

IN THE COURT OF APPEALS OF MARYLAND  
ADMINISTRATIVE ORDER ON THE  
CONFERENCE OF CIRCUIT COURT ADMINISTRATORS

WHEREAS, A Conference of Circuit Court Administrators has existed since December 2000, whose purpose is to provide a forum for policy discussion, information exchange, professional development, and to assist and advise, as needed, the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the Administrative Office of the Courts, and the Conference of Circuit Court Clerks; and

WHEREAS, It is appropriate to harmonize the structure of the Conference of Circuit Court Administrators within the governance structure adopted by the Chief Judge of the Court of Appeals.

NOW THEREFORE, I, Mary Ellen Barbera, Chief Judge of the Court of Appeals and administrative head of the Judicial Branch, pursuant to the authority conferred by Article IV, § 18 of the Constitution, do hereby order this 28th day of September 2015, effective immediately, that:

- (A) Membership. The Conference shall consist of each Court Administrator who is appointed to serve in Baltimore City or any county or judicial circuit in Maryland and the State Court Administrator. A member of the Conference of Circuit Court Clerks and the Chief Clerk of the District Court shall serve as liaisons to the Conference.
- (B) Officers; Terms.
  - (1) The Court Administrators shall elect a Chair and Vice-Chair of the Conference.
  - (2) The term of the Chair and Vice-Chair, chosen by the Court Administrators, shall be one year and shall begin on January 1 of each year.
  - (3) In the absence of the Chair, the Vice-Chair shall act as Chair.

(C) Quorum; Meetings; Staff.

- (1) A majority of the Conference members constitutes a quorum.
- (2) The Conference shall meet at least four times a year, in Annapolis, at the times the Conference determines.
- (3) The Administrative Office of the Courts shall serve as secretariat to the Conference.

(D) Functions. The Conference shall:

- (1) Exchange ideas and views on matters relating to the operation, management, and leadership of the Circuit Courts, including, but not limited to, budget and grant administration, case management, library and information services, jury systems, human resources, facilities management, automation and technology, alternative dispute resolution, and other programs related to the delivery of services;
- (2) Consider and make recommendations to the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the State Court Administrator, and the Conference of Circuit Court Clerks regarding legislation and policies affecting the administration of the Circuit Courts;
- (3) Provide advice on such other matters as the Chief Judge of the Court of Appeals, the Judicial Council, the Conference of Circuit Judges, the State Court Administrator, and the Conference of Circuit Court Clerks may request from time to time;
- (4) Consider and make recommendations to the Education Committee of the Judicial Council regarding the professional development of Court Administrators; and
- (5) Provide a forum for mentoring of Court Administrators.

(E) The previous Administrative Order Creating the Conference of Circuit Court Administrators, filed December 15, 2000, shall be and hereby is rescinded.

/s/ Mary Ellen Barbera  
Mary Ellen Barbera  
Chief Judge  
Court of Appeals of Maryland

Filed: September 28, 2015

/s/ Bessie M. Decker  
Bessie M. Decker  
Clerk  
Court of Appeals of Maryland