

**APPENDIX B**  
**PRINCE GEORGE’S COUNTY DISTRICT COURT**  
**COURT STANDARDS FOR ELECTRONIC FILING**  
**ATTORNEY STANDARDS**

**INTRODUCTION:**

- This Appendix describes the Prince George’s County District Court Standards defined for anyone planning to use File & ServeXpress 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
  - Forcible Entry and Detainer (FED)
- The Standards contained herein include:

<b>STANDARD</b>
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.

**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 File & ServeXpress system.

<b>DOCUMENT TYPE</b>	<b>DOCUMENT TITLE</b>
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

*Note: Document Title in the UI is referenced as Document Description in the XML used by bulk filers utilizing the batch filing features of File & ServeXpress.*

**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.
- These forms are available a fillable format on the Court’s website under the Forms and Instructions link at <http://www.courts.state.md.us/district/efile/efilemain.htm>.
- The Failure to Pay Rent (DC/CV 82) form available on the Court’s website can be completed and saved without the use of Adobe Acrobat.

- However, 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 Failure to Pay Rent/Mobile Homes (DC/CV 82 MH) and Warrant of Restitution form (DC/CV 81) in an electronic format.
- **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.**

#### **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.

#### **BULK FILERS:**

- Attorneys utilizing the bulk filing features of File & ServeXpress 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.