



## Conference of Circuit Court Clerks

Amy Craig, Clerk  
Circuit Court for Dorchester County  
Chair  
(410) 228-0481

Maryland Judicial Center  
580 Taylor Ave.  
Annapolis, Maryland 21401

Timothy W. Miller, Clerk  
Circuit Court for Garrett County  
Vice-Chair  
(301) 334-1937

### MINUTES

A meeting of the Conference of Circuit Court Clerks was held November 14, 2017, at the Judicial College Education and Conference Center in Annapolis, Maryland beginning 12:18 p.m.

#### Members Present

Hon. Amy J. Craig, Vice-Chair, Clerk of Court  
Circuit Court for Dorchester County

Marilyn Bentley, Acting Clerk of Court, Circuit Court for Baltimore City  
Hon. Mark Bowen, Clerk of Court, Circuit Court for Wicomico County  
Tracy Cantrell, Acting Clerk of Court, Circuit Court for St. Mary's County  
Hon. Robert Duckworth, Clerk of Court, Circuit Court for Anne Arundel County  
Hon. Julie Ensor, Clerk of Court, Circuit Court for Baltimore County  
Markisha Gross, Administrative Clerk, District Court for Montgomery County  
Hon. Sharon Hancock, Clerk of Court, Circuit Court for Charles County  
Douglas Hofstedt, Court Administrator, Circuit Court for Anne Arundel County  
Hon. Charles Horner, Clerk of Court, Circuit Court for Somerset County  
Hon. Scott MacGlashan, Clerk of Court, Circuit Court for Queen Anne's County  
Hon. Barbara Meiklejohn, Clerk of Court, Circuit Court for Montgomery County  
Hon. Timothy Miller, Clerk of Court, Circuit Court for Garrett County  
Hon. Mark Mumford, Clerk of Court, Circuit Court for Kent County  
Hon. Charlene Notarcola, Clerk of Court, Circuit Court for Cecil County  
Hon. Wayne Robey, Clerk of Court, Circuit Court for Howard County  
Hon. Donald Sealing, Clerk of Court, Circuit Court for Carroll County  
Hon. Mary Ann Shortall, Clerk of Court, Circuit Court for Talbot County  
Hon. Dennis Weaver, Clerk of Court, Circuit Court for Washington County

#### Also Present:

Karen Bushell  
Pete Fenton  
Penny Custis  
Kerry Gibson  
Katherine Hager  
Sherry Harrington  
Joyce Marshall  
Ruth Martin

Ruth Martin  
Carol Miller  
Eliana Pangelinan  
Leland Sampson  
JaCina Stanton  
Kevin Tucker  
Susanne Wells

Amy Craig moved for approval of the minutes of the September 19, 2017 meeting. The motion was seconded by Tim Miller and unanimously approved.

**1. THE PEOPLE'S LAW LIBRARY OF MARYLAND**

Leland Sampson updated the Conference on the updated website, [www.peoples-law.org](http://www.peoples-law.org). He cited the library's mission to educate Marylanders about the civil legal issues that self-represented litigants most frequently face in Maryland State courts. Visitors to the site can find how-to articles, a legal services directory, the Clinic calendar which is searchable by county, and law articles. The how-to articles are the primary informational content of the website and are organized like a book. The self-represented litigant can read articles on a range of topics such as how to file a case, which will describe what to do if he or she is being sued and finding a private attorney; or on raising chickens. The website focuses on civil cases; however, there are some articles on criminal law. The majority of substantive law materials viewed is on housing issues.

The updated website contains many resources. The library collaborates with its many legal community partnerships. The website views have grown over the last three years, with the majority of the website traffic coming from Google searches. Certain pages can be translated in Spanish, Chinese, Korean, and French, and can be printed. Mr. Sampson distributed information cards to be placed at counters and indicated that all inquiries can be directed to the Law Library. He also asked that he be emailed information on legal clinics for inclusion in the calendar.

