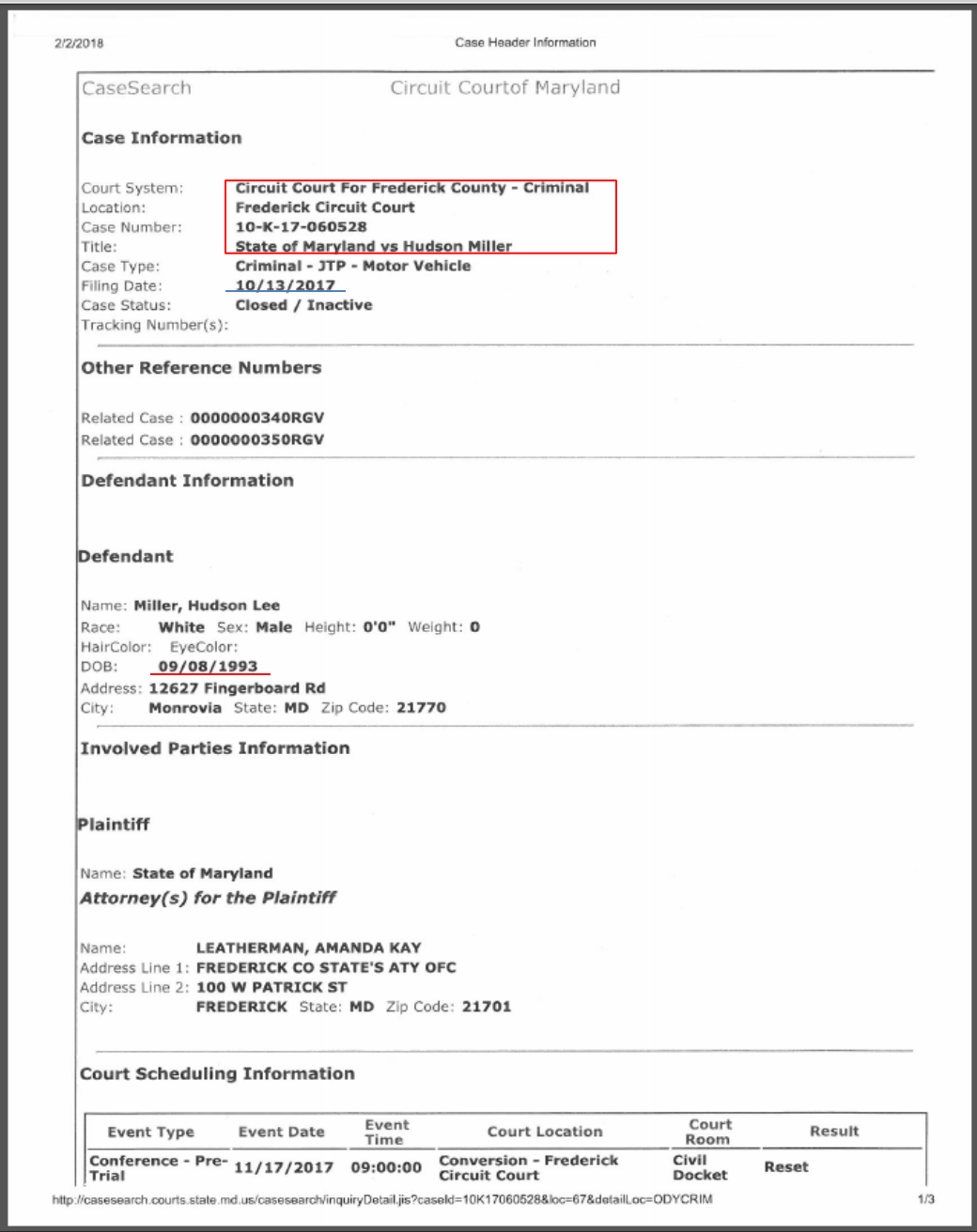
Looking Up Old Cases

The most important information on any JCS page can be found in the "Case Information" section at the top. In order to find the dispositions on any case you need the case number, the name and DOB of the client, and the court system.



