



**Circuit Court for Prince  
George's County**

# **State of the Court Report**

**July 1, 2024 - June 30, 2025**

**FY2025**



**The Honorable DaNeeka Varner Cotton**  
Administrative Judge

**Circuit Court for Prince George's County  
and the Seventh Judicial Circuit of Maryland**

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# I. IDENTIFYING INFORMATION

The Circuit Court for Prince George's County is part of the Seventh Judicial Circuit of Maryland. The Seventh Circuit includes Calvert, Charles, Prince George's and St. Mary's Counties. The Honorable DaNeeka Varner Cotton is the Administrative Judge of the Circuit Court and the Seventh Judicial Circuit of Maryland.

## A. Name

Circuit Court for Prince George's County

## B. County/City

Prince George's County/Upper Marlboro

## C. Court Level

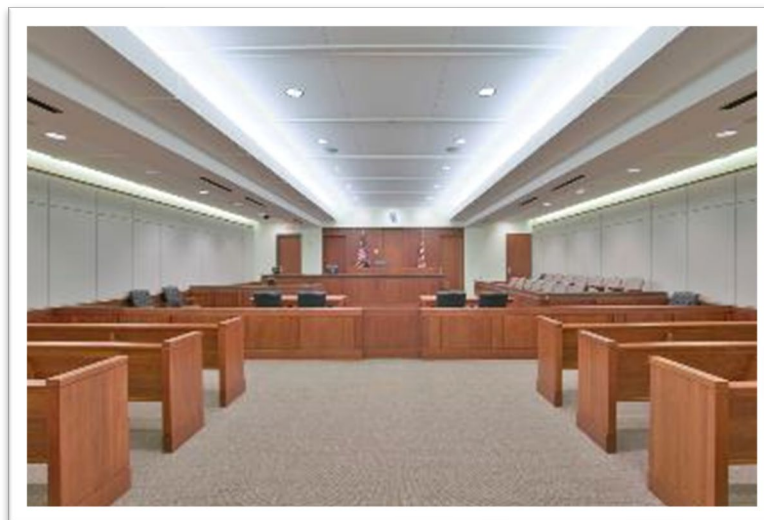
Circuit Court

## D. Reporting Period

July 1, 2024 - June 30, 2025

## E. Date

October 15, 2025



## II. EXECUTIVE SUMMARY

### *A Message from the Administrative Judge*



*The Honorable DaNeeka Varner Cotton  
Administrative Judge  
Circuit Court for Prince George's County  
and the Seventh Judicial Circuit of  
Maryland*

During FY25, the Circuit Court for Prince George's County has remained committed to serving citizens in an efficient and effective manner. As our world continues to modernize and rely upon emerging technologies, we consistently look for ways to help visitors and citizens obtain the services they need in an innovative manner. We have also focused on ensuring that our initiatives and programs align with the Maryland Judiciary's strategic initiatives.

One of those initiatives, improving access to justice, is vital to our Court operations. We want to ensure that all County citizens have access and understand court functions. We accomplish this goal in many ways. Our Self-Represented Litigant Orientation (SRLO) sessions are held in-person at the Courthouse, via telephone and through community outreach events throughout the County. Our Hispanic Liaison plays an integral role in delivering these presentations and provides information to Spanish-speaking citizens. This alone helps to reduce communication barriers that often impede access to justice. Our Law Library is also key in improving access to justice. Through extensive research guides, video tutorials and an extensive online catalog, the Law Library helps citizens gain access to important legal information needed to process cases. This fiscal year alone, the Law Library recorded more than 20,000 in-person visits with more than 5,000 service inquiries.

Through our 2024-2025 Jury Modernization Initiative, we are promoting accountability and public trust, encouraging a service-oriented approach to court operations and using technology effectively and responsibly. During FY25, we successfully redesigned the Jury Assembly Room to accommodate new technology, including the addition of check-in kiosks to create a seamless flow of operations as hundreds of citizens travel to our Courthouse daily to perform their civic duty. We have created reminder notices for jurors and implemented an Intent to Show Cause Day to enhance our jury pool and promote compliance with jury service obligations. These enhancements have helped jury operations tremendously, allowing us to continue to be responsive to the community's needs and expectations as it pertains to jury service. This initiative includes enhancements throughout 2026.

The Circuit Court fosters a healthy, diverse, and productive workforce. The Court provides a myriad of training opportunities to employees, including Staff Development Day, that support professional and personal development. The Court develops new initiatives to keep employees engaged and feeling valued. Through a series of Employee Appreciation Programs, we have seen an increase in employee involvement, retention, satisfaction and excitement. Employees are recognized for their dedication and commitment in an array of ways, to include “On the Spot” awards and employee recognition programs.

In all that the Circuit Court does, a goal is to ensure our Court not only serves as a place where justice can be sought but also as a beacon of hope and guidance for those who need services and support. Through initiatives and services provided by offices such as the Problem Solving Courts, the Prince George’s County Family Justice Center, and the Family Division, the Circuit Court is changing lives one program at a time.

The Circuit Court continues to serve our great citizens by providing accessible, efficient, quality, and effective forums for the fair, just, timely and understandable resolution of legal disputes. This is our mission, and it serves as the foundation that continues to produce excellence and elevation at the Circuit Court.

Sincerely,

A handwritten signature in black ink, reading "DaNeeka Varner Cotton". The signature is written in a cursive, flowing style.

The Honorable DaNeeka Varner Cotton  
Administrative Judge  
Circuit Court for Prince George’s County and  
The Seventh Judicial Circuit of Maryland

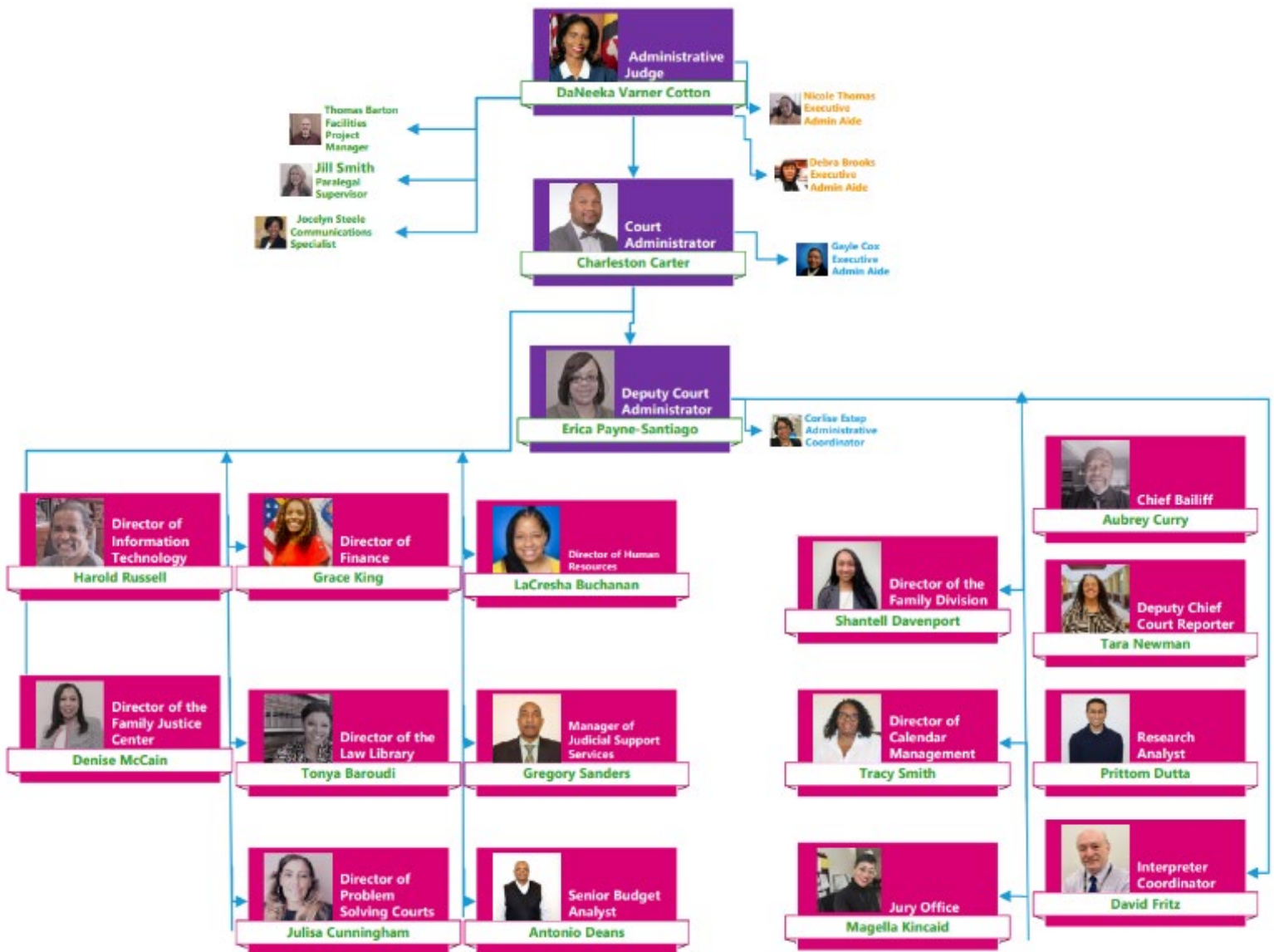


### III. ORGANIZATIONAL STRUCTURE OF THE COURT

The Circuit Court is comprised of 25 Circuit Court Judges, 12 Senior Judges, and eight Magistrates. Each Judge has an Executive Administrative Aide and Law Clerk.

#### Administrative Team

The Circuit Court is managed by an Administrative Team that is comprised of the Administrative Judge, Court Administrator, and Deputy Court Administrator/Jury Commissioner. The team is supported by a dedicated group of directors, managers and staff who work together to manage the operations of the Court.



The Circuit Court for Prince George's County includes 24 active judges, who serve full-time during their term in office. As a result of the large volume of cases filed in this court, some matters may be heard by senior judges. Senior judges are retired judges recalled for service as needed. Senior judges have the same authority as active judges to hear and decide matters filed in this court. Magistrates serving in the Family Division are appointed by the Circuit Court to hear matters involving Children in Need of Assistance (CINA), truancy, child support, paternity, juvenile delinquency, child custody and divorce. Foreclosure Magistrates hear matters regarding foreclosure and related issues.





## **Court Administration**

The Court Administration Office is responsible for the administrative functions and daily management of Court operations to include Court Services and Case Management.

### **Court Services and Offices**

- **Office of Finance**

The Finance Office, under the leadership of the Finance Director, is made up of four employees who oversee the general fund, grants, and capital budget's life cycle of \$33 million. The office maximizes available resources and delivers innovative financial services to internal and external customers of the Circuit Court. The team manages the budget, monitors grants, oversees procurement processes, collects revenues and receipts, maintains systems of accounting, records financial transactions, and reports results of financial operations.

- **Office of Information Technology (IT)**

The IT Office consists of 14 employees who ensure that the Court's technological needs are met through various methods. The Court is connected to the Prince George's County Office of Information Technology network infrastructure. IT provides support for all network servers hosting various Court applications, technologies, and the Judicial Information Systems (JIS).

- **Office of Human Resources (HR)**

The HR Office consists of three dedicated professionals who oversee the HR employee life cycle. The Office provides strategic and operational support to more than 250 employees of the Circuit Court. HR professionals deliver a comprehensive range of services, including workforce planning, talent acquisition, onboarding, training and professional development, employee relations, performance management, benefits administration, compensation analysis, and compliance with state and federal employment laws. In addition, HR partners with court leadership to promote a positive workplace culture, support employee engagement initiatives, and ensure equitable and consistent application of personnel policies.

- **Communications**

The Communications Specialist develops external and internal communications for the Court. The Specialist also handles media relations, produces executive messages, employee newsletters and oversees social media platforms. As chair of the Special Projects Committee, the Communications Specialist plans Employee Appreciation events and Inclusion initiatives.

- **Office of Judicial Support Services**

The Office of Judicial Support Services oversees various services and amenities offered to visitors and employees. The office includes the following: Judicial Substitute Executive Assistants; Information Desk; Greeters; Children's Waiting Room; and Courier Services.

- **Judicial Substitute Executive Administrative Assistants**

There are five limited-term grant funded Judicial Substitute Executive Administrative Assistants who assist with office coverage for the Judges' chambers and other areas of the court as needed.

- **Information Desk and Greeters**

Circuit Court staff are assigned to greet visitors who come to the courthouse daily and provide information to the public. The Court obtains the services of greeters who assist visitors throughout the courthouse as to various needs.

- **Children's Waiting Room**

The Children's Waiting Room is an on-site resource available to parents of children ages 3 - 12 who are potty-trained. While parents are conducting business at the courthouse, they can utilize this resource and have a place for their children to engage in play, relaxation, and learning. During FY25, the Children's Waiting Room served 231 children.

