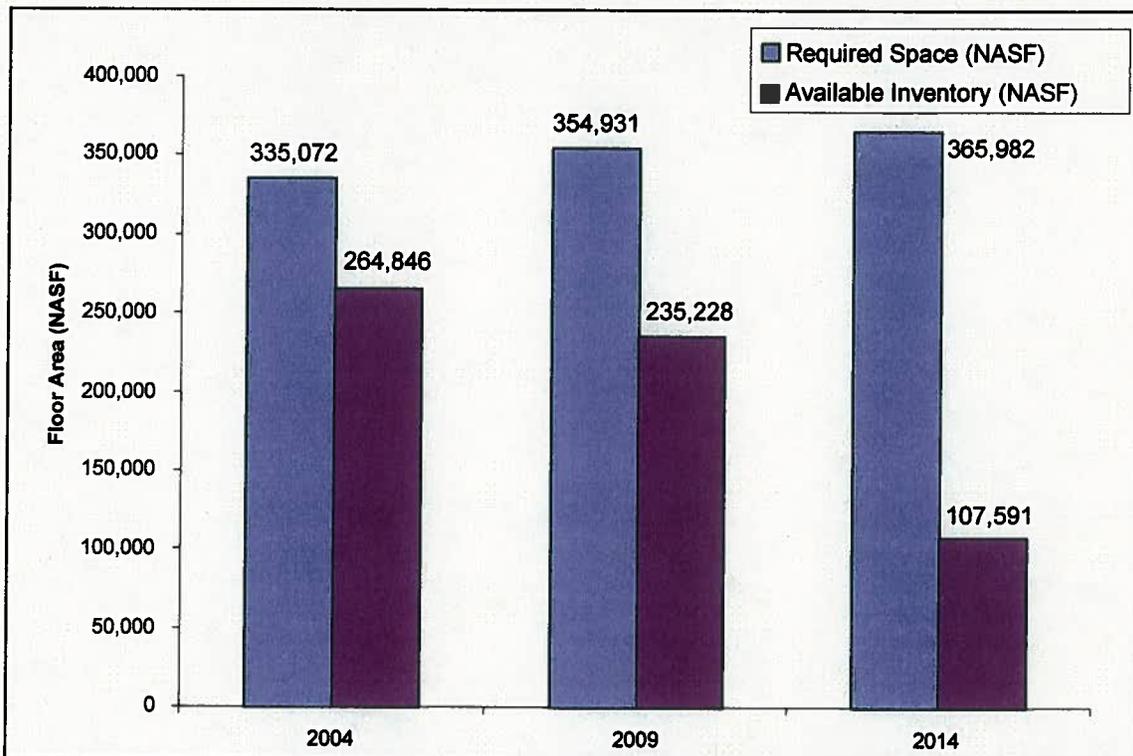


### 3. JUDICIARY HEADQUARTERS OPERATIONS ARE SUBSTANTIALLY SHORT OF SPACE

There is a net space shortfall of 70,226 NASF across the entire Judiciary based on prevailing State standards, 2004 staffing levels, and current space allocations. On an overall basis, a total of 335,072 NASF is currently required to house all of the included Judiciary elements exclusive of building wide circulations. By 2014, 365,982 NASF will be required to house all operations exclusive of building wide circulation.

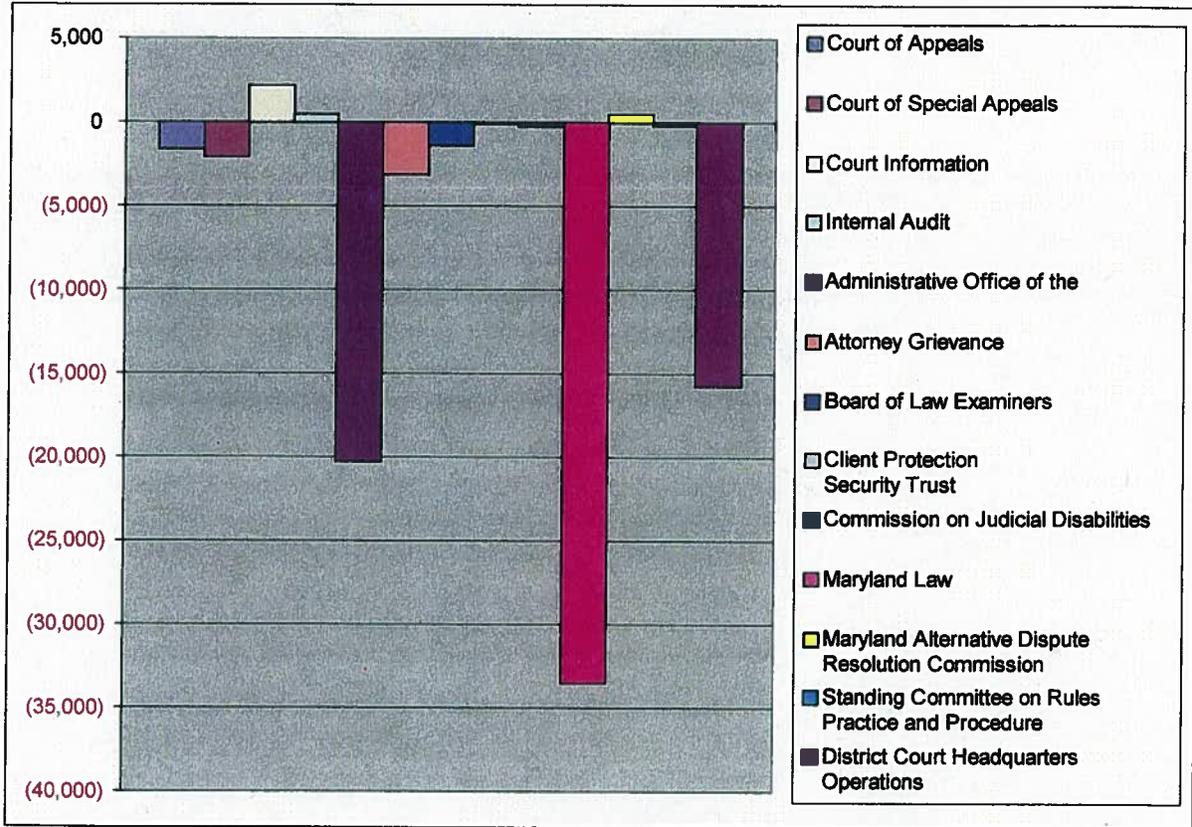
Figure I-3 summarizes required space needs relative to the availability of space. Shortfalls would need to be addressed either by obtaining existing State owned space, building new space, purchasing space, or leasing space. Based on available information, rent in 2014 could potentially be \$4.4 million annually.

**Figure I-3: Current Assigned and Projected Space Needs For Annapolis Judiciary Operations for 2004 to 2014 Based on State Standards**



As presented in figure I-4, most units, departments, and offices are short of space. Significant current major shortfalls include 20,234 NASF for the AOC, 33,471 NASF for the Law Library, and 39,619 NASF for the District Court.

**Figure I-4: Current Space Surplus and Shortfalls by Organizational Unit Based on State Standards**



**NOTE:**

- 1) Additional records storage requirements for the District Court are contingent upon a Judiciary policy decision relative to records management in both the Circuit Courts and District Court.

#### 4. QUALITY OF FACILITIES IMPAIRS OPERATIONAL EFFECTIVENESS

Substantial portions of the Judiciary's current facilities are marginally adequate for its varied missions and this impairs operational effectiveness. Key deficiencies that were observed include:

- Insufficient convenient parking facilities to handle core complex at Courts of Appeal Building and Maryland Judicial Center. Visitors must often park at the Naval Academy stadium and walk approximately ½ mile to the main entrance to these facilities.
- Confusing entry and egress paths at building exterior and interior of Maryland Judicial Center. The facility does not have a defined entry area, and major circulations flow directly through functional office spaces. The Tawes Center in general has a poor interior layout.
- Multiple egress points and staffing policies at the Tawes Center/Maryland Judicial Center present a potential security risk by allowing visitors to leave uncontrolled after hours.
- Judges and Court Executives parking areas are unsecured and present a security risk.
- Inadequate, quality space for Court of Appeals and Court of Special Appeals Judges.
- Insufficient onsite storage for necessary documents and files for the Court of Special Appeals.
- The Courts of Appeal Building and Maryland Judicial Center were constructed in the early 1970's and require major systemic improvements to extend their operational life.

#### 5. NEED FOR A SYSTEMIC EVALUATION OF PAPER STORAGE NEEDS

Various units, departments, and offices have a substantial reliance on paper based information systems. This has resulted in significant shortfalls in functionally adequate space to store files and documents. This is particularly evident in the Clerk's areas of the Court of Appeals and Courts of Special Appeals, District Court Records Center, and to a lesser degree in the Attorney Grievance Commission, Rules Committee, Client Protection Fund, Board of Law Examiners, and other elements.

The facility master plan incorporates the necessary storage requirements for these files and documents based on prevailing operational policy. Approximately 10% of the total future planned space is directly related to storing these files and documents. These future requirements represent a significant initial capital investment as well as ongoing operation and maintenance of appropriate facilities.

The Judiciary should consider a systemic evaluation of the need to store paper as opposed to storing information. The intent of this evaluation would be to best allocate scarce funds and other resources. This evaluation should consider such factors as:

- Risk mitigation to prevent the loss, or otherwise compromising the integrity, of confidential and irreplaceable files and information.
- Comparison of lifecycle costs to store paper versus that in other media format.
- Migration to electronic forms and documentation.
- Conversion of documents to electronic formats and other media.

## D. FUNCTIONAL GROUPINGS

Three major functional blocks or groupings of space have been identified to meet the operational adjacency needs of the Judiciary. These include:

### **CORE COMPLEX:**

- Court of Appeals, Court of Special Appeals, Law Library.
- Internal Audit Unit.
- Court Information Office – All functions if in single complex.
- Administrative Office of the Courts other than Warehouse and Fleet. Training Center requires administrator only.
- Client Protection Fund and Attorney Grievance Commission.
- Board of Law Examiners.
- Rules Committee.
- Maryland Alternative Dispute Resolution Commission.
- District Court other than warehouse/records, fleet, and cabinet shop.

### **SUPPORT COMPLEX:**

- Administrative Office of the Courts - Warehouse and Fleet.
- District Court Warehouse/records, fleet, and cabinet shop.

### **STAND ALONE:**

- Commission on Judicial Disabilities.

