



Circuit Court of St. Mary's County, Maryland

JOHN HANSON BRISCOE CIRCUIT COURTHOUSE
41605 COURT HOUSE DRIVE

MICHAEL J. STAMM
ADMINISTRATIVE JUDGE

POST OFFICE BOX 859
LEONARDTOWN, MARYLAND 20650

301-475-4200 EXT. *4140

TO: St. Mary's Bar Association
FROM: Judge Michael J. Stamm
DATE: June 7, 2018
RE: E-mail Notification of Inclement Weather Closings, Delayed Openings, and
Emergency Operations

I recently had a meeting with Judge Adams, the Seventh Circuit Administrative Judge. She advised me of a system called the RAVE Alert System that is being used throughout the state and by the other counties in our circuit. Many of the court house staff have elected to utilize this system. I believe it would be helpful for our local bar to be able to get emergency notifications concerning our Court. This system will allow you the flexibility of using text and/or your government or personal e-mail for notification. Some of you may actually have already signed up, per Judge Chesser, as the District Court has been using this system for quite a while. This system is maintained by the state and gives us options as to how to be notified. We will be using this system and as new staff are hired or new members of our bar begin their practice they will also be given the option to participate.

Attached, please find the RAVE Alert System instructions. I encourage you all to sign up for the RAVE Alert System. Please be advised that if you already signed up prior, you do NOT need to sign up again. However you do need to join our group. Once you signed up in the appropriate group, you will get a message posted to your smart phone and/e-mail as soon as a decision is made about delays or closings or other changes in court operations during inclement weather, delays, evacuations or other emergency situations.

The Message will be transmitted as a no reply text message to your phone. It is imperative that you DO NOT reply to these messages. You will not be bombarded with other text messages. I only plan to use this system for closings, delays, evacuation notifications and emergency notifications. As for weather issues we will try to make a decision by 5:30 a.m. based on the information that is available at the time. This will prevent the need to channel surf the news stations/channels or call into the Court or County telephone numbers. However, we will still post the information with the news media and our respective emergency numbers. RAVE is provided for your convenience. There is no cost to sign up but normal text messaging rates may apply depending on your service provider.

The RAVE notification information is attached – be sure to complete ALL steps including signing up for a group. Your group is the **St. Mary's County Circuit Court Group located under the Maryland Judiciary**. **If you do not join the group, you will not receive the notifications. When you get to section 15 of the instructions you can either search by using our full group name or go to the last page of the groupings. We are the last group on that page.** Irene and I did it yesterday and it takes between 5 and 10 minutes to complete.

For anyone having difficulty with registering for RAVE, please be advised that this is a state application therefore, you must contact the following and they will usually respond within 48 hours. There is no phone number. Thank you.

techsupport@ravemobilesafety.com

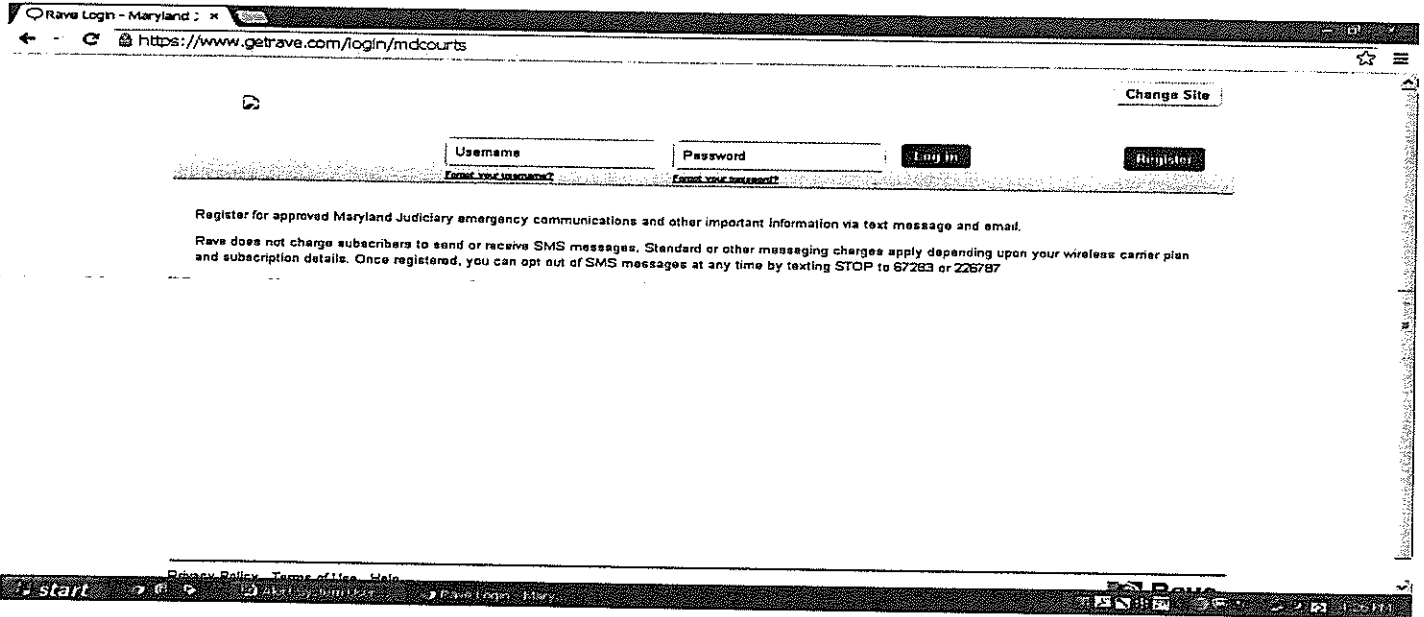
Thank you! Have a great day!

