

MARYLAND STATE COMMISSION ON  
CRIMINAL SENTENCING POLICY



**MAGS**  
MARYLAND AUTOMATED GUIDELINES SYSTEM

# **User Manual**

## **MAGS 11.0**

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## Table of Contents

<b>1 – Introduction.....</b>	<b>1</b>
1.1 Purpose .....	1
<b>2 – Introducing the Maryland Automated Guidelines System .....</b>	<b>1</b>
2.1 Overview .....	1
2.2 Guidelines Calculator Tool.....	2
2.3 Parties Responsible for MAGS Entry.....	2
2.4 User Access Levels.....	3
2.5 Login Procedures and System Support.....	4
Login Procedures .....	4
System Support .....	5
2.6 Cases Requiring a Sentencing Guidelines Worksheet.....	6
2.7 Creating a Sentencing Guidelines Worksheet .....	7
Cases Involving Multiple Criminal Events.....	7
How to Avoid Creating a Duplicate Worksheet .....	7
2.8 Searching for and Editing a Previously Started Case .....	8
2.9 Deleting a Previously Started Case or Offense .....	9
2.10 Inactive Cases in MAGS .....	10
<b>3 – Procedures in MAGS.....</b>	<b>11</b>
3.1 Overview .....	11
3.2 Navigation .....	11
3.3 Entering Dates .....	11
3.4 Required Fields.....	11
3.5 Drop Down Menus .....	11
3.6 Informational Resources.....	11
<b>4 – Viewing/Entering a Sentencing Guidelines Worksheet.....</b>	<b>12</b>
4.1 Worksheet Preparer/Offender Information.....	12
4.2 Offender Score .....	13
4.3 List of Offenses .....	14
Attempt, Conspiracy, Solicitation.....	17
Enhancements .....	17
Multiple Victim Stacking Rule .....	18
Offender Score (continued).....	18

Offense Score.....	19
Guidelines Calculation.....	20
Adding Additional Offenses .....	20
Modifying Entered Offenses.....	20
Differing Offender Scores as displayed on the PDF.....	21
4.4 Victim Information.....	22
4.5 Sentence.....	23
Total Sentence.....	24
Suspended .....	24
Credit for Time Served .....	25
Home Detention .....	25
Jail/Prison.....	26
Guidelines Applicable Sentence .....	26
Subsequent Offender Proven .....	26
Restitution Proven.....	26
Economic Loss to the Victim/Restitution .....	27
Sentence Served.....	27
PBJ.....	27
Sentence Entered Column.....	28
4.6 Guidelines/Overall Sentence .....	29
4.7 Alternatives to Incarceration .....	30
4.8 Departure .....	31
4.9 View/Print/Save Sentencing Guidelines Worksheet .....	33
Saving the Worksheet .....	34
Printing the Worksheet .....	34
4.10 Submission of Completed Sentencing Guidelines Worksheet .....	35
4.11 Distribution of Completed Sentencing Guidelines Worksheet.....	36
4.12 Making Changes to a Sentencing Guidelines Worksheet After Submission.....	36
4.13 Viewing a Copy of a Submitted Sentencing Guidelines Worksheet .....	36

## 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 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](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.

The screenshot shows the official website for the Maryland Automated Guidelines System (MAGS). The top navigation bar is black with white text links. The yellow banner below it prominently displays the MAGS logo and provides direct access to the system's home page, user manual, and login. The main content area provides a clear overview of the system's purpose and a recent news update regarding the release of version 10.0.

## 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 MAGS system.

The screenshot displays the Maryland Guidelines Calculator Tool (GLCT) web interface. The header includes the Maryland state flag, a gear icon, and the text "GLCT GUIDELINES CALCULATOR TOOL" next to a scale of justice. The main form is titled "Maryland Guidelines Calculator Tool" and features three tabs: "Offender Information", "Offender Score", and "List of Offenses". The "Offender Information" tab is currently selected. The form contains the following fields and controls:

- Last Name:
- First Name:
- Middle Name:
- Suffix:
- SID#:
- Sex:
- Date of Birth:
- PSI:
- Jurisdiction:
- Circuit:

A "Next" button is located at the top right of the form. At the bottom of the form, there is a "View worksheet PDF" button and a footer with the following text:

Maryland State Commission on Criminal Sentencing Policy (MSCCSP)  
University of Maryland  
4511 Knox Rd, Suite 309, College Park MD 20742

## 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)					
		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*
Judges (Active and Retired)	Yes	Yes	Yes	Yes	Yes	Yes	Yes*
Judges' Law Clerks	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*
Judges' Administrative Assistants/Secretaries	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*
Court Clerks	Yes	Yes	Yes	Yes	Yes	Yes**	Yes*
State's Attorneys	Yes	Yes	Yes	Yes	Yes	No	No
Office of the Attorney General	Yes	Yes	Yes	Yes	Yes	No	No
Office of the Maryland State Prosecutor	Yes	Yes	Yes	Yes	Yes	No	No
Parole and Probation agents	Yes	Yes	Yes	Yes	Yes	No	No
Public Defenders	Yes	No	No	Yes	No	No	No
Private Attorneys	Yes	No	No	Yes	No	No	No
Technical Services Staff	Yes	Yes	Yes	Yes	Yes	No	No

\* 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](http://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:

### **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	monc\	monc\	monc\	monc\	monc\
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\	21sao\

Jurisdiction	User				
	Circuit Court Judges	Law Clerks	Court Clerks	Judges' Administrative Assistants	State's Attorneys
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 [msccsp@umd.edu](mailto:msccsp@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 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/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).

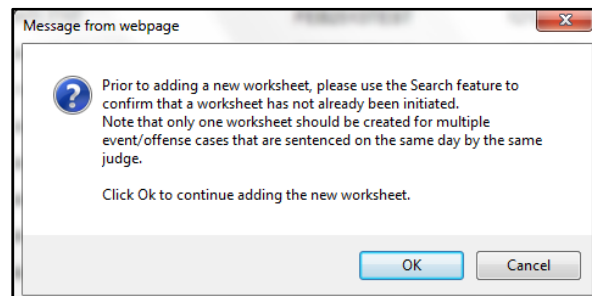


### Cases Involving Multiple Criminal Events

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.

### 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.

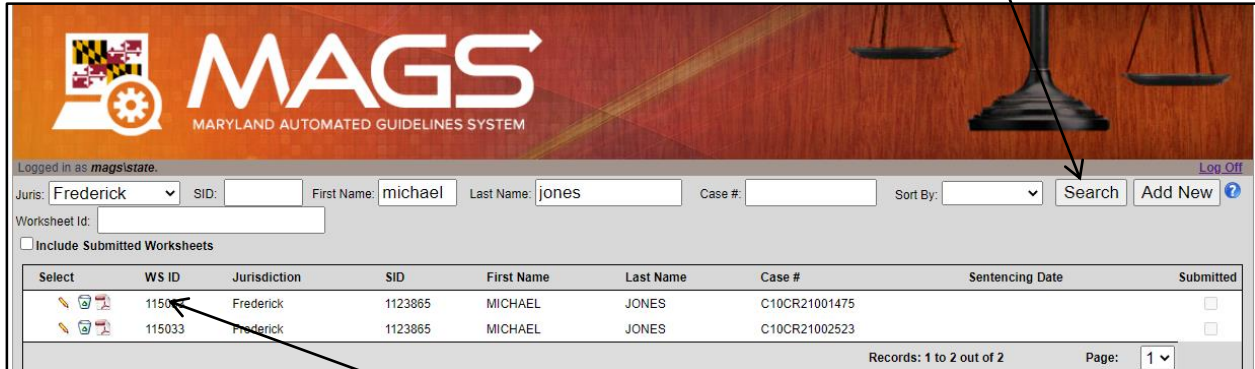




In an effort to prevent duplicate submissions, MAGS will display a failed submission alert if a user attempts to submit a worksheet with the same SID number, date of birth, and sentencing date as a previously submitted case.


