

Attorney Information System (AIS) Uniform Statewide Subpoena Form Quick Reference Card

Overview

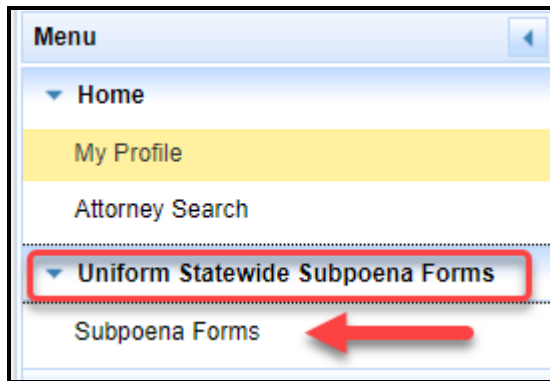


Pursuant to Rules 2-510, 3-510, 4-265, and 4-266, the Maryland Judiciary implemented a uniform, statewide subpoena form, **effective July 1 2015**. To ensure the required seal and the appropriate clerk's signature appears on each subpoena, separate versions of the form are provided for each circuit and district court. The content of all versions is the same.

NOTE: A subpoena may be served **ONLY** within 60 days after it is issued. If not served within the 60-day period, it must be reissued for service.

Requesting a Uniform Statewide Subpoena Form

1. Log into AIS at <https://jportal.mdcourts.gov/aisattorneyportal/security/login.xhtml>.
2. From the **Menu** on the left side of the window, select the **Uniform Statewide Subpoena Forms** option.



3. Select the **Subpoena Forms** submenu to access the Form page which list the links for the Uniform Statewide Subpoenas in **PDF format**.

Statewide Uniform Subpoena Form

Pursuant to Rules 2-510, 3-510, 4-265, and 4-266, the Maryland Judiciary implemented a uniform, statewide subpoena form, **effective July 1, 2015**. To ensure the required seal and the appropriate clerk's signature appears on each subpoena, separate versions of the form are provided for each circuit and district court. The content of all versions is the same.

Questions regarding court proceedings should be directed to the appropriate court.

Self-represented litigants, MUST obtain the paper form from the appropriate court. Attorneys can still obtain the paper form from the appropriate court.

NOTE: A subpoena may be served ONLY within 60 days after it is issued. If not served within the 60-day period, it must be reissued for service.

Any misuse of a subpoena may result in an appropriate sanction from the court, including an award of a reasonable attorney's fee and costs, the exclusion of evidence obtained as a result of the misuse, and reimbursement of any person inconvenienced for time and expenses incurred.

Circuit Court

Allegany (rev. 09/01/2023)	Charles (rev. 09/01/2023)	Prince George's (rev. 09/01/2023)
Anne Arundel (rev. 09/01/2023)	Dorchester (rev. 09/01/2023)	Queen Anne's (rev. 09/01/2023)
Baltimore City (rev. 09/01/2023)	Frederick (rev. 09/01/2023)	Somerset (rev. 09/01/2023)
Baltimore County (rev. 09/01/2023)	Garrett (rev. 09/01/2023)	St. Mary's (rev. 09/01/2023)
Calvert (rev. 09/01/2023)	Harford (rev. 02/14/2024)	Talbot (rev. 09/01/2023)
Caroline (rev. 09/01/2023)	Howard (rev. 09/01/2023)	Washington (rev. 09/01/2023)
Carroll (rev. 09/01/2023)	Kent (rev. 09/01/2023)	Wicomico (rev. 09/01/2023)
Cecil (rev. 09/01/2023)	Montgomery (rev. 09/01/2023)	Worcester (rev. 09/01/2023)