06/18

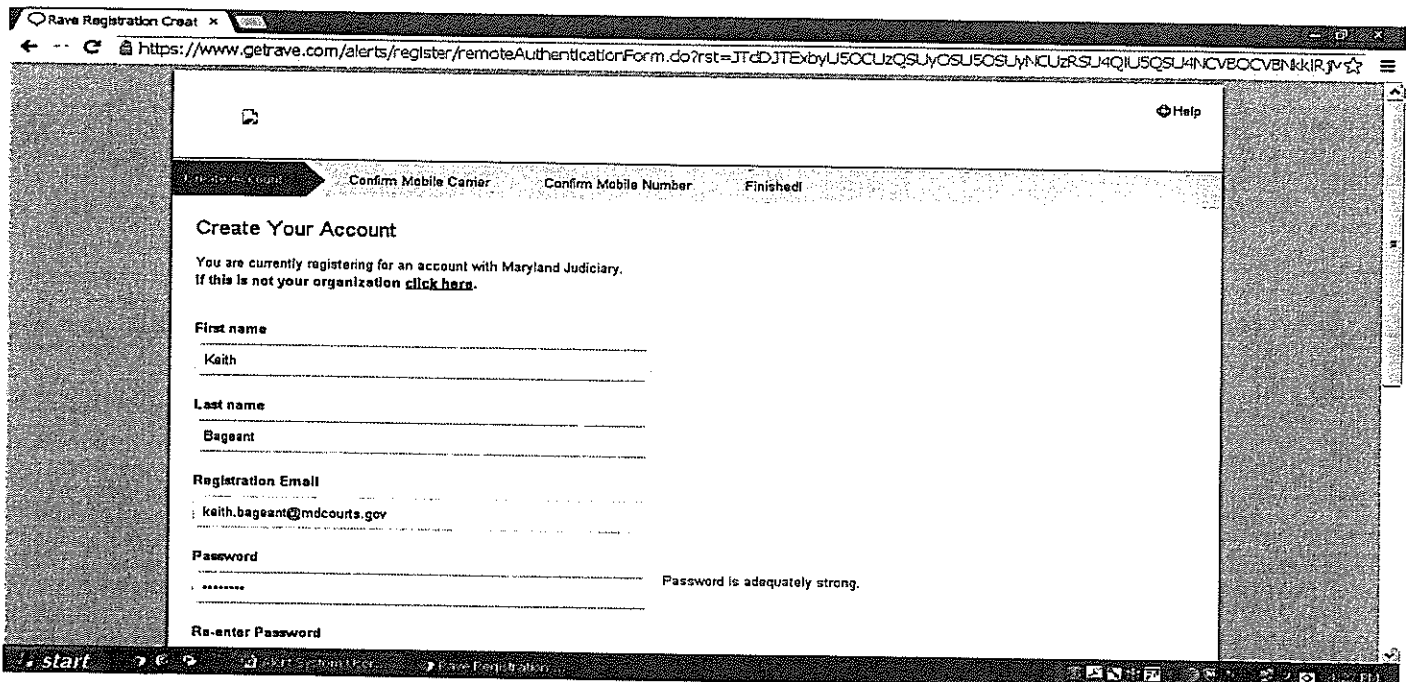
STAA'

Alert System Registration Instructions

1. **Before you register:** REGISTER THE PHONE NUMBER AND EMAIL ADDRESS TO WHICH YOU WISH TO RECEIVE NOTICES. In order to confirm the contact information you provide during registration, you are required to access your e-mail and mobile phone. If you are registering a non-Judiciary e-mail address, it is recommended that you complete your registration at home.
2. Go to www.getrave.com/login/mdcourts
3. Click "Register" which is located in the top right corner of the page



4. That will redirect you to the webpage entitled "Create your Account"
5. Complete the following information: First Name, Last Name, Registration E-mail, Password (you choose your own password), and Registration Phone Number (see screen shot below)
6. **Please Note:** If you use your Judiciary e-mail address to register, please add a secondary e-mail address (at step 20) if you do not have a Judiciary-provided mobile device.