template.pdf - Adobe Reader

File Edit View Window Help

1 / 1 74% Tools Sign Comment

2/2/2018 Case Header Information

CaseSearch Circuit Courtof Maryland

Case Information

Court System: **Circuit Court For Frederick County - Criminal**
Location: **Frederick Circuit Court**
Case Number: **10-K-17-060528**
Title: **State of Maryland vs Hudson Miller**
Case Type: **Criminal - JTP - Motor Vehicle**
Filing Date: **10/13/2017**
Case Status: **Closed / Inactive**
Tracking Number(s):

Other Reference Numbers

Related Case : **0000000340RGV**
Related Case : **0000000350RGV**

Defendant Information

Defendant

Name: **Miller, Hudson Lee**
Race: **White** Sex: **Male** Height: **0'0"** Weight: **0**
HairColor: EyeColor:
DOB: **09/08/1993**
Address: **12627 Fingerboard Rd**
City: **Monrovia** State: **MD** Zip Code: **21770**

Involved Parties Information

Plaintiff

Name: **State of Maryland**
Attorney(s) for the Plaintiff

Name: **LEATHERMAN, AMANDA KAY**
Address Line 1: **FREDERICK CO STATE'S ATY OFC**
Address Line 2: **100 W PATRICK ST**
City: **FREDERICK** State: **MD** Zip Code: **21701**

