

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER AMENDING ORDER AS TO  
JUDICIAL INFORMATION SYSTEMS DEPARTMENT

WHEREAS, By Administrative Order, dated January 25, 1999, a Technology Oversight Board (the “Board”) was created to provide the Judicial Information Systems Department (“JIS”) of the Administrative Office of the Courts with guidance as to conflicting demands upon its resources; and

WHEREAS, By Administrative Order, dated June 21, 2007, the Board’s duties and functions were enumerated and changes were made in the Board’s membership; and

WHEREAS, It is necessary to clarify that those changes were not intended to change the composition of the Board as then constituted; and

NOW, THEREFORE, I, Robert M. Bell, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Maryland Constitution, do hereby amend, on this 7th day of September, 2007, effective immediately, the Administrative Order, dated June 21, 2007, and adopt the following Order, effective immediately:

1. Creation of JIS; Personnel.
  - a. Creation. There is a Judicial Information Systems Department in the Administrative Office of the Courts.
  - b. Personnel. There is a director, two deputy directors and other personnel at JIS, as provided in the State budget.
2. Creation of Technology Oversight Board; Membership.
  - a. Creation. There is a Technology Oversight Board.
  - b. Membership. The Board consists of the following 15 members:
    - 1) the Chief Judge of the Court of Appeals;
    - 2) the Chief Judge of the Court of Special Appeals or a designee of

the Chief Judge;

- 3) two Circuit Court judges designated by the Conference of Circuit Judges;
- 4) the Chief Judge of the District Court or a designee of the Chief Judge;
- 5) one District Court judge designated by the Chief Judge of the District Court;
- 6) a Circuit Court Clerk designated by the Conference of Circuit Clerks;
- 7) the Chief Clerk of the District Court or a designee of the Chief Clerk;
- 8) two Circuit Court administrators, designated by the Chief Judge of the Court of Appeals;
- 9) two District Court administrative clerks;
- 10) the Deputy State Court Administrator; and
- 11) as non-voting, *ex officio* members, the State Court Administrator and the Director of JIS.

c. Officers. The Chief Judge of the Court of Appeals is Chair of the Board. The Chief Judge may appoint a vice-chair or other officers as the Chief Judge considers necessary.

d. Quorum. A majority of the authorized membership of the Board is a quorum.

e. Meetings. The Board shall meet at least once a month, at the times and places the Chair determines.

f. Staff. JIS shall serve as Secretariat to the Board.

g. Function. As described in this Order, the Board shall provide advice and guidance with respect to Judiciary technology projects. The Board shall not have oversight over personnel and administrative issues or the day-to-day operations of JIS.

3. Duties. The Board shall provide advice and guidance as to the following:
  - a. prioritization of technology projects;
  - b. determination of long-term needs and overall strategies for development and management of Judiciary-wide information technology;
  - c. oversight of software, hardware and related technology design, development, acquisition, maintenance, and integration, to include mainframe, micro, mini and client/server computing applications; computer-based transaction processing and reporting; and data and information warehousing and analysis;
  - d. assurance of the integrity of Judiciary data through information security and access management; and
  - e. identification of changes and trends in computer and systems technology and interpreting their implications to senior management.
4. Liaison Function. In accordance with the directives of the Board, JIS personnel shall coordinate with and provide assistance to State and local information systems interacting with the EDP system of the Judicial Branch and act as technical liaison with data processing, budget and other State and local agencies that request information from JIS data files, including the Criminal Justice Information System, the Governor's Office of Crime Control and Prevention, the Department of Juvenile Services, the Department of Public Safety and Correctional Services, the Department of Transportation (*e.g.*, the Motor Vehicle Administration), the Office of the Public Defender, the State Board of Elections, and local detention facilities and police departments.

/s/ Robert M. Bell  
Robert M. Bell  
Chief Judge of the Court of Appeals of Maryland

/s/ Alexander L. Cummings  
Alexander L. Cummings  
Clerk  
Court of Appeals of Maryland

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