
Retired/Recalled Judges

November 2, 2015

HOT TOPICS



WELCOME

The Committee on Retired/Recalled Judges welcomes you to “Hot Topics.” This news flash is to increase and enhance communication among the Retired/Recalled judges. This and subsequent Hot Topics publications will contain information helpful to you. We hope you, whether a recalled judge or a retired non-recalled, will share information to include in these publications, whether posed in the form of a question to which we will provide answers, information you find helpful in navigating the system as a recalled judge, or an interesting tidbit about what’s happening in your life – hobbies, interests, etc. So, if there is something that you think your colleagues will find interesting or informative, please let us know. Also, please let us know how we might improve this news flash so that it is more meaningful for you.

MEET THE EDITORS

Kim Johnson – Associate Counsel, AOC, Internal Affairs – kim.johnson.ball@mdcourts.gov - 410-260-1408
Sharon Wright – Admin. Assistant, AOC, Internal Affairs – sharon.wright@mdcourts.gov - 410-260-3451



HERE’S NEWS YOU CAN USE



JUDICIARY EMAIL ADDRESSES (recalled.judge@mdcourts.gov)

In a continuing effort to unify communication services, all recalled judges without a Judiciary email account will be assigned an mdcourts.gov email address. If you are currently on the recalled judge list and do not have an existing mdcourts.gov email address, please contact JIS Help Desk to obtain your email address and login and password information. Once your mdcourts.gov email address is activated, you will no longer be able to receive court related e-mail to your personal e-mail address. Recalled judges with existing mdcourts.gov email addresses, will use their existing login and password credentials which will continue unchanged.

ELECTRONIC TIMESHEETS AND PAYROLL INFORMATION (“CONNECT”)

In January 2016, Human Resources is scheduled to implement a new electronic system called CONNECT. Once CONNECT is implemented, all time sheets, including those for recalled judges must be submitted electronically. You no longer will need to carry around a paper time sheet, trying to obtain signatures. With [CONNECT](#), the information will be entered electronically and the system will route it to the appropriate individual at the court where you sat for approval. CONNECT also can be used to submit changes to your address, telephone number, email address, and emergency contact information. CONNECT will not yet be able to electronically receive information regarding your W4, retirement, beneficiary, or benefits. As such, any changes to that information will continue to be processed as it is now. The Judiciary Human Resources staff is ready and willing to assist you.

In the future, you will be able to use [CONNECT](#) to register for, and track, your Judicial Institute programs.

A number of training sessions are being planned to assist you in navigating [CONNECT](#). In addition, online training will be available. You will be contacted and advised of the sessions designed especially for recalled judges.

If you have any questions regarding [CONNECT](#), please contact Patricia Tummer at patricia.tummer@mdcourts.gov or (410) 260-1255.

You will be able to access CONNECT through any web browser (i.e., Google Chrome, Safari, Firefox, etc.).

COMPUTER-BASED COMMUNICATION AND DOCUMENT SHARING (“SHAREPOINT”)

A [SharePoint](#) page has been created for the Retired/Recalled Judges. [SharePoint](#) is a web page that allows users to share documents, libraries, announcements and participate in online discussions. If you use [SharePoint](#), you will receive email alerts whenever there are changes or updates to the site. The minutes of the Retired and Recalled Judges Committee will be posted on its [SharePoint](#) site. We are in the process of adding other helpful information.

If you are interested in gaining access to the [SharePoint](#) site, please contact Sharon Wright at sharon.wright@mdcourts.gov or (410) 260-3451. JIS will ensure you have an active account and will provide instructions on how to access [SharePoint](#). Once you access the site, it would be a good idea either to bookmark the site or add it to your Favorites list so that you won't have to enter the webpage address every time you want to view the site. Ms. Wright will provide instructions on how to accomplish that task. Visit the site often to keep abreast of what's happening that affects retired and recalled judges.

The same active directory account you will be given to access [SharePoint](#) can be used to access CONNECT.

ELECTRONIC FILING (“MDEC”)

Maryland Electronic Courts, commonly referred to as “MDEC,” is Maryland's statewide case management system that when fully implemented will replace the paper filing system in the appellate and trial courts. The courts will have electronic case records instead of paper records.

In October 2014, MDEC was implemented in both trial courts in Anne Arundel County for civil, juvenile, and family cases. Criminal and traffic cases recently were added in August 2015. Attorneys filing cases in Anne Arundel County are required to electronically file. This includes the district and circuit courts, and it includes appeals in the Court of Appeals and Court of Special Appeals from cases originating in Anne Arundel County.

MDEC will be implemented in the Upper Eastern Shore in late winter/early spring 2016, followed by the Lower Eastern Shore by the end of 2016. If you serve as a recalled judge in Anne Arundel County or any of the counties on the Eastern Shore, you should contact Carla Jones at Carla.jones@mdcourts.gov or (410) 260-3526 to inquire about the dates and locations of the upcoming MDEC training sessions for judges. Keep in mind, the official record in all MDEC counties is electronic, so the manner in which cases will be processed in those jurisdictions will be different. Let's get trained so that we are prepared!

EARNINGS LIMIT UPDATE:

In years past, you would receive a year-end wrap up memo detailing how to handle your service dates at the end of the year. We are pleased to inform you that our Internal Affairs Department reviewed the statute and supporting materials pertaining to recall service and has authorized a procedural revision for processing year-end service dates.

- The last pay period of 2015 ends on 12/22/15.
- The first day of the 2016 accounting year is 12/23/15.
- If you have not reached/will not reach your 2015 Earnings Limit by 12/22/15, those days will be paid and tallied with the 2015 pay year.
- If you have reached/will reach your 2015 earnings limit before 12/22/15, any days submitted up through 12/22/15 will be unpaid.
- Service dates between 12/23/15 and 12/31/15 begin the 2016 Earnings Limit tally and everyone may submit for paid service.

RETIRED/RECALLED JUDGES' WEBPAGE

If you haven't already, please visit the [Retired/Recalled Judges Webpage](#). This webpage includes information that should be of interest to the group, as well as personal updates, accolades, announcements and others items you may wish to share with the group!

If there anything you would like to share with your colleagues, you may contact Kim Johnson or Sharon Wright, staff to the Retired and Recalled Judges Committee at kim.johnson.ball@mdcourts.gov (410) 260-1408 or sharon.wright@mdcourts.gov (410) 260-3451.

Resources

Where do I go to find help?

GEARS

Tammy Sitar – Tammy.sitar@mdcourts.gov or (410) 260-1419

HR Benefits

Monica Jackson – monica.jackson@mdcourts.gov or (410) 260-1288

JIS Help Desk

(410) 260-1114

Judicial Institute

Mary Keller - mary.keller@mdcourts.gov or (410) 260-5373

MDEC

Carla Jones – carla.jones@mdcourts.gov or (410) 260-3526

Payroll

Lolli Petrillo – lolli.petrillo@mdcourts.gov or (410) 260-1591

SharePoint

Mylita Jacob – mylita.jacob@mdcourts.gov or (410) 260-1041

Travel Policy (related to GEARS)

Tammy Sitar – tammy.sitar@mdcourts.gov or (410) 260-1419

Judiciary State Travel Coordinator

Allison Leebrick – Allison.leebrick@mdcourts.gov or (410) 260-1417