## 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.

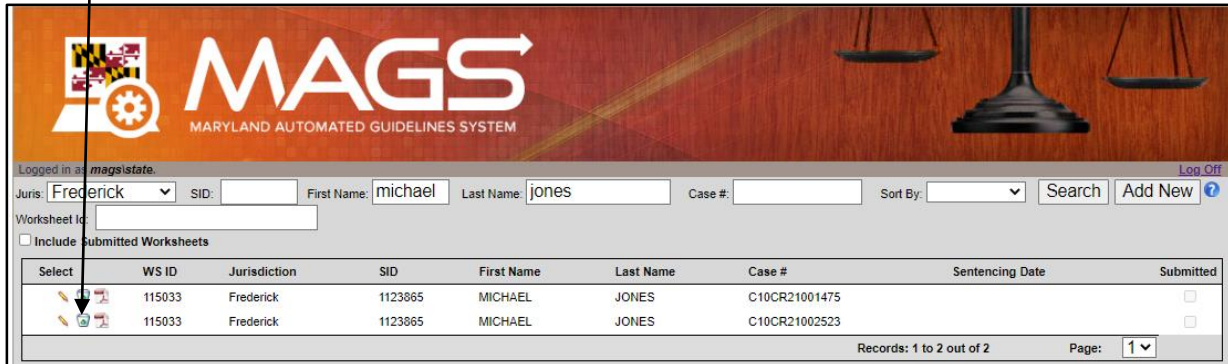


Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21001475		<input type="checkbox"/>
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21002523		<input type="checkbox"/>

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).

## 2.9 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.





Logged in as **magsistate**. Log Off


Juris: **Frederick** SID:  First Name: **michael** Last Name: **jones** Case #:  Sort By:  Search Add New ?

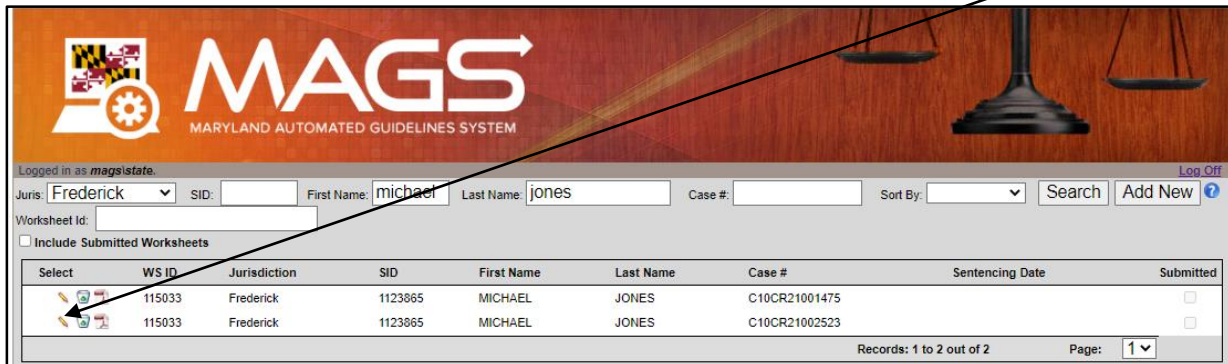
Worksheet ID:

☐ Include Submitted Worksheets

Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21001475		<input type="checkbox"/>
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21002523		<input type="checkbox"/>

Records: 1 to 2 out of 2 Page: **1**

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.





Logged in as **magsistate**. Log Off


Juris: **Frederick** SID:  First Name: **michael** Last Name: **jones** Case #:  Sort By:  Search Add New ?

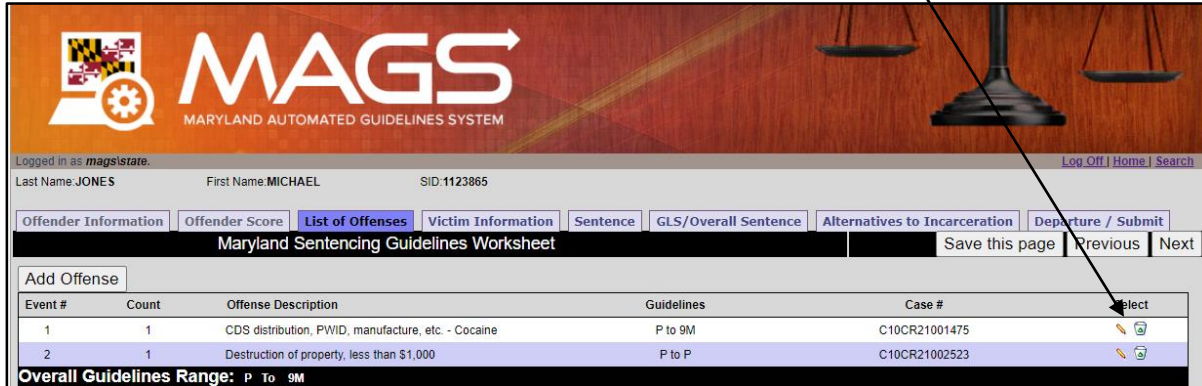
Worksheet ID:

☐ Include Submitted Worksheets

Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21001475		<input type="checkbox"/>
	115033	Frederick	1123865	MICHAEL	JONES	C10CR21002523		<input type="checkbox"/>

Records: 1 to 2 out of 2 Page: **1**

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.





Logged in as *magslstate*. Last Name: JONES First Name: MICHAEL SID: 1123865

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

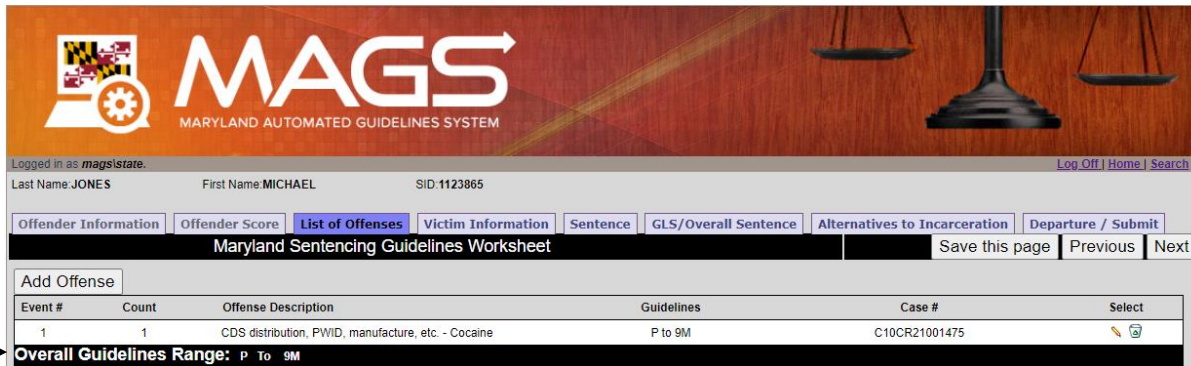
Add Offense

Event #	Count	Offense Description	Guidelines	Case #	Select
1	1	CDS distribution, PWID, manufacture, etc. - Cocaine	P to 9M	C10CR21001475	
2	1	Destruction of property, less than \$1,000	P to P	C10CR21002523	

Overall Guidelines Range: P To 9M

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 C10CR21002523 was *nolle prosequi*. The user deleted the offense associated with case number C10CR21002523.