- **Courier Services**

The Courier is responsible for the daily movement of correspondence and mail from various offices and Judges' Chambers throughout the courthouse complex.

- **Office of Problem Solving Courts**

The Office of Problem Solving Courts (PSCs) consists of Adult Drug Court, Veterans Court, Re-Entry Court, Juvenile Drug Court, New Direction Youth Diversion Program, Juvenile Gun Possession Program, and Truancy Reduction Court.

#### Adult Drug Court

Established in 2002, Adult Drug Court has provided services to over 1,342 county residents over the past 23 years. The program has held 65 graduation ceremonies with 542 participants successfully completing the program. The Honorable Karen H. Mason presides over the court. Through the Adult Drug Court, PSCs continues to collaborate with the following partners: Prince George's County Health Department; Prince George's County State's Attorney's Office; Prince George's County Office of the Public Defender; Department of Corrections; Prince George's County Sheriff's Department; Department of Social Services; and the Prince George's County Police Department; and numerous community resource agencies focused on substance use disorders and mental health wellness. These partnerships have made the Adult Drug Court one of the best in the State of Maryland.

#### Veterans Court

Established in April 2015, the first Veterans Court Program in the State of Maryland was launched in Prince George's County. It remains the only Veterans Court Program in the state. The Court has served 472 community members. The Veterans Court has held 24 graduations with 51 graduates. Currently, the Honorable Scott M. Carrington serves as the Presiding Judge. The mission of the Veterans Court is to provide and assist veterans with substance abuse treatment, housing, family counseling, and obtaining military benefits. The Veterans Court Program collaborates with the Veterans Administration Medical Center; the Maryland Department of Veterans Affairs; Maryland Commitment to Veterans; Prince George's County Health Department; Prince George's County Department of Family Services; Prince George's County Department of Corrections; Prince George's County Sheriff's Office; Prince George's County Police Department; Prince George's County Department of Social Services; Prince George's County Office of the Public Defender; Prince George's County State's Attorney's Office; Maryland Department of Public Safety and Correctional Services; and the Salvation Army.

### Re-Entry Court

Established on October 1, 2013, the Circuit Court launched the first Re-Entry Court Program in the State of Maryland. Since the inception of the Re-Entry Court, over 760 community members have been served. There have been 49 graduates, and 28 graduations held. Currently, The Honorable Lawrence V. Hill, Jr. serves as the Presiding Judge. Referrals are reviewed for eligibility to connect participants to community services, including Re-Entry Circle Mediation via the Key Bridge Foundation and monthly mentoring at the Prince George's County Department of Corrections. The Re-Entry Court Program collaborates with the Prince George's County Sheriff's Office; Prince George's County Police Department; Prince George's County Department of Social Services; Prince George's County Department of the Environment; Prince George's County Department of Public Works and Transportation; Prince George's County Office of the Public Defender; Prince George's County State's Attorney's Office; Maryland Department of Public Safety and Correctional Services; and the Salvation Army.

### Juvenile Drug Court

Established in April 2004, the Juvenile Drug Court has provided services to over 347 community members. The Juvenile Drug Court provides mentoring and tutoring services for each participant; on-site substance abuse treatment; on-site assistance with establishing medical insurance; housing search; and job readiness. The Court has held 28 graduations, and 134 participants have graduated. The Presiding Judge for Juvenile Drug Court is The Honorable Wytonja L. Curry. The Juvenile Drug Court team, which closely monitors and intensely manages participants, is composed of the following: Circuit Court Judge; Prince George's County State's Attorney's Office; Prince George's County Office of the Public Defender; Prince George's County Board of Education; Drug Court Coordinator/Case Managers; GED Instructor; Prince George's County Department of Juvenile Services; Prince George's County Health Department; and Prince George's County Sheriff's Office.

### Truancy Reduction Court Program (TRC)

Established in September 2008, TRC has served 647 community members, and 169 participants have graduated. There have been 31 graduations. The presiding magistrate is Bruce D. Edwards. The mission of the TRC Program is to improve student attendance, assist students achieve academic success and identify the causes of habitual truancy by collaborative efforts between community agencies and local school districts.

The TRC focuses on identifying the underlying causes of chronic truancy and partners with community agencies to improve students' attendance and school success rates through

referrals for appropriate services and support. Students completing the TRC Program demonstrate a consistent, long-term improvement in school attendance with regular school involvement and understanding the consequences of truancy. TRC cases are typically active for six to twelve months depending on participants' compliance. Release from TRC is dependent upon successful completion of the program. Other factors include relocation, homeschooling, aging out, supervision provided by another agency, and release or unsuccessful completion.

The TRC Program provides the following services: workshops focusing on education; career development, life skills and resume building; mentoring and tutoring services; on-site substance abuse testing treatment; on-site social service assistance; job readiness; and parent support groups. A bilingual case manager also assists with Spanish-speaking families. General Education Diploma (GED) instruction is offered to students. The program coordinates community service projects with participants in the community, such as the Back to School Bash and Judy's Closet to provide clothing and school supplies for participants.

#### New Direction Youth Diversion Program

Established in March 2021, the New Direction Youth Diversion Program has served 53 community members, and 21 participants have graduated. The Honorable Michael R. Pearson serves as the presiding judge. The New Direction Youth Diversion Program is designed to offer youth the opportunity to enter and complete a structured community-based program as an alternative to formal involvement within the criminal justice system. The objective of the program is to provide academic monitoring/assistance via case management supervision, provide services that would support sobriety and abstinence from illegal substances, mentoring and tutoring services, conduct monthly case reviews under non-judicial proceedings and assist youth in comprehending and accepting the consequences of the delinquent behavior through multiple auxiliary services.

#### Juvenile Gun Possession Program

Established in February 2023, the Juvenile Gun Possession Court has served 47 community members, and 21 participants have graduated. The Honorable Michael R. Pearson is the Presiding Judge. The program is geared towards juveniles with first-time gun possession offenses. The program's mission is to reduce gun violence, address impact on victims and their families, identify underlying causes as to why the offender is in possession of a firearm and implement methods and lifestyle changes to avoid future handgun possession. The Gun



Possession Program is an intensive supervision, incentive/sanction-based program with a comprehensive curriculum for a first-time gun possession juvenile offender.

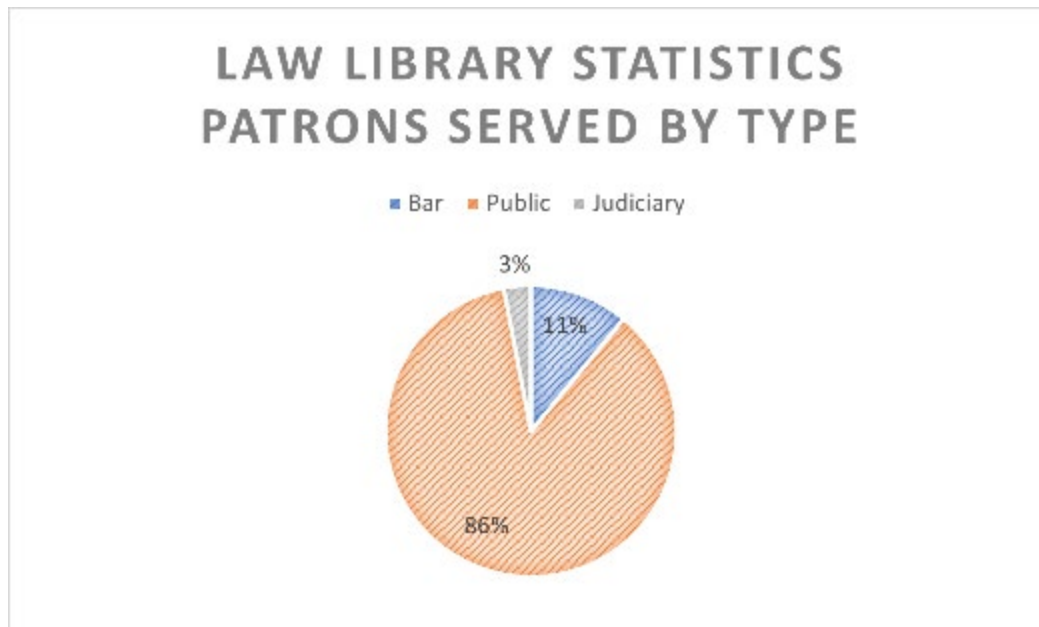
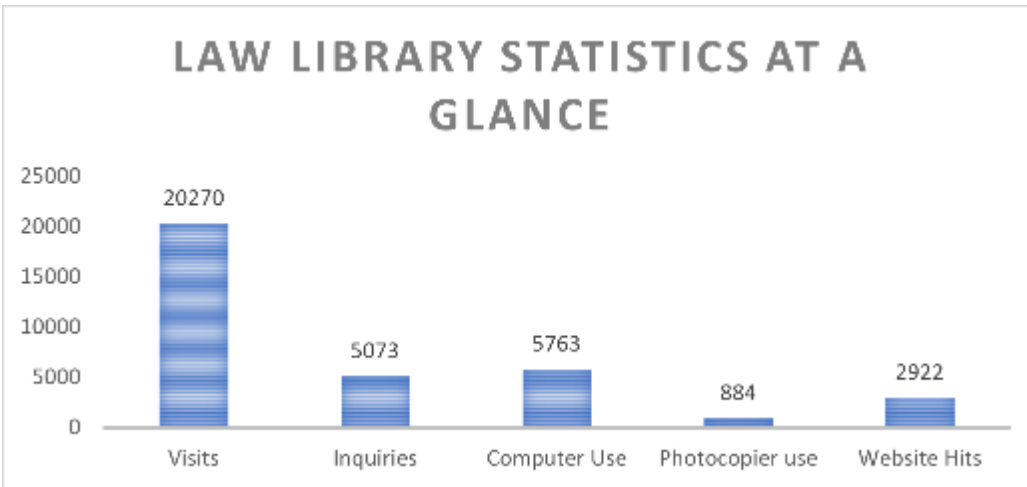
Participants are required to attend bi-weekly court hearings, take part in weekly supervision meetings with the case manager, submit to random drug testing, participate in educational services, and partake in a specified curriculum for mental health services and substance use treatment as required by the program. The program is designed to be completed within six months and progression is contingent upon a participant's completion of specific requirements. Participants are monitored by team members for progress in treatment, school, community and in the home. They are assigned a case manager who will assist them with reaching program and life goals, as well as meeting all probationary requirements. A participant's progression in the program is provided in bi-weekly reports to the Court and recommendations are made to the Presiding Judge regarding services, levels of care, incentives, and sanctions.

#### GED Program

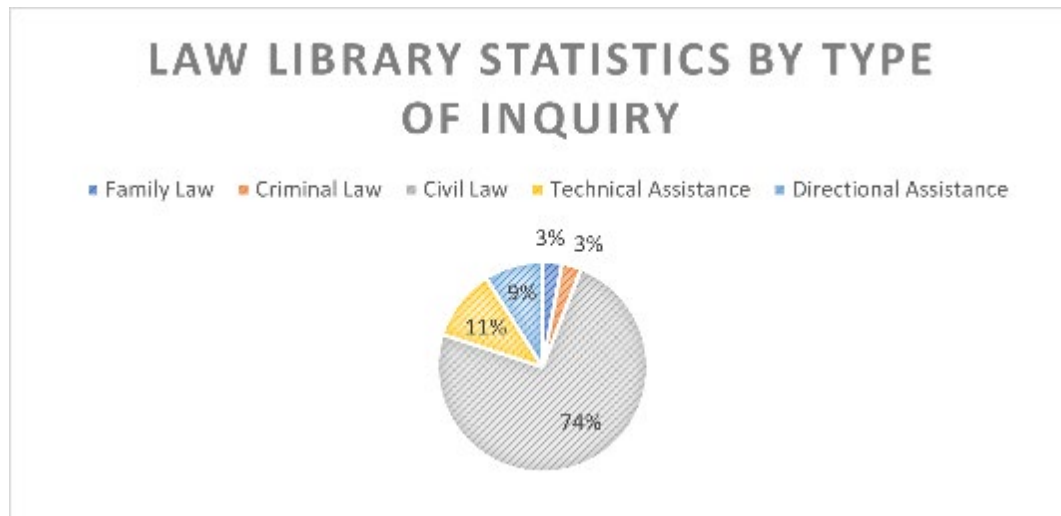
Established in 2011, the PSCs launched its GED Program. The program has served 471 community members since its inception, and 58 participants have graduated. The program provides educational sessions and GED test enrollment for adults and juveniles. During FY25, 28 students were enrolled, two of them received their GED and out of the 28 students enrolled, three graduated.

- **Law Library**

The Circuit for Prince George's County Law Library provides legal information and services to judges, attorneys, state and county employees and self-represented litigants. In FY25, the Law Library recorded 20,270 in-person visits with over 5,000 service inquiries along with 250 remote service requests.



For FY25, the public accounted for 86% of Law Library inquiries. The Bar accounted for 11% of inquiries while the Judiciary accounted for 3%.



