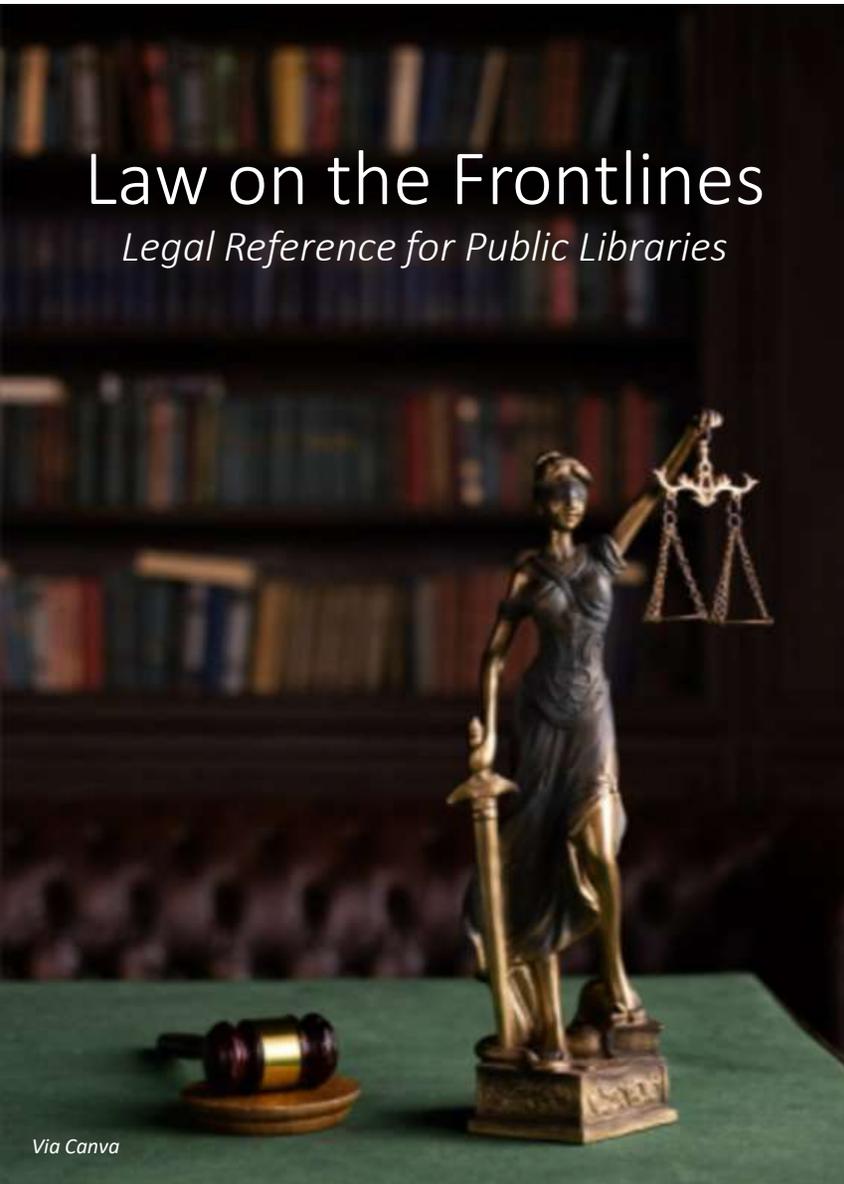


Law on the Frontlines

Legal Reference for Public Libraries



Via Canva

Finding Maryland Legal Forms

TMSLL/CMCLLD/MdA2JC 2023 12 05

Introductions

The Frontlines Workgroup includes representatives from the Thurgood Marshall State Law Library, Maryland Court and County Law Libraries, the Maryland Access to Justice Commission, and the Access to Justice Department of the Administrative Office of the Courts.

Instructors for each course will vary but the information provided is based on the core curriculum of the ongoing Frontlines Project.

Today's instructors are...

Catherine McGuire, Thurgood Marshall State Law Library
Joy Hollerbach, Thurgood Marshall State Law Library

Learning Objectives



Understand what “form” might mean in legal reference



Identify and employ best resources for locating information about, templates for, and/or official forms for legal actions



Identify appropriate guidance to help completion of legal forms and documents

The
Question:

I need a
form...

- ...to get a divorce
- ...to write a will
- ...to change my alimony
- ...to remove my record
- ...to file a motion in my case
- ...to incorporate a business

People think there's a form for every legal action.

This is not true.