The overall guidelines range was then automatically adjusted to reflect Probation to 9M, the range for the single offense remaining in the sentencing event.




Logged in as *magslstate*. Last Name: JONES First Name: MICHAEL SID: 1123865

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

Add Offense

Event #	Count	Offense Description	Guidelines	Case #	Select
1	1	CDS distribution, PWID, manufacture, etc. - Cocaine	P to 9M	C10CR21001475	

Overall Guidelines Range: P To 9M

## 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

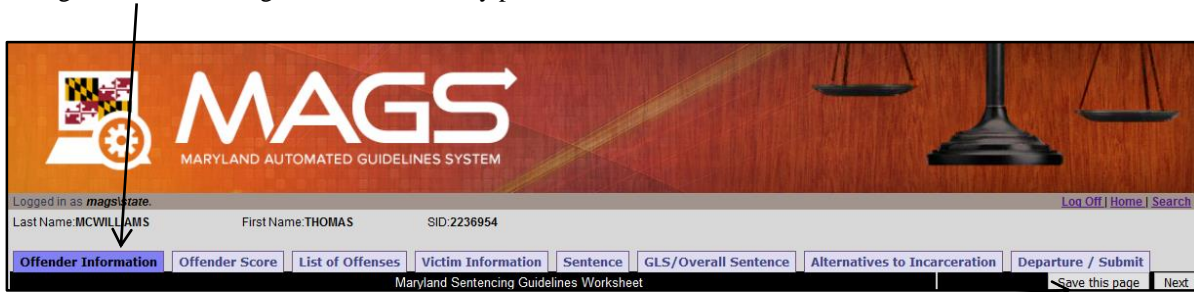
#### 3.1 Overview

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

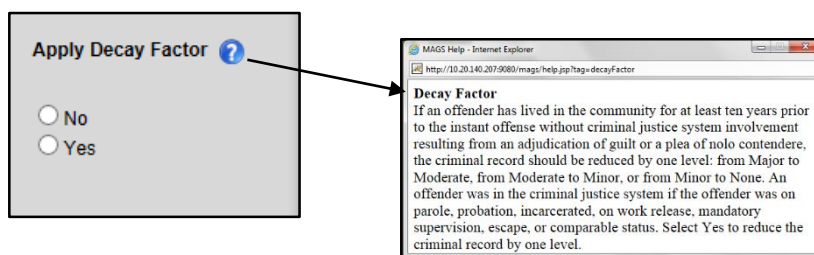
Fields marked with a red asterisk (\*) are required fields. If the user attempts to click the *Save this page* button from a screen in MAGS without entering valid values in all required fields on that screen, an error message will be displayed. To correct the error, simply fill in the field noted in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

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 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.

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.



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Last Name: MCWILLIAMS First Name: THOMAS SID: 2236954

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

\* A. Relationship to CJS When Instant Offense Occurred ? Part A of the Offender Score is to be entered on the Offense/Offender Score screen as the score may differ between offenses committed on different dates

☐ 0 = None or Pending Cases

☐ 1 = Court or Other Criminal Justice Supervision

\* B. Juvenile Delinquency ?

☒ 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

☐ 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** ? Apply Decay Factor ?

☐ 0 = None

☐ 1 = Minor

☒ 3 = Moderate

☐ 5 = Major

☐ No

☐ Yes

\* D. Prior Adult Parole/Probation Violation ?

☐ 0 = No

☒ 1 = Yes

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University of Maryland  
4511 Knox Rd, Suite 309, College Park MD 20742  
Help Desk Information: 301-403-4165 / [msccsp@umd.edu](mailto:msccsp@umd.edu)  
[MSCCSP](#)

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 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 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:

- CJJCRYY#####
- 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.

Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE

Save this page Delete this Offense Cancel

Event # ? \* Count

\* Offense Date (MM/DD/YYYY)

\* Case # C 0 8 C R

\* Convicted Offense Title

Most Common Offenses Search

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

Search:									
	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	
Select	Assault, 2nd degree	1-1415	CR, §3-203	Person	Misd.		10Y	V	2500
Select	Assault, reckless endangerment	1-1425, 1-1430	CR, §3-204(a)	Person	Misd.		5Y	V	5000
Select	Burglary, 1st degree	2-3000	CR, §6-202(c)	Property	Felony		20Y	III	
Select	Burglary, 2nd degree	2-3010	CR, §6-203(c)(1)	Property	Felony		15Y	IV	
Select	Burglary, 3rd degree	2-3020	CR, §6-204	Property	Felony		10Y	IV	
Select	Burglary, 4th degree	2-3030, 2-3040, 2-3045, 2-3050	CR, §6-205	Property	Misd.		3Y	VII	
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
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
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: child abuse - Sexual

	Offense Offense	CJIS Code CJIS Code	Source Source	Type Type	Level	Min	Max	Serious. Categ.	Fine
Select	Child Abuse - Sexual	1-0322, 1-0922	CR, §3-602(b)	Person	Felony		25Y	II	

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

Search: child abuse - Sexual

	Offense Offense	CJIS Code CJIS Code	Source Source	Type Type	Level	Min	Max	Serious. Categ.	Fine
Select	Child Abuse - Sexual	1-0322, 1-0922	CR, §3-602(b)	Person	Felony		25Y	II	

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 Close

Event # 1 Count 1

Offense Date 10 / 01 / 2021 (MM/DD/YYYY) Case # C08CR22001478

Convicted Offense Title Child Abuse - Sexual Most Common Offense Search


Attempt Conspiracy Solicitation

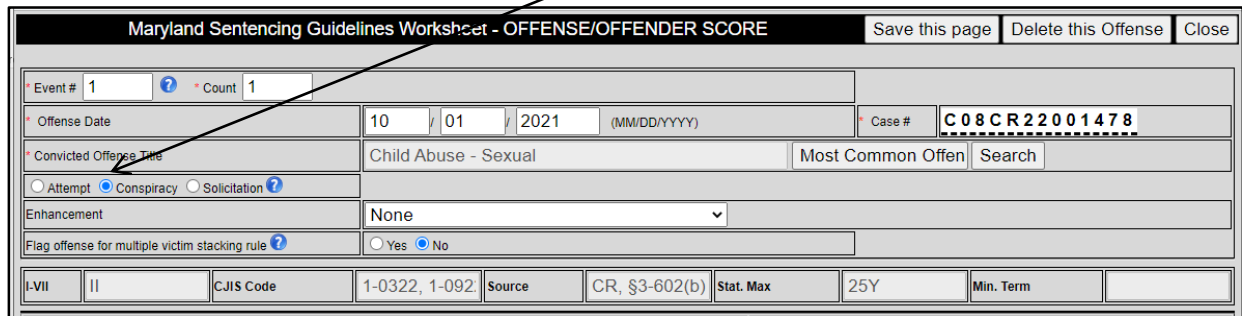
Enhancement None

Flag offense for multiple victim stacking rule Yes No

I-VII	II	CJIS Code	1-0322, 1-092	Source	CR, §3-602(b)	Stat. Max	25Y	Min. Term	
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**Attempt, Conspiracy, Solicitation**

