

COURT STANDARDS FOR ELECTRONIC FILING ATTORNEY’S VERSION

CASE NAMING:

A. If the residence is part of an apartment complex, case names should follow the following standard:

property name vs (street name-street number) defendant last name

Examples:

Fox Ridge Apartments vs (Maple Ave-23) Doe

Fox Ridge Apartments vs (Maple Ave-23) Doe/Smith/Jones

Notes:

- Do not include the period '.' after vs or any punctuation in the property name or Defendant’s last name
- Multiple defendants should be listed by last name separated by a slash “/”.
- Property name refers to the apartment complex and not the property's management. If there is no property name, use the plaintiff’s name in the case title.
- When completing the party information fields, the plaintiff name(s) should continue to be the property owner or property management company's name (i.e. ABC Property Management Inc)

B. If the residence is not part of an apartment complex, case names should follow the following standard:

plaintiff name vs (street name-street number) defendant last name

Examples:

ABC Properties Inc vs (Elm Ave-45) Doe

Green vs (Elm Ave-45) Doe

Green/Lawrence vs (Elm Ave-45) Doe/Smith/Jones

Notes:

- Do not include the period '.' after vs or any punctuation in the property name or defendant's last name.
- If the plaintiff(s) is(are) individual(s), list the last name(s) only in the case name field.

- Multiple plaintiffs or defendants should be listed by last name separated by a slash “/”.
- Defendants with the same last name may be represented once in the case name but must be detailed as separate parties when entering party information.

DOCUMENT TITLES:

The Court is striving to standardize the titles for certain types of documents. The table below defines the document titles that should be entered for the selected document type on the LexisNexis File & Serve system.

Bankruptcy Notice	BANK	N
Civil Appeal/Request for Transcript	APP	N
Dismissed	DISM	Y
Dismissed by Attorney	DISM A	Y
Dismissed by Landlord	DISM L	Y
Failure to Pay Rent-1 defendant		
Failure to Pay Rent-2 defendants		
Failure to Pay Rent-3 defendants		
Failure to Pay Rent-4 defendants		
Failure to Pay Rent-5 or more defendants		
SEJ		N
Foreclosure Right of Redemption	ROR	Y
Judgment for Pltf for Amended Amount	JUDG AMENDED	Y
Line	LINE	N
Line 4-Judgment for Pltf by Consent	JUDG LINE 4 C	Y
Line 4-Judgment for Pltf by Default	JUDG LINE 4 D	Y
Line 6-Judgment for Pltf by Consent	JUDG LINE 6 C	Y
Line 6-Judgment for Pltf by Default	JUDG LINE 6 D	Y
Memorandum of Court	MEMO	Y
Motion – Other	MOTN	N
Motion to amend	MOTN AMEND	N
Motion to Amend Warrant of Restitution	MOTN AMEND WRIT	N
Motion to Consolidate	MOTN CONSOL	N
Motion to Go Forward with Judgment	MOTN JUDG	N
Notice of Postponement	CONT NOTC	Y
Order	ORDER	Y
Postponed at Defendants Request	CONT D	Y
Postponed at Plaintiffs Request	CONT P	Y
Postponed at the Request of Both Parties	CONT C	Y
Rent Escrow Ordered	RE	Y
Request for Postponement	CONT REQ	N
Stay of Eviction	STAY	Y
Service Made	ROS FTFR (for initial complaints) or ROS WRIT (for Writ returns)	Y
Non-Est	ROS NE FTFR (for initial complaints) or ROS NE WRIT (for Writ returns)	Y
Trial or Hearing Notice	NOTC	Y
Warrant of Restitution-1 defendant		
Warrant of Restitution-2 defendants		
Warrant of Restitution-3 defendants		
Warrant of Restitution-4 defendants		

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APPENDIX A-2

COURT STANDARDS FOR ELECTRONIC FILING

ATTORNEY'S VERSION

INTRODUCTION:

This Appendix describes the Prince George's County District Court Standards defined for anyone planning to use LexisNexis File & Serve to electronically file documents in

Failure to

Pay Rent cases. Note: Cases that the Court commonly refers to as "Blue Jacket" cases should be

filed traditionally in paper. These cases include: Tenant Hold Over, Escrow, Breach of Lease,

and Forcible Entry and Detainer (FED)

The Standards contained herein include:

Case Naming

Document Titles

Forms

Dismissal Procedures

Bulk Filing

If you have questions about these Standards or electronic filing, please contact the Landlord/Tenant Clerk's Office at Prince George's County District Court in Hyattsville, MD.