## E. PROPOSED MASTER PLAN OPTIONS

### 1. OPTIONS CONSIDERED

Eight mutually exclusive options were considered to meet the Judiciary's needs including:

- 1) Do nothing through continuing currently prevailing management policies.
- 2) Adaptive reuse of existing Courts of Appeal Building (COAB) and four pods of the Tawes Complex (Tawes). This alternative will require development of a new link between the Courts of Appeal Building and Tawes to house the Law Library and various elements of the Judiciary.
- 3) Construction of a new Law Library or Courts building adjacent to the existing Courts of Appeal Building, construction of a new link between the COAB and Tawes, adaptive reuse of the COAB, and reuse of two pods of Tawes.

- 4) Construct a new Law Library/administrative functions building, adaptive reuse of the Courts of Appeal Building, and reuse of up to three pods of Tawes.
- 5) Construct a new administrative functions or Courts building on State owned land adjacent to the Sweeney District Court, construct an addition to the Courts of Appeal Building, and adaptive reuse of the COAB.
- 6) Construct an entirely new Courts and administrative building on State owned land adjacent to the Sweeney District Court. The Courts of Appeal Building and Tawes would be vacated in their entirety.
- 7) Construct a new administrative functions or Courts building on State owned land adjacent to the Sweeney District Court, construct a new administrative functions or Courts building adjacent to the existing Courts of Appeal Building, adaptive reuse of up to five pods of the Tawes Complex, and demolish the COAB to create a plaza.
- 8) Demolish the existing Tawes complex and develop an entirely new Judiciary campus in its place. This would involve constructing a new Courts building at the corner of Rowe Boulevard and Taylor Avenue, a new administrative functions building, and the potential adaptive reuse of the existing COA.

## 2. MASTER PLAN EVALUATION CRITERIA

Based on discussions with the Judiciary's senior leadership, major criteria were identified against which options would be evaluated. These criteria include:

- Improved Operational Efficiency.
- Enhanced Dignity and Quality of Environment.
- Access / User Convenience.
- Efficient Capital Allocation.
- Implementation Feasibility.

## 3. PREFERRED ALTERNATIVE

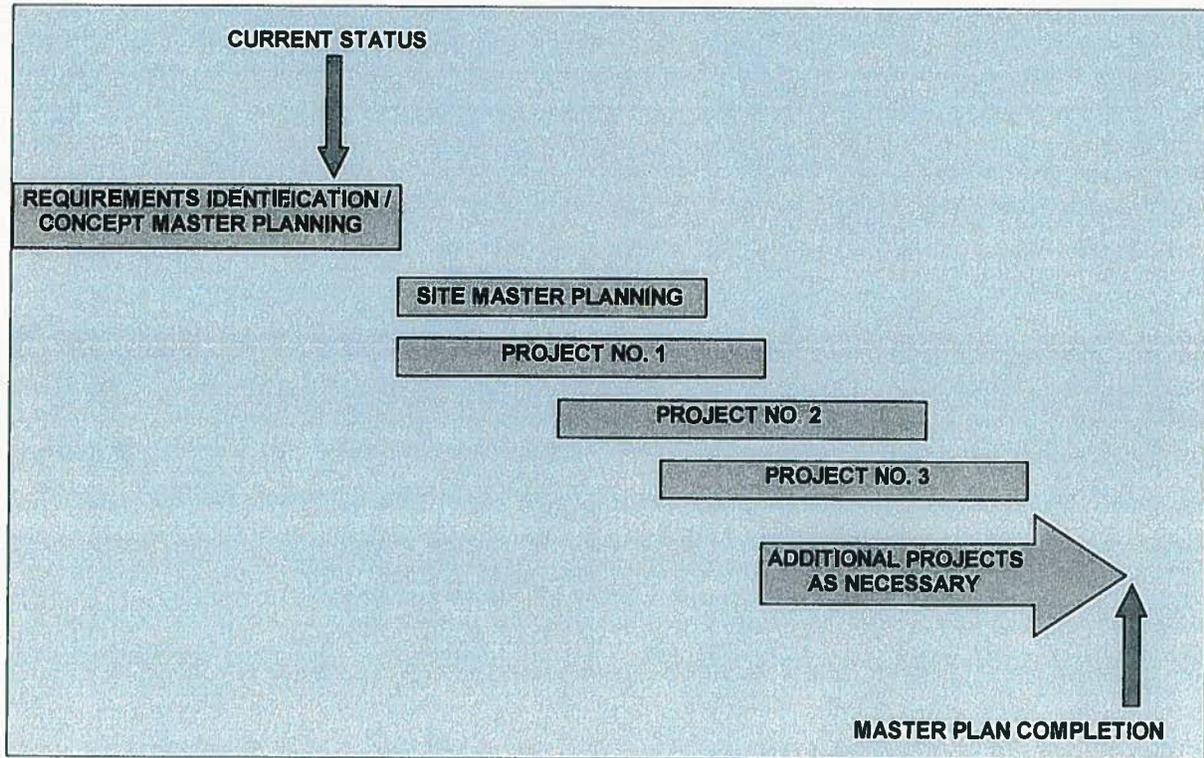
Based on discussions with the Judiciary, and consideration of the master plan evaluation criteria, the preferred alternative would be to develop a new Judicial campus. This alternative would involve relocating the Department of Natural Resources, demolishing the Tawes complex, adaptive reuse of the Courts of Appeal Building, and constructing new court house and administrative buildings.

## F. CONTEXT OF IMPLEMENTATION PLAN

### 1. OVERALL PROCESS

Figure I-5 generically presents how the overall master plan would be implemented over time. It is anticipated that a series of individual projects will be necessary to accomplish this.

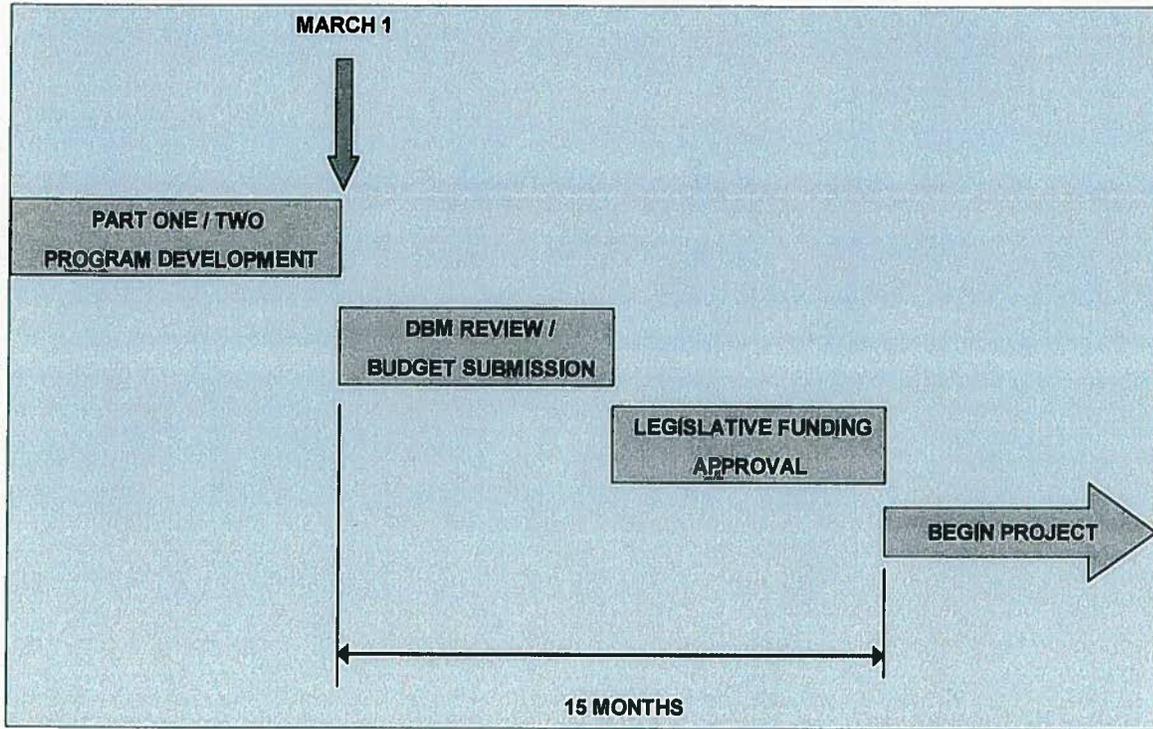
**Figure I-5: Overall Generic Master Plan Implementation Process**



2. CAPITAL PROJECT FUNDING CYCLE

Figure I-6 generically presents the timing and sequence of events for requesting capital funds.

Figure I-6: Generic Capital Project Funding Cycle



G. IMPLEMENTATION PLAN FOR THE PREFERRED OPTION

Table I-1: Summary Project Phasing – Preferred Option

Task	Description	Outcomes	Fiscal Year
1	Refine master plan and program site improvements. Capital funding request for design services.	<ul style="list-style-type: none"> <li>Identify site issues.</li> <li>Design standards.</li> <li>Part one and two programs.</li> <li>Submit by March 1, 2005.</li> <li>In parallel with task two.</li> </ul>	2005
2	Program new 127,814 GSF Court House. Capital funding request for design services.	<ul style="list-style-type: none"> <li>Part one and two programs.</li> <li>Submit by March 1, 2005.</li> <li>In parallel with task one.</li> <li>Request funds for July, 2006.</li> </ul>	2005
3	Coordination planning with DNR.	<ul style="list-style-type: none"> <li>Consensus and action plan.</li> </ul>	2005
4	Coordination with DGS regarding parking deck.	<ul style="list-style-type: none"> <li>Coordination with DGS Annapolis Master Plan.</li> </ul>	2005
5	Develop strategy to house offsite functions including AOC/District Court Records, Warehouse, and fleet, and Judicial Disabilities.	<ul style="list-style-type: none"> <li>Detailed plan regarding off site functions.</li> </ul>	2005
6	Program new 159,242 GSF administration building. Capital funding request for design services.	<ul style="list-style-type: none"> <li>Part one and two programs.</li> <li>Submit by March 1, 2006.</li> <li>Request funds for July, 2007.</li> </ul>	2006
7	Request capital funding for demolition of Tawes and necessary site improvements for new master plan.	<ul style="list-style-type: none"> <li>Submit by March 1, 2006.</li> <li>Request funds for July, 2008.</li> </ul>	2006
8	Design services for Tawes demolition, site improvements, and new Court House.	<ul style="list-style-type: none"> <li>Initiate design contract June 1, 2006.</li> </ul>	2007
9	Permanently relocate DNR and temporarily relocate Judiciary functions from Tawes.	<ul style="list-style-type: none"> <li>Vacate structure for demolition.</li> <li>Can be phased.</li> </ul>	2007