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



Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE

Save this page Delete this Offense Close

Event # 1 Count 1

Offense Date 10 / 01 / 2021 (MM/DD/YYYY) Case # C08CR22001478

Convicted Offense Title Child Abuse - Sexual Most Common Offense Search

Attempt Conspiracy Solicitation

Enhancement None

Flag offense for multiple victim stacking rule Yes No

I-VII II CJIS Code 1-0322, 1-092 Source CR, §3-602(b) Stat. Max 25Y Min. Term

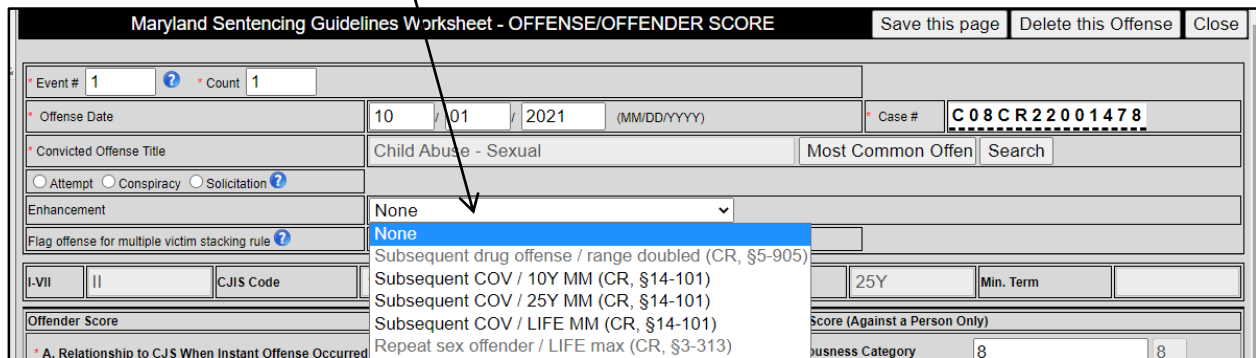
The following attempt, conspiracy, and solicitation offenses have a different maximum penalty and/or a different seriousness category from their underlying offense, and thus have their own unique entry in the Guidelines Offense Table:

<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 prior to 10/1/17)	II
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.



Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE

Save this page Delete this Offense Close

Event # 1 Count 1

Offense Date 10 / 01 / 2021 (MM/DD/YYYY) Case # C08CR22001478

Convicted Offense Title Child Abuse - Sexual Most Common Offense Search

Attempt Conspiracy Solicitation

Enhancement None

Flag offense for multiple victim stacking rule Yes No

I-VII II CJIS Code 1-0322, 1-092 Source CR, §3-602(b) Stat. Max 25Y Min. Term

Offender Score

A. Relationship to CJS When Instant Offense Occurred

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)

Repeat sex offender / LIFE max (CR, §3-313)

Score (Against a Person Only)

Seriousness Category 8 8

**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.

**Maryland Sentencing Guidelines Worksheet - OFFENSE/OFFENDER SCORE** Save this page Delete this Offense Close

Event #  Count

Offense Date    (MM/DD/YYYY) Case #

Convicted Offense Title  Most Common Offense

Attempt ☐ Conspiracy ☒ Solicitation ☐

Enhancement

Flag offense for multiple victim stacking rule ☒ Yes ☐ No

I-VII  CJS Code  Source  Stat. Max  Min. Term

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.

Note: The multiple victim 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.

OK

**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.

**Offender Score**

**A. Relationship to CJS When Instant Offense Occurred**

☐ 0 = None or Pending Cases

☒ 1 = Court or Other Criminal Justice Supervision

**B. Juvenile Delinquency**

☒ 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

☐ 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** Apply Decay Factor

☐ 0 = None ☒ No

☐ 1 = Minor ☐ Yes

☒ 3 = Moderate

☐ 5 = Major

**D. Prior Adult Parole/Probation Violation**

☐ 0 = No

☒ 1 = Yes

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.

Offense Score (Against a Person Only)	
A. Seriousness Category	8
* B. Victim Injury ?	1
<input type="radio"/> No Injury	
<input checked="" type="radio"/> Injury, Non-Permanent	
<input type="radio"/> Permanent Injury or Death	
* C. Weapon Presence ?	0
<input checked="" type="radio"/> No Weapon	
<input type="radio"/> Weapon Other than Firearm	
<input type="radio"/> Firearm or Explosive	
* D. Special Victim Vulnerability ?	1
<input type="radio"/> No	
<input checked="" type="radio"/> Yes	
Offense Score:	10

### 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.

Event #	Count	Offense Description	Guidelines	Case #	Select
1	1	Child Abuse - Sexual	18Y to 25Y	C08CR22001478	
1	3	Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)	3Y to 8Y	C08CR21001650	

**Overall Guidelines Range: 18Y To 25Y**

### 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> <u>18Y</u> <u>25Y</u> 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> <u>2Y</u> <u>5Y</u> 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	
<u>5</u> <u>4</u> OFFENDER SCORE(S)	<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.

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.



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Last Name: **MCWILLIAMS** First Name: **THOMAS** SID: **2236954**

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


Maryland Sentencing Guidelines Worksheet

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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

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 4511 Knox Rd, Suite 309, College Park MD 20742  
 Help Desk Information: 301-403-4165 / [msccsp@umd.edu](mailto:msccsp@umd.edu)  
[MSCCSP](#)

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.







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Last Name: MCWILLIAMS First Name: THOMAS SID: 2236954