Alert System Registration Instructions

7. Read the terms of use and check the box indicating you have read and agree to the Rave Terms of Use
8. Click "Proceed to the Next Step"

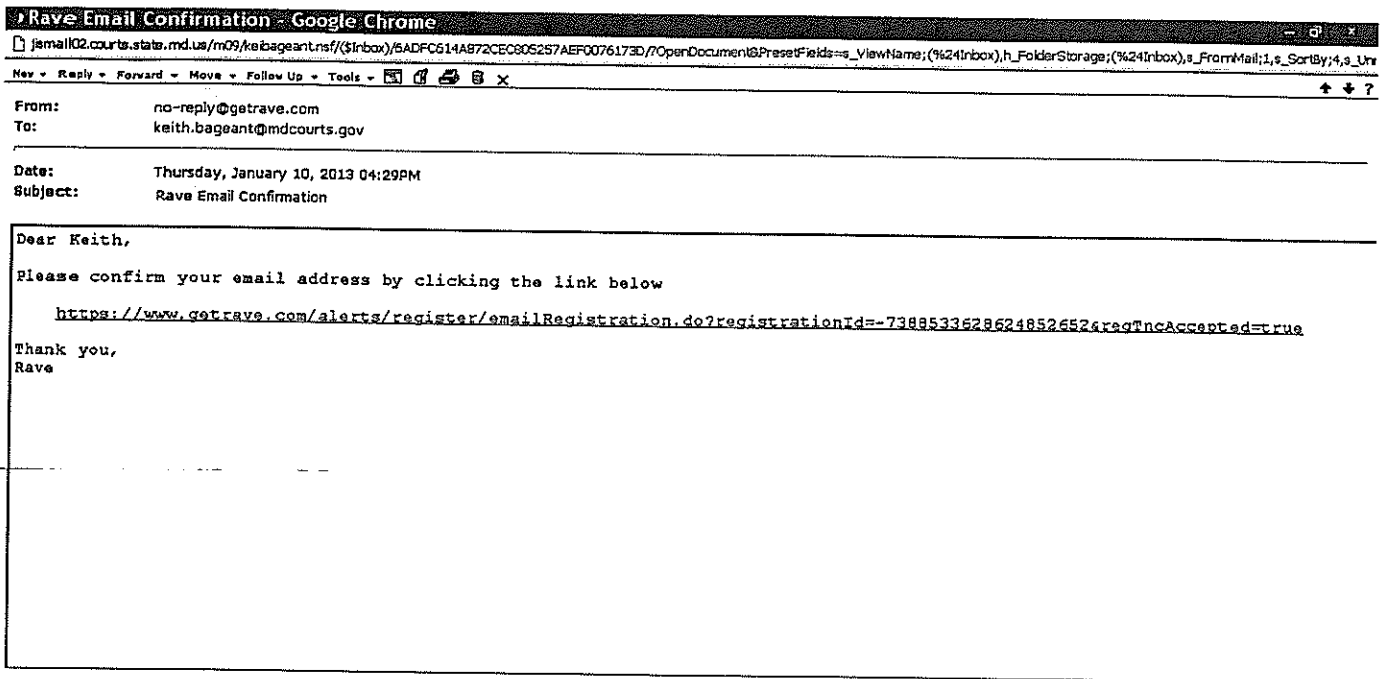
The screenshot shows a web browser window with the URL <https://www.getrave.com/alerts/register/remoteAuthenticationForm.do?rst=JTcdJTExyU5OCuzQSLyOSU5OSUyNCluzRSU4QIU5QSU4NCV8OCVBNkkIRJM>. The page is titled "Rave Registration Create". It contains several input fields: "Re-enter Password" (with a masked password), "Mobile Number" (4105708825), and "Re-enter Mobile Number" (4105708825). Below these is the "Terms of Use" section, which includes a "Privacy and Disclosure of Information" paragraph and a checkbox labeled "I have read and agree to the Rave Terms of Use" which is checked. At the bottom of the form are buttons for "Proceed to Next Step" and "Cancel". The footer of the page includes links for "Privacy Policy", "Terms of Use", and "Help", and a copyright notice for "© 2012 Rave Wireless Inc. All rights reserved." The Rave Mobile Safety logo is also present.

