



Addendum No. 1
MJUD Master Contract – Printing Services
K23-0045-25Q

01/05/2023

The purpose of this addendum is to amend and clarify certain portions of the above-referenced solicitation with all prospective bidders/offerors.

Clarifications:

C1. Please see pre-proposal sign-in sheet included with this addendum.

Questions:

Q1. Can we see examples of the snap out forms?

A1. **Please see Attachment 5 – Snap Out Form Samples, included with this addendum.**

Q2. Since we don't own any printing equipment can we subcontract the printing function (posters, brochures, pocket cards) to our local printing company? In that case, should the prime contractor possess certifications from the Sustainable Forestry Initiative (SFI) and/or Forest Stewardship Council (FSC)? Or either the prime or subcontractor can have the certificate?

A2. **Offerors may subcontract but shall adhere to the requirements in Section II.K.(1)-(2), and Section IV.B.2.b.(4) of the RFP. The AOC will evaluate any certifications relative to the role the prime or subcontractor is performing.**

Q3. Does Functional Area II only require pricing for printing and delivering the Business forms based on the Historical data from attachment 1, and does it require any equipment information?

A3. **The RFP does not request pricing from Offerors. Offeror's proposals shall adhere to the requirements of Section IV.B. of the RFP.**

Q4. Is the SFI and FSC certification is mandatory for offering this/both functional areas?

A4. **The certifications listed in Section III.C. are preferred, not mandatory.**

Q5. Is this a new requirement or an existing requirement?

A5. **This is a new RFP/Contract.**

Q6. How many incumbents are there performing this work?

A6. **See A5.**

Q7. What are the incumbent names, contract #s, and revenues received under the incumbent contract?

A7. **See A5.**

Q8. How many FTEs were on the previous contract? Has the PWS Changed?

A8. **See A5.**

Q9. What did you like about the previous contract? Dislikes?

A9. **See A5.**

Q10. If we have a teaming agreement with a subcontractor, does the subcontractor's experience count as experience for the prime?

A10. **No. See Section III.C.1.**

Q11. Can you provide an estimated amount spent on printing in 2022?

A11. **During fiscal year 2022 approximately \$310,000 was spent on printing services, but the AOC is unable to provide an exact spend due to system reporting limitations.**

Q12. What are your KPIs?

A12. **See Section V.B.**

All addenda will be incorporated into the final contract documents and will be binding on all Bidders/Offerors responding to this solicitation. Each Bidder/Offeror submitting a bid/proposal must acknowledge receipt of all addenda on the Procurement Portal; failure to acknowledge addenda may result in the rejection of the bid/proposal.

If you have any questions regarding this addendum, please contact me at (410) 260-1263 or email me at Victoria.Nellis@mdcourts.gov

Victoria Nellis
Procurement Officer





MARYLAND BUSINESS FORMS, INC.

Bail Review Rights

District Court of Maryland

Your bail review is not your trial. It is a hearing to determine whether the bail that has been set in your case ought to be changed, raised, or lowered, or whether you should be released on your own recognizance under conditions set by the Court.

In determining your release conditions, the judge will take into account various factors, including: the nature and circumstances of the offenses; your previous criminal history record; your finances, employment history, and ties to the community; any recommendations provided by an agency, the State's Attorney, your lawyer or yourself; and any safety concerns related to yourself or others.

This is not your opportunity to tell the Court whether you are guilty or not guilty, and you must not say anything about the facts of the case. Everything you say here is being recorded and may be used against you in the prosecution of your case.

You have a right to have a public defender represent you at the bail review. If you have not talked to a public defender and would like to postpone your bail review, please tell the bail review judge. You may waive your right to representation by a public defender at the bail review. If you waive your right to representation by a public defender at the bail review hearing, your bail review will proceed today. If you want to waive your right to a public defender, please inform the judge. The judge will ask you questions to make sure you understand the rights you are waiving.

Each of you should have received a copy of your statement of charges. If you have not received your charging documents, please tell the pretrial representative, your public defender, and the bail review judge and a copy will be provided to you. If you are represented by the public defender, he or she should have reviewed your charges with you.

You have certain very important rights. Please listen carefully. If you are charged with a felony that cannot be heard in District Court, you have the right to a preliminary hearing. Before there can be a preliminary hearing, you or your attorney must request the hearing within 10 days after you first appeared before the commissioner. If you fail to ask for a preliminary hearing within those 10 days, you will have given up that right. In some jurisdictions, the date of your hearing will be given today. If you choose to have a preliminary hearing, the State must show that there is probable cause to believe that a felony was committed and show probable cause that you committed the felony. You will not be able to testify or call witnesses to testify for you, but you or your attorney will be able to ask limited questions of the State's witnesses to learn what evidence the State has against you, and challenge the existence of probable cause.

If probable cause is found, your case will be moved to the city or county circuit court. If probable cause is not found, the felony charge will be dismissed.

If you are charged with a crime that carries more than 90 days incarceration, you have a right to a judge trial in the District Court or a jury trial in the county circuit court where the trial is held. A jury is composed of twelve (12) persons, chosen at random from the motor vehicle and voter rolls of the city or county where the trial is held. In order to find you guilty in a jury trial, all twelve (12) jurors would have to find beyond a reasonable doubt, that you are guilty. All twelve could also decide you are not guilty. If they couldn't agree, it is a hung jury, and the State has to decide whether to try you again.

