

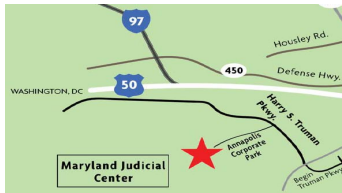


# HOT TOPICS

## Senior Judges Newsletter



The new Maryland Judicial Center Building



## The Maryland Judicial Center Has Moved!

### In this issue:

- MDEC Update
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- Westlaw Edge
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The Administrative Office of the Courts (AOC) and the District Court Headquarters have moved to the new Maryland Judicial Center located at 187 Harry S. Truman Parkway in Annapolis. The move will promote communication, teamwork, and greater efficiency in its services. If you are scheduled to attend any classes or events at the Judicial College Education and Conference Center, you will have to travel to the new building.

## NEW Maryland Judiciary Email Retention Policy | Effective 12/31/19

The Maryland Judiciary recently adopted a new email retention policy. This policy defines both the minimum duration an email will be retained by the system, as well as the time that an email will be deleted from the system if actions are not taken to save it. Under the new policy, Maryland Judiciary email will be retained for 18 months after it is received, and after 18 months, the email will be deleted unless it is assigned a different retention period. This policy goes into effect on December 31, 2019.

Technology Education has developed a [Quick Reference Card](#) and [instructional video](#) regarding the policy, as well as how to create folders, assign different retention timeframes, and move emails to avoid automatic deletion.

For questions concerning the policy, contact the Judicial Information Systems Service Desk at [mdcourts@service-now.com](mailto:mdcourts@service-now.com) or 410-260-1114.

### Statewide Personnel System Workday

Statewide Personnel System (SPS) Workday is a cloud-based platform to manage health benefits enrollment and elections for all state employees and retirees. By using SPS Workday, you can view your benefits, make changes to your health coverage during open enrollment, or if you have a life event. Please see the [Quick Reference Guides](#) to assist with accessing SPS Workday for retirees:

If you need assistance with accessing SPS Workday or completing a [Life Event change](#), please contact Employment Services at (410) 260-1731.

### Sexual Harassment Training

The Office of Fair Practices is working on Sexual Harassment training. This training, which will include three different sessions, is mandatory. As of publication training will be rolled out in January 2020.

For questions, please contact the Fair Practices Department.

# Participate in a Webinar!

The Judicial College is committed to providing educational webinars to support continuing education for the Maryland Judiciary. A webinar is a seminar that is held wholly online. It can be delivered in various formats, such as a traditional lecture or a more interactive presentation. The Judicial College of Maryland hosts frequent webinars on a variety of topics through Judicial Education, Professional Development, and Technology Education. Senior Judges are encouraged to participate in webinars as an alternative way to keep up with new information in the field, become familiar with best practices, or learn about an implementation of new technology. **Additionally**, Senior Judges can satisfy **six** of their twelve required Continuing Judicial Education hours for the year by attending *at least six* live webinars from Judicial Education.

A webinar can be accessed from *anywhere* in the world – Including from the comfort of one's own home. One does **not** need to access a webinar from a courthouse, and a connection to the Judiciary network is not required. All someone needs to participate in a webinar is a computer, a tablet, or a smartphone that has access to the internet. Webinars are generally delivered live. Thus, a strong internet connection is advised to ensure that any glitches or technological difficulties can be avoided.

After a participant has registered for a webinar, they will receive a confirmation email at the time of registration and a reminder the day the webinar will be

taking place. These emails will include a link to access the webinar. It is preferable to click on and open the link 5-10 minutes before the start of the webinar to ensure successful access – This also allows for time to troubleshoot, should that be necessary. Once connected, a registrant is be able to participate in full. Participants are not required to create an account or password to partake. At the start of each webinar, the faculty or a Judicial College staff person will provide a quick overview to familiarize the participants with how the webinar will operate and how to utilize different functions in their control panel.

The delivery of webinars can look and feel very different, depending on the topic and the presenters. Some webinars are interactive and will ask participants to answer questions, vote in polls, and ask questions in a chat window. Other webinars may be more of a traditional lecture format. The possibilities are seemingly endless as technology continues to advance, and participants will surely see a variety of different webinar formats and teaching styles as they continue to register and attend the many webinars the Judicial College offer.

Please contact Benjamin Charlick (Benjamin.Charlick@mdcourts.gov), Assistant Manager, Judicial Education with additional questions you may have on webinars. From topics such as Attorney's Fees to Shielding and Sealing Records and many in between, the Judicial College looks forward to "seeing" you in a webinar in 2020!

## MDEC UPDATE

An upgrade to the MDEC system, known as Odyssey Navigator 2018.1, was introduced across Maryland on August 26, 2019. This was a major upgrade to the MDEC system in preparation for the Montgomery County "Go-Live." Education and training were provided for all staff and Judges.

## Westlaw Edge

On December 1, 2019, the Westlaw legal research platform will migrate to Westlaw Edge, which contains new technologies. Westlaw researchers are encouraged to attend training to learn about the new capabilities and navigation of the new platform.

### Introducing Westlaw Edge: Research Capabilities and New Platform Navigation

**Class Description:** Learn how to access important new legal research tools on Westlaw Edge, including a new KeyCite symbol which indicates when a case holding has been implicitly overruled; one-click statute version compare; one-click COMAR version compare; Precedent Analytics reports; and a new Procedural Posture filter for search results in cases. In addition to learning about key new research tools, attendees will also be made aware of a variety of platform navigational enhancements such as drop-and-drag folders; 'save favorite search' capability; multi-colored term highlighting; and how to apply the new emphasis caret within both natural language and terms and connectors searches. Westlaw Edge contains "Quick Check," a document analyzer tool that should be utilized only for party-filed documents until further authorization is received from JIS.