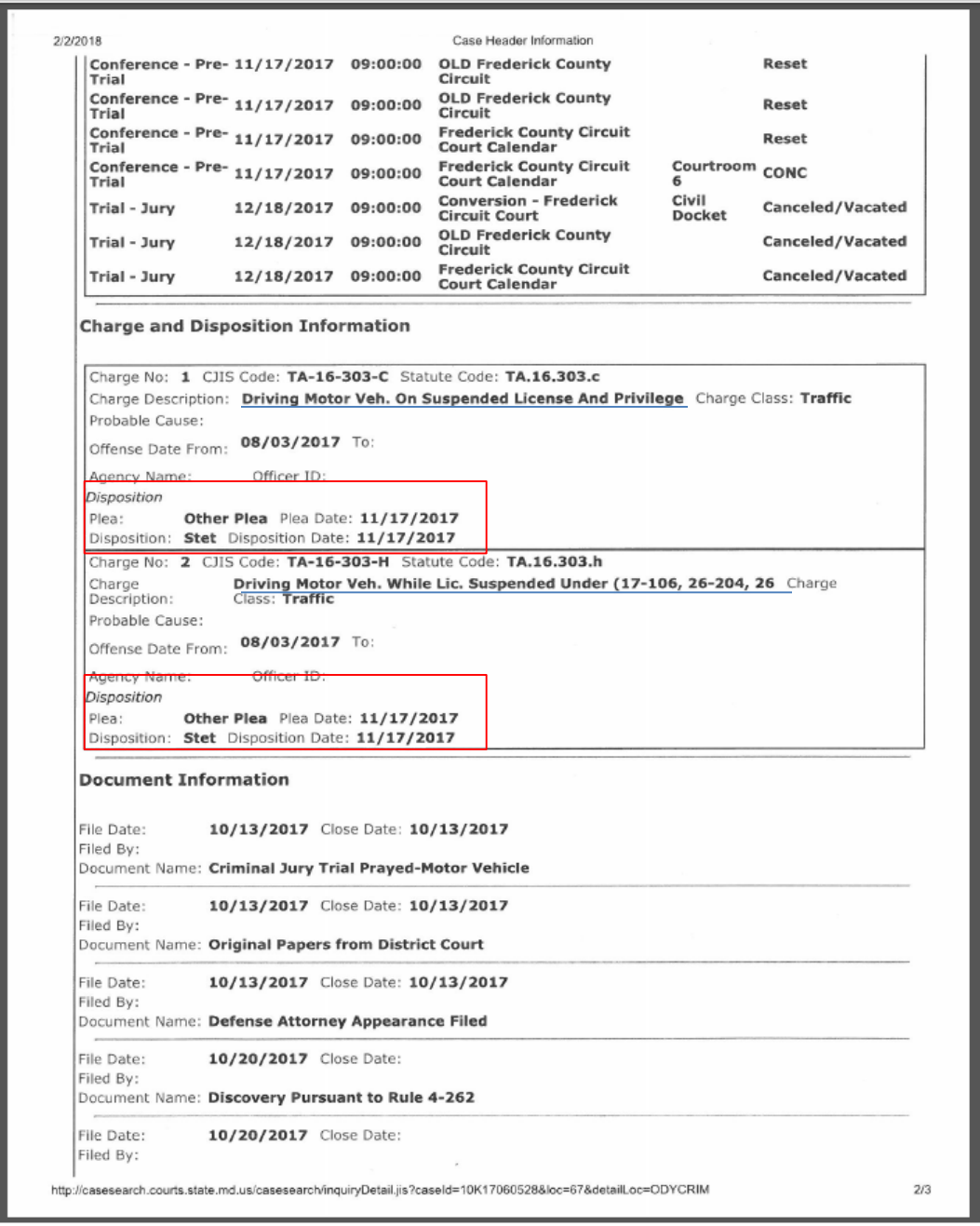
Court Scheduling Information

Event Type	Event Date	Event Time	Court Location	Court Room	Result
Conference - Pre-Trial	11/17/2017	09:00:00	Conversion - Frederick Circuit Court	Civil Docket	Reset

http://casesearch.courts.state.md.us/casesearch/inquiryDetail.jis?caseId=10K17060528&loc=67&detailLoc=ODYCRIM 1/3

Filing Date: New cases will be easy, oftentimes (as seen on the following slide) the disposition will be listed. However, cases filed before 2000 likely do not list dispositions. How to find that information will be explained later.

Disposition and Date: Typically the disposition and the date will be found on the second page. The date is relevant because the waiting period begins on the day of the "Disposition Date". Knowing this date will allow you to calculate how long until the case becomes eligible for expungement.



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File Edit View Window Help

1 / 1 74% Tools Sign Comment

2/2/2018 Case Header Information

Conference - Pre-Trial	11/17/2017	09:00:00	OLD Frederick County Circuit		Reset
Conference - Pre-Trial	11/17/2017	09:00:00	OLD Frederick County Circuit		Reset
Conference - Pre-Trial	11/17/2017	09:00:00	Frederick County Circuit Court Calendar		Reset
Conference - Pre-Trial	11/17/2017	09:00:00	Frederick County Circuit Court Calendar	Courtroom 6	CONC
Trial - Jury	12/18/2017	09:00:00	Conversion - Frederick Circuit Court	Civil Docket	Canceled/Vacated
Trial - Jury	12/18/2017	09:00:00	OLD Frederick County Circuit		Canceled/Vacated
Trial - Jury	12/18/2017	09:00:00	Frederick County Circuit Court Calendar		Canceled/Vacated

Charge and Disposition Information

Charge No: **1** CJIS Code: **TA-16-303-C** Statute Code: **TA.16.303.c**
Charge Description: **Driving Motor Veh. On Suspended License And Privilege** Charge Class: **Traffic**
Probable Cause:
Offense Date From: **08/03/2017** To:
Agency Name: Officer ID:
Disposition
Plea: **Other Plea** Plea Date: **11/17/2017**
Disposition: **Stet** Disposition Date: **11/17/2017**

Charge No: **2** CJIS Code: **TA-16-303-H** Statute Code: **TA.16.303.h**
Charge Description: **Driving Motor Veh. While Lic. Suspended Under (17-106, 26-204, 26** Charge Class: **Traffic**
Probable Cause:
Offense Date From: **08/03/2017** To:
Agency Name: Officer ID:
Disposition
Plea: **Other Plea** Plea Date: **11/17/2017**
Disposition: **Stet** Disposition Date: **11/17/2017**

