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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).

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 practitioners 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. 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 Internet Explorer, 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.mscsp.org. The Guidelines Calculator Tool does not require a User Id or password and does not save any of the entered information to the MAGS system.

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\(^1\) 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.

---

\(^1\) 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.

<table>
<thead>
<tr>
<th>Stand-Alone GL Calculator Tool</th>
<th>Maryland Automated Guidelines System (MAGS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Create Case</td>
</tr>
<tr>
<td>MSCCSP Staff</td>
<td>Yes</td>
</tr>
<tr>
<td>Judges (Active and Retired)</td>
<td>Yes</td>
</tr>
<tr>
<td>Judges’ Law Clerks</td>
<td>Yes</td>
</tr>
<tr>
<td>Judges’ Administrative Assistants/Secretaries</td>
<td>Yes</td>
</tr>
<tr>
<td>Court Clerks</td>
<td>Yes</td>
</tr>
<tr>
<td>State’s Attorneys</td>
<td>Yes</td>
</tr>
<tr>
<td>Office of the Attorney General</td>
<td>Yes</td>
</tr>
<tr>
<td>Office of the Maryland State Prosecutor</td>
<td>Yes</td>
</tr>
<tr>
<td>Parole and Probation agents</td>
<td>Yes</td>
</tr>
<tr>
<td>Public Defenders</td>
<td>Yes</td>
</tr>
<tr>
<td>Private Attorneys</td>
<td>Yes</td>
</tr>
<tr>
<td>Technical Services Staff</td>
<td>Yes</td>
</tr>
</tbody>
</table>

* 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.
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.

Most user logins will be authenticated through the active directories 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:

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Circuit Court Judges</th>
<th>Law Clerks</th>
<th>Court Clerks</th>
<th>Judges’ Administrative Assistants</th>
<th>State’s Attorneys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Allegany</td>
<td>courts\</td>
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<td>courts\</td>
<td>courts\</td>
<td>01sao\</td>
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<tr>
<td>Anne Arundel</td>
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<td>02sao\</td>
</tr>
<tr>
<td>Baltimore Co.</td>
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<td>courts\</td>
<td>03sao\</td>
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<td>courts\</td>
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<tr>
<td>Caroline</td>
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<td>courts\</td>
<td>courts\</td>
<td>05sao\</td>
</tr>
<tr>
<td>Carroll</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>06sao\</td>
</tr>
<tr>
<td>Cecil</td>
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<td>courts\</td>
<td>courts\</td>
<td>07sao\</td>
</tr>
<tr>
<td>Charles</td>
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<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
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<tr>
<td>Dorchester</td>
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<td>09sao\</td>
</tr>
<tr>
<td>Frederick</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
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<tr>
<td>Garrett</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>11sao\</td>
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<tr>
<td>Harford</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>12sao\</td>
</tr>
<tr>
<td>Howard</td>
<td>courts\</td>
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<td>courts\</td>
<td>courts\</td>
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</tr>
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<td>courts\</td>
<td>14sao\</td>
</tr>
<tr>
<td>Montgomery</td>
<td>monc\</td>
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<td>monc\</td>
<td>monc\</td>
<td>monc\</td>
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<tr>
<td>Prince George’s</td>
<td>16court\</td>
<td>16court\</td>
<td>16court\</td>
<td>16court\</td>
<td>16sao\</td>
</tr>
<tr>
<td>Queen Anne’s</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>17sao\</td>
</tr>
<tr>
<td>St. Mary’s</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>18sao\</td>
</tr>
<tr>
<td>Somerset</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>19sao\</td>
</tr>
<tr>
<td>Talbot</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>20sao\</td>
</tr>
<tr>
<td>Washington</td>
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<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>21sao\</td>
</tr>
</tbody>
</table>
### Jurisdiction

<table>
<thead>
<tr>
<th>Jurisdiction</th>
<th>Circuit Court Judges</th>
<th>Law Clerks</th>
<th>Court Clerks</th>
<th>Judges’ Administrative Assistants</th>
<th>State’s Attorneys</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wicomico</td>
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<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>22sao\</td>
</tr>
<tr>
<td>Worcester</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>23sao\</td>
</tr>
<tr>
<td>Baltimore City</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>courts\</td>
<td>24sao\</td>
</tr>
</tbody>
</table>

### Statewide Agencies

<table>
<thead>
<tr>
<th>User</th>
<th>Prefix</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of the Attorney General</td>
<td>oag\</td>
</tr>
<tr>
<td>Office of the Maryland State Prosecutor</td>
<td>omsp\</td>
</tr>
<tr>
<td>Parole and Probation agents</td>
<td>mdcs\</td>
</tr>
<tr>
<td>Private Defense Attorneys</td>
<td>mags\</td>
</tr>
<tr>
<td>Public Defense Attorneys</td>
<td>pubd\</td>
</tr>
</tbody>
</table>

