

A. Overview

Senior judges are a vital resource for the Maryland Judiciary, possessing years of experience and knowledge. The proper use of senior judges can help ensure cases are handled in a timely manner. These judges can be deployed to assist during the absence of a sitting judge or to help alleviate any case backlog where the caseload exceeds available resources within the court.

In the winter of 2022, the Senior Judge Use Work Group was formed and tasked with developing a guide to standardize the ways in which senior judges are utilized in the courts. This guide has been developed as a resource for the circuit courts. The primary intended audience is administrative judges, court administrators, and other staff responsible for scheduling senior judges. The intent of this guide is to indicate what senior judges can expect and what local courts should expect to provide. The guide is organized into two sections (1) Best Practices Regarding Assignment, and (2) Best Practices on the Day of Assignment. Please visit [CourtNet](#) for the most current version of this guide and related information on senior judge resources.

In the summer of 2023, the Senior Judge Use Work Group met with the Senior Judge Scheduling Work Group, a separate entity of the Judicial Council tasked with exploring opportunities to improve the scheduling of senior judges. The Senior Judge Use Work Group requested that three items of interest be incorporated into the scheduling plan: (1) A list of which senior judges are authorized in each location, (2) a list of assignment preferences for each senior judge, and (3) an accounting of remaining payable days/hours for each senior judge.

B. Best Practices Regarding Assignment

Preparations prior to the day of the assignment will help maximize the use of senior judges on the day of the assignment. These prior-to-assignment preparations and communications are most valuable to senior judges who are sitting in your court for the first time, or who have not sat in that location recently. The guidance below can be communicated to judges in written form using an onboarding packet. Examples of onboarding documentation can be found in Appendices A and B. The administrative judge should determine the point of contact for senior judges, ideally a single person in the court to manage senior judge onboarding. All electronic communication related to court business with a senior judge must be conducted exclusively through an mdcourts.gov email address.

1. Scheduling Lead Time & Notice of Assignment

- a. Scheduling of senior judges should be done as far in advance as is practicable through the Senior Judge Scheduling App. Some courts know months in advance if there is a need for senior judge resources and can schedule at the time the need is identified instead of waiting until closer to the date of service. Appendix G provides a link to Senior Judges Scheduler Resources.
- b. Advanced scheduling is particularly important where the docket will feature cases that will necessitate a senior judge to conduct advanced legal research and/or case file review.

- c. Provide case and docket information as far in advance as possible.
- d. If the nature of the assignment is known in advance, court leadership may wish to take efforts to schedule senior judges familiar with the type of assignment. For more information on aligning senior judges with assignments see Section C.3 of this guide “Types of Court Matters”.
- e. Instructions on how to obtain case files/records for review should be provided in a timely manner. This will likely involve providing a list of cases and ensuring senior judges have access to view those records in MDEC. If records outside of MDEC are required for review, the senior judges should be made aware of how to obtain any records/files to be reviewed.
- f. Provide the expected duration of the senior judge’s stay at the courthouse, i.e., time to arrive, docket start time, and estimated hours needed for each day the senior judge is expected to be present. It is recommended to schedule senior judges for a full day to maximize the use of hours, when feasible.
- g. Available Hours – Efforts should be made, where possible, to ensure a senior judge has payable hours/days available for a scheduled assignment. As the end of a calendar year nears, fewer senior judges may be available with payable hours/days.

2. Point of Contact

- a. Provide the name and contact information of the person who will oversee assignments for the duration of the senior judge’s day.
- b. A single point of contact for your court may be the best approach. In the event that there need to be multiple points of contact, information should be provided to senior judges on which point of contact to use in which circumstances.

3. Logistics

- a. Parking information including directions to the parking garage or lot and whether an escort should be provided. If an escort will be provided, court should provide the name and brief description of the escort.
- b. Information should be provided on the court entrance the senior judge should use and how to gain entrance to the courthouse, i.e., buzzer, badge-in, or walk-through security.
- c. Directions should be provided on where to report upon entering the courthouse.
- d. Appendices A and B provide an example of logistics/onboarding documentation. Local court leadership should create documentation specific to your court.
- e. The court should determine if the senior judge would like to be added to the text alert notification system for that court, in case of a delay or closure on their assigned dates. If so, the person in charge of text alert notifications should notify the Emergency

Management Administrator in AOC Security if the court uses the Judiciary system. If another system is used, the court should follow the protocols in place to add a user to their system.