Document Information

File Date: **10/13/2017** Close Date: **10/13/2017**
Filed By:
Document Name: **Criminal Jury Trial Prayed-Motor Vehicle**

File Date: **10/13/2017** Close Date: **10/13/2017**
Filed By:
Document Name: **Original Papers from District Court**

File Date: **10/13/2017** Close Date: **10/13/2017**
Filed By:
Document Name: **Defense Attorney Appearance Filed**

File Date: **10/20/2017** Close Date:
Filed By:
Document Name: **Discovery Pursuant to Rule 4-262**

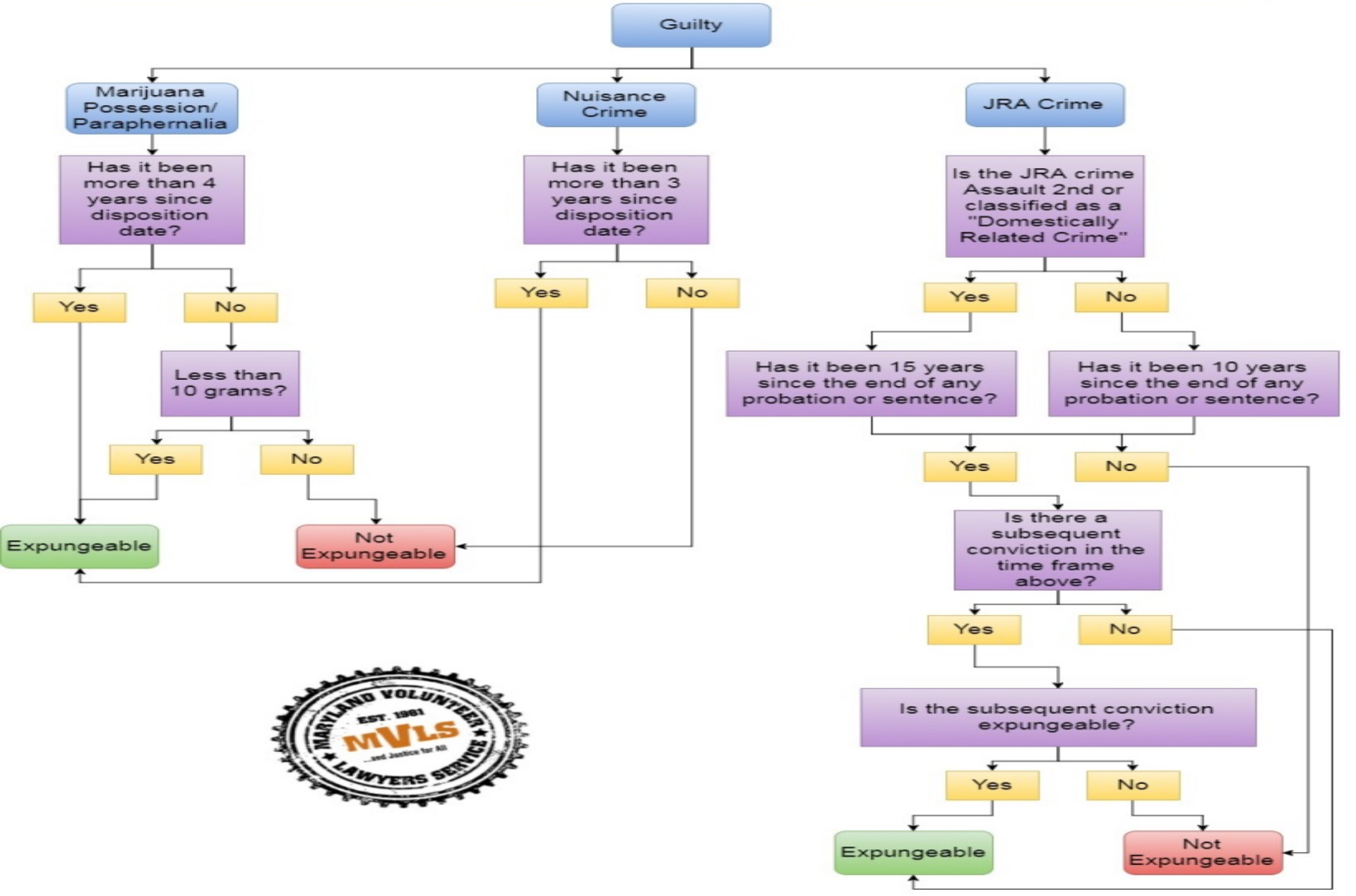
File Date: **10/20/2017** Close Date:
Filed By:

