

SENTENCING GUIDELINES ADVISORY BOARD

Joseph H. H. Kaplan, *Chair*
(410) 396-5080

The Sentencing Guidelines Advisory Board was formed in 1979. To increase equity in sentencing, the Board develops guidelines which articulate State sentencing policy and assist judges in sentencing. Board members are judges, legislators, or other representatives of the criminal justice system.

JUDICIAL INSTITUTE OF MARYLAND

BOARD OF DIRECTORS

Lawrence F. Rodowsky, *Chair*, 1997

Staff: Frederick C. Williams (410) 974-2475

In 1981, the Judicial Institute of Maryland was formed by administrative order of the Chief Judge of the Court of Appeals. The Institute is responsible to the Maryland Judicial Conference for all judicial education and training. The Institute develops, provides, and evaluates comprehensive, diverse and cost-effective continuing legal education for the judges of Maryland.

The Institute is governed by the thirteen-member Board of Directors, appointed by the Chief Judge of the Court of Appeals.

EXECUTIVE COMMITTEE

James T. Smith, Jr., *Chair*, 1996
(410) 764-8700

Between annual sessions, work of the Maryland Judicial Conference is conducted by its Executive Committee and a number of other committees, as established by the Executive Committee in consultation with the Chief Judge of the Court of Appeals. Conference committees receive staff support from the Administrative Office of the Courts.

The Executive Committee consists of seventeen judges elected by their peers from all court levels in the State. Serving as ex officio nonvoting members are the Chief Judge of the Court of Appeals, the Chair of the Conference of Circuit Judges, and the Chief Judge of the District Court of Maryland.

ADMINISTRATIVE OFFICE OF THE COURTS

George B. Riggan, Jr., *State Court Administrator*

Robert C. Murphy Courts of Appeal Building
361 Rowe Blvd. (410) 974-2141
Annapolis, MD 21401 fax: (410) 974-2169

BUDGET (CODE CA0006/ 09, formerly 22.01.00.06/ .09)

Funds	FY1994 (actual)	FY1995 (actual)	FY1996 (approp.)
General	\$ 11,223,114	\$ 12,468,785	\$ 13,629,193
Special	\$ 2,996,841	\$ 3,476,599	\$ 3,000,000
Federal	\$ 4,350		
Total Funds	\$ 14,224,305	\$ 15,945,384	\$ 16,629,193
Staff			
Authorized	154	159	158.5
Contractual (FTE)	6	6	6.0
Total Staff	160	163	164.5

MANDATED REPORTS

- Annual Report published.*
- Annual Report to Chief Judge of Court of Appeals & General Assembly on Court-Appointed Special Advocate Program.*
- Annual Report to Senate Budget & Taxation Committee, Senate Judicial Proceedings Committee, & House Appropriations Committee on Circuit Court Real Property Records Improvement Fund due Jan. 15.*

ORGANIZATIONAL STRUCTURE

STATE COURT ADMINISTRATOR

George B. Riggan, Jr. (appointed by Chief Judge, Court of Appeals) (410) 974-2141

OVERSIGHT COMMITTEE ON THE CIRCUIT COURT REAL PROPERTY RECORDS IMPROVEMENT FUND

Chair: James F. X. Cosgrove, Esq., *representative of Maryland Land Title Association*

Representative of Administrative Office of the Courts: Frank V. Broccolina

Representative of State Archives: Kevin J. Swanson

Representative of Circuit Court Clerks' Association: Charles G. Hiob III

Representative of Maryland State Bar Association: Mark D. Dopkin, Esq.

LEGAL OFFICER

Elizabeth B. Veronis, Esq. (410) 974-2141

PLANNING & FACILITIES

Roxanne P. McKagan, *Assistant State Court Administrator* (410) 974-2141

DEPUTY STATE COURT ADMINISTRATOR

Frank V. Broccolina (410) 974-2186

FISCAL MANAGEMENT

Vacancy, *Assistant State Court Administrator* (410) 974-2141

INFORMATION SYSTEMS (CA0009, formerly 22.01.00.09)

FY1996 appropriation \$10,034,152
FY1996 authorized positions 99.5
James M. Vaseleck, *Assistant State Court Administrator* (410) 841-1000

PERSONNEL SERVICES

Sally W. Rankin, *Assistant State Court Administrator* (410) 974-2998

In 1944, administrative direction for the courts became the responsibility of the Chief Judge of the Court of Appeals as "the administrative head of the judicial system of the State" (Const., present Art. IV, sec. 18(b)). Not until 1955, however, did the