

## **7.8 Tracking Legal Process**

### **7.8.1 Control of Warrants and Other Legal Process**

The Office will track all legal process, civil and criminal, forwarded for service or execution. All process that comes into the possession of the Office will be manually or electronically tracked. This should ensure accountability, provide a mechanism to locate documents upon demand, and afford a permanent record. The Office will use a *master name index*, or similar mechanism, to identify the primary parties on a particular document, or to a particular case (e.g., witness, defendant, or victim), and be capable of cross-referencing all other documents which have passed through the Office in which that person has been named.

### **7.8.2 Data Entry Requirements**

Essential data entry information for all legal process will include: date and time received by the Office; type, nature, and source of the document; court docket number or similar unique identifier; name of the parties; the deputy and date process is assigned for service; and the date process is due back to the Office.

*Returns-of-service* are governed by *Courts & Judicial Proceedings*, §2-303, of the Annotated Code of Maryland. In addition to the requirements stated therein, data entry information should include: date and time service was effected or unserved/unexecuted; the name of the participating deputy(s); when service has been effected - the name of the person served; method of service or reason for non-service; and address(s) of service or service attempts.

### **7.8.3 Warrant Control**

Warrants of arrest, domestic violence orders, and similar process will be entered into at least one criminal justice information system. Access to these types of orders will be available 24 hours a day.