**IN THE COURT OF APPEALS OF MARYLAND**
**AMENDED ORDER GOVERNING ORIENTATION ON**
**INITIAL ASSIGNMENT OR APPOINTMENT AS JUVENILE JUDGE OR MASTER**

**WHEREAS,** the Maryland Foster Care Court Improvement Project has been charged with a duty to develop an education program for Maryland Juvenile Court Judges and Masters who hear child welfare cases, and

**WHEREAS,** in conjunction with the Maryland Judicial Conference's Subcommittee on Juvenile Law, the Project has proposed an orientation program for judges and masters newly assigned or appointed to a juvenile court; and

**WHEREAS,** it is intended that this program enhance, rather than contradict or supersede, the Administrative Order governing orientation procedures for all new trial judges; and

**WHEREAS,** it is necessary to amend the present order to ensure full implementation of the orientation program;

**NOW, THEREFORE,** I, Robert M. Bell, Chief Judge of the Court of Appeals and the administrative head of the Judicial Branch of this State, pursuant to the authority conferred by Article IV, Section 18 of the Maryland Constitution, ORDER this _14th____ day of November, 2002 as follows:

1. Definitions

   a. New Juvenile Court Judge is an individual who:

      (1) is assigned to a Circuit Court sitting as a juvenile court and

      (2) has neither served as a Juvenile Court Judge or Master before December 28, 2000, nor participated in an orientation program as described in this Order.

   b. New Juvenile Court Master is an individual who:

      (1) is appointed by a Circuit Court as a Juvenile Court Master; and

      (2) has not served as a Juvenile Court Master of a circuit court before December 28, 2000, nor participated in an orientation program as described in this Order.

2. Orientation Procedures

   a. Certification. All administrative judges who wish to designate, assign, or appoint judges or masters to their juvenile courts under the Annotated Code of Maryland,

Courts and Judicial Proceedings Article §§3-806 and 3-807, must certify to the Chief Judge of the Court of Appeals with validating documentation that the judge or master has completed the two week orientation program. The newly assigned or appointed judge or master must complete the first scheduled Judicial Institute course sponsored by the Foster Care Court Improvement Project or Juvenile Law Subcommittee offered after their assignment or appointment.

b. Mentor. Whenever the Chief Judge of the Court of Appeals issues an order assigning a new Juvenile Court Judge or approves the appointment of a new Juvenile Court Master, the respective County Administrative Judge shall designate and assign a mentor to the new judge or master. Whenever possible, the mentor shall be for a newly-assigned judge, a sitting or former Juvenile Court Judge and, for a newly-appointed master, a Juvenile Court Master.

c. Participation. Each new Juvenile Court Judge or Master shall participate fully in the program arranged by the mentor, including visits to designated facilities and placements.

d. Schedule

(1) Week One.

(a) A new Juvenile Court Judge or Master shall sit in court with his or her mentor for purposes of observing courtroom and hearing procedures, including courtroom control, decorum, and the announcement of findings and conclusions.

(b) A new Juvenile Court Judge or Master shall be provided the following information:

(1) A list of facilities and placements for him or her to visit;

(2) Sample documents, such as orders and recommendations, instructions for completion; and

(3) A list of local, regional and national organizations that provide training and other resources.

(c) A new Juvenile Court Judge or Master shall be provided with appropriate instruction relating to child support, educational processes for children, entitlement to and provision of legal representation of parties, mental health issues, and local automated juvenile case management/tracking systems.

(2) Week Two.

The mentor shall observe the new Juvenile Court Judge or Master presiding over court matters .

(3) Additional Period of Time Determined by the Administrative Judge.

A mentor shall monitor the progress of the new Juvenile Court Judge or Master, for any additional period determined to be necessary by the Administrative Judge.

3. Chamber Materials

a. Inventory by New Juvenile Court Judge or Master. Upon assignment as a new Juvenile Court Judge or appointment as a new Juvenile Court Master, the new judge or master shall submit to his or her County Administrative Judge a written list of all of following that are not in the judge's or master's chambers or that are not current:

(1) The Courts and Judicial Proceedings Article, Education Article, Family Law Article, Health-General Article, Transportation Article, a Criminal Procedure Article and a Criminal Law Article of the Annotated Code of Maryland;

(2) the Maryland Rules of Procedure;

(3) the Criminal Trial Manual and any local code;

(4) the *Diagnostic and Statistical Manual of Mental Disorders (DSM);*

(5) the *Judicial Ethics Handbook;* and

(6) the *Maryland Trial Judges' Benchbook*

b. Notice to Predecessor. If a new Juvenile Court Judge or Master reports any materials missing from chambers, his or her County Administrative Judge shall remind the predecessor judge or master that all relevant chambers materials should be returned as soon as practicable.

c. Administrative Judge. A County Administrative Judge shall provide to a new Juvenile Court Judge or Master, as soon as practicable, any of the materials listed in items (1) through (4) that are not in chambers and are not returned by the predecessor judge or master, as well as updates for materials that are not current.

d. Administrative Office of the Courts. The Administrative Office of the Courts shall:

(1) provide to a new Juvenile Court Judge or Master, as soon as practicable, any of the materials listed in items (5) and (6) that are not in chambers and are not returned by the predecessor judge or master, as well as updates for materials that are not current; and

(2) arrange for the new Juvenile Court Judge or Master to receive, or continue to receive, the following materials, as they are published from time to time:

1) the *Amicus Curiarum;*

2) a list of the committees within the Judicial Branch;
3) catalogues of Judicial Institute resource materials and programs.

/s/ Robert M. Bell

Robert M. Bell

Filed: November 14, 2002

/s/Alexander Cummings

Clerk
Court of Appeals