Questions on civil matters, family law, and technical assistance comprised most of the inquiries. In addition, the Law Library's online catalog had 2,922 hits.

- **Trust Office**

Guardianship matters are handled by the Trust Office, which is comprised of employees of the Circuit Court for Prince George's County (Trust Attorney, Trust Paralegal and Guardianship Liaison) and the Office of the Clerk of Circuit Court (Trust Clerk). The employees of the Trust Office are responsible for reviewing all petitions and motions related to the guardianship of the person and property of disabled adults and property of minors, as well as petitions to create, modify and terminate trusts. The office reviews the annual reports of the person and annual fiduciary reports filed by guardians, prepares show cause orders regarding those reports when necessary, and issues late notices with respect to the filing of those reports. The Trust Clerk is responsible for ensuring that all documents filed in guardianship and trust cases are properly docketed and entered, issuing true-test copies of court orders, notifying guardians concerning the reports required to be filed pursuant to the Maryland Rules, and issuing late notices for reports not timely filed.

The Trust Office monitors the open and closed/active guardianship and trust cases with approximately 400 new cases filed annually. Although cases are considered closed after the appointment of guardians, they technically remain open and ongoing in nature due to statutory annual reporting requirements placed on the guardians and the various motions that are continually filed in these cases. The implementation of Maryland Electronic Courts (MDEC) has been beneficial to office processes.

- **Prince George's County Family Justice Center**

Prince George's County Family Justice Center (PGCFJC) The PGCFJC, an initiative of the Circuit Court, has continued in its mission to meet the evolving needs of survivors of domestic sexual assault violence, human trafficking, and elder abuse in the aftermath of trauma, victimization, and abuse with the provision of critical resources and crisis intervention services. To that end, 1,721 survivors received timely access to a comprehensive array of trauma-informed services in a client-centered and survivor driven approach in FY25. This included 6,439 referrals to the 22 onsite partnering agencies with streamlined access to legal, financial, housing assistance, emergency shelter, counseling, criminal investigations, and crime victims' rights and advocacy. Advanced data analytics has enabled the PGCFJC to quantify the impact of its services with qualitative survey findings, which showed that overall client satisfaction was 90%, a six percent increase from FY24. Additionally, 91% of clients served reported feeling more informed of their rights and the resources available to them.

## **Case Management Operations**

The administrative management of a case within the trial court encompasses several key components, including the Office of the Bailiff, Office of Calendar Management, Office of Courtroom Services, Office of Jury Operations, Office of Interpreters, Office of the Family Division, and Research Analyst.

- **Office of the Bailiff**

The Office of the Bailiff consists of approximately 40 bailiffs whose primary role is to maintain courtroom decorum and ensure the safety of judges, jurors, court personnel, and visitors. The bailiffs enforce rules and procedures of the court by screening visitors, escorting jurors throughout the courthouse safely, assisting with emergencies and providing administrative support to the courtrooms.

- **Office of Calendar Management**

The Office of Calendar Management is comprised of 16 employees who manage and schedule various hearings before 24 Associate Judges, 12 Senior Judges, and 8 Magistrates. The office structure consists of a director and three who oversee units within the office. Those units include Civil, Family, Juvenile, Criminal Scheduling, and Quality Review Units. The units are responsible for scheduling hearings to include trials and merits. Additional responsibilities include entering daily courtroom dispositions; answering telephone inquiries from citizens, attorneys, and Judges' chambers; and monitoring courtroom activities.

Calendar Management also maintains the calendar for utilization of Circuit Court conference rooms and courtrooms to assist with planned events such as PSCs graduations, National Adoption Day, Annual Veterans Appreciation Ceremony, Investitures, and other special occasions. Moreover, Calendar Management oversees all judicial officers' leave in coordination with the Administrative Judge's Office.

### Family Unit

Family Scheduling Clerks set cases before judges and magistrates. The Magistrates preside over uncontested and contested dockets, status conferences and scheduling conferences along with other case types. The judges also preside over contested hearings to include contempt dockets and modification hearings along with other domestic matters.

### Juvenile Unit

Juvenile Scheduling Clerks set cases before the two Juvenile Magistrates and the Juvenile Coordinating Judge. The Juvenile Magistrates hear juvenile delinquency arraignments, emergency shelter care, permanency planning review hearings and uncontested Children in Need of Assistance (CINA) adjudication hearings. The designated judge handles CINA exceptions, Termination of Parental Rights trials, and contested CINA Adjudication hearings. The Juvenile Coordinating Judge handles Crossover Youth Hearings, Peace Orders, Emergency Detentions, Waiver Ups and Juvenile Delinquency Merits hearings.

### Civil Unit

Civil Scheduling Clerks schedule all civil non-domestic hearings, including civil jury/non-jury trials in which presiding judges award damages to litigants without monetary limitations. Additionally, clerks schedule on the record hearings and Administrative Appeal hearings as an intermediate appellate court for administrative agencies.

- Foreclosure

The Civil Scheduling Clerks schedule non-contested matters before the Foreclosure Magistrate. The Foreclosure Judge oversees the unit and handles all contested matters.

### Criminal Unit

Criminal Scheduling Clerks schedule indicted felonies and cases that have been appealed from the District Court for status conferences, jury/non-jury trials, review of sentences, post-convictions, and other hearing types related to criminal matters. The most serious felony cases



are specially assigned to a presiding judge by the Administrative Judge. Criminal Scheduling Clerks also schedule cases for specialty courts, such as Adult Drug Court, Re-Entry Court, Veterans Court and Back on Track Program.

#### Quality Review Unit

The Office of Calendar Management relies on two Differentiated Case Management (DCM) Coordinators to ensure that time standards established under the Circuit Court's DCM plans for civil and criminal cases are met.

#### FY25 Statistics

Calendar Management scheduled approximately 66,000 case events and concluded almost 40,000.

- **Office of Courtroom Support Services**

The Office of Courtroom Support Services is currently comprised of a Director, a Deputy, an Administrative Aide, four Court Reporters and seven Court Technologists. Court Reporters make a verbatim record of all official proceedings and produce appeal and non-appeal transcripts upon request. The administrative staff processes all transcript and audio orders from agencies, attorneys, and parties of proceedings held in the Circuit Court. The administrative staff also archives daily dockets, completed transcripts and transcript and audio orders. The Court Technologists cycle through multiple courtrooms, listen attentively, correspond with IT to maintain quality control of court proceedings and ensure audio is satisfactory.

- **Office of Jury Operations**

The Office of Jury Operations diligently ensures that citizens are summoned to fulfill their civic responsibilities as petit or grand jurors. Jurors are chosen from a diverse cross-section of residents in Prince George's County, sourced from the Maryland Board of Elections and the Motor Vehicle Administration (MVA). On average, over 1,000 jurors report for in-person petit jury duty each week. The petit jury term is one day for one trial or until completed. The grand jury encompasses 20 jurors per term, spanning four months, commencing in April, August, and December.

In collaboration with a designated Circuit Court Jury Judge, the Deputy Court Administrator/Jury Commissioner oversees the jury selection and service process. This includes supervision of seven staff members, comprised of the Jury Supervisor and six Jury Office employees who fall under the Office of the Clerk of the Circuit Court.

- **Office of the Interpreter**

Interpreter services are provided to litigants for all Circuit Court cases at no cost to the court user. The Office is staffed with an Interpreter Coordinator who oversees the scheduling of interpreters as outlined by the Maryland Judiciary and three on-site Spanish-speaking Maryland Certified Interpreters.

- **Office of the Family Division**

The Family Division is led by Coordinating Judge ShaRon M. Grayson Kelsey. The Division consists of four units committed to assisting families in transition by providing resources and services made possible through funding from state, local, and federal agencies. Services include parenting education, free legal and procedural assistance, supervised visitation and monitored exchange services, drug testing, Alternative Dispute Resolution (ADR) programs, Model Court, Children's attorneys, Best Interest attorneys, and custody evaluation assessments. Each unit within the Family Division provides a variety of services which support the programs available to litigants. The staff members also assist the Domestic and Juvenile Magistrates in effectively processing cases to successfully meet the Maryland Judiciary Performance Standards and Measures.

There are currently 51 employees in the Family Division. Each unit has bilingual staff available to assist Spanish-speaking litigants. The Division is comprised of two Juvenile Magistrates who hear CINA and juvenile arraignments. There are five Domestic Magistrates who hear divorce, custody, child support, and access cases.

#### The Administrative Office

The Administrative Office provides oversight and support to the other units in the Family Division and consists of the Director; Hispanic Liaison; DCM Coordinator; Permanency Planning Liaison; Administrative Assistant; and Management Analyst. Oversight and support include budget management, program funding, monitoring service contracts, and reporting statistical data. The unit also manages the Family Legislative Grant and Cooperative Reimbursement Agreement (CRA) service contract.

#### Hispanic Liaison

During FY25, the Hispanic Liaison continued to assist members of the public by conducting Self-Represented Litigant Orientations in-person at the courthouse via telephone and through community outreach at various events throughout the County. Outreach events have been

hosted with the following: Prince George's County Memorial Library; Office of Prince George's County Public Schools; and College Park Youth and Family Services. The Liaison delivers presentations at community events on topics including procedural steps related to family cases and available resources to assist families with other legal matters.

#### Permanency Planning Liaison

The Permanency Planning Liaison (PPL) provides oversight and feedback to the Court regarding CINA and TPR cases. This provides direct support to the Juvenile Magistrates and Judges in the Seventh Judicial Circuit to include Prince George's County, Charles County, Calvert County, and St. Mary's County. The PPL aids by conducting comprehensive case review, case tracking, generating statistical reports, and providing recommendations to ensure compliance with State/Federal case standards and the Circuit Court's DCM plans.

#### DCM Coordinator

The DCM Coordinator is responsible for tracking and monitoring family law cases consistent with the court's DCM Plan. The DCM Coordinator also ensures the Court's compliance with the time standards of the Maryland Judiciary and the established goals of the Family Division.

#### Magistrates' Support Services Unit

The Magistrates' Support Services Unit is comprised of 17 staff members that assist magistrates with court orders pertaining to child support, divorce, enforcement, contempt and modification of orders. Staff members include one Administrative Support Manager, seven Administrative Aides to Magistrates and nine Hearing Room clerks.

#### Information and Referral Unit

The Information and Referral Staff is comprised of three General Clerks, a Bilingual Clerk, and one Manager who provide direct support to the five Domestic Magistrates and two Juvenile Magistrates assigned to the Family Division. There are three clerks responsible for checking-in litigants and attorneys arriving to Court for scheduled hearings and aid citizens both in person and by telephone. During FY25, the unit assisted nearly 9,000 litigants in-person.

The Information and Referral Clerks also register litigants for SRLO sessions that are held on alternating Wednesdays of each month from 6:30 p.m. until 8:00 p.m. The orientation is conducted by attorneys who cover Family Law matters such as divorce, child custody, and child support. During FY25, the unit tested a hybrid model of hosting in-person and online SRLO

programs for litigants. As a result, the unit saw a significant increase in litigant attendance and positive feedback from participants.

### Family Support Services (FSS) Unit

The FSS Unit is comprised of 10 family service providers to include the Family Support Services Coordinator, two Domestic Violence Clinicians, three Clinical Professionals, two in-house mediators, a mediation administrative employee, and a FSS administrative aide. In FY25, the unit focused on assessing unit needs and providing updated resource guides to the Judges and Magistrates, which highlight the services offered by the unit and local providers.

### Paralegal Unit

The Paralegal Unit is comprised of five paralegals and one supervisor. During this fiscal year, the staff assisted more than 4,000 litigants in-person and approximately 3,500 litigants by telephone. In addition to providing in-person and telephonic assistance to litigants, paralegals review all legal pleadings submitted to the court in Family Law cases for legal sufficiency. Pleadings are filed with the Office of the Clerk and sent to the Paralegal Unit for review, processing, and distribution. Paralegal staff work on cases involving domestic matters, guardianships, adoptions and child support. Paralegals are allowed to give procedural guidance, but they do not give legal advice.

- **Research Analyst**

The Research Analyst is responsible for providing analysis and other materials to help inform operational decision-making for Court Administration and other relevant stakeholders. Most often, this takes the form of targeted investigations into specific issues. These investigations are generally followed by a report that synthesizes all the information that was gathered into a discrete body of research that provides data visualizations and recommendations. The Research Analyst is also charged with maintaining awareness of legislative initiatives that may have an impact on the Court and its operations.

Throughout FY25, the Research Analyst collaborated with the DCM Coordinators and the Office of IT to reevaluate existing data quality practices for improvement and streamlining. This initiative began with implementing quarterly data reviews for each case type, identifying baseline case statistics, the age of the pending caseload, as well as the time to disposition for cases terminated both within and beyond time standards. From these reports, cases with errors or those requiring further action were escalated to the appropriate personnel for resolution.

