

# PURCHASE ORDER - DISTRICT COURT FORMS

Ship To: \_\_\_\_\_

Telephone No: \_\_\_\_\_

\_\_\_\_\_

Contact person: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

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

**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 We will not provide refunds or free replacements if the previous version becomes outdated.**

**INSTRUCTIONS:** Use this purchase order to order forms which do not appear on our Civil Forms Purchase Order (Form DCA-040). List the form numbers and number of packages requested below. (some District Court forms are also available on the Judiciary website at: [mdcourts.gov/district/dctcivforms](http://mdcourts.gov/district/dctcivforms))

**CHARGES:** Except for those specific forms listed on Purchase Order DCA-040, the cost for each package of 100 forms is \$15.00 plus shipping & handling (see below). All charges must be prepaid and returned with this form. Send check or money order made payable to the District Court of Maryland. DO NOT SEND CASH. No C.O.D. Orders will be accepted. There is a \$30.00 service charge for all returned checks.

**SUBMIT FOUR (4) PARTS TO:** District Court of Maryland, Attn: Forms Order Clerk, Traffic Processing Center, 2020 Industrial Drive, Annapolis, Maryland, 21401. Retain goldenrod copy for your records.

FORM #	# of PACKAGES	FORM #	# of PACKAGES	FORM #	# of PACKAGES
Subtotal # of Packages		Subtotal # of Packages		Subtotal # of Packages	
<b>TOTAL # OF PACKAGES REQUESTED</b>					
<b>Use this figure when calculating shipping &amp; handling charges (see below)</b>					
(Total # of packages x \$15.00)				<b>COST OF FORMS</b>	<b>\$</b>
<b>Shipping &amp; Handling Charge: \$4.00 for the first package of forms \$ .75 for each additional package</b> Forms will be shipped UPS to the above "Ship to" address*.				<b>SHIPPING &amp; HANDLING</b>	<b>\$</b>
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 will be a \$30.00 service charge for all returned checks.				<b>TOTAL</b>	<b>\$</b>

\*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.