



**MAGS**  
MARYLAND AUTOMATED GUIDELINES SYSTEM

## **User Manual**

### **MAGS 12.1**

**Maryland State Commission on Criminal Sentencing Policy**

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## 1 – Introduction

### 1.1 Purpose

This document provides users of the Maryland Automated Guidelines System (MAGS) information on how to navigate and operate MAGS. For information on applying the Sentencing Guidelines, please refer to the Maryland Sentencing Guidelines Manual, available from the Maryland State Commission on Criminal Sentencing Policy (MSCCSP) website ([www.msccsp.org](http://www.msccsp.org)).

## 2 – Introducing the Maryland Automated Guidelines System

### 2.1 Overview

The purpose of MAGS is to fully automate sentencing guidelines calculation in a web-based application that allows criminal justice partners to complete and submit guidelines worksheets electronically. The automated system calculates scores automatically and presents the appropriate sentencing guidelines range for each case. The automated system allows the user to print a hard copy of the computed guidelines for each case and send completed forms to the MSCCSP electronically.

MAGS can be accessed from the MSCCSP website at [www.msccsp.org/MAGS](http://www.msccsp.org/MAGS). MAGS should be utilized to initiate, edit, and submit *official* guidelines worksheets and therefore requires a User Id and password for access to the application.

MAGS is compatible with *Microsoft Edge, Mozilla Firefox, Safari, and Google Chrome* web browsers.



## 2.2 Guidelines Calculator Tool

Users wishing to simply calculate sample guidelines under various sentencing scenarios should utilize the *Guidelines Calculator Tool*, which can be accessed from the quick link on the left-hand side of the MSCCSP website at [www.msccsp.org](http://www.msccsp.org). The *Guidelines Calculator Tool* does not require a User Id or password and does not save any of the entered information to the system.



The screenshot displays the Maryland Guidelines Calculator Tool (GLCT) interface. At the top, there is a yellow banner with the GLCT logo and the text 'GUIDELINES CALCULATOR TOOL'. Below this, there are three tabs: 'Offender Information', 'Offender Score', and 'List of Offenses'. The 'Offender Information' tab is selected. The main content area is titled 'Maryland Guidelines Calculator Tool' and contains a form with the following fields:

- Last Name: Text input field
- First Name: Text input field
- Middle Name: Text input field
- Suffix: Dropdown menu with 'Please Select' as the current selection
- SID#: Text input field with a red eye icon for visibility toggle
- Sex: Dropdown menu with 'Please Select' as the current selection
- Date of Birth: MM/DD/YYYY format input fields
- PSI: Dropdown menu with 'Please Select' as the current selection
- Jurisdiction: Dropdown menu with 'Please Select' as the current selection
- Circuit: Dropdown menu with 'Please Select' as the current selection

At the bottom left of the form area, there is a button labeled 'View worksheet PDF'. At the bottom right, there is a 'Next' button. The footer of the page includes the MSCCSP logo and the following text:

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 4511 Knox Road, Suite 309  
 College Park, MD 20742-8660  
 Phone: (301) 403-4165  
 www.msccsp.org

## 2.3 Parties Responsible for MAGS Entry

Designated users such as a State’s Attorney or Parole and Probation agent (if a pre-sentence investigation (PSI) is ordered) will originate the worksheet process and complete all of the sentencing guidelines information up to the point of specific sentence information. At the time of sentencing, the court clerk, judge, or judge’s designee<sup>1</sup> will access MAGS to enter the necessary sentence information for an already initiated case and provide the reason(s) for departure, if necessary. Public defenders and private defense attorneys who have registered to access MAGS will have the ability to view an initiated worksheet prior to its submission by the court clerk, judge, or judge’s designee. For more information on the various user access levels, please review Section 2.4 of this manual.

<sup>1</sup> Judges’ designees include judges’ law clerks and administrative assistants/secretaries.

**2.4 User Access Levels**

User access to MAGS will vary depending on agency affiliation. The MSCCSP has identified 12 different user groups. These groups and their respective access levels are illustrated below.

	Stand-Alone GL Calculator Tool	Maryland Automated Guidelines System (MAGS)						Copy Submitted Case***
		Create Case	Edit Case Prior to Submission	View Case Prior to Submission	Delete Case Prior to Submission	Submit Case	Access Submitted Case	
MSCCSP Staff	Yes	Yes	Yes	Yes	Yes	Yes	Yes*	Yes
Judges (Active and Retired)	Yes	Yes	Yes	Yes	Yes	Yes	Yes*	Yes
Judges’ Law Clerks	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*	Yes
Judges’ Administrative Assistants/Secretaries	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*	Yes
Court Clerks	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*	Yes
State’s Attorneys	Yes	Yes	Yes	Yes	Yes	No	No	Yes
Office of the Attorney General	Yes	Yes	Yes	Yes	Yes	No	No	Yes
Office of the Maryland State Prosecutor	Yes	Yes	Yes	Yes	Yes	No	No	Yes
Parole and Probation agents	Yes	Yes	Yes	Yes	Yes	No	No	Yes
Public Defenders	Yes	No	No	Yes	No	No	No	No
Private Attorneys	Yes	No	No	Yes	No	No	No	No
Technical Services Staff	Yes	Yes	Yes	Yes	Yes	No	No	Yes

\* Only MSCCSP staff, court clerks, judges, and judges’ designees have access to view submitted cases via the MAGS application. Only MSCCSP staff have access to edit a submitted case.

\*\* The County Administrative Judge has the authority to decide as to whether court clerks, judges’ law clerks and/or judges’ administrative assistants/secretaries will be granted permission to submit completed cases.

\*\*\* In advance of a new reconsideration/modification or three-judge review hearing involving a crime of violence as defined in CR, §14-101 , this feature should be used to generate a copy of the guidelines worksheet that was submitted for the original sentencing event.

## 2.5 Login Procedures and System Support

### Login Procedures

Authorized users should access MAGS through the MAGS Login button on the MSCCSP website at:

[www.msccsp.org/MAGS](http://www.msccsp.org/MAGS).

Most user logins will be authenticated through the active directories or work email of the user's individual agency. The exception to this rule is the Garrett County State's Attorney's Office, Office of the Maryland State Prosecutor, and private defense attorneys who will be authenticated through an active directory managed by MSCCSP staff. Users associated with an individual agency/county will have a User Id that starts with a prefix corresponding to their agency/county. The User Id prefix will typically be followed by the user's regular active directory user name and their corresponding password. For Parole and Probation agents, the active directory user name is the agent's desktop user name, which typically consists of the first six letters of the individual's last name, followed by the first initial and middle initial. The prefixes for various individuals/agencies are listed below:

### County Agencies

Jurisdiction	User				
	Circuit Court Judges	Law Clerks	Court Clerks	Judges' Administrative Assistants	State's Attorneys
Allegany	courts\	courts\	courts\	courts\	01sao\
Anne Arundel	courts\	courts\	courts\	courts\	02sao\
Baltimore Co.	courts\	courts\	courts\	courts\	03sao\
Calvert	courts\	courts\	courts\	courts\	04sao\
Caroline	courts\	courts\	courts\	courts\	05sao\
Carroll	courts\	courts\	courts\	courts\	06sao\
Cecil	courts\	courts\	courts\	courts\	07sao\
Charles	courts\	courts\	courts\	courts\	08sao\
Dorchester	courts\	courts\	courts\	courts\	09sao\
Frederick	courts\	courts\	courts\	courts\	10sao\
Garrett	courts\	courts\	courts\	courts\	11sao\
Harford	courts\	courts\	courts\	courts\	12sao\
Howard	courts\	courts\	courts\	courts\	13sao\
Kent	courts\	courts\	courts\	courts\	14sao\
Montgomery	courts\	courts\	courts	courts\	Work Email
Prince George's	16court\	16court\	16court\	16court\	16sao\
Queen Anne's	courts\	courts\	courts\	courts\	17sao\
St. Mary's	courts\	courts\	courts\	18jaa\	18sao\
Somerset	courts\	courts\	courts\	courts\	19sao\

Talbot	courts\	courts\	courts\	courts\	20sao\
Washington	courts\	courts\	courts\	courts\	Work Email
Wicomico	courts\	courts\	courts\	courts\	22sao\
Worcester	courts\	courts\	courts\	courts\	23sao\
Baltimore City	courts\	courts\	courts\	courts\	24sao\

**Statewide Agencies**

User	Prefix
Office of the Attorney General	oag\
Office of the Maryland State Prosecutor	omsp\
Parole and Probation agents	mdcs\
Private Defense Attorneys	mags\
Public Defense Attorneys	pubd\

Private defense attorneys may request a MAGS User Id and password by submitting an e-mail request to the MSCCSP at [mcccsp@umd.edu](mailto:mcccsp@umd.edu) with their full name (including middle initial), their Client Protection Fund number (CPF), and the address they used to register with the CPF of the Bar of Maryland. Private defense attorneys should contact the MSCCSP Helpdesk if they need assistance with either their User Id or password.


**System Support**

Users other than the Garrett County State’s Attorney’s Office, Office of the Maryland State Prosecutor and private defense attorneys should contact their individual agency’s Information Technology (IT) department for assistance with User Ids and/or passwords. Users in the Garrett County State’s Attorney’s Office, Office of the Maryland State Prosecutor and private defense attorneys should contact the MSCCSP Helpdesk if they need assistance with either their User Id or password.

If there is a MAGS system problem (i.e., the application is not responding or login authentication process is not functioning properly), please report the issue to the MSCCSP Helpdesk (M-F, 9-5) at (301) 403-4165.



## 2.6 Cases Requiring a Sentencing Guidelines Worksheet

The following table illustrates the various circumstances in which a sentencing guidelines worksheet is or is not required. For easy reference, this table may be accessed in MAGS by clicking on the Information  icon to the right of the *Add New* button on the *Home* screen.

Guidelines eligible cases requiring a worksheet in MAGS are flagged with **Mags: Yes** on the Maryland Electronic Courts (MDEC) criminal docket. Please note that the flag may not accurately identify all guidelines eligible cases, including sentence reconsiderations/modifications and three-judge panel reviews involving a crime of violence, and resolution events or status hearings where there is a plea and the defendant is sentenced immediately.

For Cases Originating in Circuit Court	
Sentencing Guidelines Worksheet Required	Sentencing Guidelines Worksheet <u>Not</u> Required
<ul style="list-style-type: none"> <li>Offenses originally prosecuted in Circuit Court</li> <li>All pleas, including binding pleas, non-binding pleas, and pleas of <i>nolo contendere</i> (no contest) by the offender</li> <li>Sentences to probation before judgment (PBJ)</li> <li>Initial sentences with a condition of drug court or an inpatient commitment under Health General Article, Title 8, Subtitle 5, Annotated Code of Maryland</li> <li>Reconsiderations/modifications involving a crime of violence (as defined in Criminal Law Article, §14-101, Annotated Code of Maryland) if there is an adjustment to the active sentence</li> <li>Three-judge panel reviews involving a crime of violence if there is an adjustment to the active sentence</li> </ul>	<ul style="list-style-type: none"> <li>Violations of public local laws and municipal ordinances</li> <li>Offenses that carry no possible penalty of incarceration</li> <li>Criminal nonsupport and criminal contempt</li> <li>Cases adjudicated in a juvenile court</li> <li>Cases in which the offender was found not criminally responsible (NCR)</li> <li>Reconsiderations/modifications not involving a crime of violence</li> <li>Reconsiderations/modifications involving a crime of violence if there is <u>NOT</u> an adjustment to the active sentence</li> <li>Three-judge panel reviews not involving a crime of violence</li> <li>Three-judge panel reviews involving a crime of violence if there is <u>NOT</u> an adjustment to the active sentence</li> </ul>
For Cases Originating in District Court	
Sentencing Guidelines Worksheet Required	Sentencing Guidelines Worksheet <u>Not</u> Required
<ul style="list-style-type: none"> <li>Prayers for a jury trial if a pre-sentence investigation (PSI) is ordered</li> <li>Appeals from District Court if a PSI is ordered</li> </ul>	<ul style="list-style-type: none"> <li>Prayers for a jury trial if a PSI is <u>NOT</u> ordered</li> <li>Appeals from District Court if a PSI is <u>NOT</u> ordered</li> </ul>

## 2.7 Creating a Sentencing Guidelines Worksheet

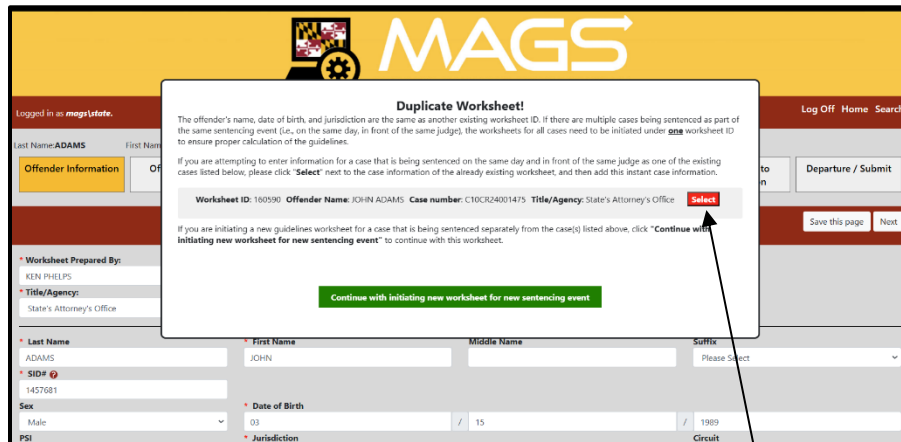
A sentencing guidelines worksheet is created by clicking on the *Add New* button from the MAGS *Home* screen. Once a worksheet has been created in MAGS, the Offender Information, Offender Score, Offense Information, Victim Information, Sentence, Alternatives to Incarceration, and Departure Information can be entered. Please note that the *Add New* option will only be available to users with permission to create a case (see Section 2.4 for details on user access and permissions).