Quarterly data reports were provided to Coordinating Judges. In June, prior to data capture for caseload assessment, the Research Analyst and Deputy Director of IT presented the year's findings to the Administrative and Coordinating Judges. This prompted a discussion on initiatives and other actions to be taken in the upcoming fiscal year. Overall, the Court has made significant progress in improving adherence to Maryland Judiciary time standards, as well as processing cases more efficiently from start to termination.

The primary intention of this project has been to encourage more frequent use of data that has been analyzed and distilled into key points. In the new fiscal year, the Research Analyst aims to expand these partnerships to establish a comprehensive strategy for data quality review in collaboration with personnel throughout the courthouse.

- **Circuit Court Paralegals**

The Circuit Court Paralegal Unit is a multifaceted team of professionals designed to support the Administrative Judge, Coordinating Judges, Senior Judges, as well as the Alternative Dispute Resolution (ADR) Office. The team includes eight paralegals, two administrative aides and one part-time assistant. Each paralegal is assigned to a specialty, including ADR, Civil, Criminal/Search Warrants, Family, Foreclosure, and Juvenile, and they work closely with the respective Coordinating Judges. The Administrative Aides assist and manage dockets for the Senior Judges and the ADR Office. The Director of Legal Operations manages the team, provides legal analysis, and communications support to the Administrative Judge.

#### ADR Office

The ADR Office conducts mediation in civil pending matters to resolve cases prior to trial, and family cases are often referred to settlement conferences. The ADR paralegal and administrative aide establish and streamline business processes during mediation. They also assist and manage the dockets for Senior Judges presiding over mediations and settlements. Civil cases that are handled may include issues such as contract, personal injury, employment, environmental, workers' compensation and real property. Similarly, family cases are processed using mediation and settlement conferences for contested custody, visitation, parenting plans, and separation of marital property.

#### Foreclosures

Two paralegals process foreclosure cases under the direction of the Foreclosure Coordinating Judge and the Foreclosure Magistrate. The paralegals main duties are to monitor the court's



compliance for foreclosure cases, review and process routine foreclosure motions, and draft orders and memoranda for the Coordinating Judge's review and signature. During FY25, with the assistance of the Foreclosure Paralegals, the Court processed the following numbers:

Foreclosure Original Filings:

- 1,412 Residential
- 222 Commercial
- 342 Right of Redemption

Foreclosure Original Terminations

- 1,430 Residential
- 144 Commercial
- 326 Right of Redemption

## IV. ANNUAL GOALS AND OBJECTIVES

- Enhanced Security Measures

The Circuit Court for Prince George's County is committed to keeping our workforce and citizens safe when entering and conducting business within the courthouse. As heightened security issues continue to rise nationwide, the Circuit Court is committed to enhancing our security measures through all aspects of Court operations.

- Workforce Development and Training

The Court provides training and opportunities to strengthen our workforce, enhance job knowledge and identify and implement alternative business processes.

- Development and Operation Enhancements to Court Facilities

The Court continues to enhance the framework for implementing a state-of-the-art facility with a goal to incorporate new infrastructure to improve technological capabilities, meet staff and public needs and effectively support Court operations.

- Coordination and Collaboration with Justice Partners and the Community

The Court embraces and values our justice partners and the community. Engagement, coordination and collaboration with various justice partners, residents, state, and local officials is essential to create a cohesive partnership that will positively impact our citizens.

- Enhance Court Processes in Case Management to Provide Efficient Services to the Citizens of Prince George's County

The Court values the need of our citizens to have fair, timely and impartial case resolution, as the Court's vision is to "Welcome All - A Fair Forum for Justice." It is the goal of the Circuit Court to cultivate systems that improve and streamline business processes, ensure accuracy of information and resolve cases in a timely manner.

## V. PROJECTS AND INITIATIVES

The Circuit Court has implemented new initiatives, programs, and projects during FY25 and continued initiatives. In this section, current, ongoing and planned programs in various offices and divisions will be explained in detail.

### A. Current and Ongoing

#### Court Administration

##### New Circuit Court Judges and Magistrates

During FY25, five Circuit Court judges and three magistrates joined the Court.



##### Business Processes

Under the leadership of the Circuit Court Administrator, the Circuit Court has continued to record all business processes for the various divisions. Each director/manager was charged with writing down policies and business procedures to ensure continuity and uniformity in court operations. The processes are recorded in binders as well as in SharePoint and can be accessed by current and future employees. As processes have evolved and changed, the directors and managers have continued to update documents.

## Travel/Training and Contracts

The Finance Office, under the leadership of the Finance Director, has continued to update the Standard Operating Procedures (SOP) and provide trainings for travel and training and contracts procurement in accordance with guidelines established by Prince George's County. Beginning May 2025, the Finance Division provided communications related to the implementation of the new Ariba SAP Buying and Invoicing + Supplier Lifecycle Performance Hub. The goal was to ensure directors remain aware of processes related to submissions of travel/training and contracts procurement requests.

## Building Logistics Reporting System

Under the leadership of the Deputy Court Administrator, Court Administration created a new way for employees and Courthouse occupants to report facility and logistics issues. Now, employees can send emails to the Building Logistics team via a specific email address. This improves communications with the County Facilities, Operations & Maintenance Team to enter service tickets that are tracked for a more efficient response to building logistics matters. Issues that are reported include, but not limited to, the following:

- Air Conditioning
- Heating
- Office Cleanings
- Structural and Electrical issues
- Painting
- Locks
- Flooring
- Furniture
- Special Requests, Emergencies and Continuing of Operations (power outages, floods, fires, etc.)

## Annual Art Exhibition

The Circuit Court hosts an Annual Art Exhibition featuring artwork created by MTC Art Studios, Inc. students. The students' art pieces are displayed on the first floor of the Duvall Wing of the Courthouse. Students'



parents and the community are invited for a reception celebrating the students' creativity and pursuit of the arts.

### **Calendar Management**

#### **New Business Process for Criminal Cases**

Under the leadership of the Administrative Judge and the Criminal Coordinating Judge, the Office of Calendar Management enhanced business processes within criminal matters by using the following new methods:

- Tracking each criminal case to provide concise statistical data on the types of cases indicted in the Circuit Court.
- Issuing scheduling orders to provide counsel with clear filing deadlines to ensure timely scheduling and disposition of cases in accordance with the Criminal DCM.

### **Jury Operations**

The Circuit Court for Prince George's County, under the collaborative leadership of the Deputy Court Administrator/Jury Commissioner and the Administrative Judge, has continued to move forward with the 2024-2025 Jury Operations Modernization Initiative. This initiative aims to streamline administrative processes, enhance the use of technology for jurors, and reduce wait times and crowds during check-in. These objectives align directly with the Maryland Judiciary's Strategic Initiatives to promote accountability and public trust, improve access to justice, encourage a service-oriented approach to court operations, and use technology effectively and responsibly.

#### **Jury Renovation Project**

In November 2024, the Circuit Court began the renovation of the Jury Assembly Room. This project is being executed in three distinct phases. During Phase One in Spring 2025, the newly relocated and more functional Customer Service Window was inaugurated to improve the direction flow of jurors. Phases Two and Three are projected to be completed in FY26 with further details forthcoming.

#### **New Initiative - Intent to Show Cause Jury Day**

In December 2024, the Circuit Court launched a new strategy to expand the qualified jury pool. Spearheaded by the Deputy Court Administrator/Jury Commissioner Erica M. Payne-Santiago and Criminal Coordinating Judge Lawrence V. Hill, Jr., with the support of the Jury Judge Stenise L. Rolle, Jury Supervisor Magella Kincaid, Calendar Management Director Tracy



Smith, and Research Analyst Pritom Dutta, the committee introduced the "Intent to Show Cause Jury Day" initiative. This involved creating and mailing out a new "Notice of Intent to Show Cause for Failure to Appear" to jurors who missed jury duty twice within one year. The goal is to provide citizens an opportunity to become in compliance with their jury obligations.

Over the course of two designated days, the Jury Judge addressed approximately 800 jurors, stressing the critical importance of their service. It was made clear that this was the final opportunity for jurors to select one of three available dates to fulfill their duty before being issued a show cause. As a result, 55% of the jurors adhered to their summons and reported for duty on their assigned day. The Circuit Court has seen a significant increase with an additional 100 jurors attending daily.

### Jury Appreciation Week

The Jury Office commemorated National Jury Appreciation Week (May 12-16, 2025) by gifting jurors a variety of gourmet popcorn as a small token of appreciation for their dedication to honoring their civic duty.



### PGCFJC

The PGCFJC maintained existing programs and resources along with new strategies to address the immediate crisis intervention and long-term systemic needs of survivors to facilitate healing and recovery in the aftermath of abuse.

### Satellite Office Expansion

In FY25, the PGCFJC completed the installation of satellite offices across multiple municipalities, strengthening its presence within the County and increasing accessibility for residents. Offices are now located within the Mount Rainier, Cottage City, Bladensburg, and Bowie Police Departments, as well as with the Prince George's County Police Department Districts V (Clinton) and VII (Fort Washington). These partnerships with local law enforcement

enhance outreach, improve response times, and provide trauma-informed services to survivors in their own communities.

### Expanded Client Access

To further expand access to services, the PGCFJC welcomed an additional part-time Program Advocate and a part-time Receptionist. These roles provide vital intake, case management, and referral services to clients unable to visit during traditional business hours. The new roles allow for expanded coverage, including Thursdays from 5:00 p.m. to 8:00 p.m., Fridays from 5:00 p.m. to 9:00 p.m., and Saturdays from 10:00 a.m. to 10:00 p.m. The additional hours of service allow survivors facing barriers to gain access to timely assistance and support.

### Stay in Touch (SIT) Program

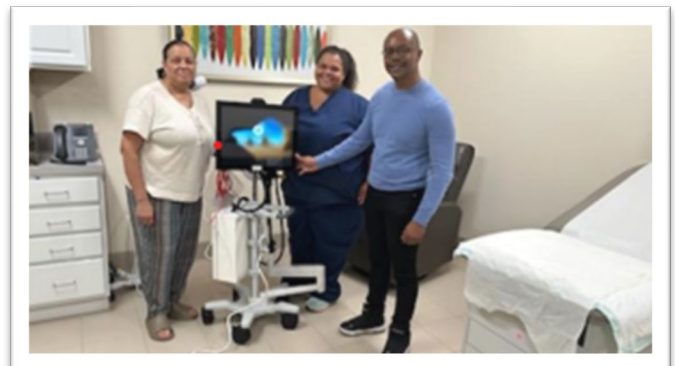
SIT is an aftercare support group that is conducted in partnership with Special Victim Advocates from the Office of the Sheriff for Prince George's County and the University of Maryland Regional Healthcare's Domestic Violence Sexual Assault Center (DVSAC). The SIT Program is a 10-week open-ended group format that provides former PGCFJC clients with a safe and supportive environment and a space to be heard, understood, and believed.

Members receive emotional support, empathy, and practical information to help them address their urgent needs and concerns, enabling them to become empowered. Due to the overwhelming demand for support, a third group was added to better accommodate survivors requiring an evening session. In FY25, 401 survivors participated in 47 weekly group sessions.

### Forensic Strangulation Examinations

The PGCFJC broadened its scope of services and realigned our partnership with the Prince George's County Police Department (PGPD) to address the substantial increase in the number of victims being strangled by their abusers as revealed in lethality risk assessments. In March 2024, PGPD began forwarding all 911 calls for service that included incidences with strangulation to the onsite

police officers working in the PGCFJC. These officers subsequently refer cases PGCFJC's Intake Specialists for follow up services to include scheduling for forensic strangulation examinations that are conducted by a team of certified Sexual Assault Nurse Examiners



(SANE). This resource is made available 18 hours a day/7 days per week. During FY25, 86 forensic examinations were conducted, representing a 26% increase from FY24.

### HOPE Rides

The PGCFJC launched *HOPE Rides*, a new transportation lifeline for survivors across Prince George's County. The program offers Uber rides and meal delivery to eligible clients, particularly those facing immediate safety concerns, late-hour service needs, or transitions into shelter or secure housing. This initiative was made possible with a grant award and groundbreaking partnership between Uber Technologies and Alliance for HOPE International. The program provides free Uber and Uber Eats services to survivors of interpersonal violence, helping to break down the critical transportation and food access barriers that too often stand in the way of safety and healing.

As one of just 15 Family Justice Centers nationwide, the PGCFJC was selected to participate in this initiative. Through HOPE Rides, PGCFJC advocates can now coordinate:

- Free Uber rides to and from court, counseling, or emergency housing
- Food deliveries via Uber Eats for clients experiencing hunger or instability after appointments
- Emergency transportation support for clients relocating from unsafe situations, including pickup/drop-offs at DCA and BWI airports

### Safe Stays

Domestic violence is reported as the leading cause for homelessness for women, men, and children upon fleeing an abusive relationship. In April 2024, the PGCFJC entered a contract with Safe Stays to provide emergency short-term hotel accommodations for active PGCFJC clients experiencing verified crises. Qualifying survivors are placed in a hotel for up to three consecutive nights when no shelter beds are available. These stays are strictly limited and governed by clear eligibility and behavioral guidelines to ensure safe and appropriate usage.