Self-Assessment

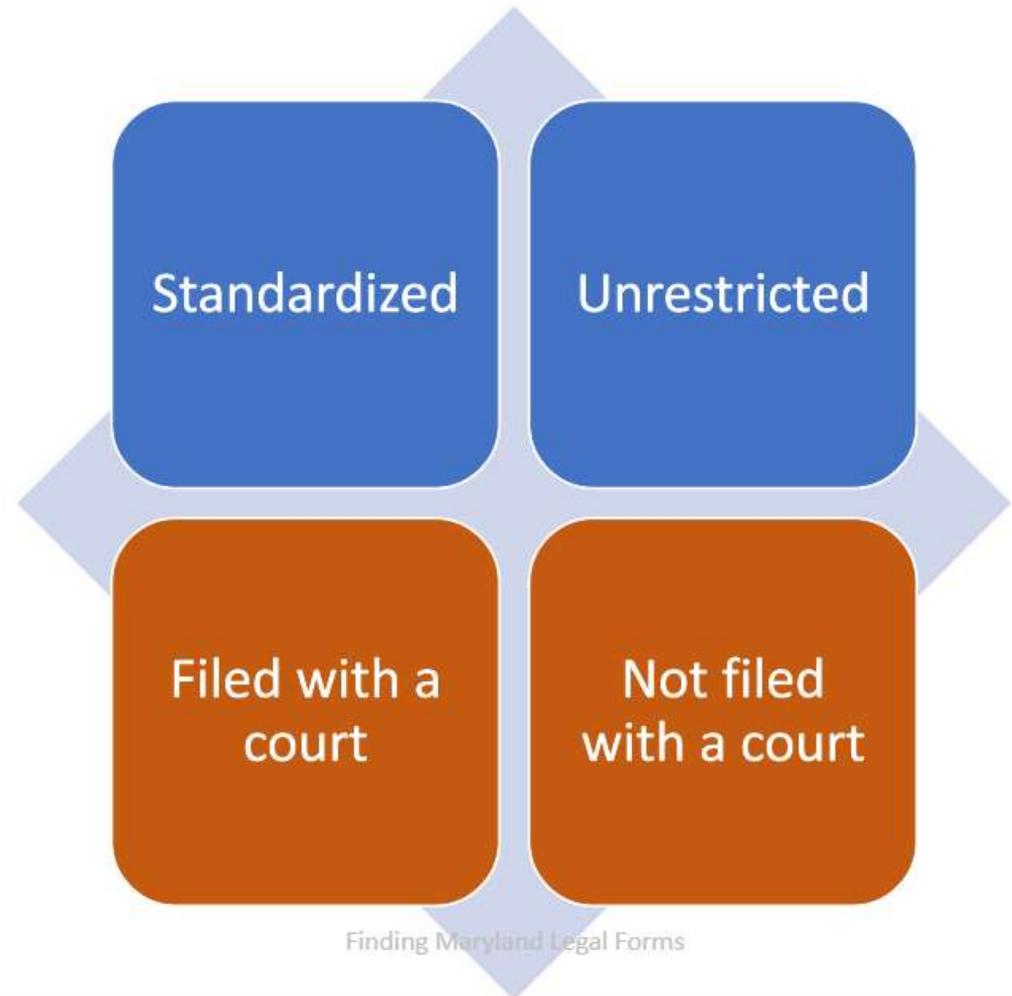
What is your level of comfort with requests for legal forms?

1. I'm a beginner, I haven't had any questions yet about legal forms.

2. I've had questions about legal forms a few times. I want to learn more.

3. I feel confident but would like to brush up on my skills.

What can
“form”
mean?

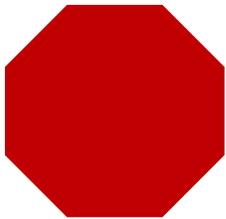


Finding Maryland Legal Forms

What do
you need
to know?

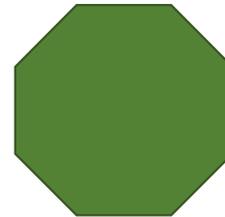
- Where, geographically?
- What court?
- What type of matter?
- Narrow the topic
- Narrow the goal

What can you offer – or not?



CANNOT

- The perfect form
- Answers to fill-in-the-blanks



CAN

- Templates or samples to choose from
- Materials that talk about the topic

Where to look

- Maryland Courts – website has many court forms and access to Guide & File
- Maryland Rules – information about content, structure
- Maryland Code – statutory forms
- People's Law Library!

Maryland Courts Website

www.mdcourts.gov/forms

- Listing of forms
- Court Forms Locator
- Guide & File system
- Court Help Topics for additional information



Court Forms

What do I need to know about court forms?