**2. SOCIAL SECURITY NUMBERS APPEARING IN THE MIM PROGRAM**

Katherine Hager brought to the attention of the Conference the appearance of Social Security numbers in the statewide Marriage in Maryland (MIM) program. The issue was previously discussed at a meeting of the Court Technology Committee. It is a requirement to collect the Social Security numbers, but not to put them into the system. Although the information is not visible in the public look-up terminals, any license clerk can see the full Social Security number in any jurisdiction.

There was discussion that the Social Security number needs to be visible to license clerks in other jurisdictions. In one case, the marriage license application was completed as not being previously married, when after a search of the applicant's name and verification of his Social Security number, it was determined that he was in fact currently married. The judge denied the marriage license. In other cases, the absence of a Social Security number does not hinder the issuance of a marriage license. JaCina Stanton discussed the findings of her research into this matter citing the legislative history of the changes to §10-119.3 of the Family Law Article, which is on licensing authority; however, her findings did not include research into the MIM program. Ms. Stanton will speak with Ms. Hager regarding the issue.

Ms. Craig motioned for this matter to be brought before the Non-Case Record Technology Subcommittee in an effort to limit access to a Social Security number on a marriage record to the administrator within the Clerk's office for the MIM program or to allow for only the last four digits to be displayed. Scott MacGlashan seconded the motion and it was

unanimously approved with the condition that an update on this matter be reported back to the Conference.

### 3. **PAPERVISION**

Ms. Hager updated the Conference on the use of PaperVision. Each jurisdiction is using the system differently. The majority of MDEC jurisdictions are entering all of the information into Odyssey. One jurisdiction has stopped entering liens in PaperVision and abstractors have changed the way they use it; it is no longer a primary index source, but an electronic database of what was filed. There are newer versions of PaperVision, but the Clerks of Court are not notified when new versions are available. This matter will be continued to the next meeting of the Conference.

### 4. **For the Good of the Order**

*Crime Victim Notification form.* Katherine Hager discussed the outstanding issue of shielding the Crime Victim Notification form. Even though this document is shielded from the parties to the case, the form is still visible to courts from other jurisdictions through MDEC. The victim's name is not being indexed. Under JRA, the clerk is to mail the petition for expungement to the victim. The role of the Clerk of Court's office in this regard needs to be redefined due to the electronic processing of the form. More specifically, how should it be captured and what should be done?

*Upcoming Clerk election.* Mark Mumford brought to the Conference's attention the upcoming election wherein eight to nine clerks will not seek re-election. He urged seasoned clerks to volunteer to mentor the newly elected clerks. Dennis Weaver will not seek re-election, because of this, Kevin Tucker has volunteered to take over AG Opinions.

### **Committee Updates:**

- ❖ Judicial Council
  - The next meeting is scheduled for November 21, 2017.
- ❖ Court Access and Community Relations Committee
  - Sharon Hancock emailed the minutes of the October 16, 2017 meeting.
- ❖ Court Operations Committee
  - No update.
- ❖ Education Committee
  - No update.
- ❖ Court Technology Committee:
  - The next meeting is scheduled for November 16, 2017.
- ❖ Conference of Circuit Court Administrators
  - The next meeting is scheduled for November 28, 2017.
- ❖ Conference of Circuit Court Judges

- The next meeting is scheduled for November 20, 2017.
- ❖ Rules Committee
  - Rule 1-321, regarding service of pleadings, will be discussed at the next meeting on November 17, 2017.

**Action Items**

- An update on PaperVision will be brought back before the Conference at its next meeting.
- An update on Social Security numbers appearing in the MIM program will be brought back before the Conference at its next meeting.

There being no further business before the Conference, Ms. Craig adjourned the meeting at 1:05 p.m. The next meeting will be held January 16, 2018.

Respectfully Submitted,

Eliana Pangelinan, Staff