### VOICES

#### *Beyond Crisis: Thriving After Survival*

VOICES was officially launched in October 2024 to empower survivors and highlight their achievements as people who have successfully completed the PGCFJC programming or comparable programs. As a survivor-led program, meetings are held monthly to raise awareness about PGCFJC's impact; destigmatize survivor experiences; promote community

healing; and inspire other survivors. Several activities will be conducted in FY26, including creating new platforms for sharing stories, speaking engagements, website development and social media content creation.

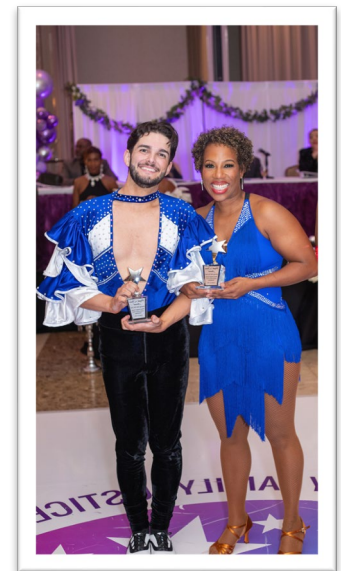
### Camp HOPE

In partnership with the PGCFJC Foundation, the PGCFJC conducted its first Camp HOPE mentoring program. On August 18 - 23, 2025, the Center hosted 28 children between the ages of 7-11 at Camp PuTok in Monkton, Baltimore. Camp HOPE is a national evidence-based intervention that provides children the opportunity to heal and develop positive coping mechanisms that will allow them to thrive in difficult environments. This five-day overnight camp includes specialized programs, activities, and techniques that help children build character, resilience, and hope in their lives. The Prince George's County Police Department participated in this effort and provided Explorers who served as counselors and mentors for the youth.



### Dancing with the Stars

On October 26, 2024, the PGCFJC Foundation hosted its second annual Dancing with the Stars fundraiser to support the mission and work of the PGCFJC. The event featured a star-studded line-up of local celebrity dancers. The Circuit Court Administrator Charleston L. Carter and FOX5 DC Anchor Marissa Mitchell served as the hosts. The Honorable Cathy H. Serrette was honored at the event for her support and commitment to the PGCFJC.



### PGCFJC Impact Evaluation

Having completed eight years of comprehensive wraparound services for survivors, the PGCFJC commissioned Community and Justice Solutions, LLC (CJS) to facilitate an impact evaluation to measure the effectiveness of its services and identify strengths as well as challenges. This information will be used to make informed decisions about program effectiveness, foster accountability to stakeholders, and identify opportunities for

improvement. A mix-method approach was used incorporating both qualitative and quantitative research designs. Historical data, surveys, and key interviews with service providers, the PGCFJC Director, and court personnel was gathered to gain comprehensive insights into the organization's impact. Findings identify opportunities to strengthen financial stability and enhance partner engagement.

### Volunteer Day

On June 26, 2025, the PGCFJC hosted Volunteer Day, bringing together community members and partner organizations in a collaborative effort to support survivors. Volunteers assembled 250 survivor care kits, each filled with essential items such as body wash, lotion, face wash, and other toiletries. These kits are designed to provide immediate relief and dignity to individuals who may need to flee unsafe situations without time to gather vital personal belongings. This initiative underscored the importance of community engagement in advancing safety and healing for survivors.

### Walking In HOPE

In recognition of Domestic Violence Awareness Month, the PGCFJC held the Annual Walking in HOPE 5K Walk-Run on September 29, 2024, at Allen Pond Park. The event united clients, staff, and community supporters in a public demonstration of solidarity with survivors of domestic violence. More than 40 participants completed the course, raising awareness while also contributing to the PGCFJC's HOPE Pantry. Attendees donated over 100 non-perishable food items, ensuring that survivors and their families continue to have access to essential resources during times of crisis.

### Employee Appreciation Programming

#### Employee Appreciation Cookout

Each year, the Circuit Court shows appreciation to employees by hosting the Annual Employee Cookout at the Fraternal Order of Police Lodge 89 in Upper Marlboro, Maryland. During FY25, the event was held on September 13, 2024. The carnival-themed event allowed employees to relax, enjoy fellowship and network in a recreational environment.





### Employee Appreciation Holiday Celebration

The Circuit Court's Employee Holiday Celebration was held on December 13, 2024, at the Newton White Mansion. Employees, judges and magistrates mixed and mingled while celebrating the culmination of a productive year.



### Employee Appreciation Summer Ice Cream Event and Summer Sprit Days

Throughout the summer, the Circuit Court hosted Summer Spirit during one Friday in June, July and August. On each day, employees were permitted to wear themed shirts. On June 26, 2025, an Ice Cream Social was also hosted at the Courthouse for Circuit Court employees, judges, and magistrates to enjoy ice cream treats.



### National Adoption Day

On November 21st, the Circuit Court honored newly formed families on National Adoption Day. The theme was *25 Years of Celebrating a Family for Every Child*. Former Family Coordinating Judge Judy L. Woodall served as the chairperson. During the event, Deputy Court Administrator Erica M. Payne-Santiago presented families with adoption certificates. Family also received gifts from several of the Court's adoption partners.



### Law Links Summer Internship Program

The Law Links Summer Internship Program, sponsored by the Prince George's County Bar Association (PGCBA), encourages students to achieve their post-high school goals and promotes higher education. The six-week program provides students with a comprehensive introduction to the professional world, the legal system, and law office operations. It includes hands-on work experience, participation in law-related activities, and engagement with the Law and Leadership Institute. During FY25, eight students participated in the program, and two of those students interned at the Circuit Court. Participants also took field trips to the Prince George's County Police Training Facility, the DNA and Drug Testing Laboratory, Appellate Court of Maryland, and the Supreme Court of Maryland.



### Inclusion Programming

The Special Projects Committee is comprised of employees from various Circuit Court divisions who plan programs to increase employee engagement and highlight the contributions of diverse communities.



### Hispanic Heritage Month Program

The Special Projects Committee hosted the Annual Hispanic Heritage Month Celebration on October 15, 2024. During the event, CantoSur, a musical group, took employees on a musical journey through Latin America. Drawing from the musical heritage of the Caribbean, Central and South America, CantoSur performed songs in Spanish and Portuguese. Employees learned about the history of Latin America and the different cultures that shaped the music.



### Black History Month Program

The Black History Month program was held on February 26, 2025. The theme was *A Timeless Legacy of Artistic Culture*. The event featured dance performances from the Neema Dance Collective and Riverdale Baptist School. Circuit Court Administrator Charleston L. Carter delivered a dramatic presentation, Ben Baker, Law Clerk, and Reggie Stewart from IT delivered piano performances. Employees also had the opportunity to win trivia prizes.



### Women's History Month Donation Drive

The Special Projects Committee hosted a donation drive during Women's History Month in March 2025. During the drive, employees donated toiletries, clothing, and useful items for the Shepherd's Cove Shelter in Capitol Heights, Maryland. The shelter serves women and children in need. The Committee delivered donations to the shelter on March 27, 2025.



### Breast Cancer Awareness Month

During October 2024, the Circuit Court hosted a “Pink Out the Courthouse” Day where employees were invited to wear pink in honor of the month. Employees also gathered collectively for pictures and honored coworkers who are cancer survivors.



### Law Library

#### 17th Annual Law Library Book and Toy Drive

The Law Library hosted the 17th Annual Book and Toy Drive on April 7th - April 11th. At the culmination of the drive, the Law Library collected 250 books and toys to donate to the House of Ruth Maryland, an organization that serves survivors of domestic violence and their children.



### Online Legal Resources

The Law Library increased its collection of legal resources for non-attorneys by adding links to electronic versions of West Academic publications to its online catalog links that are provided by The Honorable Thurgood Marshall State Law Library.

## PSCs

### PSCs Joint Adult Graduation Ceremony

The PSCs hosted a Joint Adult Graduation Program on November 7, 2024, in The Honorable Sheila R. Tillerson Adams Ceremonial Courtroom. Sixteen participants graduated from the Veterans, Re-Entry and Adult Drug Courts.



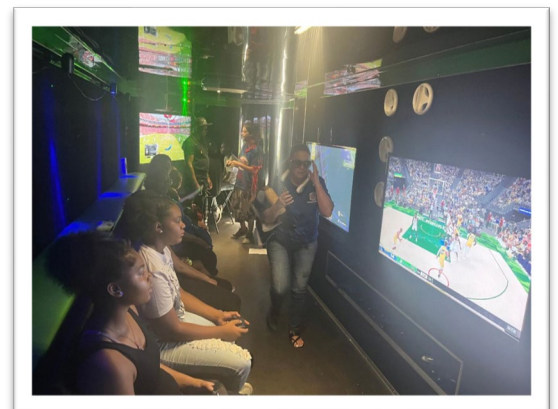
### PSCs Host Third Annual Career Day

On March 31, 2025, the PSCs Juvenile GED Program hosted its Annual Career Day. The theme was “Building a Future of Hope and Creating My Future Legacy.” The event featured nine presenters, and 21 students participated. Students in the GED class prepared for the event by creating mock resumes and participated in mock interviews. They also learned how to dress for success.



### Back to School Bash hosted by TRC

The TRC Program hosted its Annual Back to School Bash on Thursday, August 2, 2024. During the event, backpacks filled with school supplies were distributed to students in Prince George's County. Students and their parents were also served pizza, snacks, and beverages.





### PSCs Joint Adult Graduation Ceremony

The Adult PSCs held the Joint Graduation Ceremony on April 10, 2025, in the County Administration Building. Thirteen graduates were honored from the Veterans, Re-Entry and Adult Drug Courts.



### PSCs Joint Juvenile Graduation Ceremonies

The Juvenile PSCs hosted a commencement ceremony for graduates from the TRC on January 15, 2025, in The Honorable Sheila R. Tillerson Adams Ceremonial Courtroom. The TRC celebrated five graduates, including one who earned a G.E.D, and the Juvenile Drug Court Program celebrated two graduates.

Another juvenile graduation was held on June 11, 2025, in the Circuit Court Training Room. Three participants graduated from the program.



### First Annual Barbeque Event for Adult and Juvenile Program Participants

PSCs hosted the first summer barbeque for program participants on September 12, 2024, to honor their commitment and dedication to improving their lives. The event allowed employees, participants and their families to interact in a fun and friendly environment.



Other initiatives that PSCs hosted and implemented during FY25 include the following:

- Peer Support Specialist services for adult participants of PSCs.
- PSC hired a new counselor for the Adult Drug Court Program.

### Veterans Appreciation Ceremony

The Circuit Court hosted the Annual Veterans Appreciation Ceremony on May 22, 2025, in The Honorable Sheila R. Tillerson Adams Ceremonial Courtroom. The theme was *Bravery Beyond the Battlefield: Veterans Who Serve Our Community*. The keynote speaker was Major General Janeen L. Birkhead, 31st Adjutant General of Maryland. The Honorable Scott M. Carrington served as chairperson for the event.



### **Back on Track Graduation Programs**

The Honorable DaNeeka Varner Cotton and the Honorable Maureen Lamasney presided over the Back on Track Program Graduation in conjunction with the Office of the State's Attorney's on December 3, 2024, in The Honorable Sheila R. Tillerson Adams Ceremonial Courtroom. Another Back on Track graduation was held on June 10, 2025, with the Honorable Maureen Lamasney, Honorable Michael R. Pearson and Honorable Nicholas Rattal presiding. Back on Track graduates spend 12 to 18 months in a strict program aimed at reducing the recidivism rate of first-time, low level felony offenders. They are held accountable through programming, including life skills development, career training, community service and home checks. After program completion, graduates' records are expunged.



### **Reunification Ceremony**

The Annual Reunification Ceremony was held on June 12, 2025, in The Honorable Sheila R. Tillerson Adams Ceremonial Courtroom. The Honorable DaNeeka Varner Cotton and Honorable Althea R. Stewart Jones presided. Reunified families were honored at the event, and external partners contributed donations to the families.



## **B. Planned**

### **PGCFJC**

#### **PGCFJC 10-Year Anniversary Celebration**

The PGCFJC will celebrate 10 years of service on July 6, 2026. Efforts are underway to commemorate this significant milestone. An anniversary planning team will be established to plan and implement a series of events that showcase achievements as well as celebrate staff, partners and supporters.

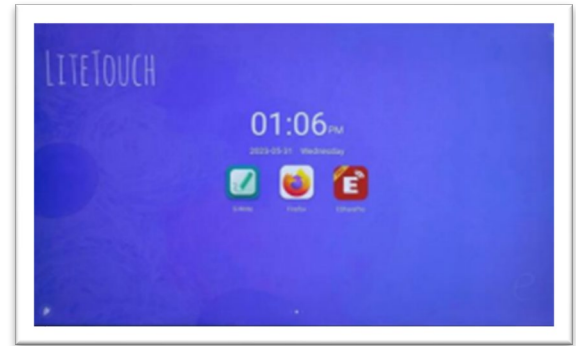
## Student Ambassador Program

In FY26, the PGCFJC will restructure its Teen Empowerment Program to include students from local high schools to further promote ongoing efforts to combat teen dating violence. Students will be trained to identify dating violence, provide resources and literature, and promote healthy relationships among teens.