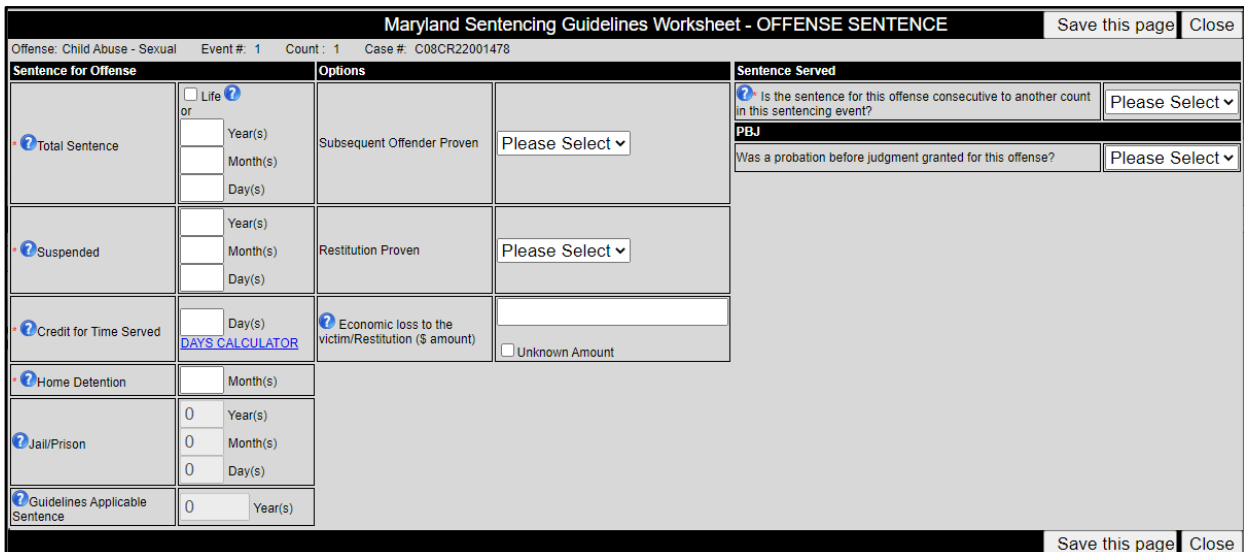
[Offender Information](#) [Offender Score](#) [List of Offenses](#) [Victim Information](#) **[Sentence](#)** [GLS/Overall Sentence](#) [Alternatives to Incarceration](#) [Departure / Submit](#)

**Maryland Sentencing Guidelines Worksheet** [Save this page](#) [Previous](#) [Next](#)

Event #	Count	Offense Description	Case #	Guidelines	Sentence	Entered
1	1	Child Abuse - Sexual	C08CR22001478	18Y to 25Y	 	<input type="checkbox"/>
1	3	Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)	C08CR21001650	3Y to 8Y	 	<input type="checkbox"/>










**Overall Guidelines Range:** 18Y To 25Y

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.



**Maryland Sentencing Guidelines Worksheet - OFFENSE SENTENCE** [Save this page](#) [Close](#)

Offense: Child Abuse - Sexual Event #: 1 Count: 1 Case #: C08CR22001478

Sentence for Offense		Options		Sentence Served	
 Total Sentence	<input type="checkbox"/> Life  or <input type="text"/> Year(s) <input type="text"/> Month(s) <input type="text"/> Day(s)	Subsequent Offender Proven	<input type="text" value="Please Select"/>	 Is the sentence for this offense consecutive to another count in this sentencing event? <input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
 Suspended	<input type="text"/> Year(s) <input type="text"/> Month(s) <input type="text"/> Day(s)	Restitution Proven	<input type="text" value="Please Select"/>	<b>PBJ</b> Was a probation before judgment granted for this offense? <input type="text" value="Please Select"/>	
 Credit for Time Served	<input type="text"/> Day(s) <a href="#">DAYS CALCULATOR</a>	 Economic loss to the victim/Restitution (\$ amount) <input type="text"/>	<input type="checkbox"/> Unknown Amount		
 Home Detention	<input type="text"/> Month(s)				
 Jail/Prison	<input type="text" value="0"/> Year(s) <input type="text" value="0"/> Month(s) <input type="text" value="0"/> Day(s)				
 Guidelines Applicable Sentence	<input type="text" value="0"/> Year(s)				

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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.

Maryland Sentencing Guidelines Worksheet - OFFENSE SENTENCE				Save this page	Close
Offense: Murder, 1st degree    Event #: 1    Count: 1    Case #: C08CR22001478					
<b>Sentence for Offense</b>		<b>Options</b>		<b>Sentence Served</b>	
<input checked="" type="checkbox"/> Life ? or <input type="text" value="60"/> Year(s) <input type="text" value="0"/> Month(s) <input type="text" value="0"/> Day(s)		Subsequent Offender Proven <input type="text" value="Please Select"/>		<input type="text" value="Is the sentence for this offense consecutive to another count in this sentencing event?"/> Please Select ▼ <b>PBJ</b> <input type="text" value="Was a probation before judgment granted for this offense?"/> Please Select ▼	

**Suspended**

Enter the suspended time in years, months, and/or days. When entering a suspended sentence, any ordered home detention should be treated as the equivalent of active jail time and therefore deducted from the suspended sentence. 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).

Maryland Sentencing Guidelines Worksheet - OFFENSE SENTENCE				Save this page	Close
Offense: Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)    Event #: 1    Count: 3    Case #: C08CR21001650					
<b>Sentence for Offense</b>		<b>Options</b>		<b>Sentence Served</b>	
<input type="checkbox"/> Life ? or <input type="text" value="10"/> Year(s) <input type="text"/> Month(s) <input type="text"/> Day(s)		Subsequent Offender Proven <input type="text" value="Please Select"/>		<input type="text" value="Is the sentence for this offense consecutive to another count in this sentencing event?"/> Please Select ▼ <b>PBJ</b> <input type="text" value="Was a probation before judgment granted for this offense?"/> Please Select ▼	
<input type="text" value="Suspended"/> <input type="text"/> Year(s) <input type="text"/> Month(s) <input type="text"/> Day(s)		Restitution Proven <input type="text" value="Please Select"/>			
<input type="text" value="Credit for Time Served"/> <input type="text" value="200"/> Day(s) <a href="#">DAYS CALCULATOR</a>		<input type="text" value="Economic loss to the victim/Restitution (\$ amount)"/> <input type="checkbox"/> Unknown Amount			
<input type="text" value="Home Detention"/> <input type="text" value="0"/> Month(s)					
<input type="text" value="Jail/Prison"/> <input type="text" value="9"/> Year(s) <input type="text" value="5"/> Month(s) <input type="text" value="13"/> Day(s)					
<input type="text" value="Guidelines Applicable Sentence"/> <input type="text" value="10"/> Year(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.

Maryland Sentencing Guidelines Worksheet - OFFENSE SENTENCE			
Offense: Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)		Event #: 1	Count: 3 Case #: C08CR21001650
<b>Sentence for Offense</b> <input type="checkbox"/> Life ? or * ? Total Sentence: 10 Year(s) Month(s) Day(s)		<b>Options</b> Subsequent Offender Proven: No Restitution Proven: No	<b>Sentence Served</b> ? Is the sentence for this offense consecutive to another count in this sentencing event? No PBJ Was a probation before judgment granted for this offense? Please Select
* ? Suspended: 9 Year(s), 5 Month(s), 13 Day(s)			
* ? Credit for Time Served: 200 Day(s) <a href="#">DAYS CALCULATOR</a>		? Economic loss to the victim/Restitution (\$ amount) <input type="checkbox"/> Unknown Amount	
* ? Home Detention: 0 Month(s)			
? Jail/Prison: 0 Year(s), 0 Month(s), 0 Day(s)			
? Guidelines Applicable Sentence: 0.5472 Year(s)			

**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.

<input type="checkbox"/> ? Credit for Time Served 200 Day(s) <a href="#">DAYS CALCULATOR</a>	<input type="checkbox"/> ? Economic loss to the victim/Restitution (\$ amount) <input checked="" type="checkbox"/> Unknown Amount
<input type="checkbox"/> ? Home Detention 0 Month(s)	
<input type="checkbox"/> ? Jail/Prison 0 Year(s) 0 Month(s) 0 Day(s)	
<input type="checkbox"/> ? Guidelines Applicable Sentence 0.5472 Year(s)	

