

MARYLAND JUDICIARY WORKLOAD ASSESSMENT
GLOSSARY OF TERMS
CIRCUIT COURT JUDGES

CASE TYPE CATEGORIES

1. Criminal Indictments and Information

2. Jury Trial Prayer/Criminal Appeals

3. Violations of Probation

4. Post Conviction

5. Adult Drug Court

6. Juvenile Drug Court

7. Truancy Reduction Program

8. Other Problem-Solving Courts

9. Domestic Violence Protective Orders

- Includes all Domestic Violence Protective Order proceedings (i.e., original petitions in circuit court and de novo appeals from District Court). Please count Peace Order de novo appeals from District Court under “Civil Appeals.”

10. CINA

11. CINS/Other Juvenile

- Includes CINS, Juvenile Peace Orders, Adult Contributing, Voluntary Placement, and other Juvenile actions not otherwise classified.

12. Delinquency

13. Family Law

- Includes all Family Law case types not otherwise classified (e.g., Divorce, Custody, Visitation, and Other Domestic Relations/Family Law Case Types), as well as Child Support actions brought in relation to a Divorce case (e.g., establishment, modification or enforcement of support that reopens a Divorce case).

14. Civil Adoptions

- Includes Civil Adoptions not related to TPR.

15. Paternity and Non-Support

- Includes all Paternity cases, as well as Title IV-D, DSS, UIFSA, other Interstate Child Support/Non-Support cases, and other Child Support cases not associated with a Divorce case.

16. TPR and Guardianships

- Includes TPR and Juvenile Adoption after TPR.

17. Other Guardianships

- Includes non-TPR Guardianships (e.g., General Guardianship, Minor Guardianship, Adult Guardianship, Guardianship of the Property, other Guardianships).

18. Foreclosure

- Includes all Foreclosure case types.

19. Contracts

20. Torts

- Includes all Tort actions.

21. Other Civil

- Includes all Civil cases not otherwise classified.

22. Civil Appeals

CASE-RELATED EVENTS

1. Pre-Trial/Non-Trial Disposition

Includes all on-bench and off-bench activity related to pre-trial proceedings and non-trial dispositions. Includes all off-bench research and preparation related to pre-trial and non-trial disposition activities. Some examples of pre-trial activities include:

- Search warrant
- Arrest warrant
- Arraignment
- Non-dispositive pre-trial motion (e.g., motion to suppress, motion in limine)
- Scheduling conference
- Pre-trial conference
- Preparation of findings and orders related to pre-trial matters

Some examples of non-trial dispositions include:

- Entry of guilty plea and sentencing
- Dispositive motions (e.g., motion to dismiss, motion for summary judgment)
- Preparation of findings and orders related to non-trial dispositions

2. Bench Trial

Includes all on-bench and off-bench activity related to a trial in which the judge is the finder of fact. Includes all off-bench research and preparation related to bench trials, and sentencing following a bench trial. Some examples of bench trial activity include:

- Bench trial
- Sentencing after conviction at bench trial
- Preparation of findings and orders related to bench trials

3. Jury Trial

Includes all on-bench and off-bench activity related to a trial in which a jury is the finder of fact. Includes all off-bench research and preparation related to jury trials, and sentencing following a jury trial. Some examples of jury trial activity include:

- Jury selection
- Jury trial
- Sentencing after conviction at jury trial
- Preparation of orders related to jury trials

4. Post-Disposition

Includes all on-bench and off-bench activity that occurs after the entry of judgment. Some examples of post-judgment/post-disposition activity include:

- Post-trial motion (e.g., motion for rehearing, motion for new trial)
- Show cause or capias on post-disposition matter
- Preparation of findings and orders related to post-judgment/post-disposition matters
- All work on probation violations and post conviction matters

NON-CASE-RELATED EVENTS

1. Non-Case-Related Administration

Includes all non-case-related administrative work such as:

- Staff meetings
- Bench meetings
- Personnel matters
- Staff supervision and mentoring
- Court management
- Weddings

2. Judicial Education and Training

Includes all educational and training activities such as:

- Judicial education/continuing legal education
- Conferences

3. General Legal Reading

Includes all reading and research that is *not* related to a particular case before the court.

Examples include:

- Reading journals
- Reading professional newsletters
- Reviewing appellate court decisions

4. Committee, Conference, and Work Group Meetings and Related Work

Includes all work related to and preparation for meetings of state and local committees, conferences, work groups, boards, and task forces, such as:

- Community criminal justice board meetings
- State committees, conferences, and work groups

5. Community Activities and Public Outreach

Includes all public outreach and community service that is performed in your official capacity as a judge. This category does not include work for which you are compensated through an outside source, such as teaching law school courses, or personal community service work that is not performed in your official capacity as a judge. Examples of work-related community activities and public outreach include:

- Speaking at schools about legal careers
- Judging moot court competitions

6. Work-Related Travel

Work-Related Travel includes all time spent traveling on court business to or from a location other than your primary court. For purposes of the time study, your primary court is the court where you most frequently sit. You should not record travel time spent on your commute between your home and your primary court. You should record any travel time between your home and other courts that is greater than the length of your commute between your home and your primary court.

For Recalled Judges only – please include travel time to locations where you serve as work-related travel.

7. Vacation, Sick Leave, and Holidays

Includes all time away from work due to vacation, personal leave, illness or medical leave, and court holidays.

8. Lunch and Breaks

Includes all routine breaks during the working day.

9. NCSC Time Study

Includes all time spent filling out time study forms and entering time study data using the Web-based form.