## Jury Operations

### Jury Deliberation Room (Interactive Display)

Each jury deliberation room throughout the Courthouse will have a 65-inch LiteTouch, an interactive board. The board will display all the evidence that is submitted in cases, and jurors can interact with the evidence. This project is planned for FY26.



## **C. Identify how current/ongoing and planned projects and initiatives tie to specific Maryland Judiciary Strategic Initiatives**

### **2025 Operational Plan Projects**

- Streamline Jury Administrative Operations
  - During 2025, the Circuit Court initiated a major project to streamline jury administrative operations. The goal was to provide Prince George's County citizens with a positive and efficient experience while fulfilling their civic duty at the Courthouse. This task aligns with the following Maryland Judiciary Strategic Initiatives: promote accountability and public trust; encourage a service-oriented approach to court operations; and use technology effectively and responsibly.
  - To streamline jury administrative operations, the following tasks were planned to be completed during calendar year 2025.
    - Redesign of the Jury Lounge to accommodate new technology options
    - Installation of check-in kiosks
    - Development of new business process



- Implementation of juror reminder notices two weeks in advance of summons date to complete Part B-Jury Qualification Form
  - Implementation of *Intent to Show Cause Day* for rescheduling of jury duty
  - Creation and implementation of a new local jury orientation video
  - Implementation of electronic same day payment for jurors
  - Enhancement of voicemail configuration for the jury office mail line in which jurors receive directives for reporting to service
- Enhancement of PSCs
  - During 2025, the Circuit Court initiated a project to enhance and grow the PSCs that provide life-changing services from citizens trying to change the trajectory of their lives. This aligns with the following Maryland Strategic Initiatives: improve access to justice; encourage a service-oriented approach to Court Operations; and foster a healthy, diverse, and productive workforce. The following tasks were planned to be completed during 2025 to accomplish this goal.
    - Meet the projected program capacity for the PSCs in Prince George's County.
    - Increase recovery services for PSCs and mentor other courts in the establishment of their programs
    - Enhance agency collaboration and outreach to expand services and resources for participants.
    - Enhance professional development opportunities for PSCs team members.

## 2026 Operational Plan Projects

- Enhancement of Family Division
  - Under the collaborative leadership of Administrative Judge DaNeeka Varner Cotton and Deputy Court Administrator/Jury Commissioner Erica M. Payne-Santiago, the Circuit Court is set to undergo a renovation and modernization of the Family Division, ensuring that its operations are fully aligned with contemporary case management practices. This initiative will

encompass the integration of electronic filing systems, kiosk check-in procedures, and other innovative solutions.

- PSCs Mental Health Court
  - As part of the 2026 PSCs Operational Plan, the Circuit Court is actively developing a Mental Health Court (MHC) to expand its continuum of therapeutic justice initiatives. This effort reflects the Administrative Judge's commitment to addressing the intersection of mental health and the justice system through evidence-based and treatment-focused approaches. The Court is currently engaged in data collection, site visits, and the formation of strategic partnerships with mental health and community agencies to create a program design and operational structure. The implementation of a MHC is projected for FY27.
- Renovation of Courtrooms
  - During FY26, the Circuit Court will renovate three courtrooms and turn two courtrooms into high-tech courtrooms to use technology effectively and responsibly.
- Relocation of ADR Office
  - As renovations take place throughout the Courthouse, the Circuit Court, in collaboration with Prince George's County, will be moving the Office of ADR as the County Administration Building undergoes renovations.

## VI. OPERATIONS

### A. Staffing

The Circuit Court has 241 positions. The staff consists of 155 full-time positions, 36 part-time positions, and 50 full-time grant positions. In addition, the Court has 24 Judges, 24 Law Clerks, 8 Magistrates, and 12 Senior Judges. The Circuit Court departments are comprised of Finance and Procurement, Human Resources, IT, Law Library, Courtroom Support Services, Bailiffs, Research, Communications, Interpreter Services, PSCs, Calendar Management, Trust Office, Paralegals, Judges' Chambers, Judicial Support Services, Children's Waiting Room, Jury Office, Family Division, and the PGCFJC.

#### Recruitment Initiatives

The Circuit Court is currently experiencing a significant influx of highly qualified candidates applying for open positions. This positive trend has been supported by targeted outreach efforts, streamlined recruitment processes, and enhanced job postings designed to attract top talent. The increased applicant pool enables the Court to select from a diverse range of skilled professionals, ensuring that the Court continues to meet the needs of our community with excellence.

#### Retention Initiatives

The Circuit Court remains committed to fostering a supportive and engaging workplace that values and retains top talent. In FY25, several key initiatives, endorsed by the Administrative Judge, were implemented to strengthen employee satisfaction, promote professional growth, and encourage long-term service.

- **Learning and Development** - The Court continued to invest in robust training and development opportunities, including conferences, internal workshops, annual staff development sessions, and professional certifications. These programs are designed to expand employee skill sets, prepare staff for career advancement, and enhance overall service delivery.
- **Employee Recognition and Rewards** - Recognition programs remain a core part of the Court's culture. On-the-spot awards and other acknowledgements celebrate exceptional contributions and reinforce a culture of appreciation.

- Employee Engagement - The Court, through the Special Projects Committee, hosted several staff engagement events throughout the year as detailed earlier in this report. These activities strengthen workplace relationships, boost team morale, and foster a sense of community.

#### Access to Justice through HR Initiatives

The Circuit Court's HR Office plays a vital role in advancing access to justice by ensuring fair, equitable, and transparent employment practices that reflect the Court's values and mission. The Court's recruitment strategies attract a diverse pool of highly qualified candidates, ensuring the Court's workforce represents the community served. Through retention initiatives such as professional development, flexible work schedules, and robust employee recognition programs, the Court foster an inclusive and supportive environment where all employees can thrive.

By providing accommodations for employees with disabilities, promoting cultural competence, and providing equitable opportunities for advancement, HR ensures that every staff member has the tools, resources, and support necessary to contribute effectively to the administration of justice. In FY25, these initiatives not only strengthened employee engagement but also enhanced the Court's ability to deliver fair, accessible, and high-quality services to the public.

- Fair Employment Practices
  - Ensuring all recruitment, hiring, and promotion decisions are merit-based and bias-free.
  - Providing equal opportunity for all applicants and employees, regardless of race, gender, disability, or other protected status.
  - Maintaining transparent policies and accessible job postings to ensure opportunities are available to everyone.
- Workplace Accommodations and Inclusion
  - Complying with the Americans with Disabilities Act (ADA) and other accommodation laws so employees with disabilities have full access to work opportunities and resources.
  - Creating a workplace culture where inclusion is actively supported.

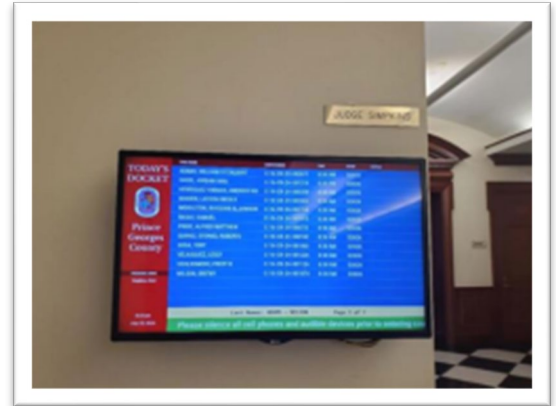
## B. Technology

The Circuit Court utilizes the following new, ADA, and general technological tools and applications to carry out daily operations.

### New Technology

#### CaseQ

CaseQ is an electronic display solution that seamlessly integrates with CMS to provide up-to-date case information electronically to court visitors. CaseQ displays and organizes courtroom-specific case information on monitors in real-time. The CaseQ software integrates with the court's CMS to obtain the dockets for the day. The CaseQ filters through and organizes the cases by the courtrooms in which they are scheduled. After filtering the cases, CaseQ pushes the courtroom-specific dockets to the respective monitors outside individual courtrooms. By automating the daily docket, staff no longer is required to print and post the court calendar whenever case information changes. CaseQ's web-based interface allows authorized court personnel to edit case information, make courtroom changes, and more. The solution is fully configurable and can filter case information to display in different courtrooms throughout the courthouse.



#### Sharp BP-50C36 Copiers

In June 2025, 27 new Sharp BP-50C36 copiers were installed, under the leadership of the Finance Director in collaboration with the Court Administrator, Deputy Court Administrator and IT Director. The copiers were upgraded to the new Monochrome Essentials Series from Sharp, allowing smarter features. Some of the improved features include template storage, which allows users to store a document and print it repeatedly or per quantity. Also, the new copiers allow users to print securely by inputting a code to have a specific document printed while at the copier. This allows confidential documents to be printed only when the intended person is at the copier.



## ADA Technology

The Maryland Judicial Branch provides access to justice by meeting the needs of the public when a disability affects how an individual interacts with the Courts. Courts must provide reasonable accommodations or modifications for individuals with disabilities to comply with Title II of the Americans with Disabilities Act (ADA). Maryland Rule 1-332 states the basic steps a member of the public can take to request an accommodation for disability. As part of that rule, Form CC-DC 49 is available for individuals to submit such requests to a court. At the Circuit Court, technologies are available to help citizens under the ADA, including ListenTALK, Infrared Bodypack Listening Receivers, and the CourtSmart Listen Infrared Portable System.

- ListenTALK® - [listentech.com](http://listentech.com)

With this technology, users have one-way and two-way communication device options. Users can field questions and engage with groups without raising their voices. This is a completely wireless system that allows you to communicate on the go, wherever you are. ListenTALK's tour guide headsets and receiver devices can be paired, and multiple groups can be created in seconds.



- Infrared Bodypack Listening Receiver

The Williams Sound WIR RX22-4N Bodypack is the infrared listening receiver for compatible Williams Sound transmitters. The bodypack features four channels and operates on the 2.3, 2.8, 3.3, 3.8MHz bandwidth. The WIR RX22-4 can be used with mono or stereo headphones, earphones, or a neck loop. These receivers are currently available in seven courtrooms.



- CourtSmart Listen Infrared Portable

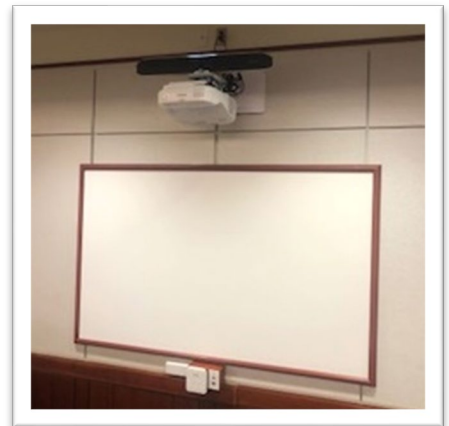
CourtSmart assists in compliance with the ADA and ADA Accessibility Guidelines (ADAAG) requirements as amended in 2010. Section 219 of Assistive Listening Systems defines the requirements for compliance. CourtSmart installs ADA-compliant hearing-assisted systems that are right for any situation, ensuring that all parties can hear and participate in proceedings.



## General Technology

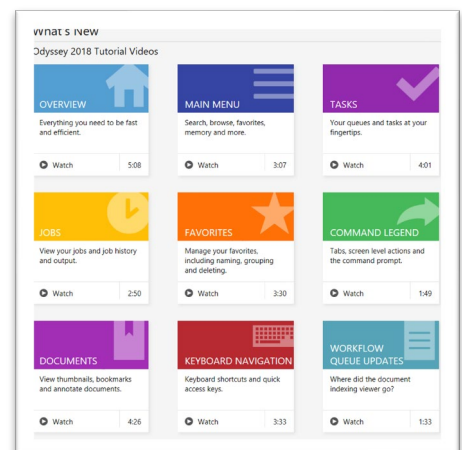
### Epson Projectors

Epson projectors are installed in 34 courtrooms and other areas throughout the Courthouse. The projectors and document cameras can be utilized to display exhibits, evidence, videos, etc.