http://casesearch.courts.state.md.us/casesearch/inquiryDetail.jis?caseId=10K17060528&loc=67&detailLoc=ODYCRIM 2/3

Charge Description: Here is where your journey towards expungement may end. Certain crimes are not eligible for expungement. A full list of eligible offenses can be found on the MVLS website.

CONVICTION FLOW CHART

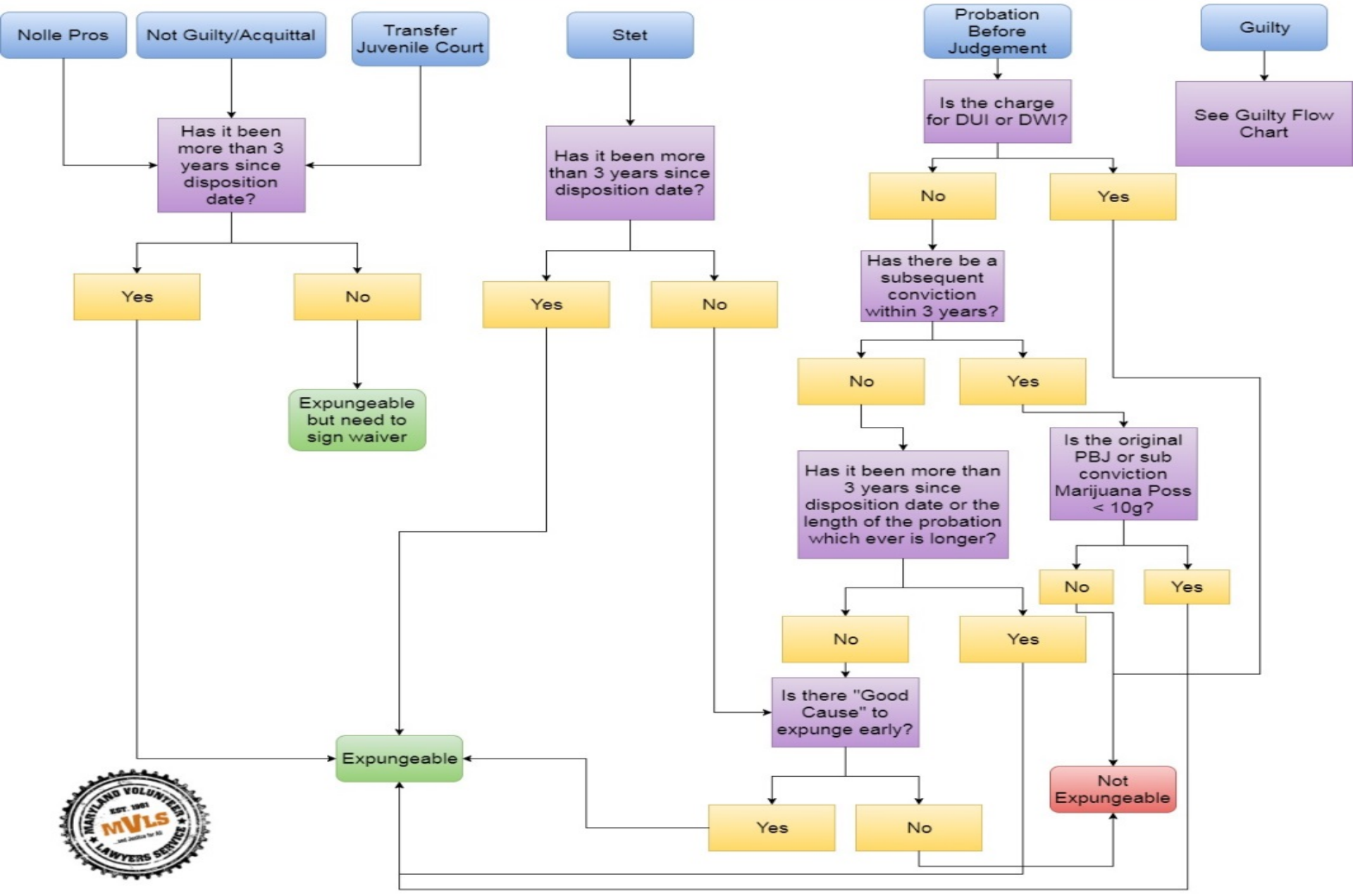
IF A CLIENT HAS A PENDING CRIMINAL CASE, NOTHING IS ELIGIBLE FOR EXPUNGEMENT



MARYLAND VOLUNTEER LAWYERS SERVICE
EST. 1981
MVLS
...and Justice for All

NON CONVICTION FLOW CHART

IF A CLIENT HAS A PENDING CRIMINAL CASE, NOTHING IS ELIGIBLE FOR EXPUNGEMENT



What to do if there's no disposition?

- Step 1: Call the Clerk (through the courts)
  - Note the court in which the case was heard. The case in the previous example was heard in the Circuit Court for Frederick County.
  - On the phone you will need the case number, if nothing matches that number or you don't have a case number you need the name, and dob.
- Step 2: CJIS
  - If the court clerk cant provide any information, the next step would be to call or email CJIS.
    - At the time of writing, the current manager of the Record Recovery Section at CJIS is Lysandra Litaker. Phone: 410-585-3696 email: Lysandra.Litaker@maryland.gov
    - You could also call CJIS directly at (410) 764-4506
    - Again you will need the case number, name and dob.
- Step 3: Written Requests
  - CJIS –Formal and Informal written requests
    - Informal written requests can follow the same template that can be found on slide 10.
    - Formal written requests require a "Final Disposition Report", also known as an R-84 form.
      - R-84 Form: https://www.reginfo.gov/public/do/DownloadDocument?objectID=27417701
        - *Please note this link will download the document on your computer*
        - An R-84 will require the client's fingerprints
  - PD- Formal Written Request
    - PDs will only respond to formal written requests
