

Finding Maryland Legal Forms

## 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.

Our instructors today include...

Catherine McGuire, Thurgood Marshall State Law Library
Joy Hollerbach, Thurgood Marshall State Law Library
Audrey Dingler, Thurgood Marshall State Law Library
Vickie Yiannoulou, Prince George's County Circuit Court 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.

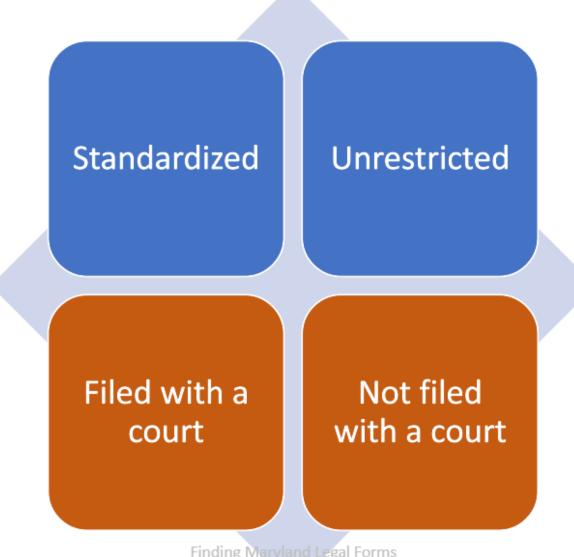
This is not true.

## 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?

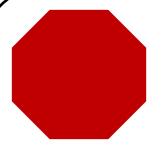


Finding Maryland Legal Forms

# What do you need to know?

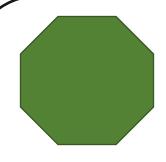
- Where, geographically?
- What court?
- What type of matter?
- Narrow the topic
- Narrow the goal

## 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
- People's Law Library
- Maryland Rules information about content, structure
- Maryland Code statutory forms

## 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.

#### Court Forms Search

Already know the forms you need?

The Maryland Judiciary offers three ways to search for court forms. Go directly to a specific forms index.

#### All Maryland Court Forms >>

(a searchable index of all court forms)

#### District Court Forms >>

(civil, expungement, landlord/tenant, protective orders, etc.)

#### Juvenile & Family Law Forms >>

(child custody, child support, divorce, guardianship, etc.)

#### Court Forms Tools

Need help finding the right forms?



Use the Court Forms Finder to help identify, select and print forms.

This tool guides you through a series of questions to help identify which forms you need.



Maryland Court Help

GUIDE & FILE easy court forms

This free program uses your interview answers to complete court forms by guiding you through a series of simple questions.

#### Other Information

Need help with other court forms?

Land Records Information

#### 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.

#### Foreign Subpoena Written Undertaking for foreign

subpoena form- required pursuant to Rules 2-422.1 and 2.510.1

Waiver of filing fees

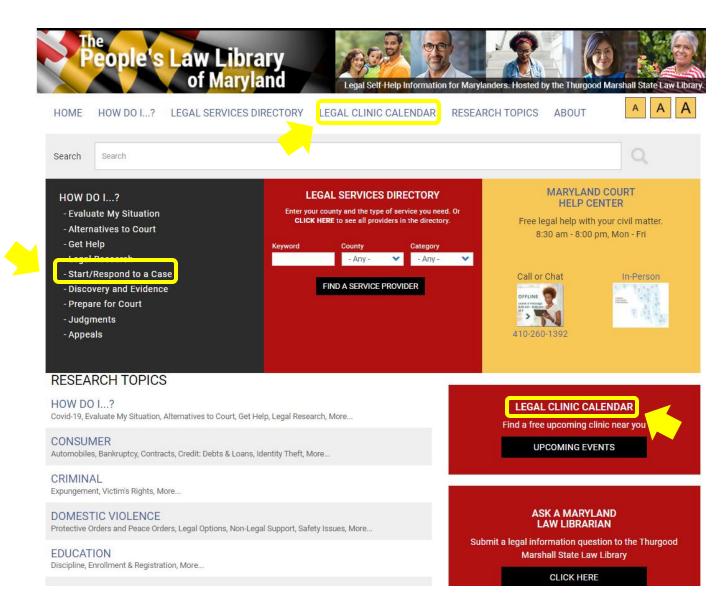
## People's Law Library of Maryland

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





## 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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#### 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).