Webinars were held on the 2nd, 4th, 5th and 9th of December. Links to all of Westlaw's tutorials are on the Thurgood Marshall State Law Library's website: <https://mdcourts.gov/lawlib/using-library/for-judiciary/westlaw-training>.

*For additional information, please contact the Thurgood Marshall State Law Library at [lawlibrary@mdcourts.gov](mailto:lawlibrary@mdcourts.gov)*

### Advanced Payroll Dates:

\* 12/11/19 - 12/24/19- Timesheets are due for approval by noon on Friday, December 20th. Managers must have the approvals completed by 6:00 p.m.

\* The pay date will be advanced one day. You will receive your direct deposit on December 31st instead of January 1st. Delivery of live checks will be dependent upon the USPS.

\* Senior Judges - This will be the last pay period paid in 2019. The hours worked after 12/24/19 that is reported after the payroll has closed will be paid out in 2020 and it will count towards the earnings limitation for 2020.

The 2020 Earnings Limitation will begin on January 1, 2020.

## Financial Disclosure Statement

Your 2019 Judiciary Financial Disclosure Statement will be due on or before April 30, 2020. You may complete your Statement in paper form or via our [online](#) filing system. We strongly encourage you to file using the online filing system because the information auto-populates from year-to-year. You will be receiving, via email, information on filing your 2019 Judiciary Financial Disclosure Statement, as well as a *Guide to Online Filing* with step-by-step instructions on how to complete your Statement online. This information will be disseminated in January 2020.

As a reminder, for security reasons, please do not include names of any family members. Instead of listing their full name, please identify them by their relationship to you (i.e., spouse, daughter, son). This applies to all Schedules although Schedules A and G most often request this type of information. As in past years, you may identify the address of the employer of a family member by just listing the county and state if you believe there might be a security issue created by listing the full address.

Please feel free to contact Debra Kaminski directly if you need any assistance. Her direct line is (410) 260-1271 and her email address is [debra.kaminski@mdcourts.gov](mailto:debra.kaminski@mdcourts.gov). You may also contact Ebonye Caldwell at (410) 260-1289 or via e-mail at [ebonye.caldwell@mdcourts.gov](mailto:ebonye.caldwell@mdcourts.gov).

### Happenings:

- The 2020 Judicial Conference is Scheduled for May 27-29.
- Hon. Paul Alpert received the 2019 Joint MSBA Judicial Senior Judge Award.
- On November 20th, Hon. Clayton Greene presided over the 25th Annual Maryland Department of Juvenile Services (DJS) Oratorical Contest
- The JIS Security Education and Awareness programs quarterly training through Media Pro, formerly know as Wombat Training, was due for completion on December 11, 2019. If you have not already completed the training, please do so now. Notices are sent from the JIS Information Security Department.

#### In Memoriam:

Hon. Harry J. Goodrick, District Court in Cecil County

Hon. Shirley B. Jones, Circuit Court for Baltimore City

Hon. James J. Lombardi, Circuit Court for Prince George's County

Hon. Frank M. Kratovil, District Court in Prince George's County

### The Judicial Council's Senior Judges Committee

Hon. James A. Kenney III, Chair

Hon. Jean Baron, Senior Judge, District Five

Hon. Lynne A. Battaglia, Senior Judge, Court of Appeals

Carole Burkhart, Judicial Assistant, District Court Headquarters

Hon. Leonard J. Eiswert, Senior Judge, District Twelve

Hon. Deborah Sweet Eyler, Vice Chair, Senior Judge, Court of Special Appeals

Hon. Stephen P. Johnson, Senior Judge, District Six

Hon. Barbara Kerr Howe, Senior Judge, Third Judicial Circuit

Susan S. Leary, Court Administrator, Carroll County

Hon. Irma S. Raker, Senior Judge, Court of Appeals

Hon. Gale E. Rasin, Senior Judge, District One

Hon. Thurman H. Rhodes, Senior Judge, District Five

Hon. Nancy B. Shuger, Senior Judge, District One

#### **RETIREMENT SERVICES CONTACT LIST**

**Maryland State Retirement and Pension System**  
1-800-492-5909

Charelle Saunders  
[csaunders@sra.state.md.us](mailto:csaunders@sra.state.md.us)  
410-625-5505

Anne Gawthrop  
[agawthrop@sra.state.md.us](mailto:agawthrop@sra.state.md.us)  
410-625-5602

**Social Security Administration (SSA)**  
1-800-772-1213  
[www.socialsecurity.gov](http://www.socialsecurity.gov)

**Centers for Medicare and Medicaid**  
1-800-633-4227  
[www.medicare.gov](http://www.medicare.gov)

**Maryland Supplement Retirement Plan (MSRP)**  
1-800-545-4730

Angela Anderson  
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443-305-9055

**Department of Budget & Management, Employee Benefits Division**

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**Maryland Judiciary:**

Office of Employment Services

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If you have any questions or comments about this issue of Hot Topics, please contact Eliana Pangelinan at (410) 260-1292 or [Eliana.pangelinan@mdcourts.gov](mailto:Eliana.pangelinan@mdcourts.gov)