### Enterprise Justice

The Enterprise Justice system is a fully integrated case and financial management system designed specifically for statewide deployment. It is a web-based computer system that allows configuration to be accomplished centrally while supporting statewide and county-specific rules. Standardization in the Enterprise Justice CMS implements notable features, such as accurate Quarterly Case Status Reports. Enterprise Justice is also a person-based system that

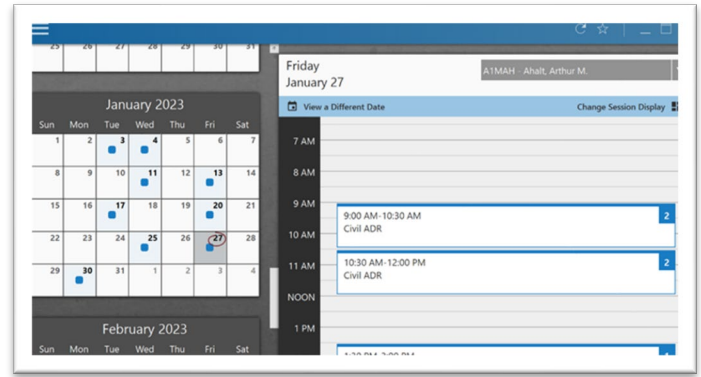




allows for a directory of people and entities. For example, a judge can access all criminal cases that a defendant has in other courts around the state.

### Enterprise Justice Judge Edition

With Enterprise Justice Judge Edition and a touch screen, judges can access and control critical case information rapidly and securely from the bench. Judge Edition permits the transformation of papers into seamless electronic information which can quickly provide the judge with up-to-date case data.



### Courtroom Equipment Training

The Circuit Court offers free training to attorneys, their staff, and self-represented litigants on the Epson Projectors installed in each courtroom. This training is mandatory for the use of the equipment and must be completed at least three days prior to the scheduled court hearing.

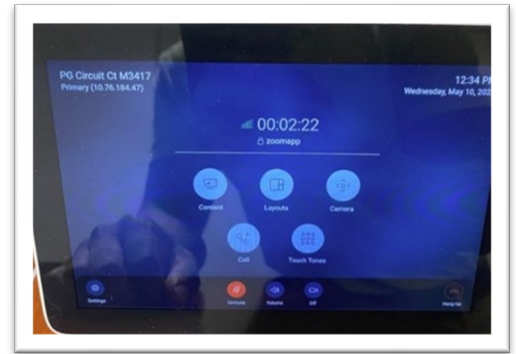
### Polycom G7500

Thirty-four courtrooms have Poly G7500 equipment that delivers simplicity in a small, elegant package. Users can easily connect to meetings via Zoom or almost any platform in small- and medium-sized rooms. They experience quality audio, advanced camera capabilities, and quick wireless content all in one sleek video bar.



## Polycom Touch Control (TC8)

The TC8 is an intuitive touch interface that provides easy access to Poly video conferencing solutions. The sleek design features an eight inch high-resolution touch display to ensure the control options are clear and accessible. A single cable carries both power and data to reduce clutter. Users can quickly initiate, join, or share content to focus on better collaboration.



## Voice Conferencing

Two Polycom Voice Conferencing Units are available in courtrooms and Judges' chambers.



## Audio Recording

Thirty-four courtrooms have CourtSmart audio/video recording systems installed. The CourtSmart systems provide the functionality to stream audio and record courtroom proceedings. It uploads all recordings to a centralized server and permanently archives audio files to Blu-Ray media and external storage. A Plexiglass recording display indicates the status of the recording for the bench, attorney and litigants.

When the system is recording, the display glows blue, and if the system is not recording, the display blinks. If the system is muted intentionally, the display will flash. The typical courtroom has six to eight microphones. These microphones can be muted during private conversations.

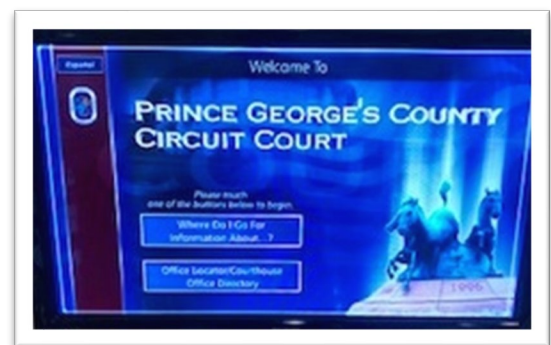


## Wi-Fi

There are Wi-Fi access points throughout the Circuit Court, provided by the State and the County.

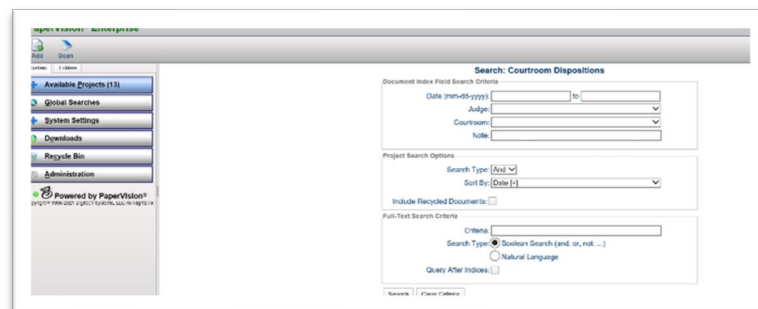
## Electronic Signage

There are two 32-inch electronic signs and one 45-inch electronic sign in the courthouse located in the Marbury Wing Atrium, the Duvall Wing corridor, and the Judicial Administrative Services (JAS) Building. This signage is an interactive directory that directs visitors to the courthouse's various rooms. The signage is in English and Spanish. The visitors decide the language.



## Enterprise Scanning

The Circuit Court can scan, index, and organize documents using this technology. This fully featured document capture and indexing system maximizes the Court's productivity with highly efficient scanning within a network environment.



## High-Tech Courtrooms

Courtrooms M2402, M2403, and M3400 in the Marbury Wing are high-tech courtrooms. These courtrooms have the following capabilities:

- Integrated and electronic evidence presentation with multiple flat screen displays allowing the Judge, jury, and gallery to view

- Video conferencing for arraignments, remote witnesses, and secluded witnesses
- Integrated assistive listening and interpretive systems
- Overflow capacity to observe courtroom activity from another courtroom
- Streaming capabilities

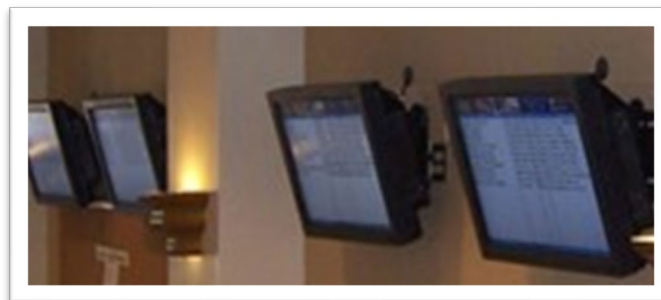
### Apple iPads

All Judges and Directors are outfitted with iPads, which allows them to communicate via email, Zoom, Teams, or Polycom apps. The Duty Judge can receive and send documents via email. In case of inclement weather or other emergencies, Judges can conduct bond hearing reviews remotely. Additionally, with Zoom application, Judges can preside over hearings remotely.



### Docket Displays

The Courthouse provides docket information through Liquid Crystal Displays. The displays show court information through a ticker display at the bottom of the screen. The displays are in the Marbury Wing on the ground floor, the first floor, and inside the Calendar Management lobby. They are also located in the Duvall Wings on the first and second floors.



### Online Payment of Fees

Online payment services are available to litigants in family cases to pay for referral services, such as custody investigations, mediation, psychological evaluations, etc.

Prince Georges  
County

Monthly Report 03/2017

**Circuit Court Family Services Payment**

Finance Division  
14700 Green Mount, #401  
Nipper Harbor, Maryland 20772  
www: FinanceDivision@pgc.net us

\* Indicates mandatory data

**1. Enter your Billing Information**

First Name

Last Name

Street Address

City

State  (Phone Code)

Zip

Phone Number

**2. Enter your Payment Information**

Select Type of Payment

- Mediation/Cashonly - \$200
- Privilege Attorney - \$500
- Custody Investigation - \$300
- Psychological Evaluation - \$1,000
- Court-ordered Attorney - \$1,000
- Law Library
- Clerk
- Court Order
- Other

Total Amount

Case ID

Party ID

Confirm Case ID

Party Name

[Help](#)

[Proceed](#)

<https://circuitcourt.princegeorgescountymd.gov/>

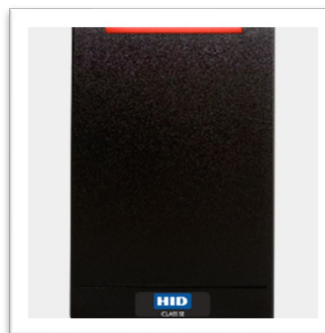
### Amcrest Web Cameras

Amcrest webcam technology gives employees access to a built-in noise-reducing microphone and superior stereo audio allowing unclouded and natural sound recording for the best video calling experience in a noisy environment.



### HDI iClass Card Reader

The readers are designed for door applications requiring standard wall switch mounting. iCLASS is a powerful, secure 256-bit encryption that provides an extra layer of encryption to protect identity data.



### 2N Verso (Video Doorbell)

Employees can take video calls from the entrance without picking up a handset. Instead, they remotely open the door for visitors and explain where their specific offices are located.



### Talk A Phones

The Courthouse has nine Talk A Phones installed in the parking garage with three on each level. Talk A Phones are excellent security solutions for visitor management, front door entry, secured areas, and other locations where access control is essential. In addition, the video call station interconnects with the IP video attendant station for a one-stop access control intercom solution. Talk A Phones also provide an area of rescue/refuge for those unable to evacuate a building in an emergency with a designated place to wait for assistance and the capability to communicate with emergency responders.



### LYNX System - Wireless Solutions

LYNX software and hardware utilizes the Inovonics one-button duress device and achieves communication through a client-initiated persistent socket session to the server. No network ingress connections are required. LYNX software utilizes panic buttons and mass notification software. One of the many avenues is the LYNX Alerts App downloaded on a smart mobile device which sends mass emails to users.



Inovonics' wireless intrusion detection devices and mobile duress (panic) buttons are designed with today's applications in mind. The application supports hundreds of security devices across the Courthouse environment. Unique to Inovonics is the high-power repeater mesh that intelligently amplifies transmissions from EchoStream transmitters. They are providing coverage throughout the Courthouse, thus eliminating the need for labor associated with wired installs.

### Oklahoma Sound Orator Lectern

This lectern has a standard height of 46 inches and includes all the bells and whistles. Concealed casters, lamps, digital clocks, and lapel mics complete this package.



### Search Warrant Record Tool

The Search Warrant Record Tool, unique to the Circuit Court for Prince George's County, is used to insert, update, and research warrants filed within this county. Authorized users can print reports utilizing this database. This database was created using Microsoft Access and is managed by the Circuit Court Office of IT.





## C. Training

### Human Resources - Circuit Court Employee Training

On Friday, November 15, 2024, the Circuit Court held a full-day Staff Development Training focused on *Transforming the Workplace, Inclusion Matters, and Mastering the Art of Dealing with Difficult Behaviors*. This event provided over 200 staff members with strategies to enhance professional skills, foster collaboration, and strengthen workplace culture.

The training sessions, led by expert facilitators, delivered actionable tools to improve mental resilience, build inclusive teams, and navigate workplace challenges with composure. Participants left equipped with techniques to improve daily productivity, strengthen interpersonal communication, and create a more supportive work environment aligned with the Court's mission of service excellence.

### Session Highlights

- **Cultivating Mindfulness for Mental and Emotional Resilience** - Participants learned practical grounding techniques, mindful transitions, and strategies to bring focus, clarity, and calm into daily routines.
- **Inclusion Matters: The Cornerstone of Teamwork** - Staff explored methods for fostering allyship, removing barriers to inclusivity, and using empathetic communication to create a psychologically safe workplace.



- Mastering the Art of Dealing with Difficult Behaviors - Attendees gained strategies for addressing challenging interactions constructively, using tools like the DISC method to improve understanding and collaboration.

#### Impact and Takeaways

- Staff reported increased confidence in handling workplace challenges.
- Teams identified concrete steps to enhance inclusion and communication.
- Managers noted improved awareness of strategies for maintaining morale during high pressure situations.

The Administrative Judge and Court leadership reaffirmed that staff development remains a top priority, recognizing that investing in people strengthens the Court's ability to serve the community with professionalism, fairness, and respect.

#### Family Division

Family Division staff members attended the following training and conferences during FY25: Prince George's County Sheriff's Office Stop the Violence Conference in Largo, MD; Litigation and Evaluation Involving Abuse Allegation in Family Court (LEFCC) Training in Rockville, MD; Association of Family and Conciliation Maryland Chapter Annual Conference in Annapolis, MD; Mid-Atlantic Association for Court Management (MAACM) in Atlantic City, NJ; Virtual Mediation Certification Training; University of Maryland School of Public Health Family and Intimate Partner Violence Prevention Symposium in College Park, MD; Association of Family and Conciliation Courts Annual Conference in New Orleans, LA; Eastern Regional Interstate Child Support Association (ERISCA) Conference in Norfolk, VA, and the MAACM Mid-Year Conference in Malvern, PA.