9. You will be directed to confirm your mobile carrier. Select your mobile carrier and proceed to the next step.

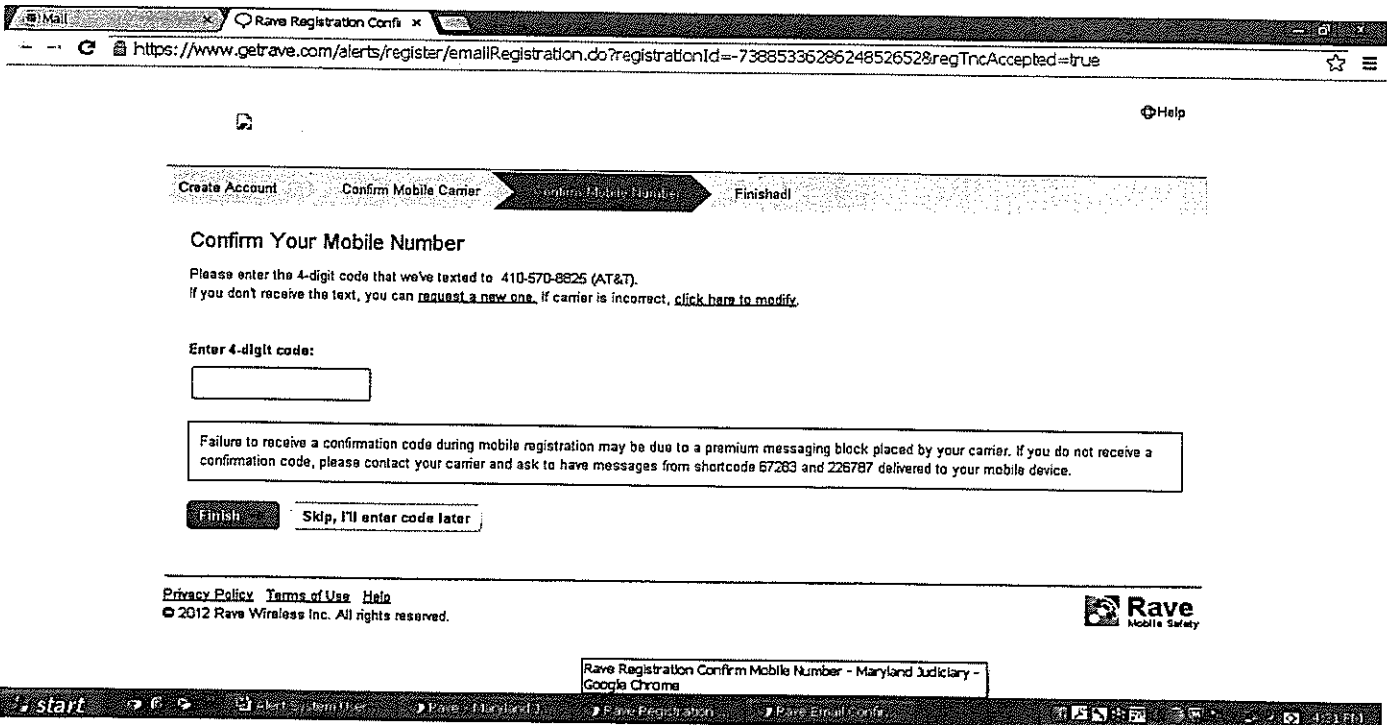
The screenshot shows a web browser window with the URL <https://www.getrave.com/alerts/register/viewConfirmCarrier.do?rst=JTA0VGcIMEEIRLEIQzEIRkFvJThGJTIVJT14JTAYZCUwRILyMSVGMU5NcVBMIUyNClU4>. The page is titled "Rave Registration Confir". It features a progress bar with four steps: "Create Account", "Confirm Mobile Number", "Confirm Mobile Number", and "Finished". The current step is "Confirm Your Mobile Carrier". Below the progress bar, it displays "Your Mobile Number: 410-570-8825". Under "Confirm Your Carrier:", there is a dropdown menu with "AT&T" selected and a link for "My carrier is not listed". At the bottom of the form are buttons for "Go Back to Previous Step", "Proceed to Next Step", and "Cancel". The footer of the page includes links for "Privacy Policy", "Terms of Use", and "Help", and a copyright notice for "© 2012 Rave Wireless Inc. All rights reserved." The Rave Mobile Safety logo is also present. The system clock in the bottom right corner shows "Thursday, January 10, 2013".

Alert System Registration Instructions

10. You will receive an e-mail from Rave Alerts (see screen shot below for example) that directs you to confirm your e-mail address.
11. Click on the link in the e-mail.



12. The link will take you to a webpage to Confirm Your Mobile Number (see screen shot below).
13. Check your mobile phone for a 4-digit code texted to you from Rave Alerts.
14. Input the 4-digit code and click Finish.



Alert System Registration Instructions

15. You have now completed the initial registration (see screen shot below). In order to receive alerts, you will need to join the groups that indicate you work in St. Mary's County Circuit Court.

16. **To add more mobile numbers:** click the "Add" Button next to mobile phones.

The screenshot shows a web browser window with the URL <https://www.getrave.com/manageProfile/profileDashboard.do>. The page title is "Rave - Manage Profile". The user's name is Keith Bageant, with email keith.bageant@mdcourts.gov. There are buttons for "Edit", "Change", "Add", and "Test". Under "Mobile Phones", there is one number listed: (1) 410-570-8825. Under "Email", there is a registration email: keith.bageant@mdcourts.gov. The footer includes "Privacy Policy", "Terms of Use", and "© 2012 Rave Wireless Inc. All rights reserved." along with the Rave Mobile Safety logo.