### Cases Involving Multiple Criminal Events

If multiple criminal events (as often indicated by multiple unique case numbers) are being sentenced by the same judge on the same day, then only one set of sentencing guidelines worksheets should be initiated for all of the cases. All case numbers within the same sentencing event will have the same worksheet ID (WS ID). The overall sentence across all included offenses will be compared to the overall guidelines range across all events and offenses to determine if the sentence is a departure from the guidelines.

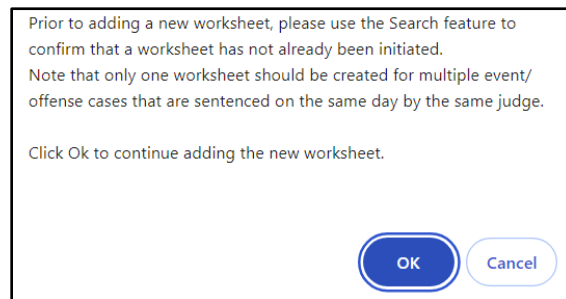
To ensure proper calculation of the overall guidelines range in a multiple criminal event/single sentencing event scenario, if a user attempts to initiate a worksheet with the same offender name, date of birth, and jurisdiction as a previously initiated but unsubmitted worksheet, MAGS will display the following alert message, prompting the user to combine the worksheets for all case numbers within the same sentencing event under one worksheet ID.



If the worksheet preparer is attempting to enter information for a case that is being sentenced on the same day and in front of the same judge as one of the existing cases listed in the alert, click "**Select**" next to the case information of the already existing worksheet, and then add the instant case information.

**How to Avoid Creating a Duplicate Worksheet**

Before creating a new sentencing guidelines worksheet, users should first search for a sentencing event by jurisdiction, SID number, first name, last name, case number, and/or worksheet ID (WS ID) to make sure that a worksheet for the sentencing event has not already been initiated by another user. This step is critical to ensure that duplicate worksheets are not created for the same sentencing event. When a user selects the *Add New* button, an alert message will ask the user to verify that they are not creating a duplicate case. Users should select “OK” to continue if they are confident that they are initiating a new case.



To prevent duplicate submissions, MAGS will also display a failed submission alert if a user attempts to submit a worksheet with the same SID number, date of birth, and sentencing date as a previously submitted case.

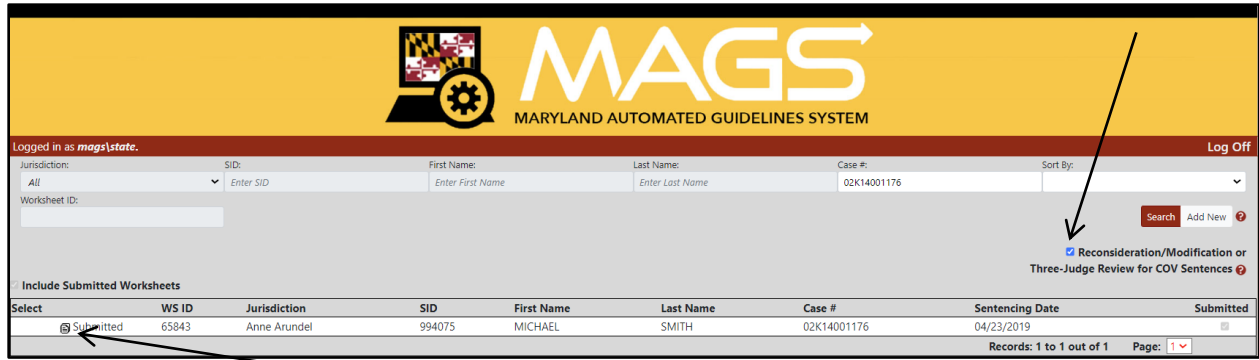
### ***2.8 Searching for and Copying an Original, Submitted Worksheet for an Upcoming Reconsideration/Modification or Three-Judge Panel Review Involving a Crime of Violence (COV)***


In addition to original sentencings, a new worksheet shall be initiated for a sentence reconsideration/modification or a three-judge panel review, provided that the reconsideration/modification or review involves *a crime of violence* (COV) as defined in CR, § 14-101 and there is an adjustment to the defendant's active sentence (i.e., period of active incarceration). To note, the guidelines for the sentence reconsideration/modification or three-judge panel review shall be the same as they were for the original sentencing event.

To streamline the worksheet initiation process for a reconsideration/modification or a three-judge panel review involving a COV, users may utilize the *Reconsideration/Modification or Three-Judge Review for COV Sentences* box on the MAGS *Home* screen. This feature allows users to search for and generate a copy of the guidelines worksheet that was submitted for the original sentencing event. Post-reconsideration/modification or three-judge review hearing, judges and/or their designees will then proceed with entering the modified sentence information.

To utilize this feature, users who have copying capability (see Section 2.4 for details on user access and permissions) should check the *Reconsideration/Modification or Three-Judge Review for COV Sentences* box under the *Add New* button and then search the applicable case number using the following format on the *Home* screen:

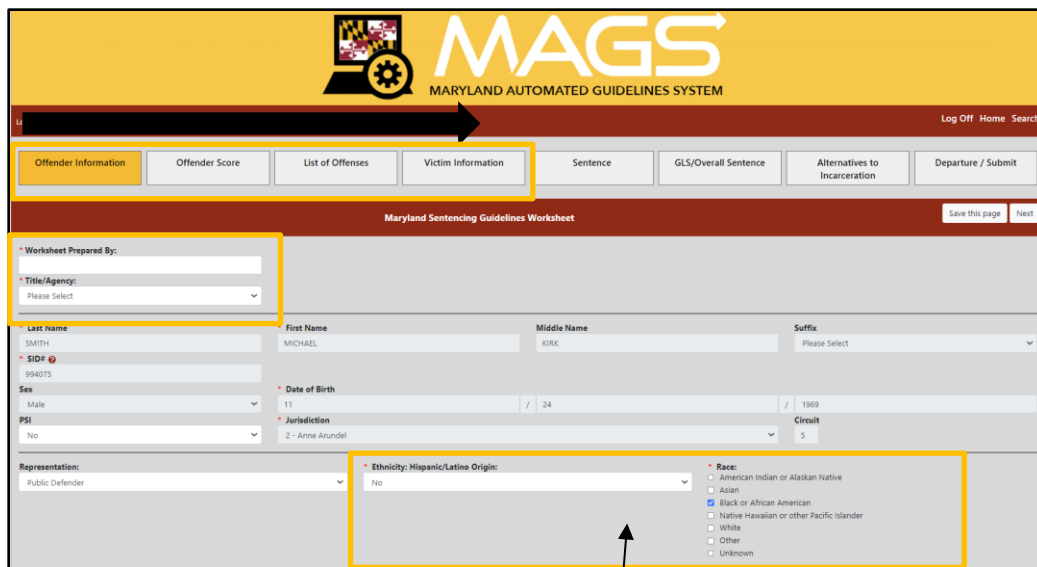
- CJCRY##### (or, if applicable, pre-MDEC case number format)
- Where JJ= 2-digit jurisdiction code and YY= filing year
- Pre-MDEC Baltimore City case numbers should be entered using their standard, nine-digit, case number format.



If the original worksheet is found, please click the copy icon (  ) for that case.

Note: If the original worksheet was not submitted via MAGS for the original sentencing event, please click the *Add New* button to initiate a new worksheet for the sentencing event. In this instance, MAGS will calculate the guidelines based on those in effect at the time of sentencing. If the guidelines are different from those calculated for the original sentencing, the State's Attorney or defense counsel may bring this to the attention of the judge.



Once the worksheet has been copied, except for the worksheet preparer name and title, the Offender Information, Offender Score and List of Offenses tabs will pre-populate based on the guidelines calculation and information submitted for the original sentencing event. Most of the information within these tabs will be disabled and are not editable, as the guidelines for the sentence reconsideration/modification or three-judge panel review shall be the same as they were for the original sentencing event.





To note, it may be necessary to select a response for “Ethnicity” and “Race” if no selection was made when the original worksheet was submitted. Effective April 1, 2021, “Ethnicity” and “Race” have become mandatory fields in MAGS. The Victim Information tab is the last tab that will need to be completed in advance of the new reconsideration/modification or three-judge panel review.


Post-hearing, judges and their designees may then proceed with entering relevant victim information, as well as the modified sentence information on the Sentence, GLS/Overall Sentence, Alternatives to Incarceration and Departure/Submit tab and submit the worksheet.

### 2.9 Searching for and Editing a Previously Started Case


Users may search for a previously started case on the *Home* screen by entering the jurisdiction, SID number, first name, last name, case number, and/or worksheet ID (WS ID) and clicking the *Search* button. Users have the option to sort available records by jurisdiction, SID number, first name, last name, case number, or sentencing date. Records will be sorted first by the variable of interest and then by last name. To make changes to a worksheet, click on the Edit  icon under the “Select” column which corresponds to the case of interest. Please note that the edit option will only be available to users with permission to edit a case (see Section 2.4 for details on user access and permissions). Users may view a PDF of the guidelines worksheet by clicking on the PDF  icon which corresponds to the case of interest.


Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24001475		<input type="checkbox"/>
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24002523		<input type="checkbox"/>

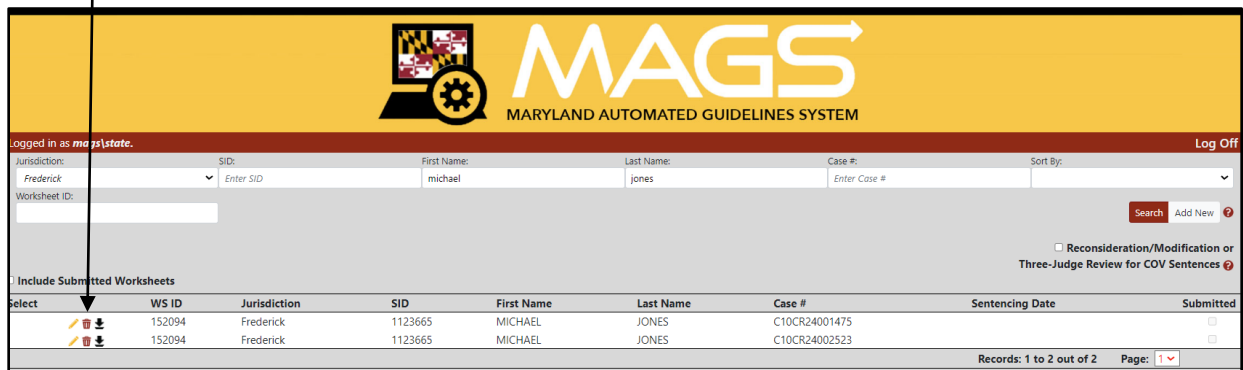
If a sentencing event involves multiple case numbers, an entry will be displayed for each unique case number. The multiple case numbers will be linked by their shared worksheet ID (WS ID). For example, the two cases illustrated above (Name=Jones, Michael; SID=1123865) involve two offenses with two unique case numbers. The MAGS application recognizes these two case numbers as a linked sentencing event because they were entered by the

initial preparer of the guidelines worksheet as one sentencing event. As such, these two case numbers have the same worksheet ID (WS ID). The user can make changes to the guidelines worksheet for the entire sentencing event by clicking the Edit  icon for either of the displayed entries. Any changes to one of the displayed entries will be saved for the overall case. If one of the displayed entries is deleted, all entries within the sentencing event will also be deleted (see Section 2.9 for additional details on deleting a case in MAGS).



### 2.10 Deleting a Previously Started Case or Offense


Users may wish to delete an entire sentencing event from MAGS, for example when a case has been *nolle prosequi* or the defendant has been found not criminally responsible (NCR). To delete a worksheet from MAGS, click on the Delete  icon which corresponds to the case of interest. Please note that the delete option will only be available to users with permission to edit and delete a case (see Section 2.4 for details on user access and permissions).