4. Additional Information

- a. As far in advance as possible, the court should provide the senior judge assigned with the names and contact information for the court support staff they will expect to encounter on the day of the assignment. This would include bailiffs, deputies, courtroom clerks, and law clerks. If this information is not available prior to the assignment, it should be communicated at the start of the assignment.
- b. Information should be shared in advance as to any local court rules, security protocols for the court, practices or idiosyncrasies that would help a senior judge acclimate best to the normal operations of the court.

C. Best Practices Day of Assignment

On the day of assignment, a senior judge should be provided with all resources available in order to preside for the day. Generally, these resources should mirror the resources available to active judges.

1. Support Staff (Law Clerk and Judicial Assistant) Availability

- a. A law clerk should be made available for senior judges on the day of the assignment, resources permitting. Where multiple senior judges are presented in the court on the same day, a law clerk should be made available for each senior judge, resources permitting. If one law clerk will be shared among several judges on the same assignment day, a plan should be made on how to best use the law clerk(s) available based on the number of judges and the types of dockets those senior judges are handling.
- b. Some courts dedicate a single law clerk to senior judges. Other courts assign law clerks of active judges when that judge is not present for the day. If a senior judge is assigned to a docket that would require researching and writing an opinion subsequent to the day of the assignment, and a law clerk is not available to assist, then the senior judge should be made aware of this limitation prior to accepting the assignment.
- c. Judicial assistants and/or other support staff should be made available in the same manner as law clerks, resources permitting.

2. Technology and Equipment

- a. Senior judges should be provided with the same courtroom resources as active judges including all necessary technology and equipment on the day of assignment. While most

senior judges maintain a Judiciary issued laptop, a computer or docking station should be available in the courthouse for those senior judges. Due to potential issues with connectivity, including connecting to computer peripherals, the best practice might be to have a workstation computer always available instead of requiring the senior judge to bring their own laptop. If a senior judge is expected to bring their own laptop for the day of assignment, that should be communicated in advance.

- b. Senior judges should be given access to a printer, especially if court forms or business-related documents are not provided. If a senior judge will be using their own laptop, instructions on how to connect to a local printer should be developed and provided.

Senior judges should be given access to courthouse telephones and ideally provided a list of day-of point of contacts for various circumstances that may arise on the day of service.

3. Types of Court Matters

- a. Senior judges are authorized to hear all matters in the court. However, the nature of a senior judge assignment and the individual preferences of both sitting judges in your court and senior judges visiting your court might result in specialized senior judge assignments.
- b. The specific nature of any given senior judge assignment should be communicated in advance and where practicable efforts should be made to best align assignments with the senior judge(s) who prefer that type of assignment.

D. Additional Resources

Please visit [CourtNet](#) for the most current version of this guide and related information on senior judge resources, including an electronic copy of this guide, and the following additional documents presented herein as Appendices:

- a. Appendix A – Judiciary Human Resources Division’s Template for Senior Judges Welcome Letter
- b. Appendix B – Sample Local Court Logistics Documentation
- c. Appendix C – Md. Code Ann., Cts. & Jud. Proc. § 1-302
- d. Appendix D – [CourtNet Technology and Education Training Resources](https://courtnet.courts.state.md.us/technologyeducation/trainingresources.html) (Available at: <https://courtnet.courts.state.md.us/technologyeducation/trainingresources.html>)
- e. Appendix E – Alphabetical List of Senior Judges with Court Designation
- f. Appendix F – Administrative Order on Compensation of Senior Judges
- g. Appendix G – Senior Judges Scheduler Resources

**Appendix A – Judiciary Human Resources Division's
Template for Senior Judges Welcome Letter**

DATE

JUDGE'S NAME
JUDGE'S ADDRESS

Re: Assistance to the courts as follows:

LIST OF DESIGNATED JURISDICTION(S)

Dear Judge NAME:

I am informed of your willingness to assist the courts as indicated above.

