

CMCLLD SUMMER 2025 MEETING
June 13, 2025
CIRCUIT COURT FOR BALTIMORE COUNTY
Meeting Notes

In Attendance: Florence Barnes, Joan Bellistri, Audrey Dingler, James Durham, Catherine McGuire, Ever Hanna, Scott Stevens, Kimberly Viera, Julia Viets, Sandy Brewer, Brittany West and Tonya Baroudi.

Introductions

Welcome Address – Cheryl Rill, Deputy Court Administrator, Circuit Court for Baltimore County

Statistics and Annual Reports – Joan Bellistri

Statistics for FY 2025 should be input by 7/31/2025.

The target date for the completion of FY2025 Annual Report is 12/31/2025. Member reports should be complete by the end of September 2025 so that we have the information for the Annual Report and the SRL Services report which has an earlier deadline.

A more detailed Annual Report questionnaire will be created for FY2025.

A2J Department Updates – Brittany West

Video Projects include:

Estate Administration for the Personal Representative in December
Part 1 – 3 videos – before appointed
Part 2 – 7 videos – after appointment

Appealing to the Appellate Court – 5 videos

Revision of Fee Waiver videos for trial and appellate courts.

Revision of Life Planning & Power of Attorney to provide more broad coverage.

How to Request Accommodations – 1 minute video created with HR.

How to Work with an Interpreter for Judges, language and ASL, posted on CourtNet but will be of interest to all court staff.

Webinar projects with the Department of Juvenile and Family Services. (Webinars are more detailed than the videos):

Standby Guardianship – will be posted soon (A video series will be created later in the fall.)

Publications:

“What Can I Do to Help?” on legal advice vs. legal information has been updated and approved by the Judicial Council. Revisions include the addition of examples and terminology updates such as help center instead of Self-help. It is now in the design phase and will be republished.

The Access to Justice Department is also working on web accessibility in compliance with DOJ regulations.

There will be no new videos this next FY but A2J will work on maintenance of the current video library.

Kim Alvarez asked Brittany to mention that there is CASA resource guide and card for dealing with ICE. She can share with CMCLLD members.

Most of the MDEC videos are still waiting for implementation of the new version.

The possibility of setting up a meeting with Kristin and Christian to learn more was discussed.

Report from attendance at the Conference of Circuit Court Administrators and Conference of Circuit Court Clerks Meeting(s) – Joan Bellistri, Catherine McGuire & Audrey Dingler

Audrey reported:

- We attended to learn and absorb.
- We shared the FY24 CMCLLD Report and the FY24 State Law Library Report
- At the Court Administrators Meeting, we learned about the Annual Joint Conference @ the Turf Valley Resort coming up in late August.
- I reached out to Olya at AOC about our interest in presenting at the Joint Conference.
- Sadly, this year's agenda is full, but I will be providing our postcard-sized brochures and Olya will arrange for those to be placed in the black judiciary folders for conference attendees.
- Last year, the conference had around 150 attendees, so I intend on supplying around 150 postcards. Olya will be getting back to me in July with a final attendee number. Once she does, I will be sending our postcards her way.
- And I indicated that we are interested in presenting at next year's Joint Conference, and we will be following up with her next Spring.

It was noted that it is important that the CMCLLD members be aware of the issues facing the Conferences of Court Administrators and Court Clerks by attending their meetings annually.

Topics observed at the Conference meetings included Maryland Land records and web accessibility.

CMCLLD will also offer to provide presentations at next year's joint conference as well as Conference regular meetings. Suggested topics were discussed:

Law Library service to the SRL. Referrals and regional support.

Law library availability to courts without a staffed law library. For example, Baltimore County will soon provide appointments for Zoom assistance for any county.

The challenges and opportunities of moving to digital formats with associated collection development and management

What law libraries can do specifically for court administrators

AI tools and resources

Database navigation and utilization

A repeat of Julia's description of what law libraries can do. (Julia will send notes to Audrey.)

Collection development and standards – what a court law library needs.

Flossie suggested that we send a questionnaire – with presentation topic options to the other conferences. Audrey can include in the December law library directory update requests.

Suggestions for Agenda Items for the Fall & Winter/Annual CMCLLD Meeting(s)
Selection of remaining 2025 Meeting dates: Fall & Winter/Annual

FALL – to be devoted to the revising the CMCLLD strategic plan to reflect the Judiciary's new Strategic initiatives.

Reports from AALL from Catherine and Tonya. Lee Sampson (who will be on the AMPC for next year) and Jessica Mundy from TMSLL will be presenting.

ANNUAL MEETING – Suggested topics and speakers:

- Judiciary and AI – Justice Biran (if available)
- Staff Wellness – per Judy Rupp
- A2J Department updates
- MCLA update
- People's Law Library
- Frontlines
- Special Collection Management – Jessica Mundy

- Core Collections and Standards – What a court library needs

Audrey would like to make sure that staff in Harford and Kent are invited. All counties will be invited to the Annual Meeting.