#### PSCs

The PSCs staff attended the following trainings and conferences during FY25: All Rise Nationwide Best Practices Intensive Training and Webinars; Annual Training with current PSC vendors providing alcohol monitoring and global tracking systems services; and Veterans Legal Assistance Conference and Training in Baltimore, MD.

**Law Library**

The Law Library staff attended training and conferences in FY25 hosted by the American Association of Law Libraries, the Southeastern Chapter of the American Association of Law Libraries, and the Maryland-Delaware Library Associations Joint Annual Conference.

**PGCFJC**

The PGCFJC attending Stalking Training in August 2024, Strangulation Training in June 2025, Trauma-Informed and Lethality Assessment Protocol Training, the 25<sup>th</sup> Annual Family Justice Center Conference and the Collaborative Communities Training in North Carolina.

**D. Docket Efficiency**

Please see p. 28 that details the new business process that has been implemented for criminal cases under Calendar Management. There are no updates to report.

**E. Emergency Preparation Planning Activities**

During FY25, the Circuit Court had a fire drill that included all occupants of the Courthouse with the coordination of the Prince George's County Sheriff's Department. In addition, the Circuit Court will be hosting an active shooter training during FY26.

## VII. FACILITIES

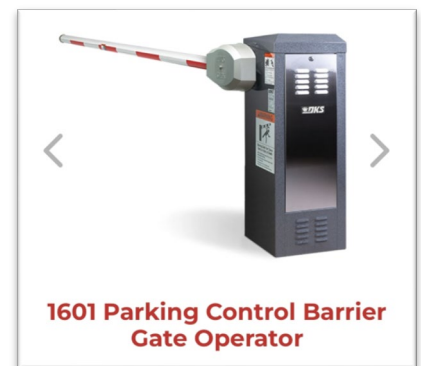
### A. Space

The Courthouse Complex is comprised of four wings (Bourne, Duvall, Marbury, and Marbury Expansion) in the Upper Marlboro Courthouse; the Circuit Court JAS Building; the PCGFJC building; and offices located in the County Administration Building.

### B. Security

#### Parking Control Barrier Gate Installation

The Barrier gate installation is scheduled to begin in 2025 and will complete in 2026. One area of installation is located between the public parking and the area adjacent to the Judges' Secured West Parking Lot. The other area of installation is located at the beginning of Judge E.A. Loveless Drive near the entrance of the Judges' Secured Parking Garage.



## VIII. LEGISLATIVE

### A. Concerns

There are none.

### B. Recommendations

The General Assembly and Governor approved House Bill 1440 titled Courts - Parental Accommodations requiring Circuit Courthouses in the State to maintain a private lactation room. In addition, this bill requires that the Circuit Court must report the number of individuals requesting accommodations and whether these requests were granted or denied. This data is required to be submitted no later than December 31st of each year. Initial planning and a walkthrough have been completed under the leadership of the Deputy Court Administrator. The recommendation is to complete improvements so as to ensure an updated and comfortable environment for lactation services.

## IX. EXTERNAL RELATIONSHIPS

### A. Justice Partners

#### Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council, co-chaired by the Administrative Judge of the Circuit Court, the Administrative Judge of the District Court, and the Deputy Chief Administrative Officer of Public Safety for Prince George's County is comprised of stakeholders who meet regularly to address criminal justice issues affecting citizens throughout the County.

#### PSCs

PSCs has numerous ongoing partnerships within each of its programs that assist with providing comprehensive and rehabilitative services to participants. PSCs partnered with the following organizations and agencies during FY25:

- Maryland Office of Problem Solving Courts
- All Rise - National Treatment Courts
- Justice for VETS (JFV)
- Problem Solving Courts Foundation, LLC
- Prince George's County Office of the Public Defender
- Prince George's County State's Attorney's Office
- Maryland Department of Juvenile Services
- Prince George's County Health Department
- Prince George's County Department of Corrections
- Prince George's County Office of the Sheriff
- Prince George's County Police Department
- Prince George's County Social Services
- Prince George's County Public Schools
- Prince George's County Public Works and Transportation
- Maryland Department of Public Safety and Correctional Services
- Salvation Army
- Chrysalis House for Women
- The Bridge Center
- Champ House Sober Living
- The Denney House
- Avenues Recovery Center
- Walden Pyramid Inpatient Center



- Hudson Health Recovery Center
- Gaudenzia Inpatient Center
- Avery Roads
- Jude House Inpatient Center
- Fields and Fields Outpatient Services
- Utopia Outpatient Services
- Insight Outpatient Services
- MAT Clinics, Inc.
- Mettle Works Mental Health Services
- Community Advocated for Family and Youth
- Interdynamics, Inc.
- Mountain Manor, Crownsville/Baltimore
- S.A.F.E. Counseling
- Hope House
- Employ Prince George's
- Destiny, Power, and Purpose
- State of Maryland Local Behavioral Health Department
- Department of Corrections - Butler House and Community Release Center

## PGCFJC

The PGCFJC has 22 on-site local government and private nonprofit agencies that work with the Center to address victims' needs. The coordinated response model has proven to be a more efficient and effective service delivery process. On-site partnering organizations include the following:

- Prince George's County Police Department
- Prince George's County Office of the Sheriff
- Prince George's County State's Attorney's Office
- Prince George's County Department of Health
- Prince George's County Department of Social Services
- Prince George's County Department of Family Services
- University of Maryland Capital Regional Health (Domestic Violence/Sexual Assault Center)
- Community Crisis Services, Inc.
- Maryland Crime Victims' Resource Center
- Community Advocates for Family and Youth (CAFY)

- Catholic Charities
- House of Ruth Maryland
- Sexual Assault Legal Institute (SALI)
- Maryland Legal Aid; Community Legal Services, Inc.
- Women's Law Center of Maryland
- Amara Legal Center
- Juanita C. Grant Foundation
- Forensic Nurse Examiners Solutions, LLC
- The Nehe Foundation, Inc.
- Synergy Family Services, Inc.
- The Training Source, Inc.
- Prince George's County Police Department

## **B. Grants**

Major grant programs include:

- **Family Division Legislative Initiative Grant**  
The Judicial Institute of Maryland Administrative Office of the Courts provides funding to the Court's Family Division that consists of services in three areas: (1) Information and Referral that give assistance on cases to visitors; (2) Family Support Services Unit which provides an array of family support services such as mediation, domestic violence coordination, clinical assessment, and referral services; and (3) enhanced monitoring, scheduling, and oversight functions in the Family Law area.
- **Cooperative Reimbursement Agreement (CRA)**  
The funding is provided by the State of Maryland under Title IV-D of the Social Security Act with matching funding supported by Prince George's County. Funding supports the Circuit Court's child support enforcement programs. The Family Division hears and makes recommendations to the Circuit Court on cases concerning the establishment of civil support obligations and enforcement of the collection of Court-ordered child support.
- **PSCs - Adult Drug, Juvenile Drug, Re-Entry and Veterans Programs**  
The Judicial Institute of Maryland Administrative Office of the Courts provides funding to enhance operations. Funding received may only be used to support Judiciary staff assigned to PSCs and enhance any other ancillary services that will be utilized by and for the betterment of the community members served by this court program.

- PGCFJC: *Saving Lives, Restoring Hope* - Victims of Crime Act (VOCA)

The Maryland Crime Control and Prevention provides funding for operational costs to include staff, supplies, training, outreach, and education. PGCFJC's "Saving Lives, Restoring Hope" project strengthens and improves ongoing efforts to provide survivors of domestic violence, sexual assault, human trafficking, and elder abuse a range of comprehensive services by a multi-disciplinary team of professionals who are co-located in one facility for community-wide intervention. Recognized as a "best practice," this collaborative initiative eliminated barriers to service and enhances victims' access to critically needed resources in the aftermath of trauma.

- Memorandum of Understanding - Administrative Office of the Courts Security Grant

The Court acquires through the County procurement process, security-related goods/or services, as described in and in strict accordance with the Memorandum of Understanding with the Administrative Office of the Courts.

- Office of Violence Against Women (OVW): Improving Criminal Justice Response

PGCFJC was awarded the U.S. Department of Justice - Office on Violence Against Women's Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Program Grant. This funding helps PGCFJC enhance operations and increases survivors' access to services throughout Prince George's County. The grant money will also be used to open seven new satellite offices to provide more accessible services to citizens across Prince George's County. PGCFJC's new office locations will include the following: Prince George's County Police Department - Districts I and VII (northern and southern Prince George's County); four (4) municipal police departments (City of Bowie, Bladensburg, Cottage City and Mount Rainier); and Bowie State University. Officers in each location will facilitate services via virtual intake, and people in need will have greater access to obtaining services such as emergency shelter, protective orders, and crisis intervention. Prior to the establishment of the PGCFJC, Prince George's County had the highest number of domestic related fatalities in Maryland.

With the additional funding, PGCFJC extended hours of operation to include evenings and weekends to better serve citizens in the County who are in crisis and need help to escape abusive situations and conditions. With more accessible hours, citizens can obtain protective orders, access safety planning crisis intervention counseling, file police

reports and receive other services provided by law enforcement outside of the work week. The new enhanced hours of operation are as follows: Monday - Wednesday, 8:30 a.m. - 5:00 p.m.; Thursday, 8:30 a.m. - 8:00 p.m.; Friday, 8:30 a.m. - 9:00 p.m.; and Saturday, 10:00 a.m. - 10:00 p.m.

- Federal Bureau of Justice Assistance (BJA) - Adult Drug Court and Veterans Court Treatment Discretionary Grant

The U.S. Department of Justice provides funding for a four year term to promote initiatives and enhancements with the Adult Drug and Veterans Court Programs.

- MACRO-Court ADR Programs and Projects

The Judicial Institute of Maryland Administrative Office of the Courts provides funding to support the Maryland Judiciary's mission to provide fair, efficient, and effective justice for all. MACRO's Conflict Resolution Projects Grants provide funding for Alternative Dispute Resolution (ADR) programs or projects which develop, improve, and expand high quality ADR services statewide. These grants are being offered to Circuit Courts in Maryland to support ADR programs and services. Grants in this category typically support: ADR-specific staff, such as a program manager or staff practitioner; Mediator/ADR Practitioner Quality Assurance and training; fee-waiver funds; and other costs associated with providing mediation and ADR services to court users.

## C. Community Outreach

### PSCs

- Ongoing - PSCs Joint Presentation for the Problem Solving Court Foundation Board of Directors
- PSCs Presentation to the new Circuit Court Judges, August 2024
- PSCs Presentation to the Office of the Public Defender, September 2024
- PSCs Presentation to State's Attorney's Office, December 2024
- TRC Presentation to PGCPs Pupil Personnel Workers, September 2024
- Veterans Appreciation Ceremony, May 2025
- Monthly PSCs representation on the Four County Collaborative Veterans monthly meetings
- Monthly PSCs representation in the Truancy Reduction Court Work Group meetings to review legislative policies

- Quarterly PSCs representation on Disability and Severe Barriers Committee
- Ongoing internship opportunities for Bowie State University
- Quarterly PSCs representation for the Problem Solving Courts Foundation Board meetings
- Quarterly PSCs representation for Prince Georges County Department of Health Overdose Fatality Report (OFR) meetings
- Quarterly PSCs Alumni Meeting
- Bi-monthly PSCs representation on the Prince George's County Workforce Development Board Youth Standing Committee
- Quarterly PSCs Alumni Meeting
- Bi-monthly PSCs representation on the Prince George's County Workforce Development Board Youth Standing Committee
- Re-Entry Court presentation for the State Office of PSCs County Coordinators
- PSCs presentation at Quarterly County Council Criminal Justice Coordinating Council regarding TRC initiatives, June 2024
- Re-Entry Program presentation for the Bureau of Justice Assistance (Federal grantor)
- TRC presentation to the Prince George's County Council Truancy Study Workgroup June 2024

### Law Library

- Membership and Mentoring Committee of the Government Law Library section of the American Association of Law Libraries
- Presenters for the *Law on the Frontlines: Legal Reference for Public Libraries Training* program for public librarians. The program is sponsored by the Thurgood Marshall State Law Library, the Maryland Access to Justice Commission and other agencies

### PGCFJC

- Participates in several community forums held at local churches, schools, and allied partners' organizational events
- Served as recurring speakers at police academy sessions, training for first responders and the Elder Abuse Summit to increase the awareness of the PGCFJC throughout the County
- Expanded its community presence through participation in the Prince George's County Local Behavioral Health Authority's Adult Behavior and Fitness Expo

## **X. OTHER CONCERNS/ISSUES**

As our courts continued to deliver vital services to both internal and external customers, we recognized the importance of maintaining excellence even amid financial challenges. We embraced the reality of potential budget constraints with determination and unity, understanding that several grants have been reduced across our courts. As opposed to being viewed as obstacles, the Circuit Court viewed them as opportunities to innovate, strengthen collaboration, and reaffirm our commitment to service. This resilient approach ensured that, despite fiscal pressures, our court remained focused on delivering high-quality support and upholding the trust placed in us by the community.