<b>Task</b>	<b>Description</b>	<b>Outcomes</b>	<b>Fiscal Year</b>
10	Tawes demolition, and implement site improvements, and new Court House.	<ul style="list-style-type: none"> <li>• Demolition of Tawes.</li> <li>• Install site improvements.</li> <li>• Construct new Court House.</li> </ul>	2008 to 2010
11	Design services for new administration building.	<ul style="list-style-type: none"> <li>• Initiate design contract June 1, 2007.</li> </ul>	2008
12	Program adaptive reuse of existing Courts of Appeal Building totaling 70,966 NUSF. Capital funding request for design services.	<ul style="list-style-type: none"> <li>• Part one and two programs.</li> <li>• Submit by March 1, 2007.</li> <li>• Request funds for July, 2008.</li> </ul>	2007
13	Construct new administration building.	<ul style="list-style-type: none"> <li>• Construct new administration building.</li> </ul>	2009 to 2011
14	Design services for adaptive reuse of Courts of Appeals Building.	<ul style="list-style-type: none"> <li>• Initiate design contract June 1, 2008.</li> </ul>	2009
15	Construct improvements to Courts of Appeals Building.	<ul style="list-style-type: none"> <li>• Upgrading COA.</li> <li>• Work to be phased to evade swing space issues.</li> </ul>	2010 to 2011
16	Update prevailing facility master plan.	<ul style="list-style-type: none"> <li>• Update and adjust master plan as per DBM requirements.</li> </ul>	2009
17	Occupy new Court House. Funding for moving and FFE.		2010
18	Occupy new Administration Building. Funding for moving and FFE.		2011
19	Occupy updated COA. Funding for moving and FFE.		2011

## II. EXISTING SITUATION

### A. INTRODUCTION

The following chapter generally describes the organization, missions, current staffing levels, space allocations, parking facilities, visitor levels, and how existing facilities meet operational requirements for the units, departments, and offices included in this facility master plan. Information presented herein was gathered during the Fall and Winter of 2003, and Spring of 2004 through a review of available documentation, site visits to facilities in Annapolis, Maryland, and interviews with Judiciary personnel.

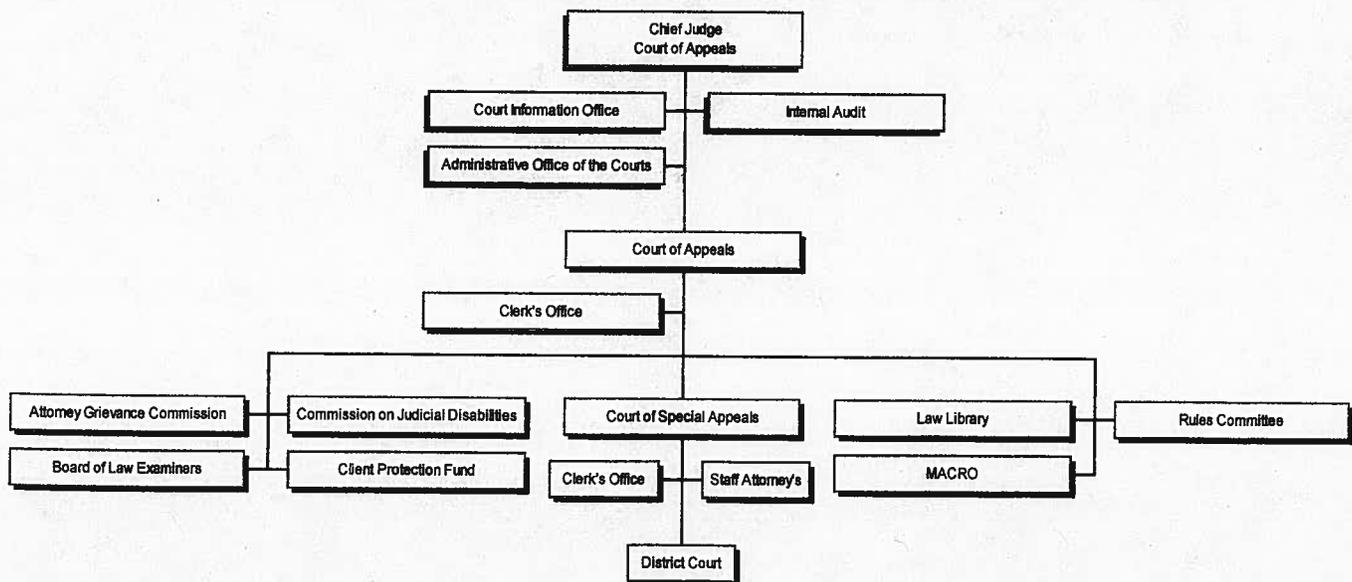
### B. CURRENT ORGANIZATION

#### 1. OVERALL ORGANIZATION

The Judiciary of Maryland (Judiciary) is responsible for the resolution of all matters involving civil and criminal law in the State of Maryland. The Judiciary has four tiers including the Court of Appeals (COA), Court of Special Appeals (COA), Circuit Courts, and the District Court (District Court). The Court of Appeals is Maryland's highest court and addresses cases of major importance involving constitutional interpretation of the law. The Court of Special Appeals is Maryland's intermediate appellate court. The Circuit Courts handle serious criminal and civil cases, as well as appeals of juvenile matters and appeals of District Court decisions. The District Court has limited jurisdiction involving most traffic, minor criminal, and civil matters.

The Circuit and District Courts have facilities located in each political subdivision. With the exception of the Sweeney District Court in Annapolis, operations of the District and Circuit Courts are excluded from this planning effort. The Court of Appeals and Court of Special Appeals along with headquarters and court related functions are located in the Annapolis metropolitan area. By Constitution, the Court of Appeals must be located within the limits of the City of Annapolis. The scope of this planning effort is limited to all headquarters and court related operations in the Annapolis area. These operations are located in four state owned and 17 leased facilities. Figure II - 1 presents an overall organizational chart of the units, departments, and offices included in this planning engagement.

**Figure II-1: Organizational Structure For Judiciary Annapolis Headquarters Operations**



## 2. COURT OF APPEALS

The Court of Appeals is the highest court in the State of Maryland and has been located in Annapolis since 1851. The Court is composed of seven judges with one judge appointed from each of seven circuits and has been located in its present Courts of Appeal Building since it was dedicated in 1973. The Chief Judge of the Court of Appeals is designated by the Governor and is the constitutional administrative head of the Maryland judicial system.

Since 1975, the Court of Appeals has heard cases almost exclusively by way of *certiorari*, a discretionary review process of cases. The Court of Appeals has exclusive jurisdiction over such diverse areas as death penalty cases, legislative redistricting, removal of certain officers, and certification of questions of law. The Court is empowered to adopt rules of judicial administration, practice, and procedure that have the force of law. It also annually admits approximately 2,000 persons to the practice of law, on recommendation of the State Board of Law Examiners, and conducts disciplinary proceedings involving members of the bench and bar.

All seven judges sit on each case unless there is a disqualification in which event a judge from another court, or a retired appellate judge, may be specially assigned to sit in the place of the disqualified judge. In no case may the Court sit with less than five judges. The Court hears approximately 150 cases each year, or 18-20 cases each month from September to June. The Court sits four days per month to hear oral arguments.

The Court is supported by a clerk's office that oversees three main functions including:

- Processes all cases to be heard by the Court.
- The Clerk of the Court of Appeals serves also as the "Maryland Reporter," responsible for publishing the Maryland Reports and Maryland Appellate Reports documenting all Court of Appeals decisions and rules of law and procedure.
- Manages admission of approximately 2,000 attorneys to the bar annually.

## 3. COURT OF SPECIAL APPEALS

The Court of Special Appeals has appellate jurisdiction over final judgments from Circuit Courts in the State of Maryland. Approximately 2,000 appeals are filed annually, and while the caseload of the Court has been fairly stable over the last three to five years, the complexity of each case has increased over time. More complex cases result in larger briefs; consequently, storage of paper is a key management and space planning issue for the Court. The Court hears cases in two courtrooms by a panel of three judges three times per month. Approximately two to three times each year the entire bench sits in the Court of Appeals courtroom for ceremonial functions.

The Court is supported by a Clerk's Office and Staff Attorney's Office. The Clerk's Office receives case filings and is responsible for managing all documents related to the review, hearing, and resolution of cases. Staff Attorneys triage incoming cases and draft opinions for select cases filed with the Court of Special Appeals.

## 4. COURT INFORMATION OFFICE

The Court Information Office handles all public affairs related to the Maryland court system. Unlike most court systems, this office has a very broad set of responsibilities including government relations, designing and producing a range of publications for the appellate and trial courts, maintaining web information for the court system, and overseeing judicial education.

The Director reports to the Chief Judge of the Court of Appeals to coordinate all public announcements, publications, and media responses.

## 5. INTERNAL AUDIT UNIT

The Internal Audit Unit is an autonomous, independent appraisal unit reporting directly to the Chief Judge of the Court of Appeals. Its primary function is to examine the Judiciary's fiduciary responsibilities to insure compliance with laws, regulations, internal controls, and record keeping. Auditors are generally field deployed and spend the

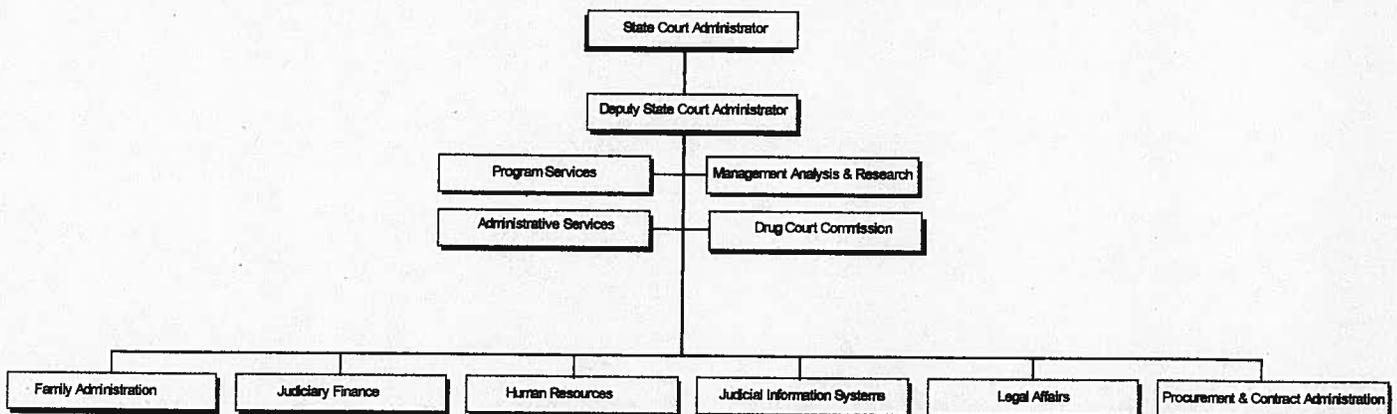
majority of their time working in the field. At the end of each assignment and while preparing reports, auditors generally return to the base office.