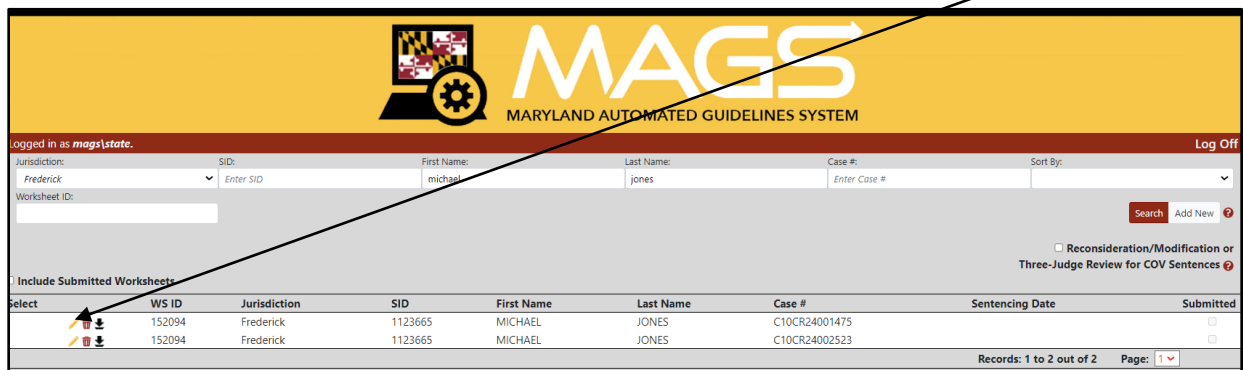
Please also note that when one entry is deleted from the home screen, all entries associated with the same worksheet ID (WS ID) or sentencing event will also be deleted. For example, in the sample sentencing event below, the defendant, Michael Jones has been charged with two offenses, each with a separate case number. The defendant was found not criminally responsible. The user must now delete the sentencing event from MAGS. The user may click on the Delete  icon for either of the cases, and the entire sentencing event will be deleted from MAGS.





The screenshot shows the MAGS interface with a table of sentencing events. The table has columns for Select, WS ID, Jurisdiction, SID, First Name, Last Name, Case #, Sentencing Date, and Submitted. Two rows are visible, both for defendant MICHAEL JONES with WS ID 152094. The first row has Case # C10CR24001475 and the second row has Case # C10CR24002523. A red arrow points to the trash icon in the 'Select' column of the first row.


Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24001475		<input type="checkbox"/>
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24002523		<input type="checkbox"/>

If users wish to delete only a single offense or multiple offenses from the sentencing event, without deleting the entire sentencing event, for example when one offense is merged with another, the user should click on the Edit  icon which corresponds to the sentencing event of interest.



The screenshot shows the MAGS interface with a table of sentencing events. The table has columns for Select, WS ID, Jurisdiction, SID, First Name, Last Name, Case #, Sentencing Date, and Submitted. Two rows are visible, both for defendant MICHAEL JONES with WS ID 152094. The first row has Case # C10CR24001475 and the second row has Case # C10CR24002523. A red arrow points to the pencil icon in the 'Select' column of the first row.

Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24001475		<input type="checkbox"/>
	152094	Frederick	1123665	MICHAEL	JONES	C10CR24002523		<input type="checkbox"/>

The user should then proceed to the List of Offenses tab and click on the Delete  icon which corresponds to the offense(s) the user wishes to delete.



After the selected offense(s) have been deleted, the guidelines will be automatically adjusted to account for only the remaining offense(s) in the sentencing event. For example, in the above sentencing event, the defendant Michael Jones was charged with two offenses, each with a separate case number. This sentencing event consisted of two criminal events, each with one offense. The individual guidelines ranges for criminal events 1 and 2 were Probation to 9M and Probation to Probation, respectively. The overall guidelines range was Probation to 9M. Case number C10CR24001475 was *nolle prosequi*. The user deleted the offense associated with case number C10CR24001475. The overall guidelines range was then automatically adjusted to reflect Probation to Probation, the range for the single offense remaining in the sentencing event.



### 2.11 Inactive Cases in MAGS

MAGS will automatically delete cases with no activity (i.e., have not been edited and/or saved) after 1 year. If sentencing in a case has been postponed, it is imperative that the user retrieve, open, and re-save the case in MAGS prior to the expiration of the 1-year period in order to prevent automatic deletion of the case.



### 3 – Procedures in MAGS

#### 3.1 Overview

MAGS provides the user with a variety of ways to navigate through the application. This section presents the options available regardless of the current location of the user within MAGS. Each of the subsequent sections presents navigation details relevant to that section. Also contained in this section are any conventions the user may see throughout MAGS.

#### 3.2 Navigation

The following image shows the navigation structure for MAGS. Each tab represents the major areas/sections within the application. There are eight sections (or screens). The screens are listed in the order which mimics the flow of the paper guidelines worksheet.

Clicking on a tab will bring the user to the entry point of that section.



Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.

#### 3.3 Entering Dates

Where appropriate, dates should be entered in MM/DD/YYYY format.


#### 3.4 Required Fields

Fields marked with a red asterisk (\*) are required fields. If the user attempts to click the *Save this page* button from a screen in MAGS without entering valid values in all required fields on that screen, an error message will be displayed. To correct the error, simply fill in the field noted in the error message with a valid value and click the *Save this page* button again.

#### 3.5 Drop Down Menus

Fields marked with  provide the user with a drop down menu of choices.

#### 3.6 Informational Resources

Fields marked with  provide the user with an expanded explanation.



## 4 – Viewing/Entering a Sentencing Guidelines Worksheet

### 4.1 Worksheet Preparer/Offender Information

The first part of this section captures information about the worksheet preparer. The *Worksheet Prepared By* field should be completed by the initial preparer of the worksheet. This is typically someone from the State’s Attorney’s Office or a Parole and Probation agent if a PSI was ordered. Next, the title or agency of the initial preparer of the worksheet should be selected from the drop down menu.

The screenshot shows the top portion of the 'Maryland Sentencing Guidelines Worksheet' form. At the top, it indicates the user is logged in as 'mags@state'. Below this, there are fields for 'Last Name: MCWILLIAMS', 'First Name: THOMAS', and 'SID: 1123665'. A navigation bar contains buttons for 'Offender Information' (highlighted), 'Offender Score', 'List of Offenses', 'Victim Information', 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration', and 'Departure / Submit'. Below the navigation bar, the form title 'Maryland Sentencing Guidelines Worksheet' is displayed. The 'Worksheet Prepared By' field contains the text 'KEN PHELPS'. The 'Title/Agency' dropdown menu is set to 'State's Attorney's Office'. At the bottom right of the form, there are 'Save this page' and 'Next' buttons.

The second part of this section captures basic demographic information about the offender.

- **Last, First, and Middle Name** – Enter the last, first, and middle name of the offender. Please note that MAGS will automatically capitalize all names.
- **Suffix** – Refers to “Jr.”, “Sr.”, “II”, etc.
- **SID** – The State Identification (SID) number is a unique identifier issued by the CJIS Central Repository. The SID number can be easily located on each page of the Maryland Rap Sheet above the offender’s name. The SID number should be between three and eight digits in length, should be entered without any letters, dashes, or other symbols, and should never start with zero (0). Every effort should be made to locate and provide the SID number. Do not include SID numbers from other states in this field.
- **Sex** – Indicate whether the offender is male or female.
- **Date of Birth** – Enter date of birth in MM/DD/YYYY format.
- **PSI** – Indicate whether a pre-sentence investigation was ordered for the offender.
- **Jurisdiction** – Select the numeric code that corresponds to the jurisdiction in which the case was heard.
- **Circuit** – Once the jurisdiction code is entered, MAGS will automatically populate this field with the corresponding circuit number.
- **Representation** – Select whether the defendant’s representation was private, public, court appointed, or self-represented.
- **Ethnicity and Race** – Indicate whether the offender is of Hispanic or Latino origin and then select the appropriate race categories as required by State Government Article, §10-603, Annotated Code of Maryland.

The screenshot shows the demographic information section of the form. It includes the following fields: 'Last Name' (MCWILLIAMS), 'First Name' (THOMAS), 'Middle Name' (JOHN), and 'Suffix' (Please Select). The 'SID' field contains 1123665. The 'Sex' dropdown is set to 'Male'. The 'Date of Birth' field is populated with 04 / 01 / 1980. The 'PSI' dropdown is set to 'No'. The 'Jurisdiction' dropdown is set to '6 - Carroll', and the 'Circuit' dropdown is set to '5'. The 'Representation' dropdown is set to 'Public Defender'. The 'Ethnicity: Hispanic/Latino Origin' dropdown is set to 'No'. The 'Race' section has radio buttons for 'American Indian or Alaskan Native', 'Asian', 'Black or African American', 'Native Hawaiian or other Pacific Islander', 'White' (which is selected), 'Other', and 'Unknown'.

Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.

## 4.2 Offender Score

This section allows users to select the appropriate response category based on an offender’s prior criminal history. Part A of the Offender Score, Relationship to the Criminal Justice System When Instant Offense Occurred, is disabled within this section and should be entered on the *Offense/Offender Score* screen, as the score may differ between offenses committed on different dates. Users should proceed with scoring parts B, C and D of the Offender Score as they remain consistent across all convicted offenses contained within a sentencing event. A PDF copy of the Prior Adult Criminal Record Matrix and Prior Record Worksheet may be viewed by clicking the heading text for Prior Adult Criminal Record, which is highlighted in blue.



Please note that if any component of the Offender Score is changed after a user has already calculated the sentencing guidelines, the individual and overall guidelines ranges will then be automatically updated to reflect the revised Offender Score.

**Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.**

### 4.3 List of Offenses

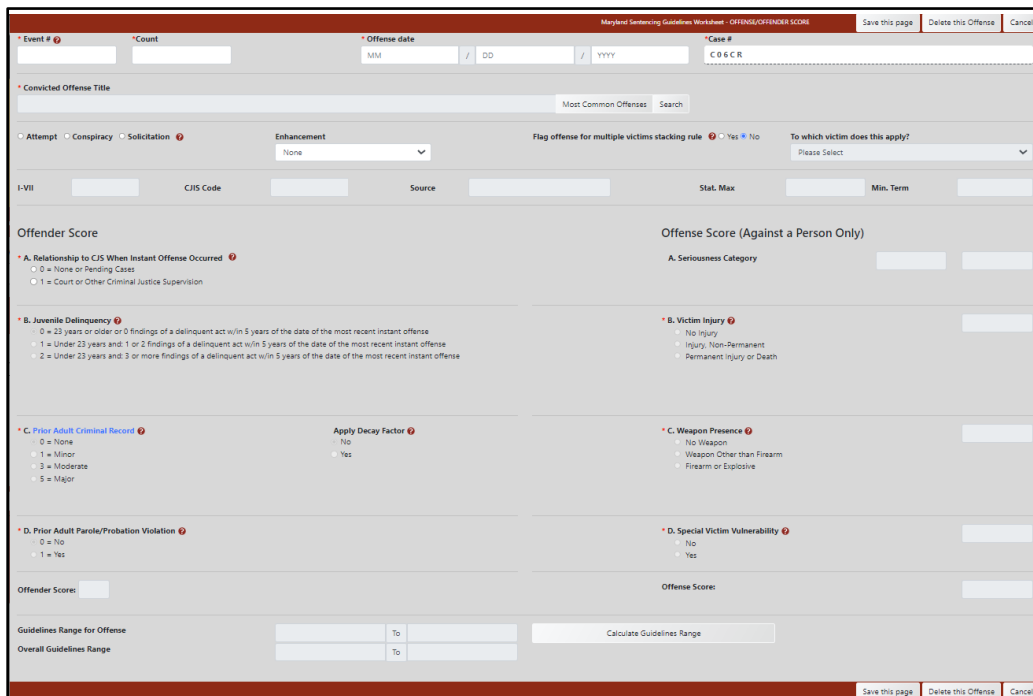
This section collects individual offense information. New offenses are added by selecting the *Add Offense* button.



A new window will open to allow for the input of adjudicated offense information. Record the event number and count associated with the offense as it corresponds to the charging document. Identifying the correct event number for each offense is critical because the overall guidelines range is calculated based on the total number of events. While the count does not impact guidelines calculation, it is important for record keeping purposes for the count number entered in MAGS to match the count number in the charging document.

A **single criminal event** is one or more offenses committed in the course of the same transaction.

**Multiple criminal events** being sentenced together may have occurred on the same or different dates. Offenses that occur on different dates are almost always separate criminal events. Parole and Probation agents initiating a worksheet in MAGS should verify with the State’s Attorney if there is any uncertainty as to whether a sentencing event involves a single criminal event or multiple criminal events.



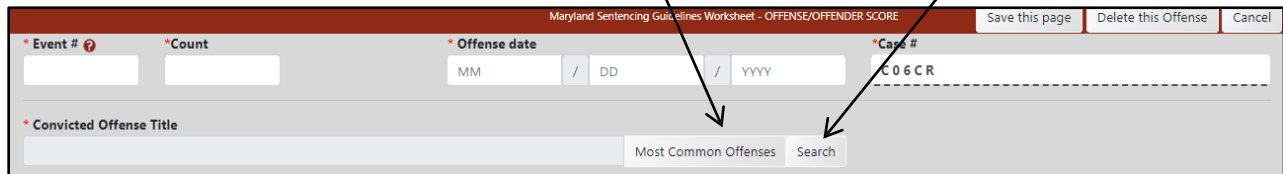
Enter the Offense Date (in MM/DD/YYYY format). If the offense date covers a range of dates, enter the most recent date (or end date) for the range.