      - You need a separate money order for each case you need information on (Money orders can be provided by MVLS)
        - Pd's will not accept personal checks
    - PD documents will typically not have dispositions. Doc requests from PDs are useful in determining what specific charge the client was facing.
    - Different police departments have different record request forms, these can be found on their respective websites.
      - A sample Balt City PD request form can be found on slide 17

Through the Courts

Pros

- Expedient
- Most courts will give dispositions/ charges over the phone
- Cheapest document requests

Cons

- No Detail
  - Courts will not be able to provide details like whether a marijuana CDS charge or other CDS.
- District vs Circuit
  - JCS reports typically don't list the specific court.
  - There are multiple DC in each district so you may have to call around to find the correct one

On the phone

- The numbers listed are an automated line, you will have to follow a prompt to reach the criminal clerk's office
- Sample Greeting: "Hi, my name is (NAME) and I'm with the Maryland Volunteer Lawyer Services. I need to get the dispositions on some old cases, I have the case numbers when you're ready"
- If they are unable to find the case after you provide the case number, ask if they can look up persons by name and date of birth.
  - Then try to match the offense dates.

Written Requests

- Some counties (Wicomico, Balt City) will not provide dispositions over the phone and will require a written document request, or an in person visit.
- A template for a written request can be found on the next slide.
  - When making a request by mail always try to include a printout of the CJIS or JCS report to make the clerk's job easier.
- Written requests require a $10 processing fee. $2 for mailing costs and at least $8 for printing costs. MVLS can provide money orders.