Audits typically fall into one of three categories including sweeps, judiciary wide, and specials. Sweeps involve staff being onsite for about a week gathering data with the intent to conduct further analysis back in the home office. A judiciary wide audit typically starts at headquarters and then into the field to verify data. This second category for example may include comprehensive bail bonds, receivables, and JIS activities. Special audits address specific issues as necessary.

## 6. ADMINISTRATIVE OFFICE OF THE COURTS

The Administrative Office of the Courts is statutorily established to assist the Chief Judge of the Court of Appeals in the administration of the Judicial Branch. The AOC provides a range of planning and management services for the Judiciary including operations, budget, information systems, human resources, procurement, legal counsel, facilities, security, family and children matters, and drug courts. The Office is headed by the Judiciary's State Court Administrator who is appointed by the Chief Judge of the Court of Appeals. Figure II - 2 presents an organizational chart of the AOC.

**Figure II-2: Organizational Structure For Administrative Office of the Courts**



### a. ADMINISTRATIVE SERVICES

Administrative Services manages facilities, security, conference planning, Judiciary Training Center, travel coordination, and the central mailroom operations for the Judiciary.

### b. MANAGEMENT ANALYSIS & RESEARCH

Management Analysis and Research is charged with compiling data regarding judiciary operations, court statistics, time standards, and development of special reports as necessary. Among others, it produces the Annual Report for the Maryland Judiciary.

### c. PROGRAM SERVICES

Program Services provides a range of services including assignment and certification of court interpreters for all Maryland Courts, and providing staff support to the Judicial Nominating Commission.

d. DRUG COURT COMMISSION

The Drug Court Commission was started in January, 2002 and coordinates Statewide efforts in establishing a uniform system of drug treatment courts. The Commission assists local jurisdictions through technical assistance, training, and other support.

e. FAMILY ADMINISTRATION

Family Administration works with local courts to create forums that provide fair and efficient resolution of family related legal matters. Focus areas include family court reforms, training court personnel, securing and administering family court related funding, foster care court improvements, developing communications materials, and managing pro bono reporting process.

f. JUDICIARY FINANCE

Finance provides all financial reporting of the Court of Appeals, Court of Special Appeals, Administrative Office of the Courts, Court Related Agencies, and 24 Circuit Courts. The District Court provides operating and capital budgeting information to this unit. Although all Judiciary payrolls are processed in Human Resources, Finance reconciles associated accounts.

g. HUMAN RESOURCES

Human Resources hires all staff, manages benefits, employee accounts, processes payroll, and provides ongoing training to employees of the Judiciary.

h. JUDICIAL INFORMATION SYSTEMS

Judicial Information Systems is responsible for all information technology activities and operations of the Judiciary.

i. LEGAL AFFAIRS

Legal Affairs provides Counsel to the AOC and other elements of the Judicial Branch.

j. PROCUREMENT & CONTRACT ADMINISTRATION

Procurement and Contract Administration manages procurement and asset management on behalf of the Judiciary. It is made up of five organizational elements including Procurement, Minority Business Affairs, Warehouse, Fleet Services, and Fixed Assets.

7. ATTORNEY GRIEVANCE COMMISSION

The Attorney Grievance Commission investigates complaints against and administers discipline to lawyers practicing in Maryland. It also supervises the inactive status of attorney's and monitors nonmembers of the Maryland Bar who are practicing in Maryland. The Commission was established in 1975 by Maryland Rule and is funded by annual assessments paid by attorneys practicing in Maryland.

8. STATE BOARD OF LAW EXAMINERS

Created in 1898, the State Board of Law Examiners assists the Court of Appeals in determining whether candidates for admission to the Maryland Bar possess the requisite qualifications to become competent practitioners of law. Legal competence is demonstrated by presenting requisite educational credentials and passing the Maryland Bar

Examination. Bar exams are offered annually in July and February. Character and fitness of candidates are assessed through a background investigation by the Character Committee and State Board of Law Examiners.

#### 9. CLIENT PROTECTION FUND OF THE BAR OF MARYLAND

Established in 1965, the Client Protection Fund reimburses clients for losses caused by the misuse of funds by members of the Maryland Bar. Reimbursements are made as deemed proper and reasonable by Fund Trustees. The Fund is supported by annual assessments upon members of the Bar as a condition of practicing law in the State.

#### 10. COMMISSION ON JUDICIAL DISABILITIES

The Commission on Judicial Disabilities investigates and hears complaints against members of the Maryland Judiciary. The Commission was established by Constitutional amendment in 1966.

#### 11. LAW LIBRARY

The Maryland State Law Library was established in 1827 and is the main repository for legal and government documents in Maryland. Unlike some states that have a separate library for state government publications, the Maryland State Law Library serves as both the main law library in the State and also the library of all state government documents. Like most research libraries, the Law Library houses a blended collection of print, electronic media, and microforms.

The collection, which includes over 400,000 volumes, includes current and past published documents from federal, state and local governments, legal literature, legal indexes and complementary government publications. Since 1900, the Library has been designated as a public federal government depository library and consequently includes publications on education, criminal and civil justice, census data, the environment and health. The Library, in its function as a full depository for Maryland State agency publications, has a comprehensive collection of both historical and current information about Maryland State government. The Library's Maryland history and genealogy collection rounds out a rich collection on the State of Maryland.

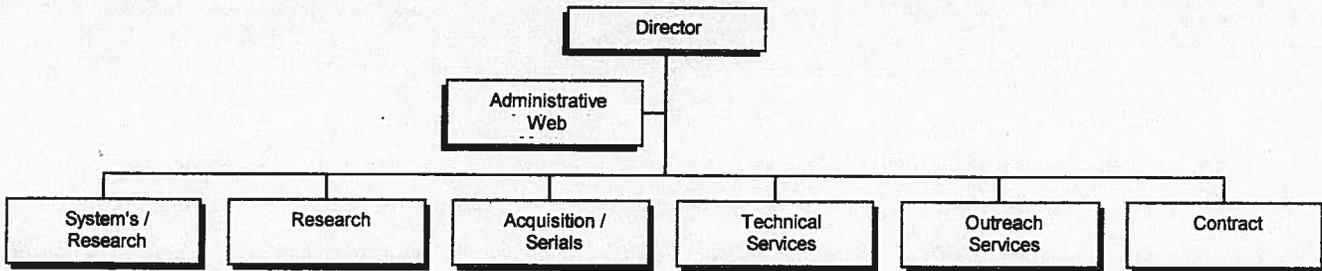
The Library follows a strict retention policy for much of the legal collection due to the historical value and lack of duplication in online sources. The Library has many historical volumes that cannot be found elsewhere in the State and has as one of its core missions the retention of archivally sound print collection of historical legal materials, even those that can now be found in online searches.

Unique among state law libraries, the library has on permanent exhibit, John James Audubon's **Birds of America** double elephant folios. The collection's extremely valuable 435 hand colored prints depict birds in their natural habitat. The prints are over one hundred fifty years old and are bound into four huge volumes with a new print placed on exhibit in one large display case on a quarterly schedule. The individual prints are in great need of conservation and repair, being bound and improperly stored with exposure to light.

The Library is used by the general public, government staff, students, members of the business and professional community, historians, genealogists, pro se parties doing their own legal research and clerks of the Court of Appeals and Court of Special Appeals. The Library does not circulate books to the public and all documents must be reviewed on-site.

Figure II - 3 presents an organizational chart of the Law Library.

**Figure II-3: Organizational Structure For the Law Library**



## 12. MACRO

The Mediation and Conflict Resolution Office (MACRO) is a court related agency that serves as a focal point for alternative dispute resolution activities and resources in the State of Maryland. This unit works not only with the Judiciary but with other government agencies, localities, criminal and juvenile justice programs, and businesses in the application and use of alternative dispute resolution.

## 13. STANDING COMMITTEE ON RULES OF PRACTICE AND PROCEDURE

The Maryland Constitution empowers the Court of Appeals to regulate the practice and procedure in, and the judicial administration of, the courts of the State of Maryland. The Standing Committee on Rules of Practice and Procedure (Rules Committee) was appointed originally in 1946 to be an advisory body to the Court of Appeals to oversee the rules and regulations that govern the practice and administration of law in Maryland.

Its 27 members include lawyers, judges, and other persons competent in judicial practice, procedure, or administration. The Committee meets nine times annually in a public meeting to consider proposed amendments and additions to the Maryland Rules of Procedure (the Rules) and to submit recommendations for changes to the Court of Appeals. The Committee currently has 22 subcommittees that meet twice annually on particular topics.

The Reporter of the Rules Committee reports to the Chair of the Committee and is responsible for the documentation of the process, recommendations, and revisions to the Rules and acts as the archivist of all Rules Committee records. Staff coordinates all Committee and subcommittee meetings, a minimum of 53 annually. The Committee process is public requiring full documentation, comment periods, response to comments and resolution of issues of policy, intent, and style.

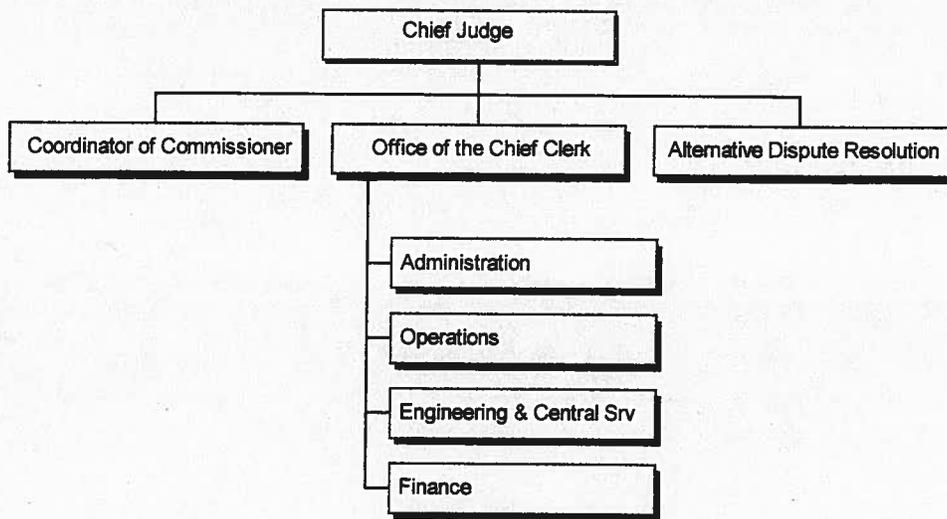
## 14. DISTRICT COURT

The Chief Judge is the administrative head of the District Court and is appointed by the Chief Judge of the Court of Appeals. The Chief Judge also appoints the Chief Clerk of the Court. The District Court's headquarters provides executive leadership, develops and implements operational policy, manages finances, conducts audits and management analysis, and provides other material support to all 12 Districts that comprise Maryland's District Court system. These elements provide a framework for consistent and systematic handling of court cases throughout the District Court system.