The case number is pre-formatted with standard identifiers based on the jurisdiction selected in the *Offender Information* screen (e.g., The case number field will pre-populate with the MDEC prefix corresponding to the user’s jurisdiction). Case numbers that are assigned using the MDEC format should be entered into MAGS using the following format:

- CJJCRY#####
- Where JJ= 2-digit jurisdiction code and YY= filing year

The case number should be entered in its entirety without dashes, spaces, or other punctuation. The case number should include all leading prefixes, zeroes or other standard identifiers.

To enter the Convicted Offense Title, select the *Most Common Offenses* button or the *Search* button.



Selecting the *Most Common Offenses* button presents the user with an alphabetical listing of the 25 most common offenses.

Search:

	Offense <input type="text"/>	CJIS Code <input type="text"/>	Source <input type="text"/>	Type <input type="text"/>	Level	Min	Max	Serious. Categ.	Fine
<input type="button" value="Select"/>	Assault, 1st degree	1-1420	CR, §3-202	Person	Felony		25Y	III	
<input type="button" value="Select"/>	Assault, 2nd degree	1-1415	CR, §3-203	Person	Misd.		10Y	V	2500
<input type="button" value="Select"/>	Assault, reckless endangerment	1-1425, 1-1430	CR, §3-204(a)	Person	Misd.		5Y	V	5000
<input type="button" value="Select"/>	Burglary, 1st degree	2-3000	CR, §6-202(c)	Property	Felony		20Y	III	
<input type="button" value="Select"/>	Burglary, 2nd degree	2-3010	CR, §6-203(c)(1)	Property	Felony		15Y	IV	
<input type="button" value="Select"/>	Burglary, 3rd degree	2-3020	CR, §6-204	Property	Felony		10Y	IV	
<input type="button" value="Select"/>	Burglary, 4th degree	2-3030, 2-3040, 2-3045, 2-3050	CR, §6-205	Property	Misd.		3Y	VII	
<input type="button" value="Select"/>	CDS Possession - Cocaine, 1st offense (SENTENCE DATE on/after 10/1/17)	1-1110, 1-1111, 1-1112, 1-1113, 1-1114, 1-1115, 1-1117	CR, §5-601(c)(1)(i)	Drug	Misd.		1Y	VII	5000
<input type="button" value="Select"/>	CDS Possession - Cocaine, 2nd or 3rd offense (SENTENCE DATE on/after 10/1/17)		CR, §5-601(c)(1)(ii)	Drug	Misd.		18M	VII	5000
<input type="button" value="Select"/>	CDS Possession - Cocaine, 4th or subsequent offense (SENTENCE DATE on/after 10/1/17)		CR, §5-601(c)(1)(iii)	Drug	Misd.		2Y	VII	5000

Selecting the *Search* button presents the user with the full Guidelines Offense Table. The user can then choose to search by Offense Title, CJIS Code, Source, or Offense Type. Users may also simultaneously search all columns in the offense table by entering text or partial information in the Search field.

Search: assault, 1st degree

	Offense Offense	CJIS Code CJIS Code	Source Source	Type Type	Level	Min	Max	Serious. Categ.	Fine
Select	Assault, 1st degree	1-1420	CR, §3-202	Person	Felony		25Y	III	

Upon identifying the correct offense, click the *Select* button.

Search: assault, 1st degree

	Offense Offense	CJIS Code CJIS Code	Source Source	Type Type	Level	Min	Max	Serious. Categ.	Fine
Select	Assault, 1st degree	1-1420	CR, §3-202	Person	Felony		25Y	III	

In the event that a guidelines-eligible offense cannot be located in the Guidelines Offense Table, users should contact the MSCCSP Helpdesk at (301) 403-4165 for assistance. Please be prepared to provide the following offense-specific information: offense name, MD Code Article number, and CJIS Code (if available).

Once an offense is selected, MAGS will automatically populate offense-specific information, such as Seriousness Category, CJIS Code, Source, Statutory Maximum, and any applicable Statutory Minimum, in the *Offense/Offender Score* screen. Non-suspendable statutory minimum terms will be indicated by the initials “MM” in the “Min. Term” field. In addition, the guidelines range will be automatically adjusted to account for statutory maximums and/or non-suspendable mandatory minimums. Users should review the offense-specific information to ensure that the correct offense has been selected. An improper offense selection will result in an improper calculation of the guidelines range.

Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE

Save this page Delete this Offense Cancel

\*Event # 1 \*Count 1 \*Offense date 04 / 01 / 2024 \*Case # C 0 6 C R 2 4 0 0 1 4 7 8

\*Convicted Offense Title  
Assault, 1st degree Most Common Offenses Search


Attempt  Conspiracy  Solicitation ? Enhancement  
None

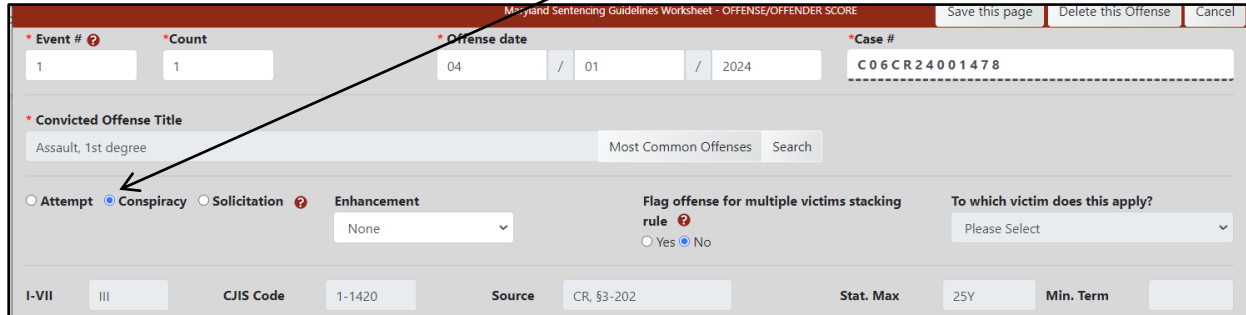
Flag offense for multiple victims stacking  
 Yes  No

To which victim does this apply?  
Please Select

I-VII III CJIS Code 1-1420 Source CR, §3-202 Stat. Max 25Y Min. Term

**Attempt, Conspiracy, Solicitation**

Users should indicate whether the offense involves an Attempt, Conspiracy, or Solicitation. For expanded explanations, please use the Information  icon.



The screenshot shows the 'Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE' interface. At the top, there are fields for Event # (1), Count (1), Offense date (04 / 01 / 2024), and Case # (C06CR24001478). Below this is the 'Convicted Offense Title' field with 'Assault, 1st degree' and a search button. The main section contains radio buttons for 'Attempt', 'Conspiracy', and 'Solicitation'. The 'Conspiracy' option is selected. To the right is an 'Enhancement' dropdown menu currently set to 'None'. Further right are checkboxes for 'Flag offense for multiple victims stacking' (Yes/No) and a dropdown for 'To which victim does this apply?'. At the bottom, there are fields for I-VII (I-VII), CJS Code (III), Source (CR, §3-202), Stat. Max (25Y), and Min. Term.

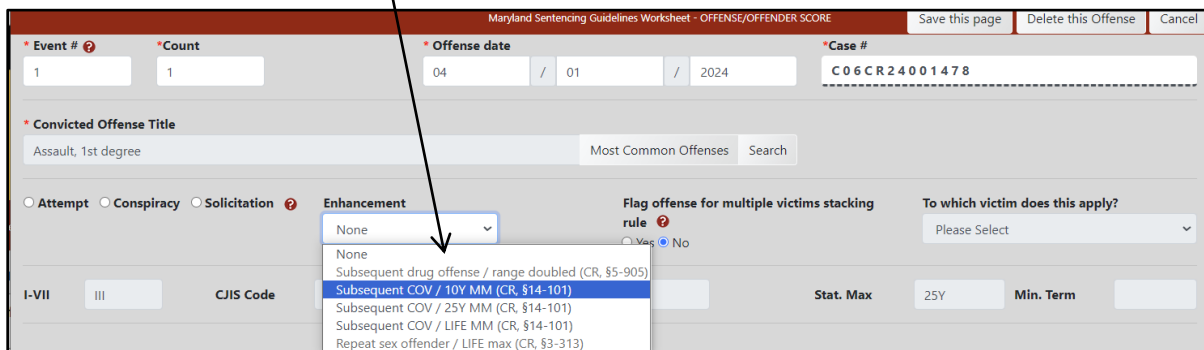
The following attempt, conspiracy, and solicitation offenses have a different maximum penalty and/or a different seriousness category from their underlying offense, and thus have their own unique entry in the Guidelines Offense Table:

<u>Offense</u>	<u>Seriousness Category</u>
Murder, 1 <sup>st</sup> degree, conspiracy	I
Murder, 1 <sup>st</sup> degree, solicitation	II
Murder, 1 <sup>st</sup> degree, attempted	II
Murder, 2 <sup>nd</sup> degree, attempted	III
Rape, 1 <sup>st</sup> degree, attempted	II
Rape, 2 <sup>nd</sup> degree, attempted	III
Sex Offense, 1 <sup>st</sup> degree, attempted (offense date <i>prior to 10/1/17</i> )	II
Sex Offense, 2 <sup>nd</sup> degree, attempted (offense date <i>prior to 10/1/17</i> )	III

For any of these offenses, users must select the appropriate attempt, conspiracy, or solicitation offense from the Guidelines Offense Table as opposed to selecting the underlying offense and the corresponding attempt, conspiracy, or solicitation radio button as noted above. The attempt, conspiracy, and solicitation radio buttons will be deactivated when the user has selected any one of these offenses.

**Enhancements**

Users can also identify cases where the guidelines range should be adjusted because the offense is a subsequent drug offense, a subsequent COV or the offender is a repeat sex offender by selecting the applicable enhancement from the drop down menu.



This screenshot is similar to the one above but shows the 'Enhancement' dropdown menu open. The menu lists several options: 'None', 'Subsequent drug offense / range doubled (CR, §5-905)', 'Subsequent COV / 10Y MM (CR, §14-101)', 'Subsequent COV / 25Y MM (CR, §14-101)', 'Subsequent COV / LIFE MM (CR, §14-101)', and 'Repeat sex offender / LIFE max (CR, §3-313)'. An arrow points to the 'Subsequent COV / 10Y MM (CR, §14-101)' option.

**Multiple Victims Stacking Rule**

When there is a criminal event with multiple victims and not more than one seriousness category I or II offense, the upper guidelines range for each offense with a unique victim are added to find the correct overall range. Select Yes in this field to apply the multiple victims stacking rule. Each offense with a unique victim must be flagged for proper calculation of the overall guidelines range.

The screenshot shows the 'Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE' interface. At the top, there are buttons for 'Save this page', 'Delete this Offense', and 'Cancel'. Below this, the 'Event #' is 1 and the 'Count' is 1. The 'Offense date' is 04 / 01 / 2024, and the 'Case #' is C 0 6 C R 2 4 0 0 1 4 7 8. The 'Convicted Offense Title' is 'Assault, 1st degree'. Under the 'Flag offense for multiple victims stacking rule' section, the 'Yes' radio button is selected. The 'To which victim does this apply?' dropdown menu is currently set to 'Please Select'.

When a user flags an offense for the multiple victims stacking rule, an alert message will ask the user to verify that the aforementioned conditions are met. The user should then select “OK” to continue.

Note: The multiple victims stacking rule can only be applied when there is a criminal event with multiple unique victims and not more than one seriousness category I or II offense. In order for the upper guidelines limits to “stack,” this flag must be applied to at least two offenses within a given criminal event, each with a unique victim. Note: Only one convicted offense per distinct victim may be used to calculate the overall guidelines range. When flagging an offense for the stacking rule, please indicate which unique victim is linked to the instant offense by selecting the appropriate victim number.

**OK**

After flagging an offense for the multiple victims stacking rule, users will be prompted to select a victim number in the corresponding drop-down under “To which victim does this apply?” This is to ensure that only one offense per distinct victim is flagged for the “stacking” rule.

This screenshot shows the same worksheet as above, but with the 'To which victim does this apply?' dropdown menu open. The menu lists 'Victim 1' through 'Victim 19', and 'Victim 1' is highlighted with a black box. The 'Flag offense for multiple victims stacking rule' remains set to 'Yes'.



**Offender Score (continued)**

Once the convicted offense information has been entered, users will be prompted to complete part A of the Offender Score for each individual offense, as the score may differ between offenses committed on different dates. The remaining Offender Score sections will pre-populate based on the selections that were made and saved on the prior Offender Score tab. Once part A has been scored, MAGS will automatically calculate the total Offender Score.