To help us monitor the nature and extent of the use of senior judges, and to facilitate the transition to temporary employee status, there are certain procedures applicable to all judges approved for recall for temporary assignment.

1. Statutory Provisions. Section 1-302 of the Courts and Judicial Proceedings Article, enclosed, sets forth certain legislative conditions and limitations of the recall of former judges.

2. Hours of Work and Compensation. A per diem rate is paid for a day (8 hours) or half-day assignments (4 hours or less), whether for courtroom or non-courtroom time; as described in the enclosed *Administrative Order on Compensation of Senior Judges* dated April 7, 2023. Other types of compensation for Senior Judges is also covered in the *Administrative Order* (i.e., committee work, judicial education, conferences).

Please note that you will only be compensated for full day (8 hours) or half-day (4 hours or less). By the same token, when you have to work more than 8 hours in a day, you will only be paid for the 8 hours. An active judge who, for example, works 10 hours in one day gets neither compensatory time nor cash overtime.

JUDGE'S NAME

DATE

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3. Compensation. Section 1-302(f) of the Courts Article states as follows:

“...If the sum of the per diem payments received by a former judge in any one calendar year, when added to the retirement allowance he is entitled to receive during that calendar year, equals the annual salary of a judge of the court in which the former judge served immediately prior to the termination of his active service, no further per diem is payable to the former judge in that calendar year.”

4. Senior Judges Attendance Records. Enclosed are instructions to assist you in submitting your service dates through the Judiciary's electronic timekeeping system, CONNECT. Although CONNECT reflects only a week of dates at a time, you can easily navigate to enter dates you are actually engaged in the discharge of judicial duties within the bi-weekly pay period(s). It is important to SUBMIT (not SAVE) your timekeeping entries so that they may be verified and approved in time for processing, and ensure timely payment with the correct application of taxes.

5. Employment Forms. Enclosed is a copy of the I-9 forms required in order to place you on the Judiciary payroll as a temporary employee. **Please complete and return all forms in the enclosed envelope.**

When completing the I-9 form, please copy the required documents and enclose for verification.

As a temporary employee of the State, Social Security, Federal and State taxes will be deducted from your earnings. Please complete the enclosed employee withholding form to indicate your withholding elections.

6. Travel. Enclosed is a copy of the Joint Travel Regulations for the Judicial Branch of Government and the Judicial Branch Expense Account form and instructions. These forms must be submitted to AOC, Administrative Services, for reimbursement of travel expenses.

The current mileage rate is _____¢ per mile for traveling to and from the courthouse.

You will be required to submit completed Judicial Branch Expense Account forms for reimbursement of travel expenses. **Reference documents and directions for mailing or online entry, have been provided in your packet. If you decide to mail your forms, please forward them to: Budget & Finance, Maryland Judicial Center, 187 Harry S. Truman Parkway, Fourth Floor, Annapolis, MD 21401 (mailing labels enclosed).**

JUDGE'S NAME

DATE

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7. Ethics Rules. Enclosed is a copy of the current Code of Judicial Conduct for your review, as it applies to senior judges.

8. Consent. Enclosed is a letter of consent which all senior judges must sign.

9. No Pension Contribution or Health Benefit Deductions. As section 1-302(f)(2) of the Courts Article provides, there will be no deductions from you for any retirement or health benefits. Your retirement and health benefits are paid through the pension system.

10. Direct Deposit. Enclosed is information regarding direct deposit and POSC.

Should you have any questions, please do not hesitate to contact _____ at (410) 260-_____.

Sincerely yours,

Assistant State Court Administrator,
Human Resources

Enclosures

cc:

JUDGE'S ADDRESS

The Honorable, The Justices of the
Supreme Court of Maryland
361 Rowe Boulevard
Annapolis, Maryland 21401

Re: Consent to Serve and
Certification as to
Practice of Law

Dear Justices of the Supreme Court of Maryland:

Pursuant to Section 1-302(b)(4) of the Courts and Judicial Proceedings Article, Acts of 1977, I hereby consent to an assignment to sit as an associate judge of the courts as follows:

LIST OF DESIGNATED JURISDICTION(S)

Pursuant to Section 1-302(c)(5) of the Courts Article, I hereby certify that I am not now engaged in the practice of law.