Private defense attorneys may request a MAGS User Id and password by submitting an e-mail request to the MSCCSP at mscscp@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 on the criminal docket. In Montgomery County the flag designation is *(mags)*; in Prince George’s County the flag designation is *MAGS*; and in counties using the MDEC case management system the flag designation is *Mags:Yes*. Please note that the flag may not accurately identify all guidelines eligible cases, including sentence reconsiderations for crimes of violence, three judge panel reviews, and resolution events or status hearings where there is a plea and the defendant is sentenced immediately.

<table>
<thead>
<tr>
<th>For Cases Originating in Circuit Court</th>
<th>Sentencing Guidelines Worksheet Required</th>
<th>Sentencing Guidelines Worksheet Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Offenses originally prosecuted in Circuit Court</td>
<td>• Violations of public local laws and municipal ordinances</td>
</tr>
<tr>
<td></td>
<td>• All pleas, including American Bar Association (ABA) pleas, non-binding pleas, and pleas of <em>nolo contendere</em> (no contest) by the offender</td>
<td>• Offenses that carry no possible penalty of incarceration</td>
</tr>
<tr>
<td></td>
<td>• Sentences to probation before judgment (PBJ)</td>
<td>• Criminal nonsupport and criminal contempt</td>
</tr>
<tr>
<td></td>
<td>• Initial sentences with a condition of drug court or an inpatient commitment under Health General Article, Title 8, Subtitle 5, Annotated Code of Maryland</td>
<td>• Cases adjudicated in a juvenile court</td>
</tr>
<tr>
<td></td>
<td>• Reconsiderations for 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</td>
<td>• Cases in which the offender was found not criminally responsible (NCR)</td>
</tr>
<tr>
<td></td>
<td>• Three-judge panel reviews if there is an adjustment to the active sentence</td>
<td>• Sentencing hearings in response to a violation of probation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reconsiderations for offenses other than a Crime of Violence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Reconsiderations for a Crime of Violence if there is <strong>NOT</strong> an adjustment to the active sentence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Three-judge panel reviews if there is <strong>NOT</strong> an adjustment to the active sentence</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>For Cases Originating in District Court</th>
<th>Sentencing Guidelines Worksheet Required</th>
<th>Sentencing Guidelines Worksheet Not Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Prayers for a jury trial if a pre-sentence investigation (PSI) is ordered</td>
<td>• Prayers for a jury trial if a PSI is <strong>NOT</strong> ordered</td>
</tr>
<tr>
<td></td>
<td>• Appeals from District Court if a PSI is ordered</td>
<td>• Appeals from District Court if a PSI is <strong>NOT</strong> ordered</td>
</tr>
</tbody>
</table>
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.

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.

In an effort to prevent duplicate submissions, MAGS will 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 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.

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).
2.9 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.

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 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 6M to 3Y and P to 1M, respectively. The overall guidelines range was 6M to 3.083Y. Case number C10CR19002523 was nolle prosequi. The user deleted the offense associated with case number C10CR19002523. The overall guidelines range was then automatically adjusted to reflect 6M to 3Y, the range for the single offense remaining in the sentencing event.

2.10 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.

![Worksheet Image]

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 should be located on each page of the Maryland Rap Sheet above the offender’s name. The SID number should be between three and seven 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.

![Worksheet Image]

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 convicted offense information. Record the event number and count associated with the offense. Identifying the correct event number for each offense is critical because the overall guidelines range is calculated based on the total number of events. The count does not impact guidelines calculation, but is included for record keeping purposes.

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., Montgomery County case numbers will require 7 total digits and will be pre-populated with an ending “C”, while the case number field for jurisdictions utilizing the Maryland Electronic Courts (MDEC) case management system 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:

- CJCRYY#####
- 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.
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.

Upon identifying the correct offense, click the Select button.