17. You will be directed to a Mobile Contact page (see screen shot below)

18. Input the 10-digit phone number and click "Continue"

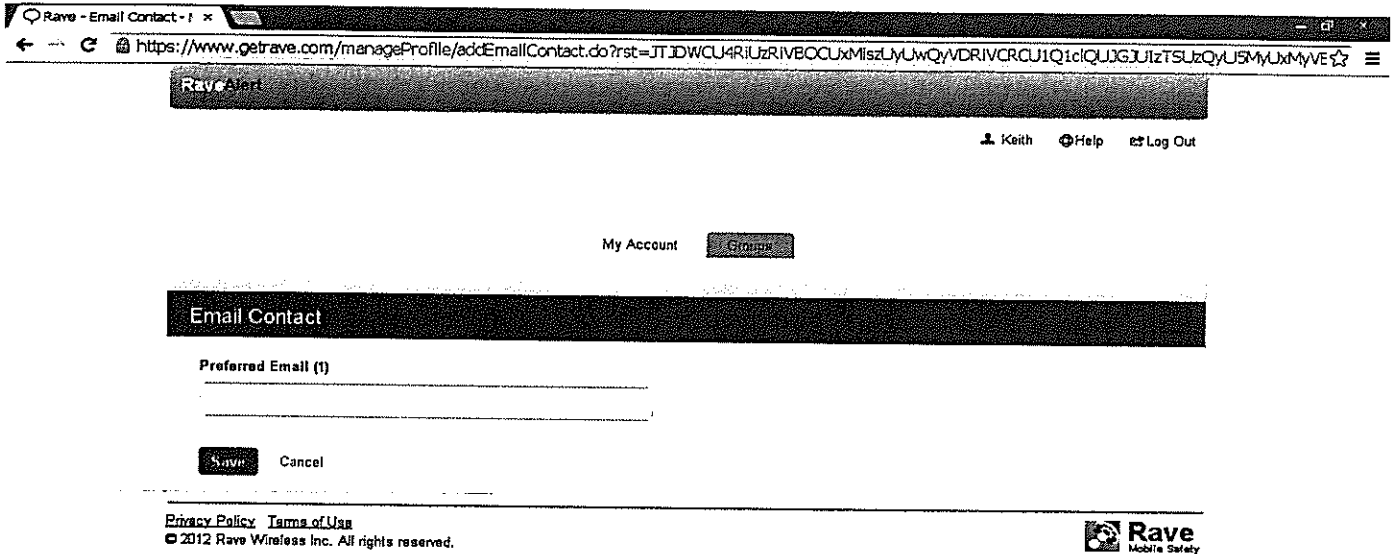
19. Confirm your carrier and complete.

The screenshot shows a web browser window with the URL <https://www.getrave.com/manageProfile/addMobileContact.do?rst=JTJDWCL4RILbRIVBCCUxMiszUyUwQyVDRIVCRUJ1Q1d1QUJGZHMIRTEICDEyJTIEZYVE>. The page title is "Rave - Add Mobile Cont". The user's name is Keith. There are buttons for "Help" and "Log Out". The page is titled "Mobile Contact" and has a progress bar with steps: "Enter Mobile Number", "Confirm Carrier", and "Complete". The "Enter Mobile Number" step is active, showing a text input field for the "10-Digit Mobile Number:" and "Continue" and "Cancel" buttons. The footer includes "Privacy Policy", "Terms of Use", and "© 2012 Rave Wireless Inc. All rights reserved." along with the Rave Mobile Safety logo.