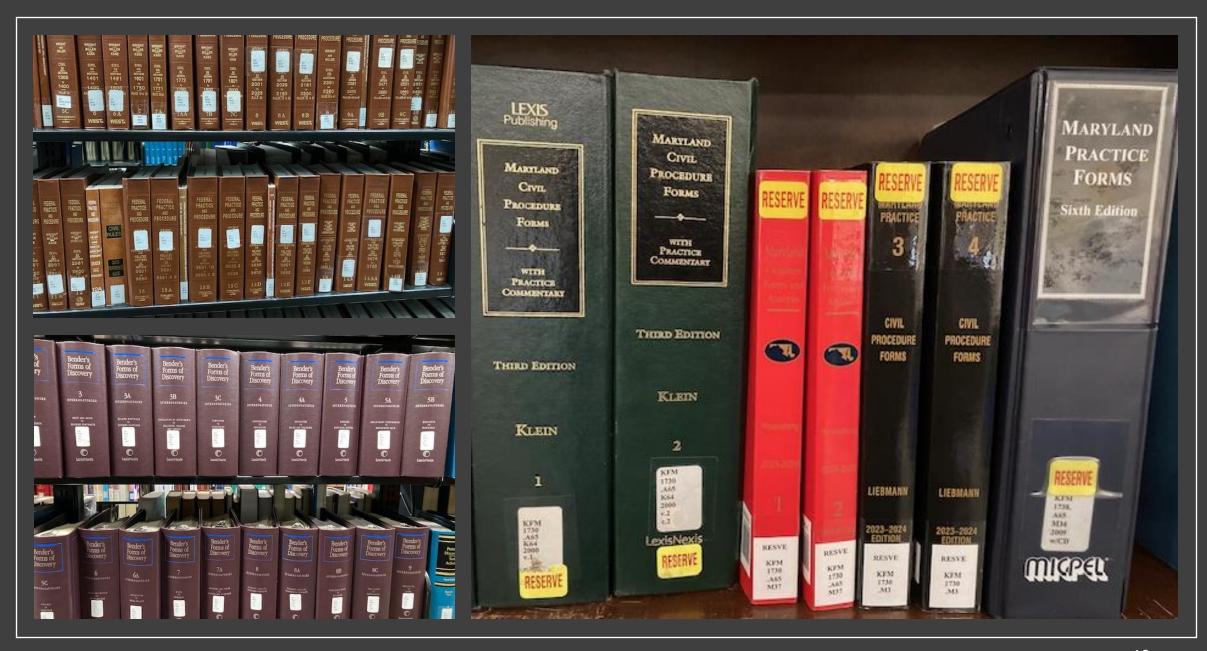
The Maryland House and Senate Journals are records of the proceedings of the Maryland House of Delegates and the Maryland Senate Sessions.

Explore your options here

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!



Let's take a look...

## Activity

- Form to designate a standby guardian
- Form for complaint to quiet title
- Form to petition for expungement of juvenile records
- Form for petition for administration of a small estate



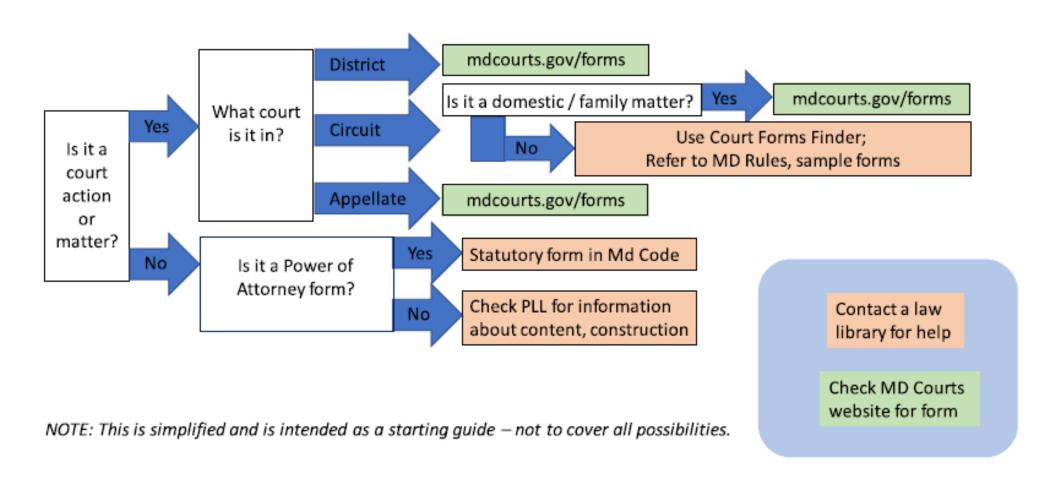
# A word about commercial sites

- 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.



In 2025...

## Frontline web content revision

Topics: what would you like to hear?



## 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

<u>lawlibrary@mdcourts.gov</u>

Conference of Maryland Court Law Library Directors

www.mdcourts.gov/ccll

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!