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COURT AND SYSTEM PROCEDURES

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plaintiff name vs (street name-street number) defendant last name

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DOCUMENT TITLES:

The Court is striving to standardize the titles for certain types of documents. The table below

defines the document titles that should be entered for the selected document type on the LexisNexis File & Serve system.

Bankruptcy Notice BANK

Civil Appeal/Request for Transcript APP

Failure to Pay Rent-1 defendant

Failure to Pay Rent-2 defendants

Failure to Pay Rent-3 defendants

Failure to Pay Rent-4 defendants

Failure to Pay Rent-5 or more defendants

SEJ

Line LINE

Motion – Other MOTN

Motion to amend MOTN AMEND

Motion to Amend Warrant of Restitution MOTN AMEND WRIT

Motion to Consolidate MOTN CONSOL

Motion to Go Forward with Judgment MOTN JUDG

Request for Postponement CONT REQ

Warrant of Restitution-1 defendant

Warrant of Restitution-2 defendants
Warrant of Restitution-3 defendants
Warrant of Restitution-4 defendants
Warrant of Restitution-5 or more defendants
WRIT

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FORMS:

Prince George's County District Court has developed electronic versions of the L/T and Mobile Home Parks Failure to Pay Rent complaints and the Warrant of Restitution. Currently, these forms are only available by request and will be emailed to you in a fill-able format. You must have the full version of Adobe Acrobat 6.0.3 or higher version that includes the pdf writer software in order to be able to save the completed forms in an electronic format. The Court is working to develop a version of the forms that would not require the additional software.

IMPORTANT NOTICE: Prior to personal service, the Sheriff's Department is required to mail a copy of the complaints to the defendants. Similarly, the Court mails a copy of the Warrant of Restitution to the defendants. The electronic forms provided by the Court have been tested to ensure that the defendant's name and address will properly appear in the window-paned envelope used by both the Court and Sheriff's Department. **Due to this mailing requirement, the Court requires that you use the Court's version of the forms when electronically filing.**

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DISMISSAL PROCEDURES:

The Court would prefer that pre-trial dismissals be submitted to the Clerk's Office in the same manner as prior to the implementation of electronic filing, by email or facsimile. As the electronic filing project matures, the Court will investigate alternatives.

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BULK FILERS:

Attorneys utilizing the bulk filing features of LexisNexis File & Serve should follow the standards contained within this Appendix. In addition, the following information will be necessary as you create the XML data files:

Data Values:

- The Case Class should be **Civil**
- The Case Type should be either **L/T Failure to Pay Rent** or **Mobile Home Parks-Failure to Pay Rent**

- The **Document Types** should be one of the following:

- New Failure to Pay Rent cases should be assigned the appropriate document type listed below based on the number of defendants:

- Failure to Pay Rent-1 defendant**

- Failure to Pay Rent-2 defendants**

- Failure to Pay Rent-3 defendants**

- Failure to Pay Rent-4 defendants**

- Failure to Pay Rent-5 or more defendants**

- Warrants of Restitution should be assigned the appropriate document type listed below based on the number of defendants:

- Warrant of Restitution-1 defendant**

- Warrant of Restitution-2 defendants**

- Warrant of Restitution-3 defendants**

- Warrant of Restitution-4 defendants**

- Warrant of Restitution-5 or more defendants**

Batch Standards:

- Additionally, the Court would like Failure to Pay Rent new case batches to be limited to 300

cases.

- They would also prefer that batches be limited by client. If this is unreasonable because of a

number of smaller clients, we can discuss combining these with the Court. All new case batches will have to be limited to 300 cases, however.