District Court

Allegany (rev. 09/07/2023)	Charles (rev. 09/07/2023)	Prince George's (rev. 09/07/2023)
Anne Arundel (rev. 09/07/2023)	Dorchester (rev. 09/07/2023)	Queen Anne's (rev. 09/07/2023)
Baltimore City (rev. 09/07/2023)	Frederick (rev. 09/07/2023)	Somerset (rev. 09/07/2023)
Baltimore County (rev. 09/07/2023)	Garrett (rev. 09/07/2023)	St. Mary's (rev. 09/07/2023)
Calvert (rev. 09/07/2023)	Harford (rev. 09/07/2023)	Talbot (rev. 09/07/2023)
Caroline (rev. 09/07/2023)	Howard (rev. 09/07/2023)	Washington (rev. 09/07/2023)
Carroll (rev. 09/07/2023)	Kent (rev. 09/07/2023)	Wicomico (rev. 09/07/2023)
Cecil (rev. 09/07/2023)	Montgomery (rev. 09/07/2023)	Worcester (rev. 09/07/2023)

Foreign Subpoena

[Written Undertaking](#) for foreign subpoena form-- required pursuant to Rules 2-422.1 and 2.510.1 (effective 07/01/2018)

Subpoena for Inspection of Property

Circuit Courts

Allegany (rev. 07/01/2018)	Charles (rev. 12/02/2022)	Prince George's (rev. 07/01/2018)
Anne Arundel (rev. 07/01/2018)	Dorchester (rev. 07/01/2018)	Queen Anne's (rev. 12/30/2019)
Baltimore City (rev. 12/02/2022)	Frederick (rev. 07/01/2018)	Somerset (rev. 07/01/2018)
Baltimore County (rev. 07/01/2018)	Garrett (rev. 12/02/2022)	St. Mary's (rev. 07/01/2018)
Calvert (rev. 07/01/2018)	Harford (rev. 02/14/2024)	Talbot (rev. 07/01/2018)
Caroline (rev. 07/01/2018)	Howard (rev. 07/19/2021)	Washington (rev. 07/01/2018)
Carroll (rev. 12/13/2022)	Kent (rev. 11/18/2020)	Wicomico (rev. 07/01/2018)
Cecil (rev. 07/01/2018)	Montgomery (rev. 04/01/2021)	Worcester (rev. 07/01/2018)

ISSUE DATE

FORM FIELD

Print a copy of the completed form

The Issue Date field on the form populates the current date each time the form is opened, even on forms that have been completed and saved to your computer. For that reason, you may want to print a copy of a completed form for your records.


If the current date is not showing on the form:

Some browsers have built-in pdf viewers that may not populate the current date in the Issue Date field. If this occurs, you can change the settings in your browser to view pdf files with Adobe Acrobat or Reader or you can download the form to your computer and open with Adobe Acrobat or Reader. The current date should appear in the Issue Date field.

4. The forms available on the **Subpoena Forms** page include:
 - a. Circuit Court: Pre-Signed Uniform Subpoenas
 - b. District Court: Pre-Signed Uniform Subpoenas
 - c. Subpoenas for Inspection of Property for the Circuit Courts
 - d. Foreign Subpoena – Written Undertaking form for the Circuit Courts
5. Click on the link to access the Form.



6. The Subpoena selected will open in a PDF viewer or the browser.

 <p>CIRCUIT COURT FOR ALLEGANY COUNTY 30 Washington Street, Cumberland, Maryland 21502 Phone: (301) 777-5923 Maryland Relay call: 711 Toll-free (In-state only): (800) 988-9087</p>	<p>Case No. _____</p> <p>Issue Date: <u>05/30/2024</u> ←</p> <p>Service Deadline: 60 days after the Issue Date.</p>	
TO: _____ Name _____ Address 1 _____ Address 2 _____ City, County, State, Zip _____		
STATE OF MARYLAND	OR	
_____	vs.	_____
Plaintiff	SUBPOENA	Defendant

NOTES: Related to the *Issue Date Field* on the forms

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7. Enter the information needed into the form.
 - a. Forms can be saved and printed.
 - b. If the wrong information was entered the form can be reset and all data entered will be cleared from the form.

NOTE: Form revision dates will be noted in AIS next to each form as updated in AIS.

Getting Help



For assistance with requesting a subpoena through AIS, contact Customer Services @ 410.260.1114 or mdcourts@service-now.com.