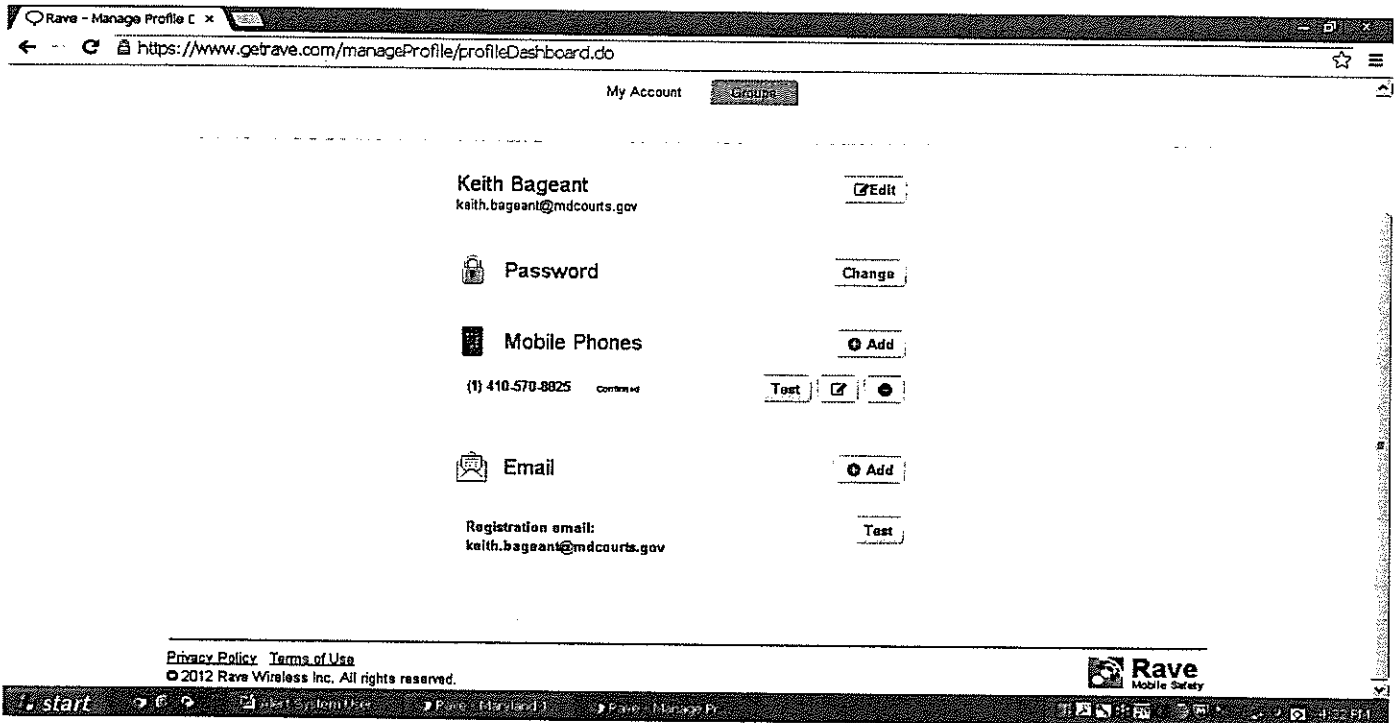
20. **To add more email addresses:** click the "Add" Button next to e-mail.

Alert System Registration Instructions

21. You will be directed to an e-mail contact page.
22. Enter the additional e-mail address and click "Save"



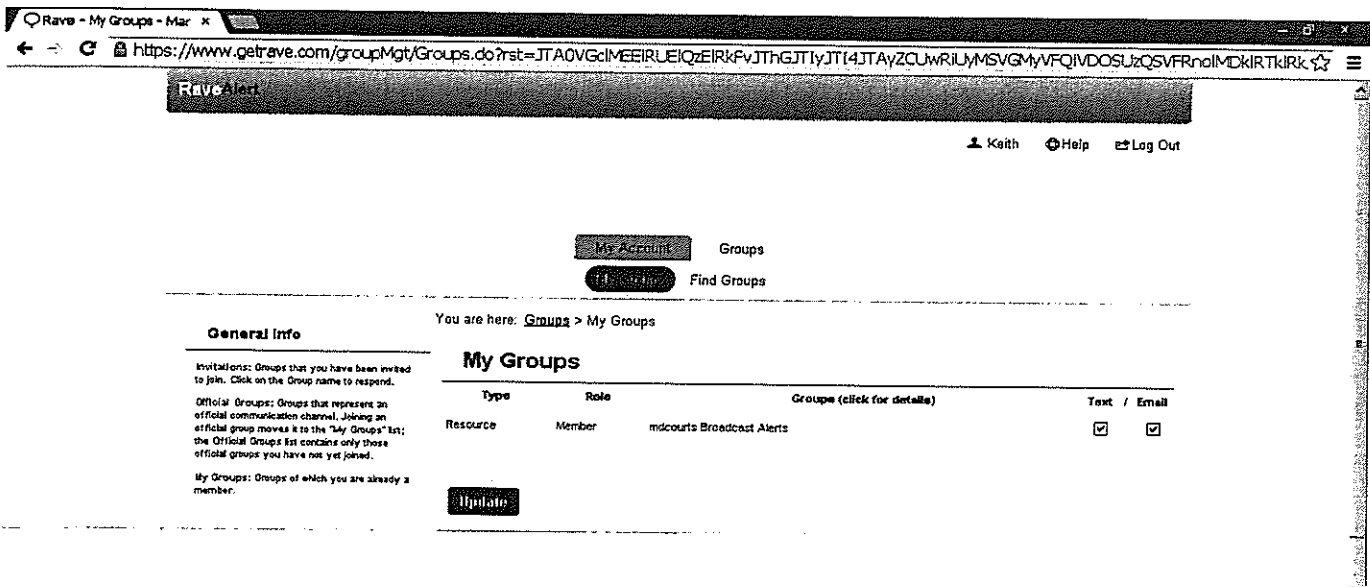
23. Alerts are sent to groups. Until you select groups, you will not receive any emergency notifications. Click the "Groups" tab at the top of the page (see screen shot below).