Sincerely,

JUDGE'S NAME

Date

Appendix B – Sample Local Court Logistics Documentation



CIRCUIT COURT OF MARYLAND FOR CARROLL COUNTY

55 North Court Street
Westminster, Maryland 21157

Welcome Senior Judge

Thank you for helping us. Our Staff Attorney has already given you your primary assignment. Here are a few reminders of our standard practices:

1. In consideration of court staff, the attorneys and the litigants, please keep to the following schedule: Morning docket is 9:00 a.m.-12:30 pm. Luncheon recess is 12:30 p.m.-1:30 p.m. Afternoon docket is 1:30 p.m. -4:30 p.m. The courtroom clerk will call the cases for you.
2. If your docket resolves or is completed earlier than expected, we may still need your help! Please see the Staff Attorney for further assignments.
3. If you are handling domestic *pendente lite* or modification hearings, this Court has adopted presumptive time limits of 3 hours and 1 day for such hearings, respectively. These time limits should only be exceeded for good cause which, if found, should be placed on the record with reasons provided.
4. This Court also requires good cause for other civil postponements, which if found, should be stated on the record. All requests for criminal postponements must be referred to the Administrative Judge.
5. Should the parties to a criminal case wish to “run a plea by you” please advise the Staff Attorney. To avoid “judge shopping”, it is the policy of this Court to require such last minute plea discussions to take place before the original Scheduling Conference or Pre-trial Conference Judge.

It is important that our Senior Judges remain consistent with our sitting Judges in these practices. If you have any questions, please ask the Staff Attorney. Again, thanks for your help!

Administrative Judge
Circuit Court for Carroll County

Appendix C – Md. Code Ann., Cts. & Jud. Proc. § 1-302

Article – Courts and Judicial Proceedings

§ 1-302. Temporary assignments for former judges

(a) In this section, “former judge” means a judge who previously served in a court.

(b) Except as provided in subsection (c) of this section, the Chief Justice of the Supreme Court of Maryland may assign any former judge to sit temporarily in any court if the temporary assignment is approved by the administrative judge of the circuit in which the former judge is to be assigned and if the former judge:

(1) Has served in the aggregate at least 2 years as a judge, except that in Talbot County, the former judge shall have served in the aggregate at least 1 year as a judge;

(2) Has been approved for assignment by a majority of the justices of the Supreme Court of Maryland;

(3) Meets the standards established by this section as well as any additional standards established by rule of the Supreme Court of Maryland; and

(4) Has consented to the assignment.

(c) A former judge may not be recalled for temporary assignment if the judge:

(1) Was removed or involuntarily retired from judicial office pursuant to the Constitution or laws of this State;

(2) Voluntarily retired by reason of disability;

(3) Had the most recent service as a judge terminated by reason of defeat for election to judicial office or by rejection of confirmation by the Senate;

(4) Was censured by the Supreme Court of Maryland upon recommendation of the Commission on Judicial Disabilities; or

(5) Is engaged in the practice of law.

(d) A former judge recalled under this section may not be temporarily assigned for more than 180 working days in any calendar year. However, if the case which the former judge is hearing at the end of the 180-day period is not concluded, the time may be extended until that case is concluded.

(e) A former judge temporarily assigned under this section has all the power and authority of a judge of the court to which he is assigned.

(f)(1) Whether or not he is receiving a retirement allowance, a former judge temporarily assigned under this section shall receive a per diem compensation for each day he is actually engaged in the discharge of judicial duties based on the current annual salary of the court in which he served immediately prior to his resignation or retirement. The per diem shall be computed on the basis of 246 working days a year. If the sum of the per diem payments received by a former judge in any 1 calendar year,

when added to the retirement allowance he is entitled to receive during that calendar year, equals the annual salary of a judge of the court in which the former judge served immediately prior to the termination of his active service, no further per diem is payable to the former judge in that calendar year.

(2) A deduction may not be withheld for health benefits or retirement purposes from the compensation paid to a former judge during temporary judicial service. The performance of temporary judicial service does not provide additional service for retirement credit purposes.

