

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 _____

Date: _____

SHIP TO:

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

Telephone: _____

Contact Person: _____

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 We will not provide refunds or free replacements if the previous version becomes outdated.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-001	Complaint/Application and Affidavit in Support of Judgment		\$ 35.00	\$
DC-CV-002	Request for Service/Order for Service/Proof of Service		\$ 25.00	\$
DC-CV-031	Order of Satisfaction/Notice of Satisfaction of Lien		\$ 20.00	\$
CC-DC-CV-032	Request for Order Directing Judgment Debtor or Other Person to Appear for Examination in Aid of Enforcement of Judgment		\$ 20.00	\$
DC-CV-040	Request for Writ of Execution		\$ 35.00	\$
DC-CV-060	Request for Writ of Garnishment of Property Other Than Wages		\$ 30.00	\$
DC-CV-065	Request for Writ of Garnishment of Wages		\$ 35.00	\$
DC-CV-081	Petition for Warrant of Restitution		\$ 35.00	\$
DC-CV-082	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-040A Purchase Order. Obtain the DCA-040A by calling the District Court Warehouse at (410) 260-1660 or download the Purchase Order from the Judiciary website at: mdcourts.gov/district/detcivforms			COST OF FORMS	\$
TOTAL # OF PACKAGES REQUESTED Use this figure when calculating shipping & handling changes (see below).				
Shipping & Handling Charge: \$4.00 for the first package of forms \$.75 for each additional package Forms will be shipped UPS 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 \$30.00 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.