Save this page Close

**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: Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22) Event #: 1 Count: 3 Case #: C08CR21001650			
<b>Sentence for Offense</b> <input type="checkbox"/> Life ? or <input type="checkbox"/> ? Total Sentence 10 Year(s) Month(s) Day(s)		<b>Options</b> Subsequent Offender Proven No	
<input type="checkbox"/> ? Suspended 9 Year(s) 5 Month(s) 13 Day(s)		Restitution Proven No	
<input type="checkbox"/> ? Credit for Time Served 200 Day(s) <a href="#">DAYS CALCULATOR</a>		<input type="checkbox"/> ? Economic loss to the victim/Restitution (\$ amount) <input type="checkbox"/> Unknown Amount	
<input type="checkbox"/> ? Home Detention 0 Month(s)			
<input type="checkbox"/> ? Jail/Prison 0 Year(s) 0 Month(s) 0 Day(s)			
<input type="checkbox"/> ? Guidelines Applicable Sentence 0.5472 Year(s)			
<b>Sentence Served</b> <input type="checkbox"/> ? Is the sentence for this offense consecutive to another count in this sentencing event? Yes			
<b>PBJ</b> Was a probation before judgment granted for this offense? No			

Save this page Close

**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.

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Last Name: MCWILLIAMS First Name: THOMAS SID: 2236954

[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	Child Abuse - Sexual	C08CR22001478	18Y to 25Y		<input checked="" type="checkbox"/>
1	3	Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)	C08CR21001650	3Y to 8Y		<input checked="" type="checkbox"/>

**Overall Guidelines Range:** 18Y To 25Y

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

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Last Name: MCWILLIAMS First Name: THOMAS SID: 2236954

[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	Child Abuse - Sexual	C08CR22001478	18Y to 25Y		<input checked="" type="checkbox"/>
1	3	Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)	C08CR21001650	3Y to 8Y		<input checked="" type="checkbox"/>

**Overall Guidelines Range:** 18Y To 25Y

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

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Last Name: MCWILLIAMS First Name: THOMAS SID: 2236954

[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](#)

Sentence information successfully deleted.

Event #	Count	Offense Description	Case #	Guidelines	Sentence	Entered
1	1	Child Abuse - Sexual	C08CR22001478	18Y to 25Y		<input checked="" type="checkbox"/>
1	3	Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)	C08CR21001650	3Y to 8Y		<input type="checkbox"/>

**Overall Guidelines Range:** 18Y To 25Y

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.

Logged in as *mags/judge*. Last Name MCWILLIAMS First Name THOMAS SID 2236954 Log Off | Home | Search

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

Sentence Overall (Across All offenses):

Total Sentence	Life x 0 ? 25 Year(s) 0 Month(s) 0 Day(s)	Date of Sentencing	11 / 09 / 2022 (MM/DD/YYYY)
Suspended	15 Year(s) 0 Month(s) 0 Day(s)	Disposition Type ?	Other plea agreement
Home Detention	0 Month(s)	Is this sentencing event the original sentencing event or a modification to a crime of violence sentence?	Original Sentencing Event
Credit	200 Day(s)	Modification to Crime of Violence Sentences	Please Select
Jail/Prison	9 Year(s) 5 Month(s) 13 Day(s)	Probation	3 Year(s) Month(s) Day(s)
Guidelines Applicable Sentence	10.0 Year(s)	50% of Sentence Announced ?	Yes
Overall Guidelines Range	18Y To 25Y	Victim Court Costs Imposed ?	Yes
		No Contact Ordered ?	Yes
		Parole Notification ?	Yes

Additional Information or Institutional / Parole Recommendation  
(You may enter up to 275 characters.)

View worksheet PDF Save this page Previous Next

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.

Offender Information	Offender Score	List of Offenses	Victim Information	Sentence	GLS/Overall Sentence	Alternatives to Incarceration	Departure / Submit
Maryland Sentencing Guidelines Worksheet							
<div> <div> * Was the offender sentenced to a Corrections Options program under Commission criteria?  </div> <div> No           <div>             Select all that apply:             <div> <input type="checkbox"/> Drug Court (includes pre-sentence participation in drug court)               <input type="checkbox"/> Other problem-solving court (includes pre-sentence participation in a problem-solving court): <input type="text"/> <input type="checkbox"/> Home Detention (includes recommendation that is pending approval or imposed as a condition of probation)               <input type="checkbox"/> HG, § 8-507 order               <input type="checkbox"/> Suspended sentence per CR, § 5-601(e)               <input type="checkbox"/> Inpatient substance abuse treatment               <input type="checkbox"/> Inpatient mental health treatment               <input type="checkbox"/> Work Release (includes recommendation that is pending approval)               <input type="checkbox"/> Weekend (or other discontinuous) incarceration             </div> </div> </div> </div>							
<div> <div> * Was the offender sentenced to some other alternative to incarceration?  </div> <div> Yes           <div>             Select all that apply:             <div> <input type="checkbox"/> Outpatient substance abuse treatment               <input checked="" type="checkbox"/> Outpatient mental health treatment               <input type="checkbox"/> Other (explain): <input type="text"/> </div> </div> </div> </div>							
Community Service							
40 Hours							
Fine (\$ amount)							
<input type="text"/>							

#### 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 MAGS interface with the "Departure / Submit" tab selected. The "DEPARTURE" section has "Yes" selected. Below it, three dropdown menus for "Departure Code" are shown. The first dropdown has "1 - Plea agreement reached for reduced sentence" selected. The second dropdown has "9 - Other circumstances (explain)" selected. The third dropdown has "Please Select" selected. To the right, there is a text box for "If Departure Code 9 or 18 (Please Explain) (You may enter up to 450 characters.)" with the text "Defendant already serving lengthy sentence in another case."

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 red next to "No" for Departure.


The screenshot shows the MAGS interface with the "Departure / Submit" tab selected. The "DEPARTURE" section has "No (MSCCSP Binding Plea)" selected. Below it, three dropdown menus for "Departure Code" are shown, all with "Please Select" selected. To the right, there is a text box for "If Departure Code 9 or 18 (Please Explain) (You may enter up to 450 characters.)" which is currently empty.

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.