(3) In addition to the per diem compensation provided for in paragraph (1) of this subsection, he shall be reimbursed for reasonable expenses actually incurred by reason of the assignment, in accordance with State joint travel regulations.

(g) Preference for temporary assignment shall be given to retired judges from the circuit in which the temporary assignment is to take place.

Appendix D – CourtNet Technology and Education Training Resources

Appendix D – [CourtNet Technology and Education Training Resources](https://courtnet.courts.state.md.us/technologyeducation/trainingresources.html) (Available at: <https://courtnet.courts.state.md.us/technologyeducation/trainingresources.html>)

Landing Page:



Training Resources



Appendix E – Alphabetical List of Senior Judges with Court Designation

Appendix E – [Alphabetical List of Senior Judges with Court Designation](https://courtnet.courts.state.md.us/judges/pdfs/seniorjudgedesignationlist.pdf) (Available at: <https://courtnet.courts.state.md.us/judges/pdfs/seniorjudgedesignationlist.pdf>)

Landing Page:

Senior Judge Designation Chart - Distribution Copy - Extended End Dates 1 / 15 100%

INTERNAL DOCUMENT - FOR REFERENCE PURPOSES ONLY - SUBJECT TO CHANGE

**Senior Appellate, Circuit, and District Court Judges
Assignment and Expiration Dates**

Was	Name of Judge	Ct.	County(ies)	From	To
C	Abrams, Karen H.	ACM C7 C7	<i>Mediation Purposes Only</i> Calvert and St. Mary's Charles	July 1, 2024	June 30, 2027
C	Adams, Theresa M.	ACM C1 C2 C3 C4 C5 C6 C7 C8 D	<i>Mediation Purposes Only</i> Dorchester, Somerset, Wicomico and Worcester Caroline, Cecil, Kent, Queen Anne's, and Talbot Baltimore and Harford Allegany, Garrett, and Washington Anne Arundel, Carroll, and Howard Frederick and Montgomery Calvert, Charles, Prince George's and St. Mary's Baltimore City Districts 1-12	Sept. 1, 2023	June 30, 2026
C	Ahalt, Arthur M.	C5 C7	Anne Arundel Prince George's	July 1, 2024	June 30, 2027
ACM	Alpert, Paul E.	ACM C3 C5 C8	Baltimore Co. Anne Arundel, Carroll, and Howard Baltimore City	July 1, 2024	June 30, 2027
C	Asti, Alison L.	C2 C5	Caroline, Cecil, Kent, Queen Anne's and Talbot Anne Arundel and Howard	Nov. 1, 2024 July 25, 2024	June 30, 2027

Appendix F – Administrative Order on Compensation of Senior Judges

IN THE SUPREME COURT OF MARYLAND
ADMINISTRATIVE ORDER ON COMPENSATION OF SENIOR JUDGES

Whereas, the complexity and volume of case filings has placed considerable strain on judicial resources within the state, and certain retired judges having been recalled to hear settlement conferences, status conferences and pretrial conferences, and to try cases and hear appeals; and

Whereas, prior Administrative Orders have referred to those judges as “senior judges”; and

Whereas, by way of an *Administrative Order on Senior Judges*, dated August 25, 2016 (the “2016 Administrative Order”), then Chief Judge Mary Ellen Barbera directed that senior judges would receive a per diem for all temporary court assignments, for conducting other Judiciary business as directed by the Chief Judge, while participating in judicial education courses, and while serving on a Judiciary committee or work group; and

Whereas, in an *Amended Administrative Order on Senior Judges*, dated June 24, 2020 (the “2020 Administrative Order”), Chief Judge Barbera rescinded the 2016 Administrative Order after reciting that the COVID-19 emergency had “engendered a concomitant economic downturn with extraordinary budget constraints.” The 2020 Administrative order further provided that: (i) for court assignments and teaching assignments lasting more than four hours, senior judges would receive a full-day per diem; (ii) for court assignments and teaching assignments lasting four or fewer hours, senior judges would receive a half-day per diem; (iii) senior judges would not be compensated for committee work; and (iv) for judicial education courses, senior judges would receive a half-day or full-day per diem, consistent with the number of credit hours earned, up to a maximum of seven days per calendar year, with the exception of participation in the Judicial Conference; and

Whereas, the economic downturn and extraordinary budget constraints that occurred at the start of the COVID-19 emergency have abated; and

Whereas, senior judges being integral to the operation of the Judiciary.