The District Court has jurisdiction in minor civil and criminal matters, and in virtually all violations of the motor vehicle law. The District Court's exclusive jurisdiction generally includes all landlord and tenant cases, replevin actions, motor vehicle violations, criminal cases if the penalty is less than three years of imprisonment or does not exceed a fine of \$2,500, or both, and civil cases involving amounts not exceeding \$2,500. It has concurrent jurisdiction with the Circuit Courts in civil cases over \$2,500 but less than \$25,000, and concurrent jurisdiction in misdemeanors and certain enumerated felonies. The District Court does not provide juries and accordingly, a person entitled to and electing a jury trial must proceed to the Circuit Courts for adjudication.

Figure II - 4 presents an organizational chart of the District Court's Annapolis headquarters operations.

**Figure II-4: Organizational Structure For District Court**



**a. CHIEF CLERK**

The Chief Clerk is appointed by the Chief Judge of the District Court and is responsible for all operations of the District Court statewide. This Office coordinates the activities in four areas including administration, operations, engineering and central services, and finance. Administration provides public liaison services. Operations manages the District Court conference center, traffic processing center, transcribing, and citation data entry. Engineering and Central Services is responsible for security, facilities, and records management. Finance is responsible for budgeting, centralized payment, and processing of traffic fines.

**b. ALTERNATIVE DISPUTE RESOLUTION**

Alternative Dispute Resolution (ADR) coordinates service delivery of ADR services in District Courts statewide. It provides a range of services including training, volunteer coordination, manual development, access to resources, and others.

**c. COORDINATOR OF COMMISSIONER ACTIVITY**

The Coordinator of Commissioner Activity reports directly to the Chief Judge of the District Court. This Office coordinates all Commissioner operations and activities through out the entire District Court system. Focus areas include system management, planning, budgeting, personnel, facilities, equipment, and judicial duties.

**C. CURRENT PERSONNEL ASSIGNMENTS**

Current staffing levels for Court and Court-related entities as of Spring, 2004 are presented in table II-1 and figure II-5 below. Based on this information, a total 622 persons are involved with the Judiciary's headquarters and court related activities. The AOC is the single largest organizational unit with 248 persons representing nearly 40 % of all staff. The District Court is next largest element with 146 employees. Collectively, the AOC and District Court represent over 63% of all Judiciary staff in Annapolis.

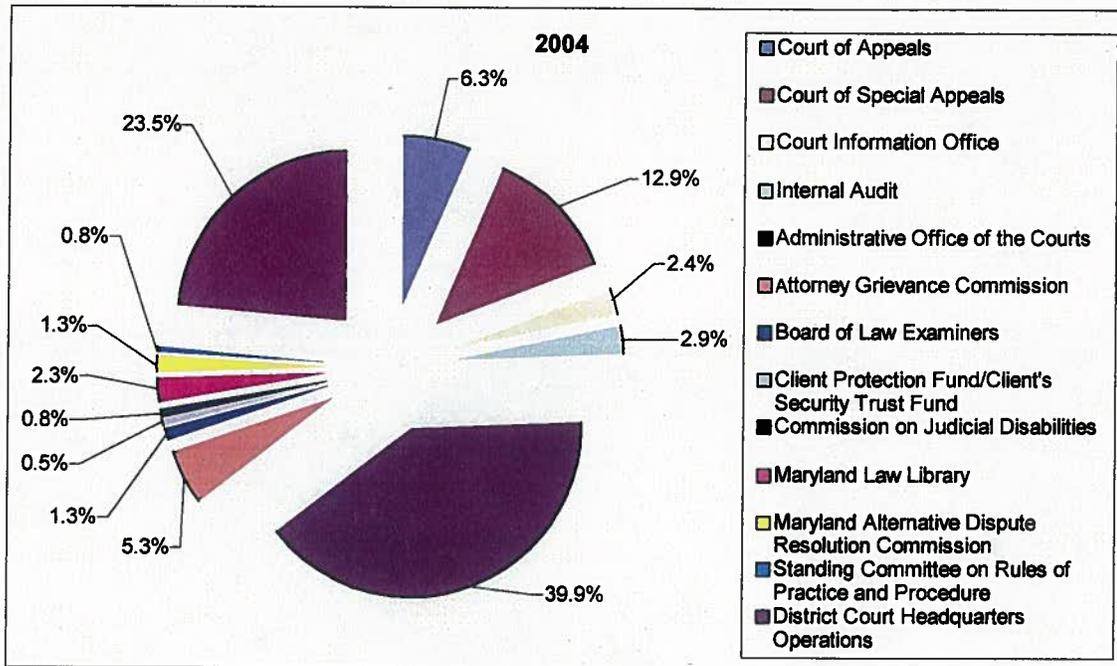
**Table II-1: Total Staffing by Unit / Department / Office as of Spring, 2004**

UNIT / DEPARTMENT / OFFICE	TOTAL STAFFING (PERSONS)
<b>Court of Appeals</b>	
- Chief Judge - Court of Appeals	30
- Clerk's Office for the Court of Appeals	9
	39
<b>Court of Special Appeals</b>	
- Chief Judge - Court of Special Appeals (Includes Staff Attorney's)	64
- Clerk's Office for the Court of Special Appeals	16
	80
<b>Court Information Office</b>	
- Court Information Office (Includes Judicial Institute/Media Services)	15
	15
<b>Internal Audit</b>	18
<b>Administrative Office of the Courts</b>	
- State Court Administrator's Office	4
- Drug Court Commission Staff	2
- Administrative Services (Includes Judiciary Training Center)	10
- Management Analysis and Research	4
- Program Services	3
- Human Resources	33
- Judiciary Finance Department	31
- Legal Affairs	1
- Procurement and Contract Administration (Includes Warehouse)	23
- Family Administration	11
- AOC Judicial Information Systems Unit / Microtech	126
	248
<b>Attorney Grievance Commission</b>	33
<b>Board of Law Examiners</b>	8
<b>Client Protection Fund/Client's Security Trust Fund</b>	3
<b>Commission on Judicial Disabilities</b>	5
<b>Maryland Law Library</b>	14
<b>Maryland Alternative Dispute Resolution Commission</b>	8
<b>Standing Committee on Rules of Practice and Procedure</b>	5
<b>District Court Headquarters Operations</b>	
- Chief Judge - District Court of Maryland	5
- Office of the Chief Clerk	2
- Coordinator of Commissioner Activity	5
- ADR	15
- Administrative Services	6
- Operations (Includes MATS, Ticket Processing, and Conference Center)	61
- Engineering and Central Services (Includes all functions.)	35
- Finance (Includes Processing, Ticket Room, and Data Entry)	17
	146
	622

**NOTE:**

- 1) All personnel and staffing levels are subject to verification during future detailed project programming

**Figure II-5: Personal Allocations by Unit / Department / Office as of Spring, 2004**



**D. CURRENT FACILITIES AND SPACE ALLOCATIONS**

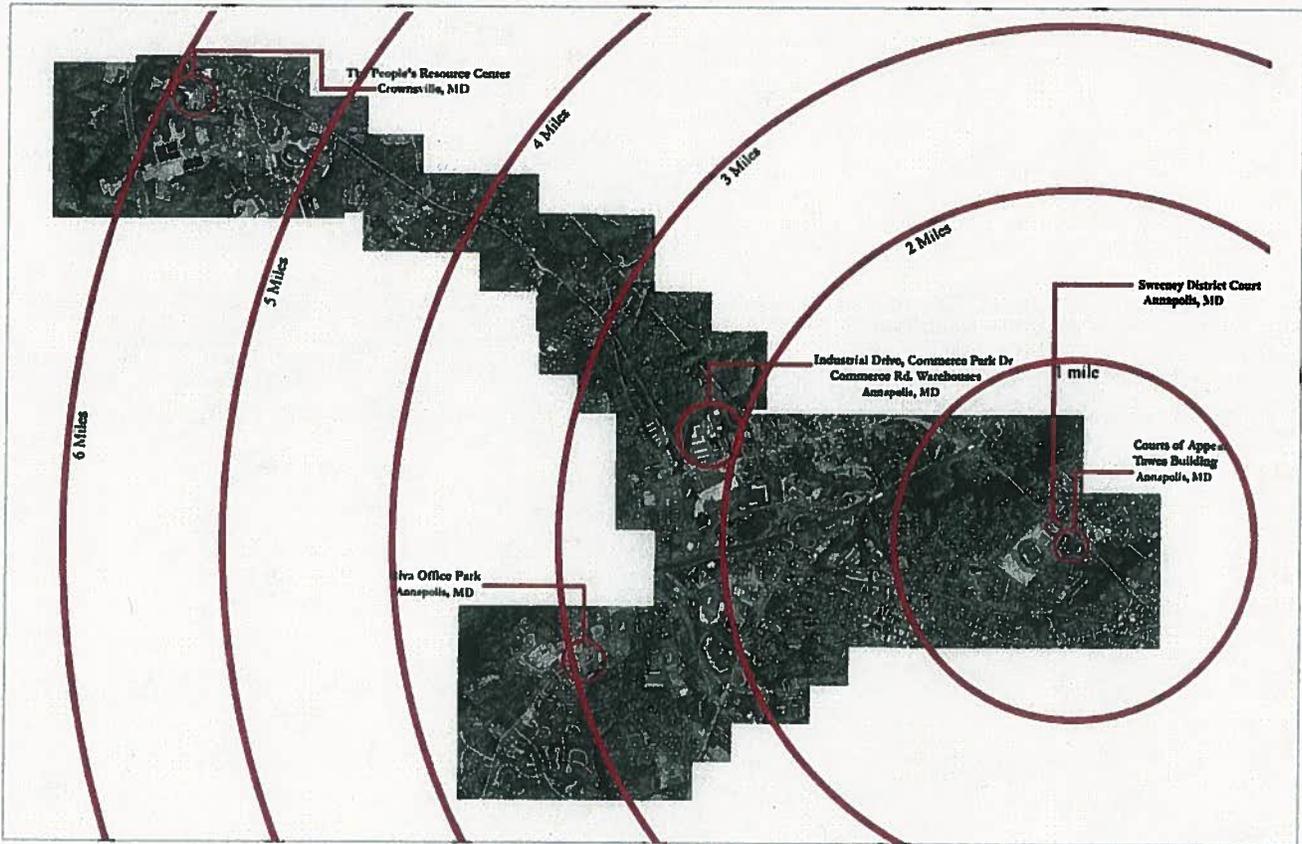
**1. INTRODUCTION**

The Judiciary's headquarters operations utilize 21 separate properties to conduct daily operations in the Annapolis area. The Courts of Appeal Building, Maryland Judicial Center, Sweeney District Court, and People's Resource Center are state owned facilities. The remaining 17 properties are leased and located in one of four commercial office parks including Commerce Park Drive, Commerce Road, Industrial Drive, and Riva Road. 67% of all space utilized by the Judiciary is located more than two miles from the Courts of Appeal Building and Maryland Judicial Center.