Maryland's courts have hundreds of forms available. These court forms allow you to file and respond to court cases. Use the links below to find forms and to get help completing your forms.

<p>Court Forms Search</p> <p>Already know the forms you need?</p> <p>The Maryland Judiciary offers three ways to search for court forms. Go directly to a specific forms index.</p> <p>All Maryland Court Forms >> (a searchable index of all court forms)</p> <p>District Court Forms >> (civil, expungement, landlord/tenant, protective orders, etc.)</p> <p>Juvenile & Family Law Forms >> (child custody, child support, divorce, guardianship, etc.)</p>	<p>Court Forms Tools</p> <p>Need help finding the right forms?</p> <p> Use the Court Forms Finder to help identify, select and print forms.</p> <p>This tool guides you through a series of questions to help identify which forms you need.</p> <hr/> <p> Maryland Court Help GUIDE & FILE easy court forms</p> <p>This free program uses your interview answers to complete court forms by guiding you through a series of simple questions.</p>	<p>Other Information</p> <p>Need help with other court forms?</p> <p>Land Records Information</p> <p>Statewide Uniform Subpoena For registered users on the AIS portal. Self-represented litigants MUST obtain the paper form from the appropriate court. Attorneys can still obtain the paper form from the appropriate court.</p> <p>Foreign Subpoena Written Undertaking for foreign subpoena form- required pursuant to Rules 2-422.1 and 2.510.1</p> <p>Waiver of filing fees</p>
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Maryland Rules

- What are they?
- Who makes them?
- Why are they important?
- What is in them?
- How do I use them?
- Where do I find them?



Thurgood Marshall State Law Library

Gateway to Maryland Law

The Thurgood Marshall State Law Library has an extensive collection of primary and secondary sources focusing on Maryland law. Many of these resources are available online, but some require physical presence at the Library to access.

[Maryland Code](#) | [County and Municipal Codes](#) | [Court Rules](#) | [Case Law](#) |
[Regulations](#) | [Attorney General Opinions](#) | [State Publications](#) | [Task Force Reports](#) |
[Incorporated by Reference](#) | [Law Reviews and Journals](#)

Maryland Rules

The Supreme Court of Maryland, the highest court in Maryland, exercising court rulemaking power. The current Code and Rules are available online through multiple sources.

[Explore your options here](#)

Maryland Code

- Search by keyword
- If print access, use Index volume



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[Incorporated by Reference](#) | [Law Reviews and Journals](#)

Maryland Code and Laws of Maryland

Maryland statutes are passed by the General Assembly, Maryland's legislative body. The Laws of the State of Maryland is a chronological collection of laws passed by the General Assembly.

The Maryland Code is a compilation of the statutes currently in effect and is generally organized by subject (e.g., Criminal Law Article, Family Law Article).

The Maryland House and Senate Journals are records of the proceedings of the Maryland House of Delegates and the Maryland Senate Sessions.

[Explore your options here](#)

People's Law Library of Maryland

www.peoples-law.org

- Under *How Do I – Start/Respond to a Case*, see Find Court and Legal Forms
- Articles link to forms where related (work in progress)
- Clinic calendar for help completing forms