Round the Room Member Updates

Montgomery / Julia

- New 3-year Lexis contract
- Worked with A2J Coordinator to provide Lunch and Learn program on general library information for court employees. Presentation included an interactive game similar to Oregon Trail covering accessibility.
- Revised the Litigant Referral Guide
- Library will give a two-hour lesson on the library and basic legal research to local high school students enrolled in Montgomery County Public Schools Summer RISE program at the court.
- Jill Schorr is LLAM's new treasurer.

Prince George's / Tonya

- Completed Lexis negotiations with a 5-year term for Lexis+.
- Library renovations will begin June 16. First stage is to remove 4 shelves.
- Discussions are underway to create a more formal partnership with the paralegal team which will include access to Westlaw and Lexis eBook, Westlaw training, and book collection (MD Rules).
- Our Spring Law Library Intern is now enrolled at CUA's library graduate program.

Howard / Sandy

- Door counter has been installed and shows high numbers.
- Sandy received the Howard County Chapter of the Women's Bar Association's Connie Sapp Award for her impact on the community and legal profession.
- Two new computers originally intended for Land Records access will still be installed.
- Westlaw contract was renewed.
- Will participate in Lunch and Learn program.

Charles / Kim

- New desk and shelving thanks to Court Administrator Julee Snyder who is very supportive of the law library. Attorneys appreciate access to the titles now available on the new shelving.
- Charlie, the kiosk, is still being fine-tuned for response to users.
- The ADR Coordinator proposed the law library conference room be used for same day mediation. It would be equipped with a Polycom system to allow access to courtrooms to put agreements on the record.
- Help Center numbers increased.
- Members of the Hispanic Community who call to ask if it is safe to come to the Center are referred to the MCHC hotline number.
- Kim will propose a Family Law Help Day to be held at the jail by appointment via Zoom.

Baltimore County AJRC/ Scott

- Lexis Patron Access has been cancelled due to increased costs.
- More West print titles will now be available through Westlaw only.
- The library will have more online access.
- The Access to Justice Resource Center has been fully staffed, with a great team, since April with two legal technicians, law library coordinator, language access, administrator, director and two summer interns.
- The Baltimore County Local Rules have been updated and can be access through the library catalog.

Baltimore County AJRC / Ever

- Grand opening for the AJRC was held on May 9.
- Speakers included Chief Justice Fader and many elected officials.
- There were more than 50 in attendance.
- The Center has been very busy with new issues.
- A new position, Guardianship Case Manager, will be housed in the center. (Baltimore County has the second largest aging population after Miami-Dade.)
- The Center does make use of the Language Services but occasionally still uses the Language Line.
- There is now one AJRC website after a consolidation.

Anne Arundel / Joanie

- Working to replace AskSam database with an Access database by taking advantage of Judiciary online, self-paced courses.
- Mariemily has been working full-time in the shared assistant/associate law librarian position last semester and this summer. Jeff Ross may be able to cover in the fall when she will have a larger course load. We are still waiting to see when Denise might be able to return to work.
- Westlaw and West Complete contracts have been renewed.
- A new Lexis contract began this spring.
- FCHC staffing is more settled and very busy.
- Joanie continues to participate in the Local Pro Bono Committee.

Carroll / Flossie

- Carroll County Circuit Court Administrative Orders have been added to the law library webpage.
- An antique conference table has been refinished and moved to the 2d floor of the law library to create additional workspace.
- A referral guide for the clerk's office was created using Julia's example. The guide was distributed to the clerk's office.
- Historical Reference Books in Chambers #3 located in the Historic Courthouse have been moved to the Senior Judges' Chambers located in the Courthouse Annex.

James / TMSLL

- The TMSLL welcomed new staff member Syd Stephenson. The library is now fully staffed.
- The FY26 budget is a concern with predicted cuts.
- Plans for the new TMSLL include a large reference services office; shelving, study tables, and computers for public use; a special collections room; storage rooms; and a significant area for staff offices and cubicles.

Catherine / TMSLL

- The TMSLL has been asked to participate in a two-day law clerk orientation in the fall. They will distribute the CMCLLD "postcard."
- Frontlines online presentations continue with Audrey and Joy. The website continues to be revised.

- The TMSLL continues to offer in-house continuing education with most recent program on the classic reference interview. Resiliency training program planning is underway.
- The new TMSLL reference desk will be glassed in and have seating for three staff members.

Committee Updates

Revisions to the Recommended Titles for the Core Collection – Catherine McGuire, Audrey Dingler, Joan Bellistri & Julia Viets

The **Recommended Titles for the Core Collection** are still being reviewed. The documents are available on the Teams/SharePoint site in the [Core Collection review 2025](#) folder. Edition information will not be included as before. The Committee noted the lack of the Legal Information Buyer's Guide which is no longer published. The core collection does not specify format and is presented as suggestions for a Maryland Court Law Library collection. The core collection list is a more specific addition that includes subjects and recommended titles to the Maryland Court Law Library Standards section on secondary sources. It is divided into three sections: Maryland, General and Self-Help. New titles are being considered. Julia noted that the Core Collection is an advocacy tool for collection development when talking with court administrators.