Figure II – 6 illustrates the relative locations of the various facilities utilized by the Maryland Judiciary in the Annapolis area.

The following section describes the current physical condition and space allocations of these facilities. An analysis of operational functionality is presented in section II - G.

**Figure II-6: Location of Judiciary Facilities in Annapolis Area**



2. SPACE ALLOCATIONS BY BUILDING

The Judiciary currently uses 264,846 NUSF in total for its daily operations. 107,591 NUSF representing 41% of all Judiciary space is located in four State owned properties. An additional 157,255 NUSF is located in leased space in commercial office parks in the Annapolis area. Table II-2 and figures II-7 and II-8 summarizes the ownership status and total allocations by building for these facilities. Unless noted otherwise, the areas presented here and other tables exclude major building circulations and core spaces.

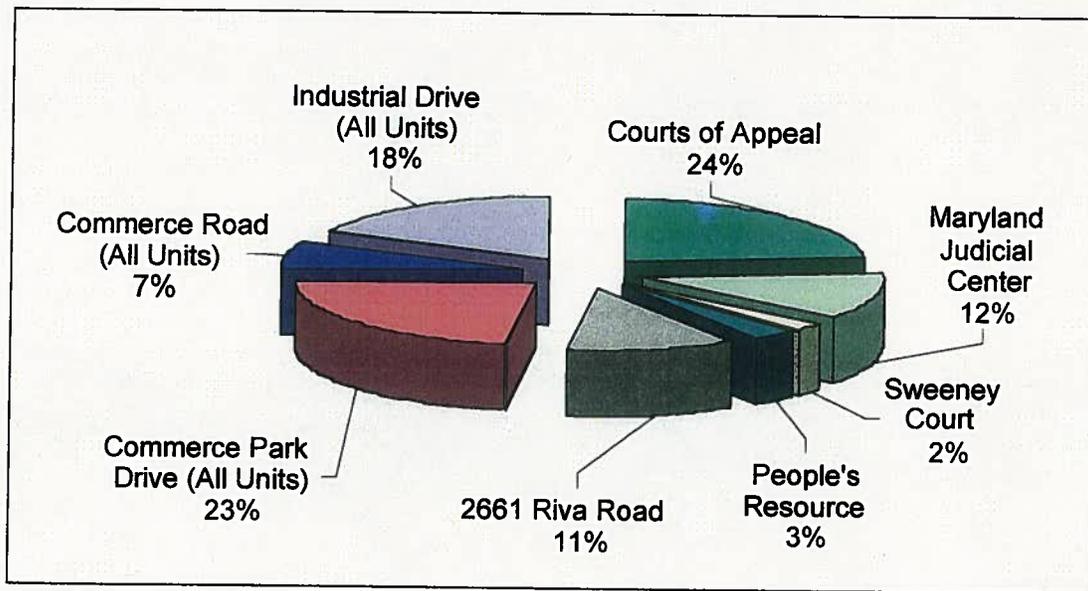
**Table II-2: Buildings Currently Occupied by the Judiciary of Maryland**

BUILDING	ADDRESS	OWNERSHIP	ALLOCATED AREA (NUSF)
<b>OWNED</b>			
Courts of Appeal	361 Rowe Blvd, Annapolis	State of Maryland	61,564
Maryland Judicial Center	580 Taylor Ave, Annapolis	State of Maryland	32,897
Sweeney District Court	261 Rowe Blvd, Annapolis	State of Maryland	4,947
People's Resource Center	100 Community Place, Crownsville	State of Maryland	8,183
		Sub Total - Owned	107,591
<b>LEASED</b>			
Riva Building Commerce Park	2661 Riva Road, Suite 900	Albert W. and Betty Stevens	29,618
	2003D Commerce Park Drive	ACP East LLC	3,500
	2003 E,F Commerce Park Drive	ACP East LLC	7,000
	2009A Commerce Park Drive	ACP East LLC	3,000
	2009B Commerce Park Drive	ACP East LLC	3,375
	2009C,D,E,F Commerce Park Drive	ACP East LLC	14,000
	2011 Commerce Park Drive	ACP East LLC	30,163
		Sub Total - Commerce Park	61,038
Commerce Road	900 Commerce Road	ACP	2,990
	901 A Commerce Road	ACP	1,410
	903 Commerce Road	ACP	5,378
	905 Commerce Road	ACP	2,648
	911-A Commerce Road	ACP	5,507
		Sub Total - Commerce Road	17,933
Industrial Drive	2002-A Industrial Drive	ACP	32,467
	2002-E Industrial Drive	ACP	3,000
	2002-F Industrial Drive	ACP	2,785
	2004A Industrial Drive	ACP	5,014
	2020 Industrial Drive	ACP	5,400
		Sub Total - Industrial Drive	48,666
		Sub Total - Leased	157,255
		Total	264,846

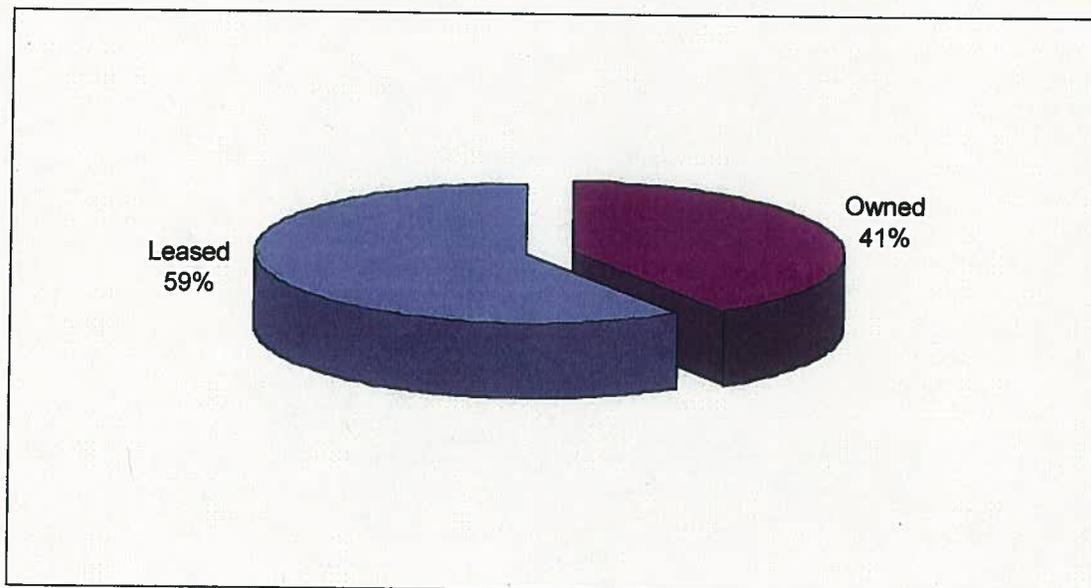
**NOTE:**

- 1) These square footages include such building circulation factors as corridors and public lobbies within the suite space, but exclude stairwells, elevators and mechanical rooms.

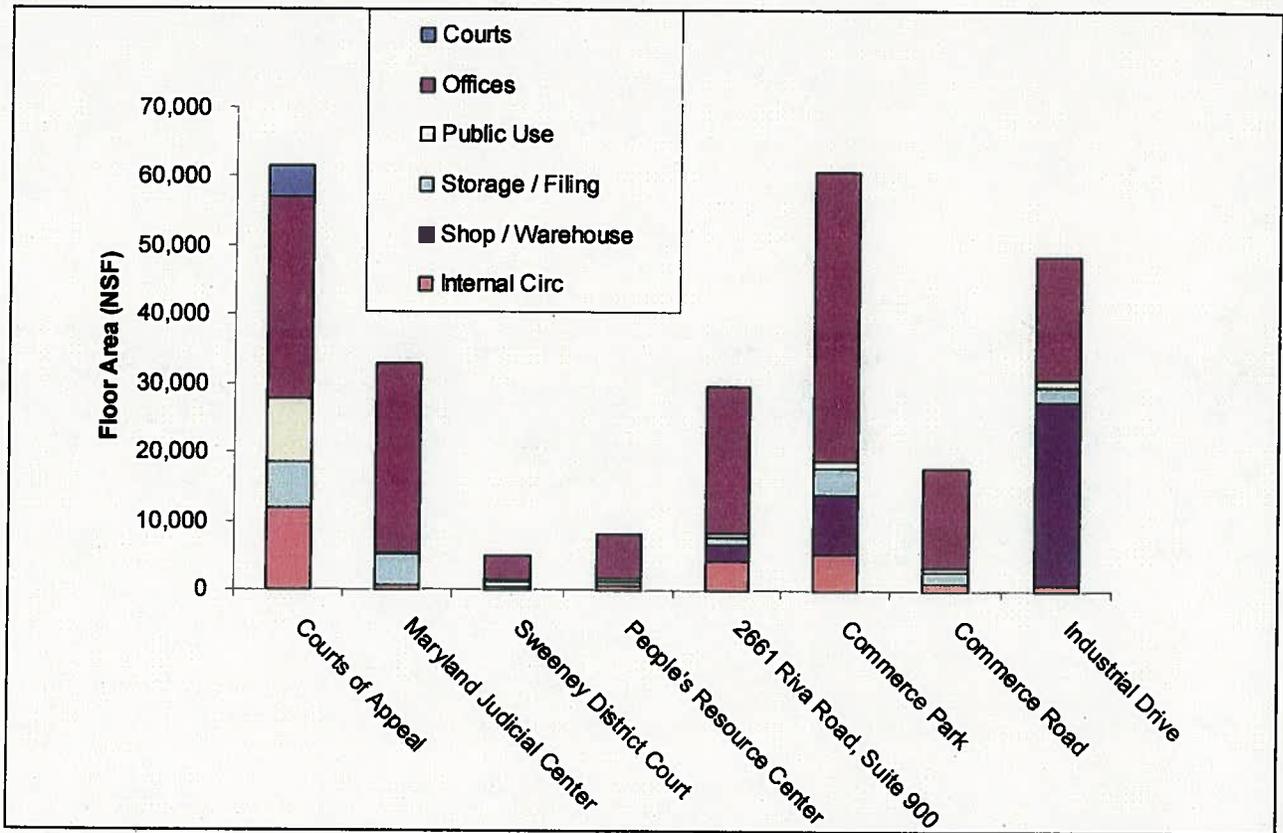
**Figure II-7: Total Space Allocations By Location**



**Figure II-8: Total Space by Ownership**



**Figure II-10: Current Space Allocations by Type of Space**



3. SPACE ALLOCATIONS BY UNIT, DEPARTMENT, AND OFFICE

The Judiciary's Annapolis operations encompass 33 distinct organizational elements. The Administrative Office of the Courts and District Court are the two largest users of space collectively utilizing 150,379 NUSF representing approximately 65% of all allocated Judiciary space in the Annapolis area. Table II-5 and figure II-11 summarizes space allocations for each major unit, department, and office.