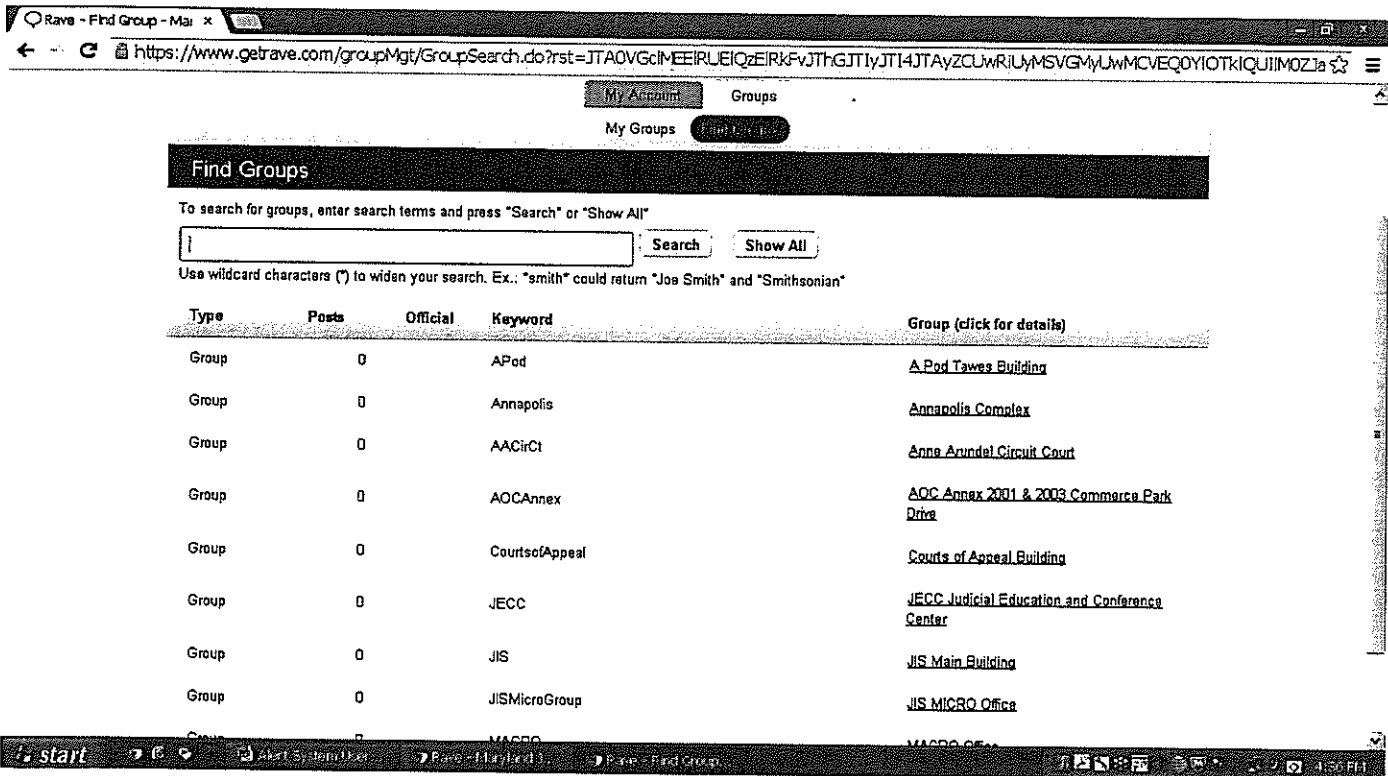
24. It will take you to a page that looks like this (see screen shot below).

