

DISTRICT COURT OF MARYLAND

PURCHASE ORDER - CIVIL FORMS

SUBMIT FOUR PARTS TO:

District Court of Maryland
 Attn: Forms Order Clerk
 c/o Traffic Processing Center
 2020 Industrial Drive
 Annapolis, Maryland 21401

Filled and Shipped: Date _____ By _____ Checked By _____ Posted to Inventory: Date _____ By _____

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SHIP TO: (Please use complete street address. UPS cannot deliver to P.O. Box addresses.)

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NOTE: District Court forms are subject to unscheduled and unannounced revisions. We suggest you purchase no more than a three (3) month supply. We will not provide refunds or free replacements if the previous version becomes outdated.

(Enclose order with payment and return in the enclosed envelope. Retain goldenrod copy for your records.)

FORM #	DESCRIPTION OF FORM (Forms are sold in packages of 100 only. You can pick up a single form FREE at the District Court location nearest you.)	# of Packages	UNIT COST PER PKG.	TOTAL AMOUNT
DC/CV 1	Complaint		35.00	
DC/CV 2	Request For Service		25.00	
DC/CV 31	Order of Satisfaction/Notice of Satisfaction of Lien		20.00	
DC/CV 32	Request for Order Directing Defendant to Appear for Examination in Aid of Enforcement of Judgment/Order of Court		20.00	
DC/CV 40	Request for Writ of Execution		35.00	
DC/CV 60	Request for Garnishment of Property Other Than Wages		30.00	
DC/CV 65	Request For Garnishment On Wages		35.00	
DC/CV 81	Petition For Warrant of Restitution		35.00	
DC/CV 82	Failure To Pay Rent - Landlord's Complaint For Repossession of Rented Property (For use in all locations.)		25.00	
Forms not listed above may be ordered using the DCA 40A Purchase Order. Obtain the DCA 40A by calling the District Court Warehouse at (410) 260-1660 or download the Purchase Order from the Judiciary website at: http://www.mdcourts.gov/district/dctcivforms.html			COST OF FORMS	\$
TOTAL # OF PACKAGES REQUESTED Use this figure when calculating shipping & handling charges (see below).				
Shipping & Handling Charge: \$4.00 for the first package of forms \$.75 for each additional package Forms will be shipped U.P.S. to the above "Ship to" address.*			SHIPPING & HANDLING	\$
Enclose check or money order made payable to the <u>DISTRICT COURT OF MARYLAND</u> . DO NOT SEND CASH. No C.O.D. orders. There is a \$10.00 service charge for all returned checks.			TOTAL	\$

*Forms may also be picked up at the District Court Warehouse, located at 2002A Industrial Drive, Annapolis, Maryland 21401, (at the rear of the Annapolis Commerce Park complex), Monday through Friday, between 8:30 a.m. and 4:00 p.m. **Call first for availability of form(s) and/or directions** to the District Court Warehouse, Phone: 410-260-1660. Payment for cost of forms (no S & H) is required upon pick-up, only checks or money orders will be accepted.