**Table II-5: Space Allocations by Unit / Department / Office**

UNIT / DEPARTMENT / OFFICE	LOCATION	FLOOR	ALLOCATED AREA (NUSF)
<b>Court of Appeals</b>			
- Chief Judge - Court of Appeals	Courts of Appeal	4	862
- Clerk's Office for the Court of Appeals	Courts of Appeal	4	3,477
- Court of Appeals (Courts, Support)	Courts of Appeal	3,4	12,160
	Sub Total - Court of Appeals		16,499
<b>Court of Special Appeals</b>			
- Chief Judge - Court of Special Appeals	Courts of Appeal	2	557
- Staff Attorneys for the Court of Special Appeals	Courts of Appeal	3	1,761
- Clerk's Office for the Court of Special Appeals	Courts of Appeal	2	3,009
- Court of Special Appeals (Courts, Support)	Courts of Appeal	2,3	16,571
- Basement Storage	Courts of Appeal	B	832
	Sub Total - Court of Special Appeals		22,730
<b>Court Information Office</b>			
- Court Information Office	Courts of Appeal	3	3,002
- Judicial Institute/ Media Services Unit	2009 D Commerce Park Drive	1	2,899
	Sub Total - Court Information Office		5,901
<b>Internal Audit</b>	2009 A Commerce Park Drive	1	3,000
<b>Administrative Office of the Courts</b>			
- State Court Administrator's Office	Maryland Judicial Center	2	1,222
- Drug Court Commission Staff	2009 D Commerce Park Drive		221
- Administrative Services	Maryland Judicial Center	1,2,4	3,839
— Judiciary Training Center	2009 D Commerce Park Drive		10,880
— AOC Storage Room and Mailroom	Courts of Appeal	B	1,013
- Management Analysis and Research	Maryland Judicial Center	2	581
- Program Services	Maryland Judicial Center	2	560
- Human Resources	Maryland Judicial Center	1	6,172
- Judiciary Finance Department	Maryland Judicial Center	4	5,584
- Legal Affairs	Maryland Judicial Center	2	501
- Procurement and Contract Administration	Maryland Judicial Center	2,4*	1,472
— AOC Warehouse	2003 D,E,F Commerce Park Dr.		10,500
- Family Administration	Maryland Judicial Center	2	1,955
- AOC Judicial Information Systems Unit / Microtec	2661 Riva Road	B,1,2,3	29,618
— JIS Microtec	2004 A Industrial Drive		5,014
— JIS Microtec	2002 E Industrial Drive		3,000
	Sub Total - Administrative Office of the Courts		82,132

**Table II-3: Current Space Allocations by Building (Continued)**

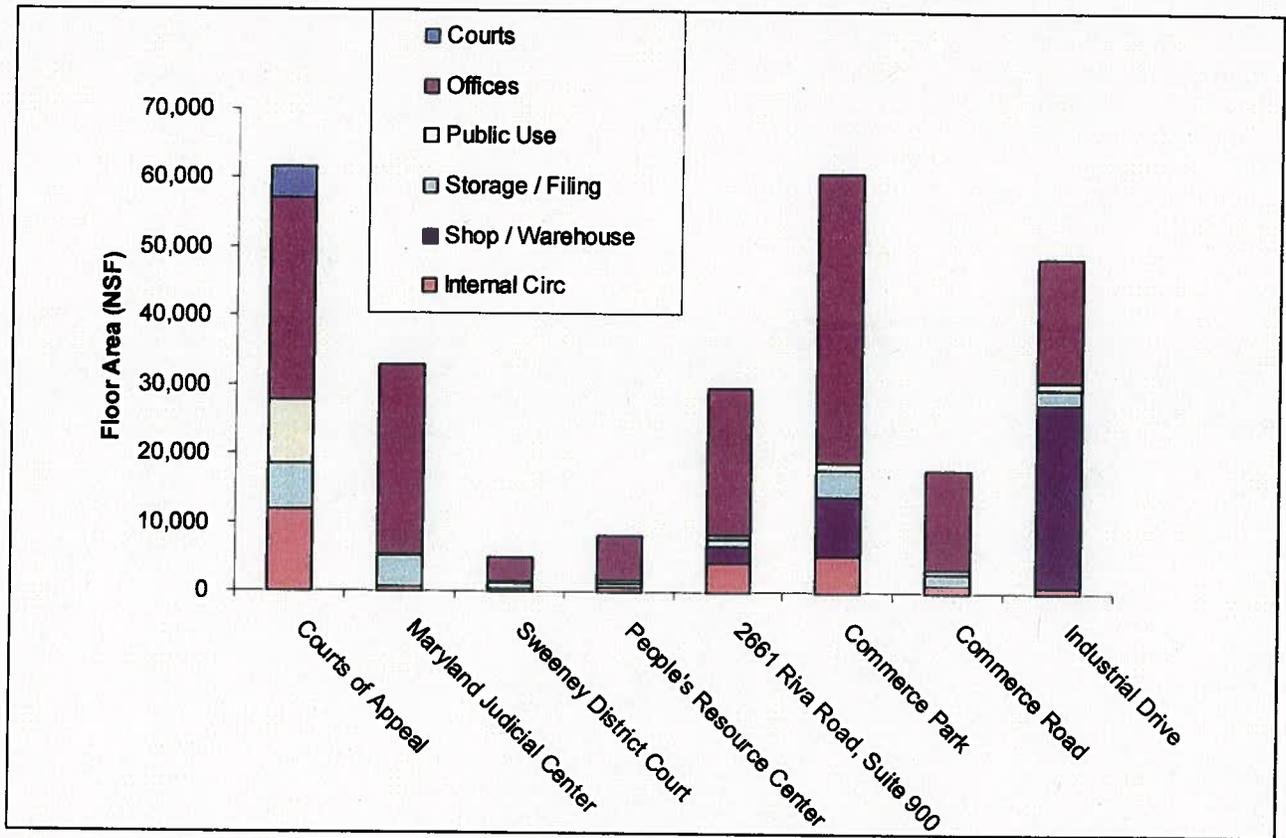
BUILDING	UNIT / DEPARTMENT / OFFICE	FLOOR	ALLOCATED (NUSF)
<b>LEASED</b>			
<b>2661 Riva Road, Suite 900</b>	AOC Judicial Information Systems Unit / Microtech	B,1,2,3	29,618
<b>Commerce Park</b>			
- 2003 D,E,F Commerce Park Drive	AOC Warehouse		10,500
- 2009 A Commerce Park Drive	Internal Audit	1	3,000
- 2009 B Commerce Park Drive	Expansion of Judiciary Training Center	1	3,375
- 2009 D Commerce Park Drive	Judiciary Training Center / Judicial Institute/ Media Services Unit	1	2,899
- 2009 D Commerce Park Drive	AOC Education / Training Unit	1	10,880
- 2009 D Commerce Park Drive	Drug Court Commission Staff	1	221
- 2011 B Commerce Park Drive	Expansion of Judiciary Training Center		30,163
	Subtotal - Commerce Park Drive		61,038
<b>Commerce Road</b>			
- 900 Commerce Road	Maryland Alternative Dispute Resolution Commission	1	2,990
- 901 A Commerce Road	Operations/MATS/Transcribing	1	1,410
- 903 Commerce Road	Conference Center	1	5,378
- 905 Commerce Road	MATS/Ticket Processing Center	1	2,648
- 911 A Commerce Road	ADR	1	2,130
- 911 A Commerce Road	Coordinator of Commissioner Activity	1	3,377
	Subtotal - Commerce Road		17,933
<b>Industrial Drive</b>			
- 2002 Industrial Drive	Warehouse/Record Operations (District Court)	1	32,467
- 2002 E Industrial Drive	JIS Microtec (AOC)	1	3,000
- 2002 F Industrial Drive	Cabinet Shop (District Court)	1	2,785
- 2004 A Industrial Drive	JIS Microtec (AOC)	1	5,014
- 2020 Industrial Drive	Processing, Ticket Room and Data Entry (District Court)	1	5,400
	Subtotal - Industrial Drive		48,666
	Total		264,846

Office uses represent the single largest type of space involving approximately 61% of all space utilized by the Judiciary. Shop and warehouse is the next largest category involving over 14% of all space. Table II-4 and figure II-10 summarizes the type of space by each respective building.

