

Sample for Reference Purposes Only. Forms have bilingual format for your convenience, but must be completed and filed with the court in English. 表格样本, 仅供参考. 为了提供便利, 表格采用双语格式, 但向法院提交的表格必须用英语填写。



DISTRICT COURT OF MARYLAND FOR

马里兰州地区法院

City/County (城市/县)

Located at

地址

Court Address 法院地址

WRIT OF SUMMONS 传讯令状

Defendant: 被告:

Serve on: 送达:

Address: 地址:

Address: 地址:

Address: 地址:

Address: 地址:

Date Filed 提交日期

Issue Date 签发日期

Case No. 案件编号

Complaint No. 诉状编号

Trial Date 审判日期

Trial Time 审判时间

AM PM 上午 下午

Trial Room 审判室

You are summoned to appear for trial at the date, time, and location shown above. If you intend to be present at the trial, you must file the attached Notice of Intention to Defend within 15 days 60 days of receiving this complaint. Failure to file the Notice of Intention to Defend may result in a judgment against you.

您被传唤在上述日期、时间和地点出庭受审。如果您想出席审判, 必须在收到此诉状的 15 天 60 天内提交随附的拟抗辩通知。未提交拟抗辩通知会导致对您进行判决。

MUST BE SERVED BY:

送达截止日期:

Date 日期

Administrative Clerk 行政书记官

FOR PROCESS SERVER USE ONLY

仅供传票送达员使用

To Sheriff/Constable 致 警长/治安官

Private Process Server 私人传票送达员

致 警长/治安官

私人传票送达员

You are commanded to serve this Writ of Summons and to make your return promptly if served. If you are unable to serve, you are to make your return below and return the original process to the court no later than ten (10) days following the termination of the validity of the process. 兹令您送达此传讯令状, 送达后请及时返还回执。如无法送达, 请在传票有效期截止后的十 (10) 天内, 填写以下回执并将原始传票返还法院。

I certify that: 我证明:

我证明:

I served a summons by delivery of the complaint and all supporting papers to 本人已通过将诉状和所有支持材料交给以下人员送达传唤:

Name 姓名

on 日期为 AM PM at 上午 下午, 送达地点为

Date 日期

Time 时间

Location 地点

The person I left the papers with acknowledged being: (1) A resident of the above listed address; (2) 18 years of age or older; (3) of suitable discretion in that relationship to the defendant is and that; (4) the above listed address is the defendant's residence or usual place of abode. The facts upon which I concluded that the individual served is of suitable age and discretion are:

我将材料留给以下人员: (1) 居住在以上所列出的地址; (2) 年龄不小于 18 岁; (3) 有合适的裁决权且其与被告的关系为; (4) 以上所列地址为被告的居住地或常住地。本人认定接收材料的人员年龄合适且有自行裁决权的事实依据是:

The cost of service is \$ 送达费用为 \$

送达费用为 \$

Description of the defendant/person served: Race _____ Sex _____ Ht _____ Wt _____ Age _____
 被告/送达对象说明: 种族 _____ 性别 _____ 身高 _____ 体重 _____ 年龄 _____

I was unable to serve because _____
 出于以下原因, 我未能送达 _____

ATTEMPT: _____ ATTEMPT: _____ ATTEMPT: _____ ATTEMPT: _____
 尝试: _____ 尝试: _____ 尝试: _____ 尝试: _____

REFUND TO: _____
 退款给: _____

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief and do further affirm I am a competent person over 18 years of age and not party to the case.
 本人郑重确认据本人个人所知所信, 此文件内容真实, 如有不实甘受伪证罪之罚。并进一步确认本人是年满 18 岁的合格人员且不是案件当事人。

“Insert Barcode Here”
 “在此处插入条形码”

Print Name of Process Server
 传票送达员的正定姓名

Address
 地址

City, State, Zip
 城市、州、邮编

Telephone Number
 电话号码

Signature of Process Server
 传票送达员签名

Date
 日期

Cut here
 在此处剪下

NOTICE OF INTENTION TO DEFEND
拟抗辩通知

Case No.: _____ Defendant: _____ Complaint #: _____ Trial Date: _____
 案件编号: _____ 被告: _____ 诉状号: _____ 审判日期: _____

NOTICE: **If you contest all or part of the claim**, complete this Notice of Intention to Defend and file it with the court listed at the top of this summons no later than 15 days 60 days after you receive this summons. You may request a remote hearing. For more information about remote hearings, visit mdcourts.gov/district/remotehearings or contact the court (mdcourts.gov/district/directories/courtmap). If you do not attend the hearing, a judgment could be entered against you.

通知: **如果您全部或部分同意此诉讼**, 请在收到此传唤的 15 天 60 天内完成此拟抗辩通知并提交给此传唤前面列出的法院。您可以申请远程听证。要更多了解远程听证, 请访问 mdcourts.gov/district/remotehearings 或联系法院 (mdcourts.gov/district/directories/courtmap)。如果您不想参加听证, 可能会对您进行判决。

ATTENTION CORPORATIONS & LLCs: this notice must be filed by an attorney, and you must be represented at trial by an attorney.

EXCEPTION: where the amount claimed doesn't exceed \$5,000.00, corporations may be represented by an officer; LLCs may be represented by a member. Both may be represented by a properly designated employee. See Maryland Annotated Code, Business Occupations and Professions, § 10-206(b)(4) for details.

致大公司/有限责任公司: 此通知必须由律师提交, 且律师必须代表您出席审判。特例: 如果诉讼的金额不超过 5,000.00 美元, 大公司可由其高管代表出庭, 有限责任公司可由成员代表出庭。双方均可能由适当指派的员工代表出庭。参见马里兰卫生总则商业职业条款第 10-206(b)(4) 条了解详细信息。

To request a foreign language interpreter or a reasonable accommodation under the ADA, please contact the court immediately.

Possession and use of cell phones and other electronic devices may be limited or prohibited in designated areas of the court facility.

如要求外语口译员服务或根据《残障美国人法案》要求提供合理的便利设施, 请立即与法院联系。可能会在法院设施指定区域限制或禁止拥有和使用手机和其他电子设备。

SEE NOTICE ON BACK OF COMPLAINT FORM FOR IMPORTANT INFORMATION

参见诉状表的背面了解重要信息

I intend to be present at the trial of this claim and demand proof of the plaintiff's claim.

我打算出席这一诉讼的审判, 要求提供原告诉讼的证据。

Brief explanation of defense: _____

抗辩的简要解释: _____

Date 日期	Signature 签名	Print Name 正楷姓名
Address 地址	City, State, Zip 城市、州、邮编	Home/Work Telephone Number 住宅/单位电话号码
	E-mail 电子邮件	Fax 传真