Now, therefore, pursuant to the authority conferred on me as administrative head of the Judicial Branch by Article IV, § 18 of the Constitution of Maryland, it is this 7th day of April, 2023, ordered:

A. General

1. To the extent this Order conflicts with any extant administrative order, this Order shall prevail.

2. The 2020 Administrative Order shall be and hereby is rescinded effective April 7, 2023 (the “Effective Date”).
3. All provisions of this Administrative Order stated in Sections B, C, and D below go into effect on the Effective Date.
4. Senior judges shall be reimbursed for mileage, meals, and overnight stays in accordance with the Judicial Branch travel policy. Time spent traveling may not be counted toward a per diem absent extraordinary circumstance and approval from the State Court Administrator.

B. Temporary Court Assignments

1. All senior judges recalled for temporary court assignment shall receive compensation as follows, for courtroom or non-courtroom time:
 - a. Compensation shall be based on § 1-302(f)(1) of the Courts and Judicial Proceedings Article: “[A] former judge temporarily assigned under this section shall receive a per diem compensation for each day [the judge] is actually engaged in the discharge of judicial duties”;
 - b. A day shall be defined as eight hours or more on a calendar day;
 - c. “Non-courtroom time” means time spent outside of the courtroom on matters that relate to court cases;
 - d. Assignments lasting four or fewer hours shall be considered a half-day assignment and shall be compensated as a half-day per diem; provided, however, that a senior judge shall be compensated as a full-day per diem on a day that the judge worked four or fewer hours if: (1) the senior judge was scheduled to preside over a trial that was scheduled to begin that day and last at least one full day; (2) the case settled that day or the day before; (3) after the case settled, the senior judge sought additional work from the administrative judge; and (4) the senior judge confirmed with the administrative judge or the administrative judge’s designee that there was no other work available to be assigned to the senior judge;
 - e. No more than one full day or two half-day per diems for courtroom or non-courtroom time shall be claimed or paid on any single calendar day.
2. Receipt of fees for private services shall prohibit receipt of a per diem for a court assignment during the same time period on the same day.

3. By agreeing to take a temporary court assignment, a senior judge agrees to accept whatever cases or matters they are assigned, except in cases of conflict of interest or other similar circumstances.
4. Senior judges serving in a multi-judge jurisdiction, in either a circuit court or the District Court, may leave for the day only when excused by the administrative judge or the administrative judge's designee.
5. Senior judges serving in a single-judge jurisdiction, in either a circuit court or the District Court, must remain on duty in the courthouse to handle matters that come before the court until the close of business.
6. As budgetary constraints may require, the State Court Administrator shall develop a schedule allocating annual per diem budgets for each of the appellate courts, circuit courts, and the District Court of Maryland, subject to revision as further information about the extent of budgetary constraints develops or as emergency conditions require.

C. Committee, Subcommittee, and Work Group Time

1. Time spent by senior judges serving on committees, subcommittees, or work groups of the Judiciary, including the Maryland Judicial Council, its committees, subcommittees, or workgroups, shall be compensated based on the half-day or full-day per diem structure, as follows:
 - a. A day shall be defined as eight hours or more on a calendar day;
 - b. Senior judges who are members of committees, subcommittees, and work groups shall be compensated for the time spent in the meetings of such committees, subcommittees, and work groups and, if expressly requested by the chair of the relevant committees, subcommittees, and work groups, for time spent attending meetings that are not formal meetings but that relate to the business of such entities (for example, providing testimony before the General Assembly on a matter that relates to the work of a committee, subcommittee, or work group);
 - c. Due to the per diem compensation structure, senior judges who are non-executive (neither Chair nor Vice Chair) members of committees, subcommittees, and work groups shall not be separately compensated for time spent preparing for committee, subcommittee, and work group meetings (whether formal or not);
 - d. Senior judges who serve as the Chair or Vice Chair of a committee, subcommittee, or work group shall be compensated for additional time spent preparing for meetings of that entity, not to exceed: (i) one half-