Alert System Registration Instructions

25. Click "Find Groups"

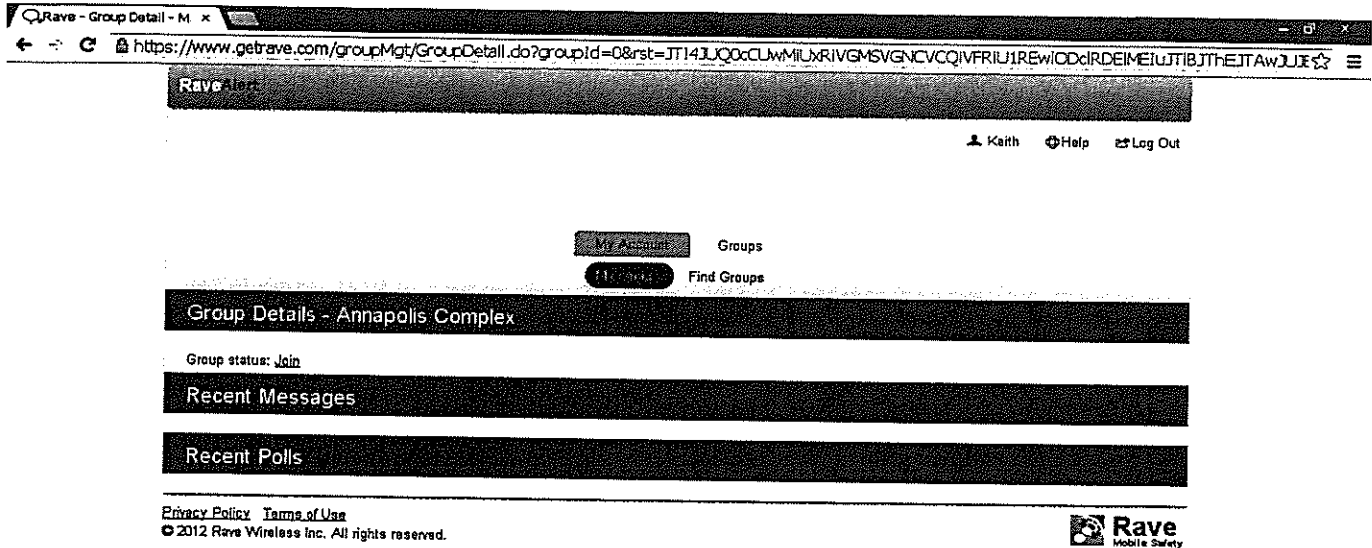


26. Under Find Groups, you will see a list of groups for Judiciary offices.
27. First, click on the group "St. Mary's County Circuit Court.
28. ". This will provide you with general closure and delay notifications for the St. Mary's County Circuit Court
- 29.

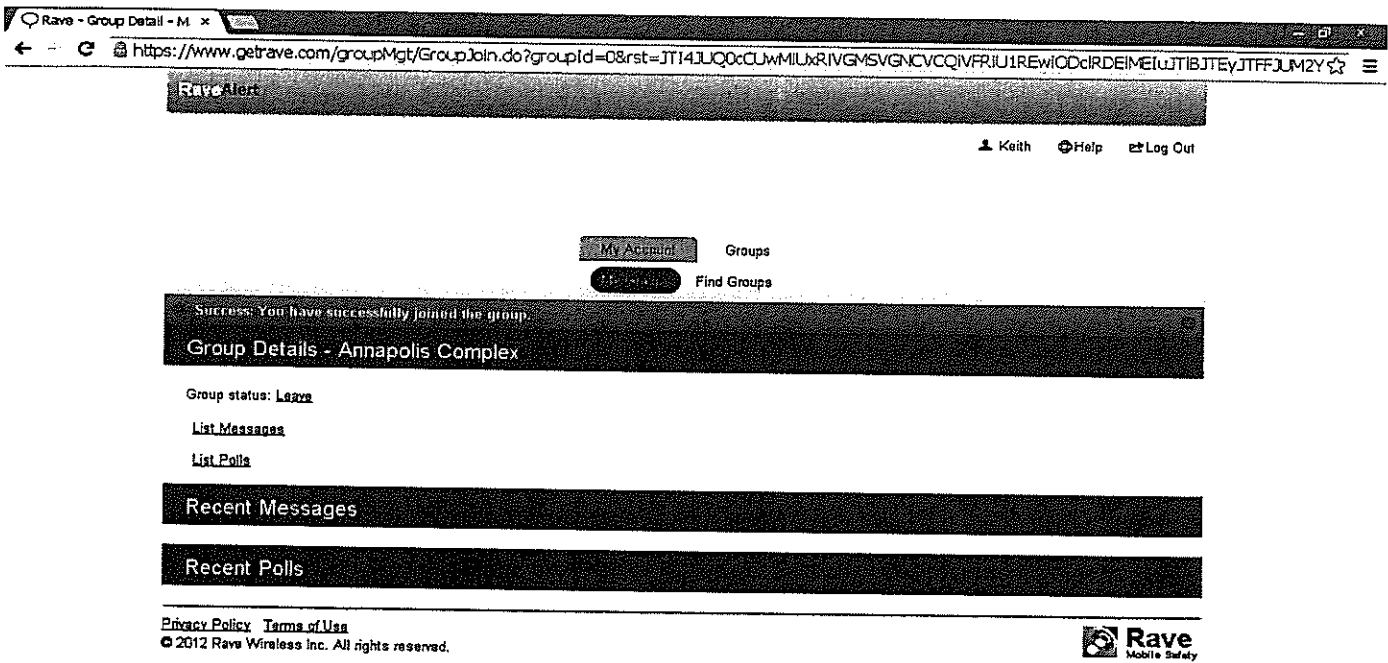


30. You will be directed to Group Details. Next to Group status, click "Join"

Alert System Registration Instructions



31. Once you have joined, a Green Notification will appear that says “Success. You have successfully joined the group (see screen shot below)



Congratulations! You are registered and will receive emergency notification alerts to your mobile phone and email.