Survey of Chambers Collections & Other Court Department Collections – Florence Barnes & Joan Bellistri with discussion by Julia Viets on “Meeting the Needs of Non-Judicial Staff”

Results of the survey of collections of judges and magistrates chambers, senior judges, and court staff were discussed and are posted on Teams/SharePoint site in the [Chambers Collections](#) folder. Will review the 2001 Recommendations for chambers libraries. Titles will be presented as suggestions and include considerations of digital resources now available on Westlaw and Lexis e-books.

Julia commented on meeting the publication/information needs of non-judicial staff. She stressed the importance of meeting with non-chambers staff and taking advantage of courthouse meetings and orientations. Anne Arundel County participates in courthouse orientations for the Clerk's Office and Bring Your Child to Work Day. The TMSLL invites other departments such as MACRO and heads of

security to staff meetings and has provided tours to MCLA and other judiciary offices. Baltimore County provides brochures to share with the HHS retreat presentation.

Promotion of Court Law Libraries: Marketing/Outreach - Inside/Outside the Law Library – Committee of the Whole

Audrey reported:

- I compiled our FY2025 Law on the Frontlines Statistics into a report. I'll drop a link to that in Zoom. Frontlines, for those who may not be aware, is a continuing education initiative geared towards public library staff.
- 500 CMCLLD postcards were printed. If CMCLLD members would like some, please request a bundle and I'd be happy to send them in deliveries.
- In May, I presented at the Maryland Library Association/Delaware Library Association Conference (MLA DLA) with my colleague Joy Hollerbach. In our presentation, we walked attendees through the steps of building a legal reference guide.
- Our two big goals for this presentation were: 1) promote court resources, with an emphasis on CMCLLD and 2) educate public library staff on what legal resources could be added to a reference guide to be able to meet the needs of the public.
- We talked about both in-person and online resources at length. This included things like court law library locations and services, Peoples Law Library articles, and court help center services.
- After the presentation concluded, we tabled at the conference vendor hall to further promote Law on the Frontlines, CMCLLD, and other access to justice tools.
- The day went well, we received positive feedback, and we made some new connections!
- I also attended PBRC's Partners for Justice conference last month. Took lots of pictures that the panel that Joanie was on, and Julia Viets was emceeding. - those are uploaded to the CMCLLD SharePoint.
- Personal Non sequitur: I joined AALL - Legal Information Services to the Public SIS – group. I am keeping an eye out for opportunities there!

- Attended the joint meeting of the PBCC, Supreme Court Standing Committee on Pro Bono and Local Committee Chairs. Expansion of legal access and remote access was discussed.

Judiciary Strategic Initiatives, Core Values & Operational Plan – Judy Rupp, State Court Administrator

Documents found in the Teams/SharePoint [Strategic Plan](#) folder:

- [CMCLLD Strategic Plan: Goals and Objectives \(October 2016\)](#)
- [Judiciary Strategic Initiatives](#)
- Judiciary [2025 Operational Plan](#)

Judy Rupp opened the presentation by providing background on the development of the new Judiciary Strategic Initiatives. Building on the previous plan, the Initiatives will continue to pursue the same direction and purpose, focusing on fulfilling responsibilities, honoring the rule of law as the foundation, upholding what is right, and fostering innovation and growth.

The plan centers on three key areas:

- Access to Justice (A2J)
- A service-oriented approach
- The judiciary workforce, emphasizing that there is “no unimportant job in the judiciary”

This Strategic Plan is the product of a collaborative workgroup comprising judges, administrative clerks, and court administrators, with support from the National Center for State Courts (NCSC). The NCSC facilitated internal and external focus groups to identify “what is right” and “what is wrong.”

External participants included representatives from:

- State’s Attorneys offices
- Public Defender’s Office
- Office of the Attorney General
- Health community
- Maryland State Bar Association (MSBA) and specialty bars
- Maryland Association of Counties (MACo)

- Law schools
- Legal Aid organizations
- Public safety and law enforcement agencies
- The general public

The final document outlines five strategic initiatives, accompanied by clarifying core value statements. A Flip Book summarizing the plan is currently in development and is scheduled for publication in July.

The Operational Plan offers an annual calendar-year overview of tasks aligned with the Strategic Initiatives. In 2024, over 400 tasks were identified, with 180 prioritized and tracked via CourtNet. These tasks, which were collected from the State of the Court and Judicial Council reports, demonstrate how the judiciary's activities align with the Initiatives.

The judiciary's budget will be aligned to support these Initiatives.

Court Law Libraries can play a role in advancing the Initiatives by providing direct access to accurate and complex information in an accessible manner, along with ongoing community outreach. Libraries are encouraged to submit relevant tasks to Olya Jerschowsky or Judy.

Challenges ahead include embodying the core values, aligning resources effectively with the Initiatives, and maintaining innovation and service for both the public and the judiciary.

Judy encouraged the CMCLLD to develop its new strategic plan using the previous plan as a foundation, while incorporating the Judiciary's Strategic Initiatives.

Next Meeting Dates:

Fall – September 16, 2025

Winter/Annual – December 2, 2025

Walking tour of the co-located Access to Justice Resource Center/Law Library at the Circuit Court for Baltimore County concluded the meeting.