MARYLAND SENTENCING GUIDELINES WORKSHEET				OFFENDER NAME - Last, First, Middle MCWILLIAMS, THOMAS, EDWARD		SID # 2236954	SEX M F	BIRTHDATE 04   01   1980	JURISDICTION 8
PSI Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	DATE OF OFFENSE 10   01   2021	DATE OF SENTENCING 11   09   2022	DISPOSITION TYPE <input checked="" type="checkbox"/> MSCSP binding plea agreement <input 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 § 8-567 Order <input type="checkbox"/> Three-Judge Panel Review	REPRESENTATION <input checked="" type="checkbox"/> Private <input checked="" 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 checked="" 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: CONVICTED OFFENSES: 2 CRIMINAL EVENTS: 1			WORKSHEET # 1 OF		CRIMINAL EVENT # 1				
CONVICTED OFFENSE TITLE			I-VII	CJIS CODE	MD CODE, ART. & SECTION	STAT. MAX	MIN TERM	CASE #	
1st Convicted Offense Child Abuse - Sexual			II	1-0922, 1-0922	CR, §3-602(b)	25Y		C08CR22001478	
2nd Convicted Offense Sex offense, 3rd degree - (a)(3), (a)(4), (a)(5) - age based elements (SENTENCE DATE on/after 2/1/22)			IV	3-3600	CR, §3-307(a)(3); CR, §3-307(a)(4); CR, §3-307(a)(5)	10Y		C08CR21001650	
3rd Convicted Offense									
OFFENSE SCORE(S) - Offense Against a Person Only			OFFENDER SCORE		GUIDELINES RANGE	ACTUAL SENTENCE - Imposed, Suspended, Time Served, Probation, Restitution, Fine, Corrections Options Program (Drug Court, Home Detention, Etc.)			
1st Off 2nd Off 3rd Off 1 1 1 = V - VII 3 3 3 = IV 5 5 5 = III 8 8 8 = II 10 10 10 = I			A. Seriousness Category A. Relationship to CJS When Instant Offense Occurred <input checked="" type="checkbox"/> None or pending cases <input checked="" type="checkbox"/> Court or other criminal justice supervision B. Juvenile Delinquency <input checked="" type="checkbox"/> 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 C. Prior Adult Criminal Record 0 = None <input checked="" type="checkbox"/> Moderate 1 = Minor 5 = Major D. Prior Adult Parole/Prob Violation 0 = No <input checked="" type="checkbox"/> Yes		1st Con. Off. 18Y 25Y TO	1st Convicted Offense Suspended 15 year(s) 0 month(s) 0 day(s) Jail/Prison 9 year(s) 5 month(s) 13 day(s) Total Sentence 25 year(s) 0 month(s) 0 day(s) Home Detention 0 month(s) Credit 200 day(s) For theft, fraud, and related crimes, please indicate: <input type="checkbox"/> Economic Loss \$ <input type="checkbox"/> Unknown Amount <input checked="" type="checkbox"/> Restitution Proven <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
1st Off 2nd Off 3rd Off 0 0 0 = No injury 1 1 1 = Injury, non-permanent 2 2 2 = Permanent injury or death			B. Victim Injury		2nd Con. Off. 3Y 8Y TO	2nd Convicted Offense Suspended 9 year(s) 5 month(s) 13 day(s) Jail/Prison 0 year(s) 0 month(s) 0 day(s) Total Sentence 10 year(s) 0 month(s) 0 day(s) Home Detention 0 month(s) Credit 200 day(s) For theft, fraud, and related crimes, please indicate: <input type="checkbox"/> Economic Loss \$ <input type="checkbox"/> Unknown Amount <input checked="" type="checkbox"/> Restitution Proven <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
1st Off 2nd Off 3rd Off 0 0 0 = No weapon 1 1 1 = Weapon other than firearm 2 2 2 = Firearm or explosive			C. Weapon Presence		3rd Con. Off. TO	3rd Convicted Offense For theft, fraud, and related crimes, please indicate: <input type="checkbox"/> Economic Loss \$ <input type="checkbox"/> Unknown Amount <input checked="" type="checkbox"/> Restitution Proven <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
1st Off 2nd Off 3rd Off 0 0 0 = No 1 1 1 = Yes			D. Special Victim Vulnerability		Additional Sentence Information Probation 3Y Community Service 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(e) <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):				
10 5 OFFENSE SCORE(S)			5 4 OFFENDER SCORE(S)		Overall Guidelines Range Multiple Counts Only 18Y 25Y TO 50% of Sentence Announced for COVs <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
VICTIM INFORMATION			REASONS FOR GUIDELINES DEPARTURE		Additional Information or Institutional/Parole Recommendation				
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 VTS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Oral VTS <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			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		KEN PHELPS Worksheet Completed By State's Attorney's Office Title Sentencing Judge (Please Print) Sentencing Judge's Signature				

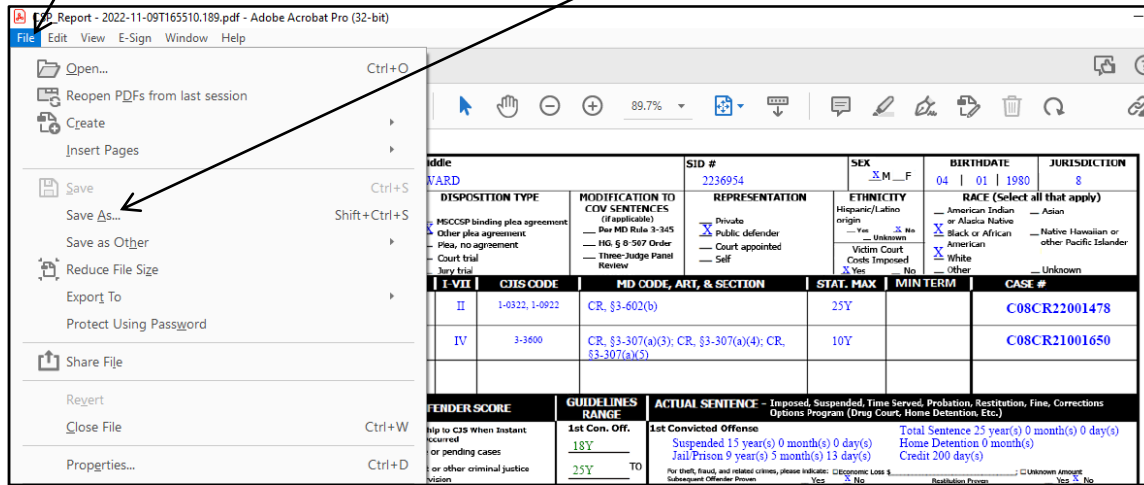
Court clerks should attach completed copies to the commitment or probation order and also distribute copies to the following: sentencing judge, court file, prosecution, and defense

Version: MAGS 11.0

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.