**Table II-4: Current Space Allocations by Type of Space**

BUILDING	NET USEABLE SQUARE FEET BY TYPE OF SPACE						Total
	Courts	Offices	Public Use	Storage / Filing	Shop / Warehouse	Internal Circ	
<b>TOTALS BY USE:</b>	4,530	162,431	13,361	21,656	37,988	24,880	264,846
<b>OWNED</b>							
<b>Courts of Appeal</b>	4,530	29,161	9,445	6,661	0	11,767	61,564
<b>Maryland Judicial Center</b>	0	27,581	228	4,527	0	561	32,897
<b>Sweeney District Court</b>	0	3,474	221	866	0	386	4,947
<b>People's Resource Center</b>	0	6,398	391	740	0	654	8,183
						Sub Total - Owned	107,591
<b>LEASED</b>							
<b>2661 Riva Road, Suite 900</b>		21,213	592	1,100	2,502	4,211	29,618
<b>Commerce Park</b>	0	42,180	919	3,906	8,750	5,283	61,038
- 2003 D,E,F Commerce Park Drive		1,670	80		8,750		10,500
- 2009 A Commerce Park Drive		1,959	212	259		570	3,000
- 2009 B Commerce Park Drive		3,375					3,375
- 2009 D Commerce Park Drive		2,203		253		443	2,899
- 2009 D Commerce Park Drive		8,252	410	268		1,950	10,880
- 2009 D Commerce Park Drive		121				100	221
- 2011 B Commerce Park Drive		24,600	217	3,126		2,220	30,163
<b>Commerce Road</b>	0	14,457	656	1,708	0	1,112	17,933
- 900 Commerce Road		2,147	436			407	2,990
- 901 A Commerce Road		1,011	135			264	1,410
- 903 Commerce Road		4,763	30	282		303	5,378
- 905 Commerce Road		1,680	55	775		138	2,648
- 911 A Commerce Road		2,301					2,301
- 911 A Commerce Road		2,555		651			3,206
							0
<b>Industrial Drive</b>	0	17,967	909	2,148	26,736	906	48,666
- 2002 Industrial Drive		5,209	810	2,148	24,300		32,467
- 2002 E Industrial Drive		3,000					3,000
- 2002 F Industrial Drive		349			2,436		2,785
- 2004 A Industrial Drive		5,014					5,014
- 2020 Industrial Drive		4,395	99			906	5,400
						Sub Total - Leased	157,255

**Figure II-10: Current Space Allocations by Type of Space**



### 3. SPACE ALLOCATIONS BY UNIT, DEPARTMENT, AND OFFICE

The Judiciary's Annapolis operations encompass 33 distinct organizational elements. The Administrative Office of the Courts and District Court are the two largest users of space collectively utilizing 150,379 NUSF representing approximately 65% of all allocated Judiciary space in the Annapolis area. Table II-5 and figure II-11 summarizes space allocations for each major unit, department, and office.

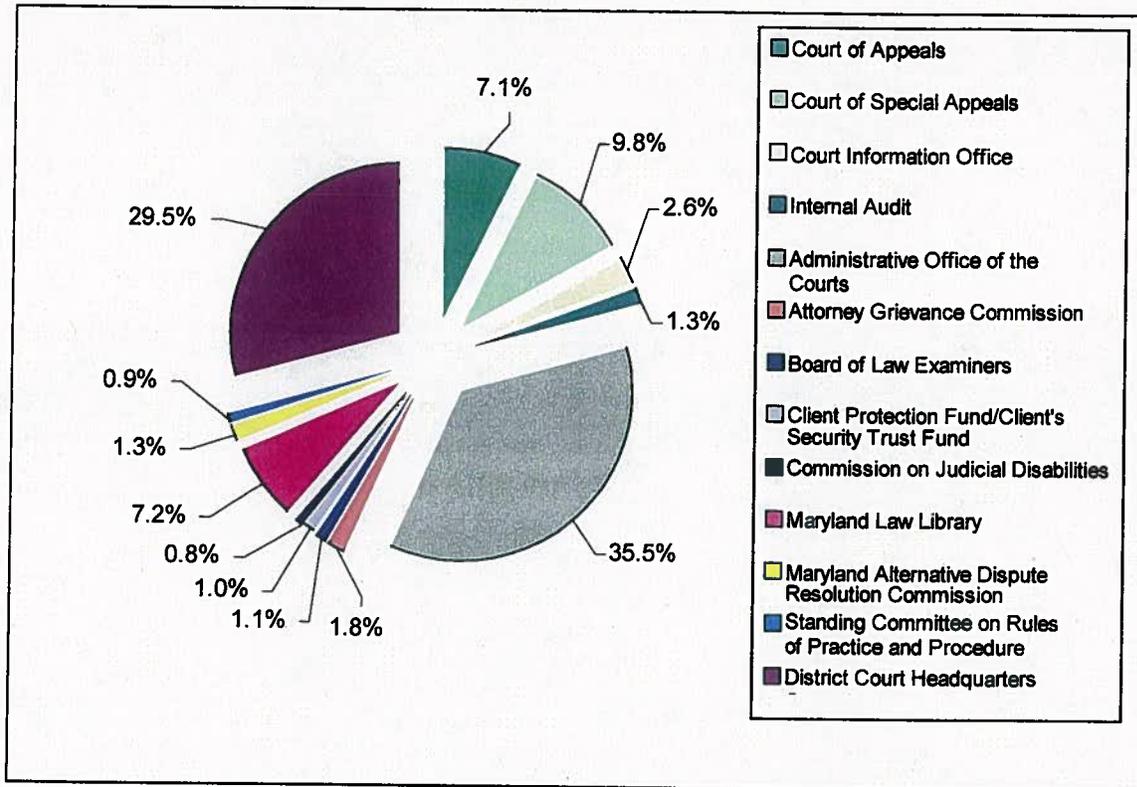
**Table II-5: Space Allocations by Unit / Department / Office**

UNIT / DEPARTMENT / OFFICE	LOCATION	FLOOR	ALLOCATED AREA (NUSF)
<b>Court of Appeals</b>			
- Chief Judge - Court of Appeals	Courts of Appeal	4	862
- Clerk's Office for the Court of Appeals	Courts of Appeal	4	3,477
- Court of Appeals (Courts, Support)	Courts of Appeal	3,4	12,160
	Sub Total - Court of Appeals		16,499
<b>Court of Special Appeals</b>			
- Chief Judge - Court of Special Appeals	Courts of Appeal	2	557
- Staff Attorneys for the Court of Special Appeals	Courts of Appeal	3	1,761
- Clerk's Office for the Court of Special Appeals	Courts of Appeal	2	3,009
- Court of Special Appeals (Courts, Support)	Courts of Appeal	2,3	16,571
- Basement Storage	Courts of Appeal	B	832
	Sub Total - Court of Special Appeals		22,730
<b>Court Information Office</b>			
- Court Information Office	Courts of Appeal	3	3,002
- Judicial Institute/ Media Services Unit	2009 D Commerce Park Drive	1	2,899
	Sub Total - Court Information Office		5,901
<b>Internal Audit</b>	2009 A Commerce Park Drive	1	3,000
<b>Administrative Office of the Courts</b>			
- State Court Administrator's Office	Maryland Judicial Center	2	1,222
- Drug Court Commission Staff	2009 D Commerce Park Drive		221
- Administrative Services	Maryland Judicial Center	1,2,4	3,839
— Judiciary Training Center	2009 D Commerce Park Drive		10,880
— AOC Storage Room and Mailroom	Courts of Appeal	B	1,013
- Management Analysis and Research	Maryland Judicial Center	2	581
- Program Services	Maryland Judicial Center	2	560
- Human Resources	Maryland Judicial Center	1	6,172
- Judiciary Finance Department	Maryland Judicial Center	4	5,584
- Legal Affairs	Maryland Judicial Center	2	501
- Procurement and Contract Administration	Maryland Judicial Center	2,4*	1,472
— AOC Warehouse	2003 D,E,F Commerce Park Dr.		10,500
- Family Administration	Maryland Judicial Center	2	1,955
- AOC Judicial Information Systems Unit / Microtec	2661 Riva Road	B,1,2,3	29,618
— JIS Microtec	2004 A Industrial Drive		5,014
— JIS Microtec	2002 E Industrial Drive		3,000
	Sub Total - Administrative Office of the Courts		82,132

**Table II-5: Space Allocations by Unit / Department / Office (Continued)**

UNIT / DEPARTMENT / OFFICE	LOCATION	FLOOR	ALLOCATED AREA (NUSF)
<b>Attorney Grievance Commission</b>	People's Resource Center	1	4,196
<b>Board of Law Examiners</b>	Sweeney District Court	3	2,622
<b>Client Protection Fund/Client's Security Trust</b>	Sweeney District Court	3	2,325
<b>Commission on Judicial</b>	People's Resource Center	3	1,891
<b>Maryland Law Library</b>	Courts of Appeal	B,1	16,679
<b>Maryland Alternative Dispute Resolution</b>	900 Commerce Road		2,990
<b>Standing Committee on Rules of Practice and</b>	People's Resource Center		2,096
<b>District Court Headquarters Operations</b>			
- Chief Judge - District Court of Maryland	Courts of Appeal	3	1,641
- Office of the Chief Clerk	Maryland Judicial Center	3	1,449
- Coordinator of Commissioner Activity	911 A Commerce Road	1	3,377
- ADR	911 A Commerce Road	1	2,130
- Administrative Services	Maryland Judicial Center	3	691
- Operations	Maryland Judicial Center	3	5,124
— MATS/Operations/Transcribing	901-A Commerce Road	1	1,410
— Ticket Processing/MATS	905 Commerce Road	1	2,648
— Conference Center	903 Commerce Road	1	5,378
- Engineering and Central Services	Maryland Judicial Center	3	2,913
— Warehouse/Record Operations	2002 Industrial Drive	1	32,467
— Cabinet Shop	2002 F Industrial Drive	1	2,785
— Facilities	Baltimore		
- Finance	Maryland Judicial Center	3	834
— Processing, Ticket Room and Data Entry	2020 Industrial Drive		5,400
<b>Unassigned</b>	Sub Total - District Court		68,247
2009 B Commerce Park – Expansion of Judiciary Training Center	2009 B Commerce Park Drive		3,375
2011 Commerce Park - Expansion of Judiciary Training Center	2011 B Commerce Park Drive		30,163
	Sub Total - Unassigned		33,538
	Total		264,846

**Figure II-11: Space Allocation by Unit / Department / Office**



**Table II-6: Type of Space Utilized by Major Unit / Department / Office**

UNIT / DEPARTMENT / OFFICE	NET USEABLE SQUARE FEET BY TYPE OF SPACE						Total
	Courts	Offices	Public Use	Storage / Filing	Shop / Warehouse	Internal Circ	
Court of Appeals	1,680	10,402	0	1,468	0	2,949	16,499
Court of Special Appeals	2,850	13,840	0	2,047	0	3,993	22,730
Court Information Office	0	4,433	0	491	0	977	5,901
Internal Audit		1,959	212	259		570	3,000
Administrative Office of the Courts	0	58,449	1,310	4,354	11,252	6,767	82,132
Attorney Grievance Commission		3,174	106	630		286	4,196
Board of Law Examiners		1,726	95	569		232	2,622
Client Protection Fund/Client's Security Trust Fund		1,748	126	297		154	2,325
Commission on Judicial Disabilities		1,430	285			176	1,891
Maryland Law Library		1,418	9,207	2,429		3,625	16,679
Maryland Alternative Dispute Resolution Commission		2,147	436			407	2,990
Standing Committee on Rules of Practice and Procedure		1,794		110		192	2,096
District Court Headquarters Operations	0	32,217	1,129	5,833	26,736	2,332	68,247
Unassigned		27,975	217	3,126	0	2,220	33,538
	4,530	162,712	13,123	21,613	37,988	24,880	264,846