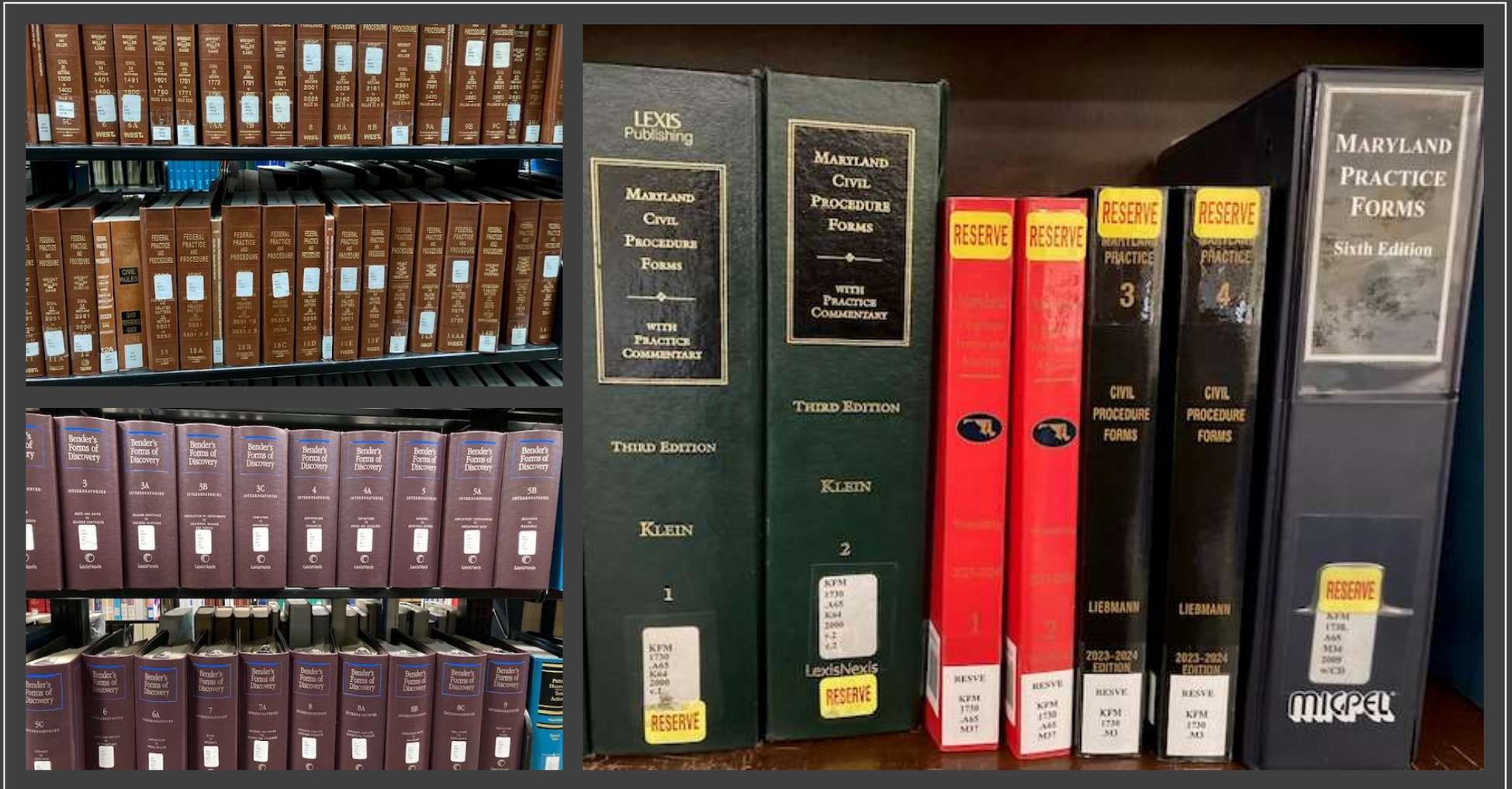
The screenshot shows the homepage of the People's Law Library of Maryland. The header includes the logo and navigation links: HOME, HOW DO I...?, LEGAL SERVICES DIRECTORY, LEGAL CLINIC CALENDAR (highlighted with a yellow box), RESEARCH TOPICS, and ABOUT. A search bar is located below the navigation. The main content area is divided into three columns: 'HOW DO I...?' (with a yellow box around '- Start/Respond to a Case'), 'LEGAL SERVICES DIRECTORY' (with a search form and a 'FIND A SERVICE PROVIDER' button), and 'MARYLAND COURT HELP CENTER' (with contact information and a map). Below this is a 'RESEARCH TOPICS' section with links for 'HOW DO I...?', 'CONSUMER', 'CRIMINAL', 'DOMESTIC VIOLENCE', and 'EDUCATION'. On the right side, there are two red boxes: 'LEGAL CLINIC CALENDAR' (with a yellow box and arrow) and 'ASK A MARYLAND LAW LIBRARIAN' (with a 'CLICK HERE' button).



Let's take a look...

Other sources of “forms”

- Government agency websites
- Federal court sites
- Books – sample forms in many legal treatises
- Databases – Gale and others provide samples
- Websites – check for reliability!