- day per diem for a meeting that is completed in four hours or less of meeting time; or (ii) one full-day per diem for a meeting that is completed in more than four hours;
- e. Time spent attending a committee, subcommittee, or work group meeting lasting four or fewer hours will be compensated by a half-day per diem;
 - f. No more than one full-day per diem or two half-day per diems for committee, subcommittee, or work group meetings shall be claimed or paid on any single calendar day; and
2. Receipt of fees for private services shall prohibit receipt of a per diem for time spent serving on committees, subcommittees, or work groups during the same time period on the same day.

D. Judicial Education and Conferences

- 1. Senior judges shall be compensated for participating in judicial education and judicial conferences as follows:
 - a. Senior judges participating in judicial education pursuant to the *Amended Administrative Order on Continuing Education and Outreach and Leadership of Judges and Magistrates*, shall receive a full-day or a half-day per diem, consistent with the number of credit hours earned, up to a total of seven days per calendar year, including all (i) mandatory in-person and online courses, and (ii) statewide and local judicial conferences sponsored by the Maryland Judiciary;
 - b. Senior judges who agree to teach courses at the Judicial College or for other required educational courses (e.g., New Trial Judges Orientation, CANDO), including presenting at the statewide Judicial Conference or at a local or circuit judicial conference, shall be compensated consistent with Section B.1. above for the half day or full day of actual teaching. Those senior judges shall also be compensated for time spent preparing to teach such courses, not to exceed: (i) one half-day per diem for a course that is completed in four hours or less of teaching time; or (ii) one full-day per diem for a course that is completed in more than four hours of teaching time;
 - c. Subject to the seven-day limitation in Section D.1.a., senior judges who attend at least one full day of the annual Judicial Conference shall receive one full-day per diem; provided, however, that a senior judge is not eligible for such a per diem if the judge declined a request to fill a

temporary court assignment so that an active judge could attend the same conference; and

- d. Subject to the seven-day limitation in Section D.1.a., senior judges who attend conferences of local and circuit judges shall receive a full-day or a half-day per diem, consistent with the number of hours the conference runs.
2. Receipt of fees for private services shall prohibit receipt of a per diem for time spent participating in judicial education courses or conferences during the same time period on the same day.

/s/ Matthew J. Fader
Matthew J. Fader
Chief Justice
Supreme Court of Maryland

Filed: April 7, 2023

/s/ Gregory Hilton
Gregory Hilton
Clerk
Supreme Court of Maryland

Pursuant to the Maryland Uniform Electronic Legal Materials Act (§§ 10-1601 et seq. of the State Government Article) this document is authentic.

2023-04-07 09:31-04:00



Gregory Hilton, Clerk

Appendix G – Senior Judges Scheduler Resources

Appendix G [Senior Judge Scheduler Resources](https://cournet.courts.state.md.us/technologyeducation/seniorjudgeresources.html) – (Available at <https://cournet.courts.state.md.us/technologyeducation/seniorjudgeresources.html>)

Landing Page:

The screenshot shows the CourtNet Maryland Courts Intranet landing page. The header features the CourtNet logo and navigation links for Employees, MD Courts, Administration, Reference, and Mission & Vision. A search bar and a CONNECT logo are also present. The main content area is titled "Senior Judges Resources" and includes a sidebar with navigation options: "You are in: Technology Education", "About Technology Education", "Course Catalogs", "Training Resources", and "Judicial College". The main content is divided into "Training Videos/Webinars" and "Quick Reference Guides/Cards". The training videos section features two webinars: "Senior Judges Calendar Scheduler Webinar for Senior Judges" and "Senior Judges Calendar Scheduler Webinar for Senior Judges 2". The quick reference guides section displays three cards: "Senior Judges Calendar Scheduler Considering the Geographic Info from Quick Reference Card", "Senior Judges Calendar Scheduler Scheduling Through Email Quick Reference Card", and "Senior Judges Calendar Scheduler for Senior Judges 2".