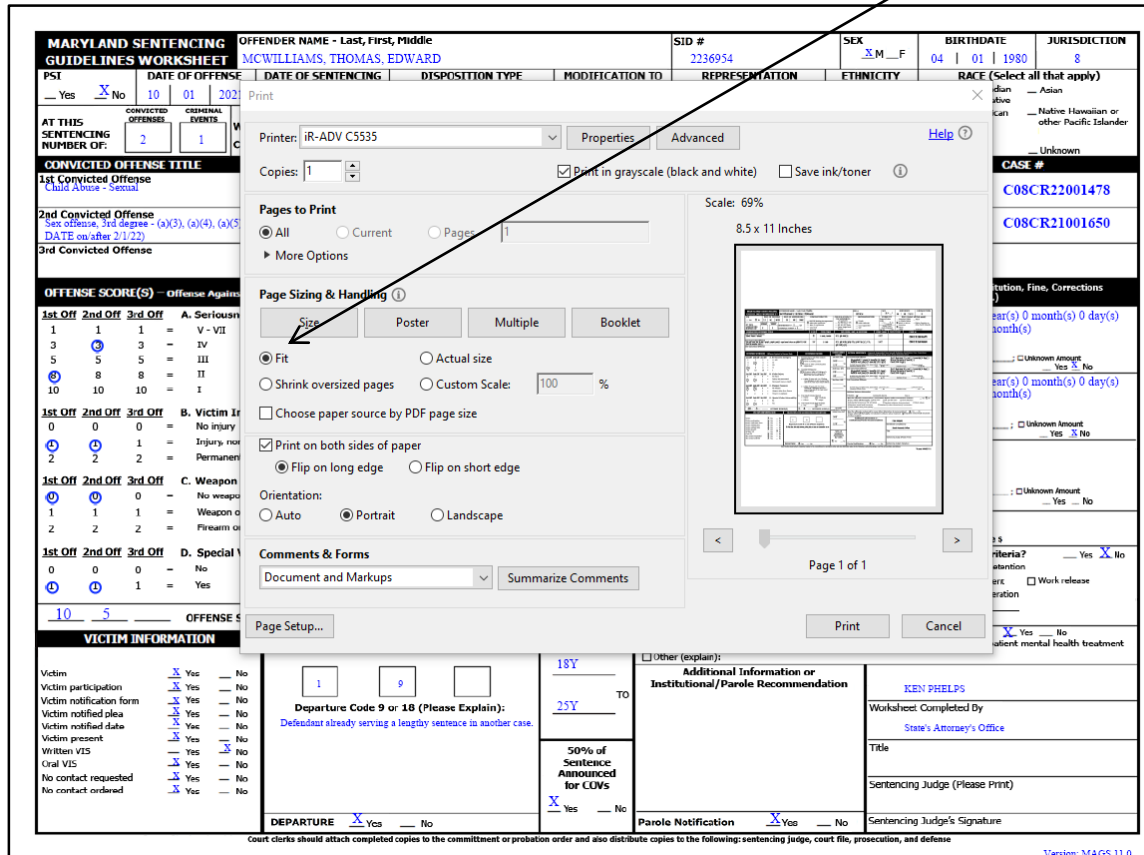
### Saving the Worksheet

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

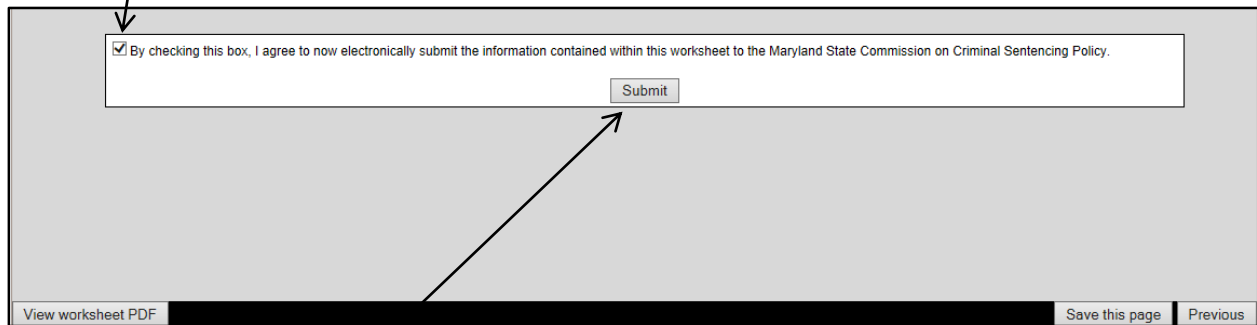
When printing a hard copy of the guidelines worksheet from the PDF file, it may be necessary to select *Fit* or *Fit to screen* from the printer properties to ensure that the entire guidelines worksheet will be displayed properly on an 11 by 8.5 inch sheet of paper. It may also be necessary to print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





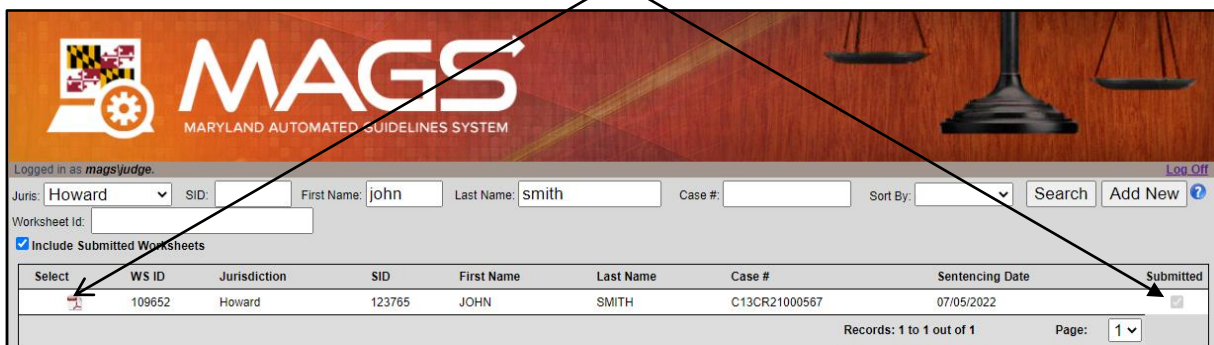
#### 4.10 Submission of Completed Sentencing Guidelines Worksheet

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).




The screenshot shows a web form with a checkbox labeled "By checking this box, I agree to now electronically submit the information contained within this worksheet to the Maryland State Commission on Criminal Sentencing Policy." Below the checkbox is a "Submit" button. At the bottom of the form are three buttons: "View worksheet PDF", "Save this page", and "Previous". Arrows from the text above point to the checkbox and the "Submit" button.

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.



The screenshot shows the MAGS Home screen. At the top is the MAGS logo and "MARYLAND AUTOMATED GUIDELINES SYSTEM". Below is a login bar showing "Logged in as mags/judge." and a "Log Off" link. There are search and filter fields for Jurisdiction (Howard), SID, First Name (John), Last Name (Smith), Case #, and Sort By. A "Worksheet ID" field is also present. A checkbox "Include Submitted Worksheets" is checked. Below is a table with columns: Select, WS ID, Jurisdiction, SID, First Name, Last Name, Case #, Sentencing Date, and Submitted. The table contains one row for a submitted worksheet. At the bottom, it says "Records: 1 to 1 out of 1" and "Page: 1".

Select	WS ID	Jurisdiction	SID	First Name	Last Name	Case #	Sentencing Date	Submitted
	109652	Howard	123765	JOHN	SMITH	C13CR21000567	07/05/2022	<input checked="" type="checkbox"/>

#### 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.

VICTIM INFORMATION	REASONS FOR GUIDELINES DEPARTURE	Multiple Courts Only	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):
Victim <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<div>1 9</div> Departure Code 9 or 18 (Please Explain): Defendant already serving a lengthy sentence in another case.	18Y	<b>Additional Information or Institutional/Parole Recommendation</b> KEN PHELPS Worksheet Completed By State's Attorney's Office Title Sentencing Judge (Please Print) Sentencing Judge's Signature
Victim participation <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		25Y	
Victim notification form <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		50% of Sentence Announced for COVs	
Victim notified plea <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<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 VTS <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Oral VTS <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			
DEPARTURE <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Parole Notification <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

Version: MAGS 11.0

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 <b>[SUBMITTED on 11/14/2022]</b>

ute copies to the following: sentencing judge, court file, prosecution, and defense

Version: MAGS 11.0