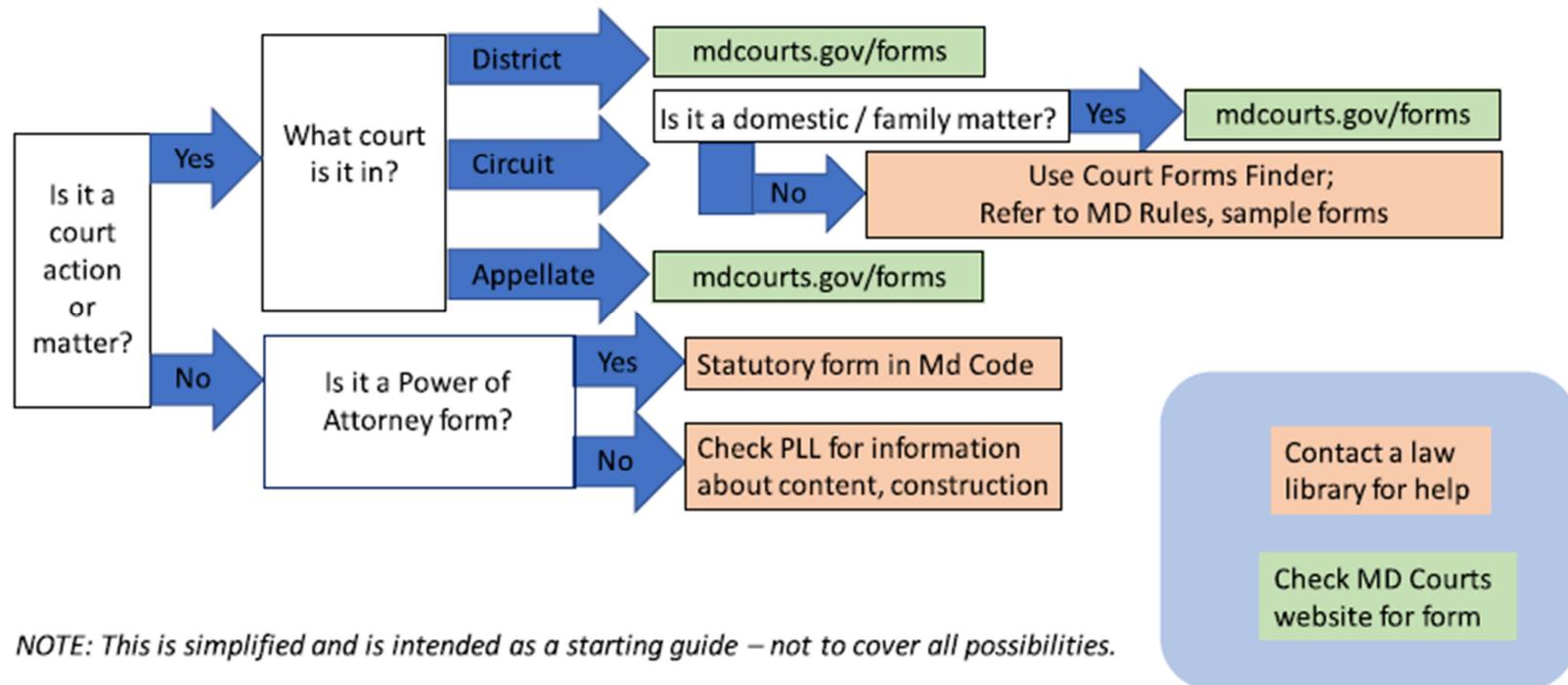
A word about commercial sites

- Cost?
- Are they free elsewhere?
- Who wrote them?
- Are they up-to-date?
- Are they offering too much information?

Help with completing forms

- Court Help Centers
- PLL Legal Services Directory
- PLL Legal Clinic Calendar
 - Lawyer in the Library
 - General civil clinics
 - Family law help centers in Circuit Courts

Checklist for Finding Maryland Court Forms



Law Libraries

mdcourts.gov/ccll

Maryland Law Libraries

Thurgood Marshall State Law Library 

Circuit Court Law Libraries

Allegany County

Charles County 

Prince George's County 

Anne Arundel County 

Dorchester County

Queen Anne's County

Baltimore City 

Frederick County

St. Mary's County

Baltimore County 

Garrett County

Somerset County

Calvert County

Harford County

Talbot County

Caroline County

Howard County 

Washington County 

Carroll County 

Kent County

Wicomico County

Cecil County

Montgomery County 

Worcester County

 indicates the library is staffed.



Questions?

Upcoming:
*Frontlines Lab –
Focus on Forms*

Next Wednesday,
December 13th, 9:00am
– 10:00am

LAB entirely about
Forms!



Law on the Frontlines

A cooperative project advancing access to justice

mdcourts.gov/lawlib/using-library/for-librarians/legal-reference-training

Thurgood Marshall State Law Library

www.mdcourts.gov/lawlib

410-260-1430

lawlibrary@mdcourts.gov

Conference of Maryland Court Law
Library Directors

www.mdcourts.gov/ccl

Maryland Access to Justice Commission

www.mdaccesstojustice.org

Access to Justice Department,
Administrative Office of the Courts

www.mdcourts.gov/accesstojustice

Thank you for joining us today!