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.
**Attempt, Conspiracy, Solicitation**

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

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:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Seriousness Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder, 1&lt;sup&gt;st&lt;/sup&gt; degree, conspiracy</td>
<td>I</td>
</tr>
<tr>
<td>Murder, 1&lt;sup&gt;st&lt;/sup&gt; degree, solicitation</td>
<td>II</td>
</tr>
<tr>
<td>Murder, 1&lt;sup&gt;st&lt;/sup&gt; degree, attempted</td>
<td>II</td>
</tr>
<tr>
<td>Murder, 2&lt;sup&gt;nd&lt;/sup&gt; degree, attempted</td>
<td>III</td>
</tr>
<tr>
<td>Rape, 1&lt;sup&gt;st&lt;/sup&gt; degree, attempted</td>
<td>II</td>
</tr>
<tr>
<td>Rape, 2&lt;sup&gt;nd&lt;/sup&gt; degree, attempted</td>
<td>III</td>
</tr>
<tr>
<td>Sex Offense, 1&lt;sup&gt;st&lt;/sup&gt; degree, attempted (offense date prior to 10/1/17)</td>
<td>II</td>
</tr>
</tbody>
</table>
| Sex Offense, 2<sup>nd</sup> degree, attempted (offense date prior to 10/1/17) | 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 Crime of Violence (COV), or the offender is a repeat sex offender by selecting the applicable enhancement from the drop down menu.
**Multiple Victim 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 victim stacking rule. Each offense with a unique victim must be flagged for proper calculation of the overall guidelines range.

When a user flags an offense for the multiple victim 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.

**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.
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.
**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.

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.

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.

**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.
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.

Note: Please pay careful attention when answering the victim information questions, as these questions were modified by the MSCCSP and therefore are slightly different than those presented in the prior version of MAGS.

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, amount of time suspended, 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 convicted offense in the case. Failure to input sentence information for each convicted 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 suspended time, credit for time served, home detention time, and jail/prison time. To indicate that a life sentence has been imposed for an offense, click the check-box next to “Life”. Selecting “Life” automatically populates the Total Sentence field with 60 years, since life sentences are assigned a numerical equivalent of 60 years for the purposes of guidelines compliance calculation.

**Suspended**
Enter the suspended time in years, months, and/or days. When recording a fully suspended sentence where credit is given for time served, users must input values keeping in mind that MAGS does not automatically subtract credit for time served from the suspended time. In this situation, to determine the correct amount of suspended time, users should first enter the total sentence and credit for time served only. The values that are automatically calculated in the Jail/Prison field should be entered in the Suspended field, after which all jail/prison time will be correctly displayed as zero (0). For example, a sentence of 10 years all suspended, credit for 200 days should be entered as follows:

In the Total Sentence field, the user should enter “10” for Year(s), while in the Credit for Time Served field, the user should enter “200” for Day(s). The Jail/Prison field will be automatically populated with “9” for Year(s), “5” for Month(s), and “13” for Day(s).
Next, in the Suspended field, the user should enter “9” for Year(s), “5” for Month(s), and “13” for Day(s). Accordingly, the Jail/Prison field will display “0” for Year(s), Month(s), and Day(s).

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 months. Home detention time may be entered in fractions of months when necessary.
**Jail/Prison**
Once the Total Sentence, Suspended, Credit for Time Served, and Home Detention fields have been completed, the amount of jail or prison time going forward will automatically populate in the Jail/Prison field. The Jail/Prison field values are obtained by subtracting the suspended time, credited time, and home detention time from the total sentence imposed. Total Sentence should always equal the sum of the Suspended, Credit for Time Served, Home Detention and Jail/Prison fields.

**Guidelines Applicable Sentence**
The Guidelines Applicable Sentence field will also 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 Jail/Prison fields. 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.

If the sentence for an offense is generally suspended, the user should enter zero (0) for each sentence value.

**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 Crime of Violence 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”.

**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.

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

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

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.
- **Reconsideration (COVs only) or Review** – Select whether the sentencing event involved a sentence reconsideration for a crime of violence (as defined in CR, §14-101), a three-judge panel review, or neither.
- **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.
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.

MAGS will automatically mark “No” for Departure for cases adjudicated by an American Bar Association (ABA) approved plea. An ABA plea is a plea agreement that a court has approved relating to a particular sentence, disposition, or other judicial action. The agreement is binding on the court under Maryland Rule 4-243(c). By MSCCSP rule, sentences in cases adjudicated by an ABA plea are considered guidelines compliant, as they represent an accurate reflection of the consensus of the parties and the court within the specific community they represent. In this instance, MAGS will indicate where there has been no guidelines departure due to adjudication by an ABA plea by displaying “(ABA Plea)” in red next to “No” for Departure.
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 red next to “No” for Departure.

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 PDF icon on the MAGS Home screen. The PDF will mirror the version of the paper sentencing guidelines worksheet currently in use at the time of worksheet initiation. 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.

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 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 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. 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 PDF 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 provide the signed copy of the worksheet to the Clerk’s Office for distribution. 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, in jurisdictions utilizing the Maryland Electronic Courts (MDEC) case management system, the completed worksheet may be accessible via MDEC. For easy reference, these distribution instructions are copied at the bottom of the PDF guidelines worksheet.

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 mscmsp@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.