The screenshot shows a form titled "Offender Score" with four sections:
 

- A. Relationship to CJS When Instant Offense Occurred**: Radio buttons for "0 = None or Pending Cases" and "1 = Court or Other Criminal Justice Supervision".
- B. Juvenile Delinquency**: Radio buttons for "0 = 23 years or older or 0 findings of a delinquent act w/in 5 years of the date of the most recent instant offense", "1 = Under 23 years and: 1 or 2 findings of a delinquent act w/in 5 years of the date of the most recent instant offense", and "2 = Under 23 years and: 3 or more findings of a delinquent act w/in 5 years of the date of the most recent instant offense".
- C. Prior Adult Criminal Record**: Radio buttons for "0 = None", "1 = Minor", "3 = Moderate", and "5 = Major".
- Apply Decay Factor**: Radio buttons for "No" and "Yes".
- D. Prior Adult Parole/Probation Violation**: Radio buttons for "0 = No" and "1 = Yes".

 At the bottom, there is a field labeled "Offender Score:" with a small input box.

**Offense Score**

For offenses against a person, the user is required to enter components of the Offense Score. Users make a selection by clicking the appropriate response category. The Seriousness Category will automatically populate upon selection of the offense. Once all components of the Offense Score are entered, MAGS will automatically calculate the Offense Score.

The screenshot shows a form titled "Offense Score (Against a Person Only)" with four sections:
 

- A. Seriousness Category**: Two input fields, one containing "III" and the other containing "5".
- B. Victim Injury**: Radio buttons for "No Injury", "Injury, Non-Permanent", and "Permanent Injury or Death".
- C. Weapon Presence**: Radio buttons for "No Weapon", "Weapon Other than Firearm", and "Firearm or Explosive".
- D. Special Victim Vulnerability**: Radio buttons for "No" and "Yes".

 At the bottom, there is a field labeled "Offense Score:" with an input box containing the value "5".

**Guidelines Calculation**

Once the convicted offense information, total Offender Score, and Offense Score, if applicable, have been entered, select the *Calculate Guidelines Range* button. This will calculate the guidelines range for the individual offense as well as the overall guidelines range for the case.

A screenshot of a web form with two rows of input fields. The first row is labeled 'Guidelines Range for Offense' and contains three input boxes with '3M', 'To', and '4Y' respectively. The second row is labeled 'Overall Guidelines Range' and also contains three input boxes with '3M', 'To', and '4Y' respectively. To the right of these fields is a button labeled 'Calculate Guidelines Range'. An arrow points from the text above to this button.

Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.

**Adding Additional Offenses**

To add an additional offense, first select the *Close* button on the *Offense/Offender Score* screen.

A screenshot of the same web form as above, but with a dark red bar at the bottom. This bar contains three buttons: 'Save this page', 'Delete this Offense', and 'Close'. An arrow points from the text above to the 'Close' button.

This window will close and the user will be returned to the main *List of Offenses* screen. Select the *Add Offense* button to add any additional offenses and follow the same instructions as above.

A screenshot of the MAGS (Maryland Automated Guidelines System) main interface. At the top is a yellow banner with the MAGS logo and the text 'MARYLAND AUTOMATED GUIDELINES SYSTEM'. Below the banner, it says 'Logged in as mags\state.' with links for 'Log Off', 'Home', and 'Search'. A navigation bar contains buttons for 'Offender Information', 'Offender Score', 'List of Offenses' (which is highlighted in yellow), 'Victim Information', 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration', and 'Departure / Submit'. Below this is a red bar with the text 'Maryland Sentencing Guidelines Worksheet' and buttons for 'Save this page', 'Previous', and 'Next'. The main content area shows an 'Add Offense' button and a table with columns for 'Event #', 'Count', 'Offense Description', 'Guidelines', 'Case #', and 'Select'. The table contains two rows of offense data. At the bottom, it shows 'Overall Guidelines Range: 3M To 4Y'. An arrow points from the text above to the 'Add Offense' button.

Event #	Count	Offense Description	Guidelines	Case #	Select
1	1	Assault, 1st degree	3M to 4Y	C06CR24001478	
1	2	Felony theft or theft scheme, at least \$1,500 but less than \$25,000 (SENTENCE DATE on/after 10/1/17)	P to 3M	C06CR24001478	

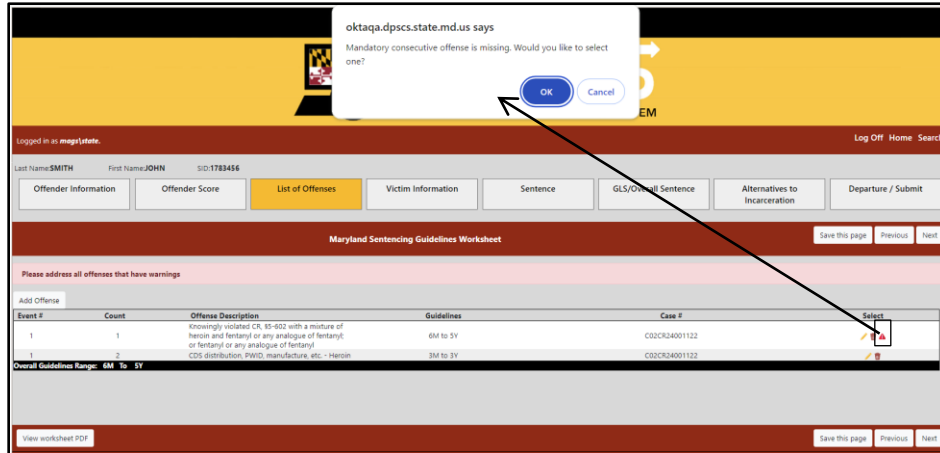
**Offenses Involving Mandatory Consecutive Sentences**

When there is a criminal event with multiple offenses, and the sentence for one of the offenses is statutorily required to run consecutive to the sentence for another offense in the same criminal event, the person completing the sentencing guidelines worksheet shall add the upper limit of the guidelines range for the offense whose sentence is required to run consecutive to another offense to the upper limit of the guidelines range for the eligible other offense to obtain the upper limit of the overall guidelines range.

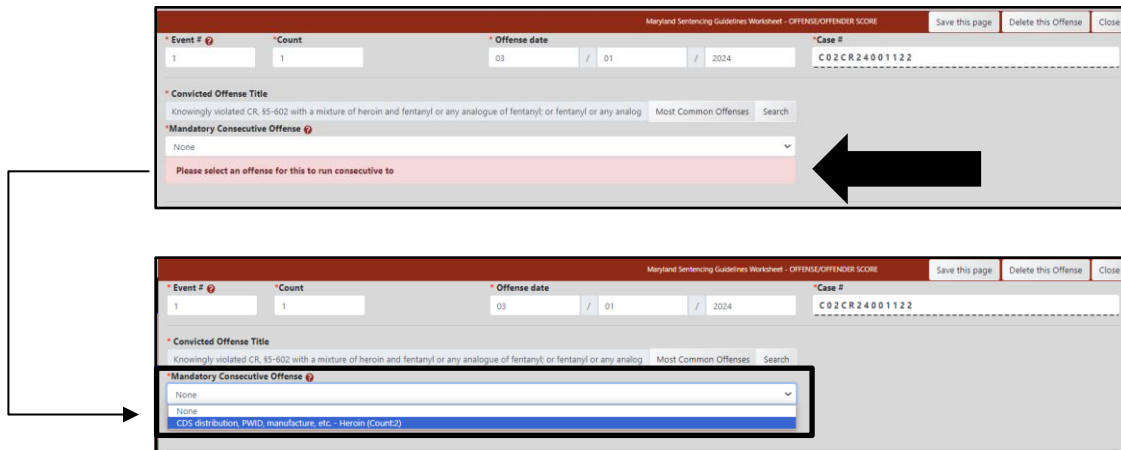
The sentencing event illustrated below involves two adjudications: (1) *Distribution of Heroin* and (2) *Knowingly violated CR, § 5-602 with fentanyl*. Pursuant to CR, §5-608.1(c), the sentence imposed for *Knowingly violating CR, § 5-602 with fentanyl* shall be consecutive to and not concurrent with any other sentence imposed under any other provision of law. Therefore, the upper limit of the guidelines range for *Knowingly violated CR, § 5-602 with*

*fentanyl* must be added to the upper limit of the guidelines range for the eligible other offense (in this case, the *Distribution of Heroin*) to obtain the upper limit of the overall guidelines range.

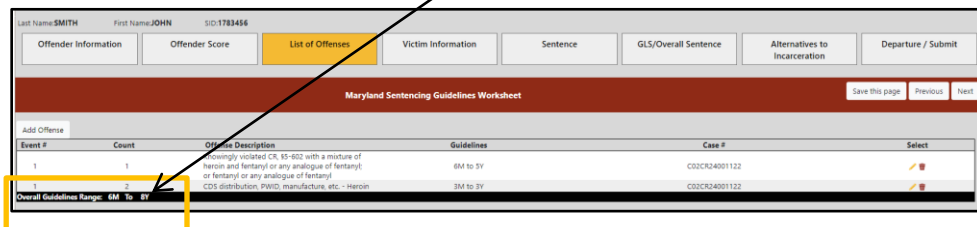
Upon adding an offense whose sentence is statutorily required to run consecutive to the sentence for another offense in the same criminal event and clicking the red alert icon, users will receive the following alert message indicating that the offense with a mandatory consecutive sentence needs to be linked to another eligible offense. Click “OK.”





Users will then be prompted to link the offense with the mandatory consecutive sentence to another offense within the same criminal event.



Once linked, the upper limits for the two offenses will be added together to reflect the mandatory consecutive sentence nature of the offense.



**Modifying Entered Offenses**

To edit or delete previously entered offenses, click on the Edit  or Delete  icon, respectively, that appears under the “Select” column for the offense of interest in the *List of Offenses* screen.

\*Please note that users must ensure that any *nolle prosequi* or merged offenses are deleted from the sentencing event for proper calculation of the overall guidelines range for the case.

If an entered offense is deleted, the overall guidelines range will be automatically re-calculated for the sentencing event. If an entered offense is modified, the user must select the *Calculate Guidelines Range* button within the *Offense/Offender Score* pop-up screen for the modified offense to re-calculate the overall guidelines range for the sentencing event.

**Differing Offender Scores as displayed on the PDF**

Once the total Offender Score(s) and individual and overall guidelines ranges have been calculated, when viewing a PDF of the worksheet, three total Offender Scores will be displayed, one corresponding to each offense on the worksheet. When part A of the Offender Score differs between offenses, a score of 0 points for part A of the Offender Score will be marked with a blue circle and the individual guidelines range associated with 0 points will be recorded in blue. A score of 1 point will be marked with a green circle and the individual guidelines range associated with 1 point will be recorded in green.

OFFENDER SCORE	GUIDELINES RANGE
<b>A. Relationship to CJS When Instant Offense Occurred</b> <input checked="" type="radio"/> 0 = None or pending cases <input type="radio"/> 1 = Court or other criminal justice supervision	<b>1st Con. Off.</b> 18Y _____ 25Y TO
<b>B. Juvenile Delinquency</b> <input checked="" type="radio"/> 0 = 23 years or older or 0 findings of a delinquent act w/in 5 years of the date of the most recent offense  1 = Under 23 years and 1 or 2 findings of a delinquent act w/in 5 years of the date of the most recent instant offense  2 = Under 23 years and 3 or more findings of a delinquent act w/in 5 years of the date of the most recent instant offense	<b>2nd Con. Off.</b> 2Y _____ 5Y TO  <b>3rd Con. Off.</b> _____ _____ TO
<b>C. Prior Adult Criminal Record</b> 0 = None <input checked="" type="radio"/> 3 = Moderate 1 = Minor      5 = Major	
<b>D. Prior Adult Parole/Prob Violation</b> 0 = No <input checked="" type="radio"/> 1 = Yes	
5   4   _____ <b>OFFENDER SCORE(S)</b>	<b>Overall Guidelines Range</b>


#### 4.4 Victim Information

This section collects information about the victim in the case. Victim information must be completed for every case. If there are multiple victims, the *Victim Information* screen should be completed using the information relating to the victim in the most serious offense. If the case does not involve a victim, select “No” from the drop down menu for the first item and the remaining items will automatically populate as “No.” While the majority of the victim information fields should be completed by the worksheet preparer, it may be necessary for the judge or judge’s designee to complete various victim information fields post-sentencing, for instance the *Victim Present*, *Written VIS*, and *Oral VIS* fields.

The screenshot displays the MAGS (Maryland Automated Guidelines System) interface. At the top, the logo features the Maryland state flag and the text 'MAGS MARYLAND AUTOMATED GUIDELINES SYSTEM'. Below the logo, it shows the user is logged in as 'mags\state'. A navigation bar includes 'Log Off', 'Home', and 'Search'. The main content area shows user details: Last Name: MCWILLIAMS, First Name: THOMAS, SID: 1123665. A series of tabs includes 'Offender Information', 'Offender Score', 'List of Offenses', 'Victim Information' (which is highlighted), 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration', and 'Departure / Submit'. Below the tabs is the 'Maryland Sentencing Guidelines Worksheet' header with 'Save this page', 'Previous', and 'Next' buttons. The 'Victim Information' section contains a list of items with dropdown menus:

Victim	Yes
Victim Participation	Yes
Victim Notification Form	Yes
Victim Notified Plea	Yes
Victim Notified Date	Yes
Victim Present	Yes
Written VIS	No
Oral VIS	Yes
No Contact Requested	Yes


At the bottom of the worksheet area, there are 'View worksheet PDF', 'Save this page', 'Previous', and 'Next' buttons.