To Whom It May Concern,

Hello, I hope this letter finds you well. My name is INSERT NAME and I am with INSERT ORGANIZATION. I am writing because I need any and all written records pertaining to the case(s) and/or person(s) listed below. As well, please find enclosed a print out of the Judicial Case Search and/or CJIS document(s).

The relevant dates and case numbers can be found below. I need to know what action was taken on these charges, if any and what disposition resulted from such actions. Further, I need to know the procedural history of this case, whether it was prayed to a jury trial and whether it was moved from District to Circuit Court. You may also find enclosed a check or money order to cover the fees of printing and mailing. If you have any questions or if there is anything further you have need of please do not hesitate to contact me at INSERT CONTACT INFORMATION. Thank you for your time and assistance.

Best,

INSERT NAME

INSERT ORGANIZATION

Name: Jane Smith

DOB: 01/02/1993

Case 1 Case Number: *0001234ABCD*

Case 1 Tracking Number: *020004525063*

Issue Date: 01/26/78

Case 2 Case Number: *0005678EFGH*

Case 2 Tracking Number: 020004525064

Issue Date: 01/20/81

Name: John Smith

DOB: 03/04/1994

Case 1 Case Number: 0006789HTLG

Case 1 Tracking Number: 020004525063

Issue Date: 06/05/99

Case 2 Case Number: 0006789HTLG

Case 2 Tracking Number: 020004525064

Issue Date: 06/05/00

Through CJIS

Pros

- Can Email, not just call
- Detailed
  - CJIS report will have entire life of the case
  - Will detail what was stolen, which CDS in possession, etc.

Cons

- Won't be able to provide information on Arrest Numbers that don't correspond to a case.
- Typically takes longer than doc requests from the court

CJIS on the Phone

- You can use the same script talking to CJIS that you used with the Court
- CJIS will only provide dispositions over the phone
  - If you want extra details like amount stolen or specific CDS charge you need to make a doc request
- CJIS has lots of departments with overlapping responsibilities.
  - CJIS Central Repository: 410-653-4463
  - Expungement: 410-585-3648
  - Record Recovery: 410-585-3660

CJIS Written

- There are two ways to make a written request, formal and informal
- In order to make an informal written request you can use the letter template provided above with the same information.
  - 6776 Reisterstown Rd, Baltimore, MD 21215
- In order to make a formal written request you need to fill out an R-84.
  - https://tinyurl.com/k7fmxh9
  - This requires the client's signature and fingerprints

Police Departments

Pro

- ?

Con

- No information over the phone
- The slowest and most expensive option
  - $10 per case, not just per request. If need dispositions on 6 cases then need to provide $60.

Over the Phone

- Police Departments will not provide any information over the phone

Written Requests

- The same template as referenced above can be used for PD
- PD often require a “Police Report Request Form”.
  - A sample from Balt City PD can be found on the next slide
  - Each PD has its own form that can be found on their website

Police_Report_Request_Form.pdf - Google Chrome
file://mvls-files/profiles/hmiller/My%20Documents/Police_Report_Request_Form.pdf

DATE

FORM 378

CUSTODIAN OF RECORDS	
Requestor Name:	
Address:	
Phone #:	**Email Address:**
Date & Time Frame of Incident:	
Type of Report: ☐ Offense	☐ Accident
Baltimore Police Report Number (CC#):	
Location of Incident:	
Victim Name:	
Any additional details that may aid in processing your request:	

Mail your requests with a non-refundable search fee of $10.00 to:

Baltimore Police Department
Attention: Community Correspondence Unit
242 W. 29th Street
Baltimore, Md. 21211

The certified check or money order must be made out to the Director of Finance. These are the only forms of payment that will be accepted.

Please include a self-addressed stamped envelope to return the response to this request.

Accident Reports occurring on or after January 1, 2011 are only available online at https://policereports.lexisnexis.com/. For any accident report occurring prior to 2011 you may make your request using this form. For assistance, call (410) 396-2222, 7 AM – 3 PM, Monday through Friday. Please allow at least 10 business days from the accident date for reports to be available online.

Revised 09/17