



CIRCUIT COURT  DISTRICT COURT OF MARYLAND FOR \_\_\_\_\_

City/County

Located at \_\_\_\_\_

Court Address

### JUDICIARY NEW / REVISED FORM REQUEST

Use this form to suggest a new form or recommend changes to an existing District Court or Circuit Court form. External use forms are for court and public use. Internal use forms are for court use only.

Request for:  Circuit Court  Internal Use  External Use  Internal & External Use  
 District Court  Internal Use  External Use  Internal & External Use

All local forms are created, modified, and maintained within the local jurisdiction and are not subject to review by the Forms Subcommittee or Administrative Services. Local forms submitted to the Forms Subcommittee may be found on CourtNet (Local Forms Index).

Justification for creating a new form or revising an existing form: \_\_\_\_\_

Applicable Statute(s)/Rule(s): \_\_\_\_\_

Details/Suggestions for Form Development. You may attach a document with suggested language or a mark-up version of an existing form.

New/Revised Form Request may be sent electronically to [formssubcommittee@mdcourts.gov](mailto:formssubcommittee@mdcourts.gov) or mailed to:

**Md. Judiciary Forms Subcommittee**  
**c/o District Court Headquarters - Administrative Services**  
**580 Taylor Avenue, A-3**  
**Annapolis, MD 21401**

Within thirty (30) days of receipt, the requestor is notified electronically whether the form request is granted, denied, or modified. If the request is granted, the form request is processed. If the request is denied, the requestor is advised of the basis for denial. Online forms are posted on the judiciary website within ninety (90) days from when the request is granted. External use forms are posted on [mdcourts.gov](http://mdcourts.gov) (Court Forms Index); internal use forms are posted on CourtNet (Forms Index). The procurement process for paper forms is eight (8) to twelve (12) weeks from when request is granted.

Signature of Requestor

E-mail

Printed Name of Requestor

Telephone

Address

Date

City, State, Zip

*For External Use Only*

Date: \_\_\_\_\_

Request is:  Granted \_\_\_\_\_  
 Modified \_\_\_\_\_  
 Denied \_\_\_\_\_