Users may find descriptions of each Victim Information item by clicking on the Information  icon next to the item of interest.

**Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.**

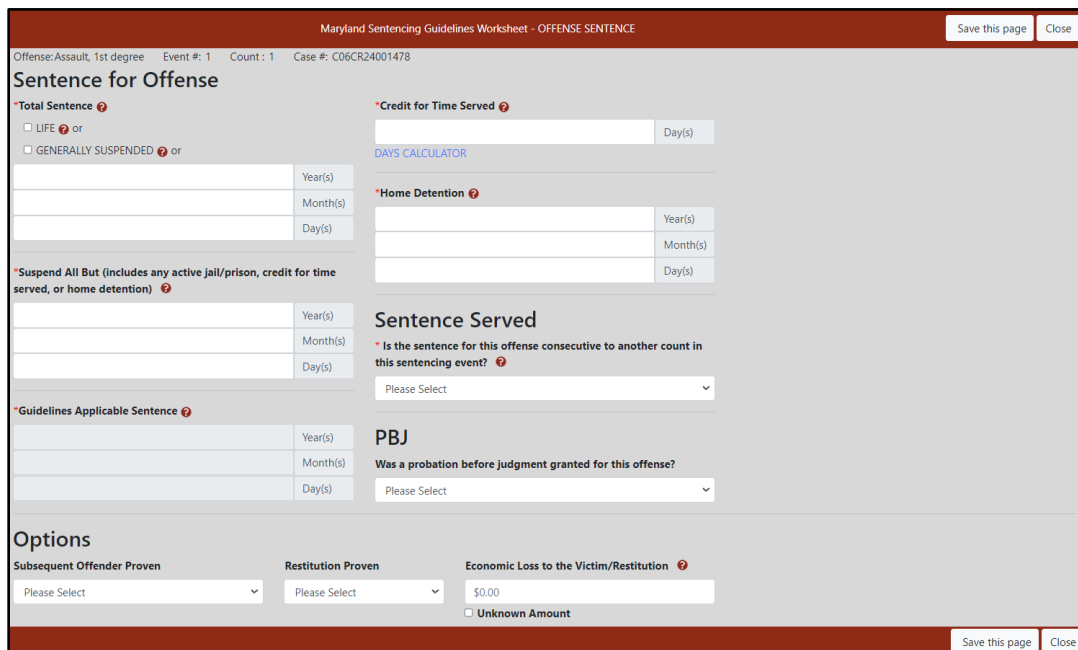
### 4.5 Sentence

This section collects the sentence information for each convicted offense in the case. At or following sentencing, the actual sentence and any changes to the guidelines worksheet should be entered by the court clerk, judge, or judge’s designee.

Sentence information can be added or edited by selecting the Edit  icon which corresponds to the offense of interest on the *Sentence* screen.



A new window will open that enables users to enter all pertinent sentence information. This information includes: total sentence imposed, the suspend all but amount (including any active jail/prison, credit for time served and/or amount of home detention), credit for time served and amount of home detention. Users are required to input values in each of these four fields. In addition, users will need to complete the *Offense Sentence* section for each adjudicated offense in the case. Failure to input sentence information for each adjudicated offense will result in an inaccurate assessment of guidelines compliance.



Please note that MAGS assumes 365 days in a year and accordingly 30.417 days in a month, and fields that are automatically calculated by the system reflect this assumption.

**Total Sentence**

Enter the total sentence imposed in years, months, and/or days, including the suspend all but amount, credit for time served and home detention time. To indicate that a life sentence has been imposed for an offense, click the checkbox next to “Life”. Selecting “Life” automatically populates the Total Sentence field with 100 years, since life sentences are assigned a numerical equivalent of 100 years for the purposes of guidelines compliance calculation. Note: “Life” will be automatically checked when “Murder, 1<sup>st</sup> degree” is the adjudicated offense.

If the sentence for an offense is **generally suspended**, the user should click the checkbox next to “Generally Suspended” and all of the sentence fields will populate with zero (0).

**Suspend All But**

Enter the suspend all but time in years, months, and/or days. The suspend all but time should include any active jail/prison, credit for time served or amount of home detention. For example, a sentence of *10 years all suspended, credit for 32 days* should be entered as follows:

In the Total Sentence field, the user should enter “10” for Year(s), while in the Suspend All But field, the user should enter “32” for Day(s).

In the Credit for Time Served field, the user should again enter “32” for Day(s) to specify that the suspend all but amount is credit for time served.

**Credit for Time Served**

Enter the amount of credited time in days. Users may click on the *Days Calculator* to open up a separate window that allows the user to determine the amount of credited time from a particular start date to a particular end date. Clicking the *Today* button will automatically populate the current date as the end date.

By selecting *Save*, the calculated number of days will be saved and populated into the Credit for Time Served field on the *Offense Sentence* screen.


**Home Detention**

Enter the amount of home detention in years, months, and/or days. Note: If a user enters a sentence that involves credit for time served and a period of home detention, the credit for time served will need to be subtracted from the home detention. For example, a sentence of *10 years suspend all but 1 year home detention with credit for 62 days*, should reflect “303 days” in home detention (i.e. 365 days home detention – 62 days credit for time served).



**Guidelines Applicable Sentence**

The Guidelines Applicable Sentence field will be automatically populated after the first four fields are entered. The Guidelines Applicable Sentence will equal the sum of the Credit for Time Served, Home Detention, and active Jail/Prison (i.e., the amount in the Suspend All But field). This is the portion of the sentence that will be assessed to determine if a sentence is compliant with the guidelines.

Users may find descriptions of each of these fields in MAGS by clicking on the Information  icon next to the field of interest.

**Subsequent Offender Proven**

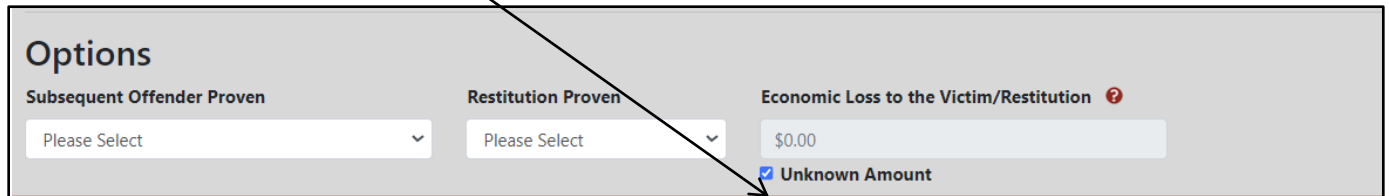
The Subsequent Offender Proven field may be used to indicate whether the subsequent offender status was proven. Users must select “Yes” from the drop down menu for this field if a sentence enhancement for a subsequent drug offense or a COV was selected in the previous *Offense/Offender Score* screen, and the subsequent offender status was proven.

**Restitution Proven**

Users may indicate whether restitution was ordered by selecting the appropriate response from the drop down menu in the Restitution Proven field.

**Economic Loss to the Victim/Restitution**

This field is required for all Criminal Law Article, Title 7 and Title 8 offenses, but may be provided for other offenses if known. The amount of economic loss equals the amount of restitution ordered by a Circuit Court judge or, if not ordered, the full amount of restitution that could have been ordered. If the economic loss to the victim or the restitution amount is unknown, check the box for “Unknown Amount” in this field.



**Sentence Served**

For each offense, users must indicate whether the sentence is to be served consecutively to another count in the sentencing event. If the sentence is consecutive to another count in the sentencing event OR the sentence for another count in the sentencing event is to be served consecutively to the sentence for the offense, this field should be marked “Yes”. Sentences marked “Yes” will be summed to obtain the total sentence length for the case. When “Yes” is selected, a message will appear alerting the user that the sentences for both counts must be marked as consecutive in order for the consecutive nature of the sentences to be reflected in the *GLS/Overall Sentence* section. The user should then select “OK” to continue.

If the case has only one offense, mark this item “No”.

Maryland Sentencing Guidelines Worksheet - OFFENSE SENTENCE

Offense: Assault, 1st degree    Event #: 1    Count: 1    Case #: C06CR24001478

**Sentence for Offense**

\*Total Sentence ?

LIFE ? or

GENERALLY SUSPENDED ? of

10    Year(s)

Month(s)

Day(s)

\*Credit for Time Served ?

32    Day(s)

DAYS CALCULATOR

\*Home Detention ?

0    Year(s)

Month(s)

Day(s)

\*Suspend All But (includes any active jail/prison, credit for time served, or home detention) ?

Year(s)

Month(s)

Day(s)

32    Day(s)

**Sentence Served**

\*Is the sentence for this offense consecutive to another count in this sentencing event? ?

Yes

\*Guidelines Applicable Sentence ?

0    Year(s)

0    Month(s)

32    Day(s)

**PBJ**

Was a probation before judgment granted for this offense?

No

**Options**

Subsequent Offender Proven    Restitution Proven    Economic Loss to the Victim/Restitution ?

Please Select    Please Select    \$0.00

Unknown Amount

Save this page    Close

Note: When users enter sentence information for an offense that is statutorily mandated to run consecutively to another offense, this field will automatically default to “Yes” for both the offense with the mandated consecutive sentence, and the other eligible offense to which it is linked.

**PBJ**

The *PBJ* field allows users to indicate if a probation before judgment was granted for the offense by selecting the appropriate response from the drop down menu.

**Sentence Entered Column**

Once the sentence information has been completed and saved, a check mark will be displayed under the “Entered” column for each offense with completed sentence information.

MAGS MARYLAND AUTOMATED GUIDELINES SYSTEM

Logged in as *mags\state*.    Log Off    Home    Search

Last Name: **MCWILLIAMS**    First Name: **THOMAS**    SID: **1123665**

Offender Information    Offender Score    List of Offenses    Victim Information    **Sentence**    GLS/Overall Sentence    Alternatives to Incarceration    Departure / Submit

Maryland Sentencing Guidelines Worksheet    Save this page    Previous    Next

Event #	Count	Offense Description	Case #	Guidelines	Sentence	Entered
1	1	Assault, 1st degree	C06CR24001478	3M to 4Y		<input checked="" type="checkbox"/>
1	2	Felony theft or theft scheme, at least \$1,500 but less than \$25,000 (SENTENCE DATE on/after 10/1/17)	C06CR24001478	P to 3M		<input checked="" type="checkbox"/>

Overall Guidelines Range: 3M To 4Y

To delete individual sentence information for a particular offense, users may click the “delete” icon that corresponds to the appropriate offense.

The screenshot shows the MAGS interface with the 'Sentence' tab selected. Below the navigation tabs is the 'Maryland Sentencing Guidelines Worksheet' section. It contains a table with the following data:

Event #	Count	Offense Description	Case #	Guidelines	Sentence	Entered
1	1	Assault, 1st degree	C06CR24001478	3M to 4Y	3M to 4Y	<input checked="" type="checkbox"/>
1	2	Felony theft or theft scheme, at least \$1,500 but less than \$25,000 (SENTENCE DATE on/after 10/1/17)	C06CR24001478	P to 3M	P to 3M	<input type="checkbox"/>

Overall Guidelines Range: 3M To 4Y

Once deleted, users will see an alert message confirming that sentence information has been successfully deleted.

The screenshot shows the same MAGS interface, but with a message above the table: "Sentence information successfully deleted." The table data is identical to the previous screenshot:


Event #	Count	Offense Description	Case #	Guidelines	Sentence	Entered
1	1	Assault, 1st degree	C06CR24001478	3M to 4Y	3M to 4Y	<input checked="" type="checkbox"/>
1	2	Felony theft or theft scheme, at least \$1,500 but less than \$25,000 (SENTENCE DATE on/after 10/1/17)	C06CR24001478	P to 3M	P to 3M	<input type="checkbox"/>

Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.

## 4.6 Guidelines/Overall Sentence

The *Guidelines/Overall Sentence* section collects the remaining sentence-specific information. This screen will display the overall sentence, overall guidelines applicable sentence, and overall guidelines range across all convicted offenses. The overall sentence, overall guidelines applicable sentence, and overall guidelines range are automatically populated by MAGS after the user has entered the necessary information in the previous sections.


The user is responsible for completing the information in the columns on the right-hand side of the *GLS/Overall Sentence* screen. This information pertains to the overall case.

- **Date of Sentencing** – Enter the date of sentencing in MM/DD/YYYY format.
- **Disposition Type** – Select the numeric code that corresponds to the nature and circumstances of the conviction and sentencing. Detailed descriptions of the possible disposition types may be accessed by clicking on the Information  icon next to this field.
- **Is this sentencing event the original sentencing event or a modification to a crime of violence sentence?** If the sentencing event involved a crime of violence (as defined in CR, §14-101), select if the event was an “Original Sentencing Event” or a “Modification to Crime of Violence Sentence”.
- **Modification to Crime of Violence Sentences** – If the sentencing event is a modification to a crime of violence, select one of the following modifications from the drop-down menu:
  - Pursuant to Maryland Rule 4-345
  - HG, § 8-507 order
  - Three-Judge Panel Review
- **Probation** – Enter any probation time that the offender received in years, months, and/or days. If no term of probation was given, then the user should enter “0” in the Year(s) field.
- **50% of Sentence Announced** – Indicate whether there was an announcement regarding the mandatory serving of 50% of the sentence for a *violent offense* before becoming eligible for parole and/or conditional release under mandatory supervision.
- **Victim Court Costs Imposed** – Indicate whether victim-related court costs were imposed pursuant to Courts and Judicial Proceedings Article, §7-409, Annotated Code of Maryland and Maryland Rule 4-353. Since victim-related court costs are expected to be imposed for all crime types, this field should be completed regardless of whether the case involved a direct victim.

- **No Contact Ordered** – Indicate whether the judge ordered the defendant to have no contact with the victim.
- **Parole Notification** – Indicate whether the judge made a written request for notification of a parole release hearing.

The sentencing judge, judge’s designee, or court clerk may record any recommendations or additional information in the comments box located at the bottom of the *GLS/Overall Sentence* screen.

#### 4.7 Alternatives to Incarceration

The *Alternatives to Incarceration* section collects additional sentence information, specifically the use of corrections options programs and other alternatives to incarceration, including community service and/or criminal fines imposed. Users must indicate whether the offender was sentenced to a corrections options program or some other alternative to incarceration by selecting “Yes” or “No” from the corresponding drop down menu. If the offender was not ordered to participate in any such program, select “No” from the drop down menu, and the program selections will be disabled. If the offender was ordered to participate in a corrections options program and/or some other alternative to incarceration, select “Yes” from the drop down and then continue to select all of the programs that apply. For detailed explanations of these fields, users may utilize the information  icons.

If the offender was sentenced to community service or ordered to pay a fine, the number of community service hours and the dollar amount of the fine should be entered.

The screenshot displays the 'Alternatives to Incarceration' section of the Maryland Sentencing Guidelines Worksheet. At the top, navigation tabs include 'Offender Information', 'Offender Score', 'List of Offenses', 'Victim Information', 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration' (highlighted), and 'Departure / Submit'. The main header reads 'Maryland Sentencing Guidelines Worksheet' with 'Save this page', 'Previous', and 'Next' buttons. The primary question is 'Was the offender sentenced to a Corrections Options program under Commission criteria?' with a dropdown menu set to 'No'. Below this, a yellow box contains 'Select all that apply:' with checkboxes for 'Drug Court (includes pre-sentence participation in drug court)', 'Other problem-solving court (includes pre-sentence participation in a problem-solving court)', 'Home Detention (includes recommendation that is pending approval or imposed as a condition of probation)', 'HG, § 8-507 order', 'Inpatient substance abuse treatment', 'Inpatient mental health treatment', 'Work Release (includes recommendation that is pending approval)', and 'Weekend (or other discontinuous) incarceration'. A second yellow box asks 'Was the offender sentenced to some other alternative to incarceration?' with a dropdown set to 'Yes'. Its 'Select all that apply:' section has checkboxes for 'Outpatient substance abuse treatment', 'Outpatient mental health treatment' (checked), and 'Other (explain):'. At the bottom, 'Community Service' is set to 45 hours and 'Fine Amount' is \$ 0.00. A 'View worksheet PDF' button is at the bottom left, and 'Save this page', 'Previous', and 'Next' buttons are at the bottom right.

#### 4.8. Departure

MAGS will automatically indicate whether the overall sentence is a departure from the overall guidelines range. If the overall sentence is a departure from the overall guidelines range, the court clerk, judge, or judge’s designee should document the reason(s) for the departure using the drop down menu(s) next to “Departure Code.” Up to three departure reasons may be provided. When the judge’s reason for sentencing outside of the guidelines range is not listed in the drop down menu, the court clerk, judge, or judge’s designee should select reason (9) for a downward departure or reason (18) for an upward departure. Upon making one of the “Other circumstances” selections, the court clerk, judge, or judge’s designee should comment on the circumstances which led to the departure in the box provided in the right-hand section of the *Departure/Submit* screen.

The screenshot shows the 'Maryland Sentencing Guidelines Worksheet' interface. At the top, there are navigation tabs: 'Offender Information', 'Offender Score', 'List of Offenses', 'Victim Information', 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration', and 'Departure / Submit'. The 'DEPARTURE' section has a 'Yes' radio button selected. Below this, there are three 'Departure Code' dropdown menus. The first is set to '1 - Plea agreement reached for reduced sentence', the second to '9 - Other circumstances (explain)', and the third to 'Please Select'. A text box for 'If Departure Code 9 or 18 (Please Explain)' contains the text 'Age of defendant.'

MAGS will automatically mark “No” for Departure for cases adjudicated by an MSCCSP binding plea agreement. An MSCCSP binding plea is a plea agreement presented to the court in agreement by an attorney for the government and the defendant’s attorney, or the defendant when proceeding pro se, that a court has approved relating to a particular sentence and disposition. An MSCCSP binding plea agreement means an agreement to a specific amount of active time (if any), not merely a sentence cap or range. The court has the discretion to accept or reject the plea. The agreement is binding on the court under Maryland Rule 4-243(c) if the court accepts the plea. By MSCCSP rule, sentences in cases adjudicated by an MSCCSP binding plea are considered guidelines-compliant. In this instance, MAGS will indicate where there has been no guidelines departure due to adjudication by an MSCCSP binding plea by displaying “(MSCCSP Binding Plea)” in pink below “No” for Departure.

The screenshot shows the 'Maryland Sentencing Guidelines Worksheet' interface. At the top, there are navigation tabs: 'Offender Information', 'Offender Score', 'List of Offenses', 'Victim Information', 'Sentence', 'GLS/Overall Sentence', 'Alternatives to Incarceration', and 'Departure / Submit'. The 'DEPARTURE' section has a 'No' radio button selected. Below this, the text '(MSCCSP Binding Plea)' is displayed in pink.

In addition, consistent with the rule concerning compliance and credited time, MAGS will automatically mark “No” for Departure for cases where the offender was sentenced to credit for time served with no additional post-sentence incarceration time and the amount of credited time exceeds the overall guidelines range.

Lastly, pursuant to guidelines rule, sentences will be flagged as guidelines-compliant if they include a sentence to a *corrections options* program and if the defendant’s initial sentence plus any suspended sentence falls within or above the overall guidelines range, and the defendant’s current sentencing event and any pending charges do not include a crime of violence under Criminal Law Article (CR), § 14-101, sexual child abuse under CR, § 3-602, escape, or a law of the United States or of any other state or the District of Columbia similar to the aforementioned offenses. In this instance, MAGS will indicate when there is no guidelines departure by displaying “(Corrections Options)” in pink below “No” for Departure.

Last Name:MCWILLIAMS First Name:THOMAS SID:1123665


Offender Information Offender Score List of Offenses Victim Information Sentences GLS/Overall Sentence Alternatives to Incarceration Departure / Submit

Maryland Sentencing Guidelines Worksheet Save this page Previous

DEPARTURE  Yes  No  
(Corrections Options)

**Users must click the *Save this page* button prior to navigating to another area of the guidelines worksheet.**

### 4.9 View/Print/Save Sentencing Guidelines Worksheet

A PDF version of the guidelines worksheet can be viewed, printed, or saved to the user’s hard drive prior to submission by clicking on either the *View worksheet PDF* button located at the bottom of each screen in MAGS or the download  icon on the MAGS Home screen. Please note that users should click the *Save this page* button prior to viewing the PDF to ensure that all of the entered information is reflected in the PDF.

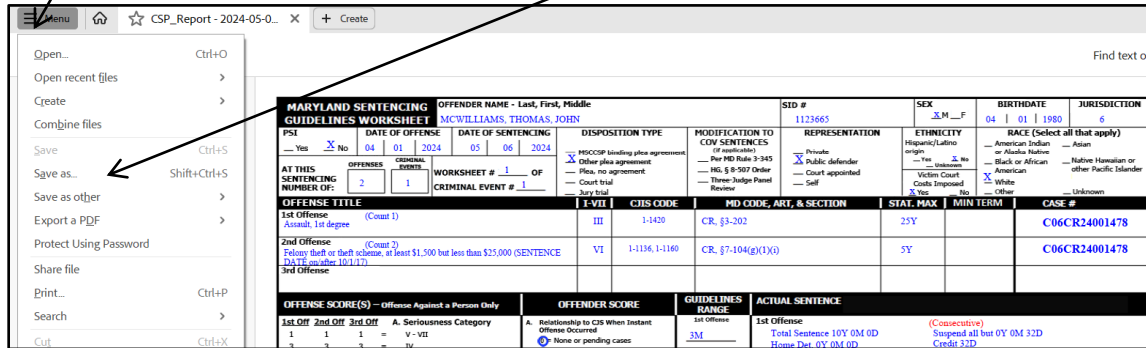
MARYLAND SENTENCING GUIDELINES WORKSHEET		OFFENDER NAME - Last, First, Middle MCWILLIAMS, THOMAS, JOHN				SID # 1123665	SEX <input checked="" type="checkbox"/> M <input type="checkbox"/> F	BIRTHDATE 04   01   1980	JURISDICTION 6
PSI <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	DATE OF OFFENSE 04   01   2024	DATE OF SENTENCING 05   06   2024	DISPOSITION TYPE <input checked="" type="checkbox"/> MSCSP binding plea agreement <input checked="" type="checkbox"/> Other plea agreement <input type="checkbox"/> Plea, no agreement <input type="checkbox"/> Court trial <input type="checkbox"/> Jury trial	MODIFICATION TO COV SENTENCES (if applicable) <input type="checkbox"/> Per MD Rule 3-345 <input type="checkbox"/> HG, § 8-507 Order <input type="checkbox"/> Three-Judge Panel Review	REPRESENTATION <input checked="" type="checkbox"/> Private <input type="checkbox"/> Public defender <input type="checkbox"/> Court appointed <input type="checkbox"/> Self	ETHNICITY Hispanic/Latino origin <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Unknown Victim Court Costs Imposed <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	RACE (Select all that apply) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Black or African American <input checked="" type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Native Hawaiian or other Pacific Islander <input type="checkbox"/> Unknown		
AT THIS SENTENCING NUMBER OF: OFFENSES: 2 CRIMINAL EVENTS: 1	WORKSHEET # 1 OF	CRIMINAL EVENT # 1							
OFFENSE TITLE	T-VII	CJIS CODE	MD CODE, ART, & SECTION	STAT. MAX	MIN TERM	CASE #			
1st Offense (Count 1) Assault, 1st degree	III	1-1420	CR, §3-202	25Y		C06CR24001478			
2nd Offense (Count 2) Felony theft or theft scheme, at least \$1,500 but less than \$25,000 (SENTENCE DATE: m/d/yr 10/1/17)	VI	1-1136, 1-1160	CR, §7-104(g)(1)(i)	5Y		C06CR24001478			
3rd Offense									
OFFENSE SCORE(S) – Offense Against a Person Only		OFFENDER SCORE	GUIDELINES RANGE	ACTUAL SENTENCE					
<b>A. Seriousness Category</b> 1st Off 2nd Off 3rd Off = V - VII 1 1 1 = V - VII 3 3 3 = IV 5 5 5 = III 8 8 8 = II 10 10 10 = I <b>B. Victim Injury</b> 1st Off 2nd Off 3rd Off = No injury 1 1 1 = Injury, non-permanent 2 2 2 = Permanent injury or death <b>C. Weapon Presence</b> 1st Off 2nd Off 3rd Off = No weapon 1 1 1 = Weapon other than firearm 2 2 2 = Firearm or explosive <b>D. Special Victim Vulnerability</b> 1st Off 2nd Off 3rd Off = No 1 1 1 = Yes		<b>A. Relationship to CJIS When Instant Offense Occurred</b> <input checked="" type="radio"/> None or pending cases 1 = Court or other criminal justice supervision <b>B. Juvenile Delinquency</b> <input checked="" type="radio"/> 23 years or older or 0 findings of a delinquent act w/in 5 years of the date of the most recent offense 1 = Under 23 years and: 1 or 2 findings of a delinquent act w/in 5 years of the date of the most recent instant offense 2 = Under 23 years and: 3 or more findings of a delinquent act w/in 5 years of the date of the most recent instant offense <b>C. Prior Adult Criminal Record</b> <input checked="" type="radio"/> None 3 = Moderate 1 = Minor 5 = Major <b>D. Prior Adult Parole/Prob Violation</b> <input checked="" type="radio"/> No 1 = Yes	1st Offense 3M TO 4Y TO 2nd Offense P TO 3M TO 3rd Offense TO	1st Offense (Consecutive) Total Sentence 10Y 0M 0D Home Det. 0Y 0M 0D Suspend all but 0Y 0M 32D Credit 32D For theft, fraud, and related crimes, please indicate: <input type="checkbox"/> Economic Loss \$ _____; <input type="checkbox"/> Unknown Amount _____; <input checked="" type="checkbox"/> Subsequent Offender Proven Yes <input type="checkbox"/> No 2nd Offense (Consecutive) Total Sentence 2Y 0M 0D Home Det. 0Y 0M 0D Suspend all but 0Y 0M 0D Credit 0D For theft, fraud, and related crimes, please indicate: <input checked="" type="checkbox"/> Economic Loss \$ 2012.68; <input type="checkbox"/> Unknown Amount _____; <input type="checkbox"/> Subsequent Offender Proven Yes <input checked="" type="checkbox"/> No 3rd Offense For theft, fraud, and related crimes, please indicate: <input type="checkbox"/> Economic Loss \$ _____; <input type="checkbox"/> Unknown Amount _____; <input type="checkbox"/> Subsequent Offender Proven Yes <input type="checkbox"/> No Additional Sentence Information Probation 5Y Community Service 40 Hours Fine \$ _____ Was the offender sentenced to a Corrections Option under Commission criteria? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, select all that apply: <input type="checkbox"/> Drug court <input type="checkbox"/> HG, § 8-507 order <input type="checkbox"/> Home detention <input type="checkbox"/> Suspended sentence per CR, § 5-601(a) <input type="checkbox"/> Inpatient substance abuse treatment <input type="checkbox"/> Work release <input type="checkbox"/> Inpatient mental health treatment <input type="checkbox"/> Weekend (or other discontinuous) incarceration <input type="checkbox"/> Other problem solving court (specify): _____ Was the offender sentenced to some other alternative to incarceration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, select all that apply: <input type="checkbox"/> Outpatient substance abuse treatment <input checked="" type="checkbox"/> Outpatient mental health treatment <input type="checkbox"/> Other (explain): _____					
OFFENSE SCORE(S) 5		OFFENDER SCORE(S) 0	Overall Guidelines Range Multiple Counts Only 3M TO 4Y TO	Additional Information or Institutional/Parole Recommendation KEN PHELPS Worksheet Completed By State's Attorney's Office Title Sentencing Judge (Please Print) Sentencing Judge's Signature					
<b>VICTIM INFORMATION</b> Victim <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim participation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notification form <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notified plea <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notified date <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim present <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Written VIS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Oral VIS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No No contact requested <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No No contact ordered <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>REASONS FOR GUIDELINES DEPARTURE</b> 1 9 Departure Code 9 or 18 (Please Explain): Defendant already serving a lengthy sentence in another case. DEPARTURE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Parole Notification <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 50% of Sentence Announced for COVs <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Court clerks should attach completed copies to the commitment or probation order and also distribute copies to the following: sentencing judge, court file, prosecution, and defense					

The court clerk, judge, or judge’s designee must print or save a PDF version of the completed guidelines worksheet prior to submission. This hard copy or PDF file should be uploaded to MDEC and/or provided to the Court Clerk for distribution.



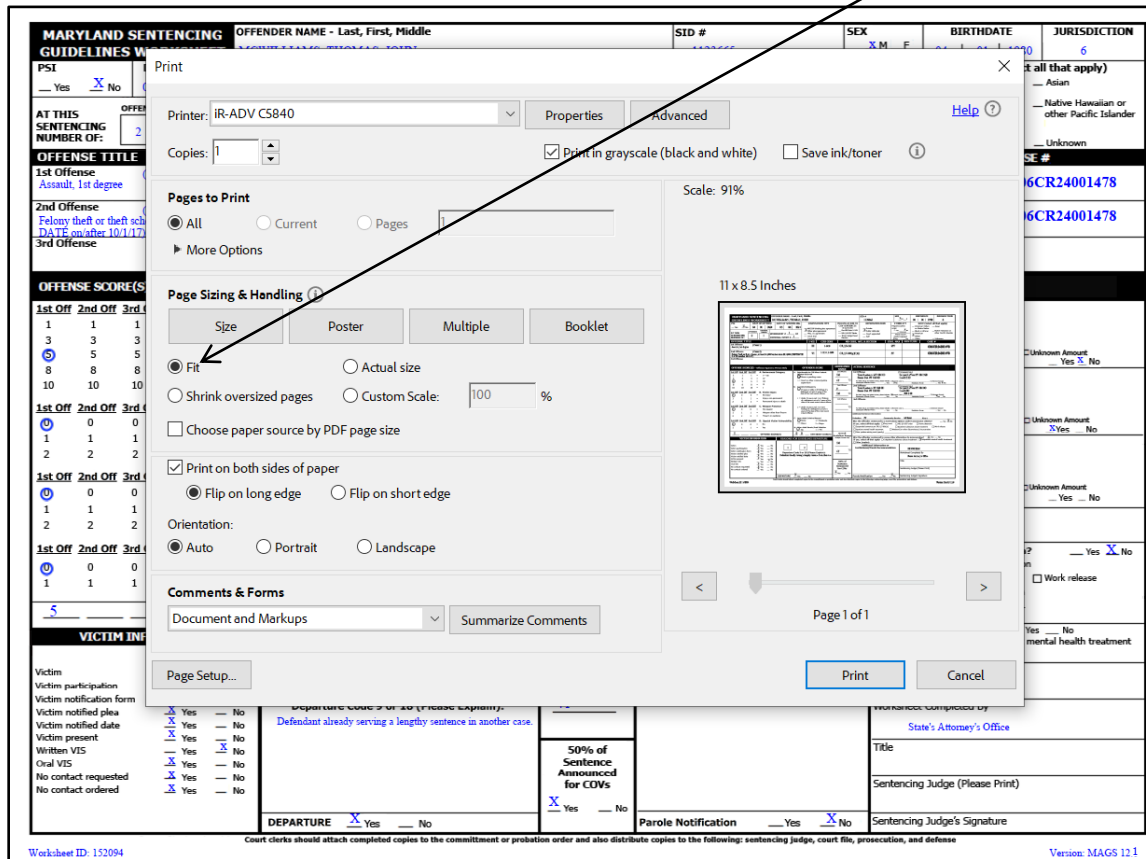
### Saving the Worksheet

Once a PDF version of the guidelines worksheet has been opened from MAGS, users may save the PDF by clicking on *File* or *Menu* at the top left corner of the screen and selecting *Save As* from the menu.



### Printing the Worksheet

When printing a hard copy of the guidelines worksheet from the PDF file, it may be necessary to select *Fit* or *Fit to screen* from the printer properties to ensure that the entire guidelines worksheet will be displayed properly on an 11 by 8.5 inch sheet of paper. It may also be necessary to print the guidelines worksheet in color if the text appears too light when the worksheet is printed in black and white.

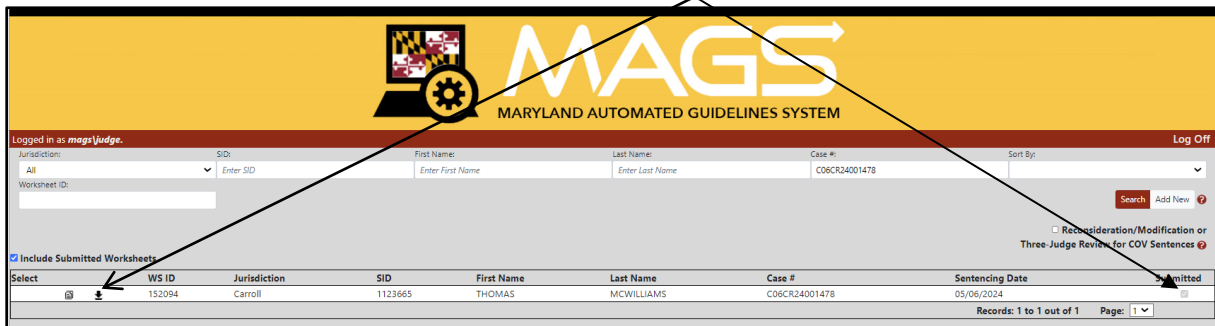


#### 4.10 Submission of Completed Sentencing Guidelines Worksheet

After the guidelines worksheet has been completed, the designated submitter will be asked on the *Departure/Submit* screen to check the box indicating that they agree to electronically submit the completed worksheet to the MSCCSP. This is intended to prevent a guidelines worksheet from being prematurely or accidentally submitted. Once this box has been checked, the worksheet may be electronically submitted by clicking the *Submit* button. All required fields marked with a red asterisk (\*) must be completed prior to submission. If the user attempts to submit a worksheet without completing all required fields, an error message will be displayed describing which screen is missing a required field. To correct the error, simply fill in the missing field(s) with valid values and click the *Save this page* button before returning to the *Departure/Submit* screen. In addition, users should always click the *Save this page* button prior to submitting the worksheet to ensure that all of the entered information has been properly stored to the MAGS system. Please note that the submit option will only be available to users with permission to submit a case (see Section 2.4 for details on user access and permissions).



Once the user has clicked *Submit*, the completed case information will be saved to the Maryland Sentencing Guidelines Database and only the court clerk, judge, or judge’s designee will be able to view the submitted guidelines worksheet. The submitted case will still be listed on the MAGS *Home* screen, but users will not have the option to edit, or delete the case. An open (i.e., not yet submitted) case can be distinguished from a submitted case on the *Home* screen as the user will see the box checked under the “Submitted” column. Once a worksheet has been submitted, court clerks, judges, and judges’ designees will see a download icon under the “Select” column, while all other users will see the word “Submitted” instead of the Edit, Delete, and PDF icons.



### 4.11 Distribution of Completed Sentencing Guidelines Worksheet

Prior to closing the browser session for a specific case, it is suggested that the court clerk or judge’s designee print a copy of the completed worksheet, ask the judge to sign the completed worksheet, and then either upload the signed copy of the worksheet to MDEC or provide the signed copy of the worksheet to the Clerk’s Office for distribution. This process may vary slightly in each jurisdiction. The Clerk’s Office should then ensure that copies of the guidelines worksheet are sent to the Court file, the State’s Attorney, and the defense attorney and attached to the commitment order if the defendant receives any period of incarceration or to the probation order if the defendant is put on probation immediately (in the case of a split sentence, a copy of the worksheet should be sent to the appropriate Parole and Probation office). The Clerk’s Office may choose to scan the signed copy of the worksheet and deliver it electronically to the respective agencies. Additionally, the completed worksheet may be accessible via MDEC. For easy reference, these distribution instructions are copied at the bottom of the PDF guidelines worksheet.

<b>VICTIM INFORMATION</b> Victim <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim participation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notification form <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notified plea <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim notified date <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Victim present <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Written VIS <input type="checkbox"/> Yes <input type="checkbox"/> No Oral VIS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No No contact requested <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No No contact ordered <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<b>REASONS FOR GUIDELINES DEPARTURE</b> 1 9 Departure Code 9 or 18 (Please Explain): Defendant already serving a lengthy sentence in another case. DEPARTURE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Multiple Counts Only 3M TO 4Y 50% of Sentence Announced for COVs <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Was the offender sentenced to some other alternative to incarceration? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, select all that apply: <input type="checkbox"/> Outpatient substance abuse treatment <input checked="" type="checkbox"/> Outpatient mental health treatment Other (explain): Additional Information or Institutional/Parole Recommendation KEN PHELPS Worksheet Completed By State's Attorney's Office Title Sentencing Judge (Please Print) Sentencing Judge's Signature
Worksheet ID: 152094		Court clerks should attach completed copies to the commitment or probation order and also distribute copies to the following: sentencing judge, court file, prosecution, and defense		Version: MAGS 12.1	

It is not necessary to send a copy of the guidelines worksheet to the MSCCSP, as the electronic submission process saves the completed case information to the Maryland Sentencing Guidelines Database.

### 4.12 Making Changes to a Sentencing Guidelines Worksheet After Submission

On occasion, it may be realized that an error has been made in a submitted guidelines worksheet. In such an instance, the court clerk, judge, or judge’s designee should send an e-mail to the MSCCSP Helpdesk at [msccsp@umd.edu](mailto:msccsp@umd.edu). The e-mail should include the following information: case number, offender name, a brief explanation of the specific error, and the requested modification. The MSCCSP will make the requested change in the MAGS application and then send back a revised PDF of the sentencing guidelines worksheet. The court clerk or judge’s designee should take the proper steps to ensure that the revised worksheet is distributed to all appropriate parties.

### 4.13 Viewing a Copy of a Submitted Sentencing Guidelines Worksheet

Access to view guidelines worksheets after they have been submitted is limited to the court clerk, judge, or judge’s designee. Once a worksheet has been officially submitted, a **SUBMITTED** stamp along with the date of submission appears in the lower right hand corner of the worksheet PDF.

Sentencing Judge (Please Print)	
Parole Notification <input type="checkbox"/> Yes <input type="checkbox"/> No	Sentencing Judge's Signature [SUBMITTED on 03/06/2025]
ute copies to the following: sentencing judge, court file, prosecution, and defense	
Version: MAGS 12.1	