You also have a right to a judge trial where the burden of proof is also beyond a reasonable doubt.

Perhaps your most important right is the right to have legal representation. You may hire any private lawyer you choose. If you cannot afford to hire a private lawyer, the public defender may provide a lawyer to represent you at no cost, or at a nominal cost, if you qualify for their services. To apply for Public Defender representation, contact a District Court commissioner. The State's Attorney who will be prosecuting your case is a lawyer. The rules of evidence will apply at your trial. If you are not trained in the law and you do not know the rules of evidence, you will find that you are at a disadvantage in attempting to represent yourself. A lawyer can help you in many ways. A lawyer can help you investigate your case and determine if there is a legal defense that you might not know exists. A lawyer can help you: explain any potential collateral consequences of a conviction, including immigration consequences, question the State's witnesses, challenge any evidence; call any witnesses; and question any witnesses on your behalf.

If you don't know the rules of evidence, the Court may not allow you to present evidence that you may have. A lawyer may help you decide whether you should testify or whether you should exercise your right to remain silent. Even if you are found guilty, a lawyer can still help you by presenting facts in your favor, so that you receive the best possible sentence. The lawyer can also explain your rights concerning any appeal, modification, or new trial. These are the advantages of having a lawyer.

If you remain in jail, you may apply to the Office of the Public Defender for representation. If you make bail or you are released on your own recognizance, you must go in person to the Public Defender's Office immediately upon release or as soon as possible thereafter. When you arrive, you will be given an income verification form. The verification form must be returned to the Public Defender's Office before your trial date so that a determination can be made whether you qualify for representation and allow time for the attorney to prepare your defense. Certain jurisdictions require 10 working days, meaning not including weekends or holidays.

If you appear for your trial without a lawyer, without good cause, the judge could find that you have waived your right to a lawyer and you may have to represent yourself.

Finally, if you are not a citizen of the United States, a conviction of a crime may result in immigration consequences, including: detention, denial of citizenship, or deportation to your country of origin. If you have any questions, please ask the bail review judge when your name is called.

I Acknowledge By My Signature That I Have Heard And Understand These Rights And That I Have Received A Copy Of This Document.

Defendant: _____ Date: _____ Case # _____

DC-CR-100 (Rev. 10/2017) Print Date (08/2022)

Bail Review Rights

District Court of Maryland

Your bail review is not your trial. It is a hearing to determine whether the bail that has been set in your case ought to be changed, raised, or lowered, or whether you should be released on your own recognizance under conditions set by the Court.

In determining your release conditions, the judge will take into account various factors, including: the nature and circumstances of the offenses; your previous criminal history record; your finances, employment history, and ties to the community; any recommendations provided by an agency, the State's Attorney, your lawyer or yourself; and any safety concerns related to yourself or others.

This is not your opportunity to tell the Court whether you are guilty or not guilty, and you must not say anything about the facts of the case. Everything you say here is being recorded and may be used against you in the prosecution of your case.

You have a right to have a public defender represent you at the bail review. If you have not talked to a public defender and would like to postpone your bail review, please tell the bail review judge. You may waive your right to representation by a public defender at the bail review. If you waive your right to representation by a public defender at the bail review hearing, your bail review will proceed today. If you want to waive your right to a public defender, please inform the judge. The judge will ask you questions to make sure you understand the rights you are waiving.

Each of you should have received a copy of your statement of charges. If you have not received your charging documents, please tell the pretrial representative, your public defender, and the bail review judge and a copy will be provided to you. If you are represented by the public defender, he or she should have reviewed your charges with you.

You have certain very important rights. Please listen carefully. If you are charged with a felony that cannot be heard in District Court, you have the right to a preliminary hearing. Before there can be a preliminary hearing, you or your attorney must request the hearing within 10 days after you first appeared before the commissioner. If you fail to ask for a preliminary hearing within those 10 days, you will have given up that right. In some jurisdictions, the date of your preliminary hearing will be given today. If you choose to have a preliminary hearing, the State must show that there is probable cause to believe that a felony was committed and show probable cause that you committed the felony. If you are not able to testify or call witnesses to testify in your own defense, but you or your attorney will be able to ask leading questions of the State's witnesses to learn what the State has against you, and challenge the evidence, you still have probable cause.

If probable cause is found, your case will be moved to the city or county circuit court. If probable cause is not found, the felony charge will be dismissed.

If you are charged with a crime that carries more than 90 days incarceration, you have a right to a judge trial in the District Court or a jury trial in the county circuit court where the trial is held. A jury is composed of twelve (12) persons, chosen at random from the motor vehicle and voter rolls of the city or county where the trial is held. In order to find you guilty in a jury trial, all twelve (12) jurors would have to find beyond a reasonable doubt, that you are guilty. All twelve could also decide you are not guilty. If they couldn't agree, it is a hung jury, and the State has to decide whether to try you again.

You also have a right to a judge trial where the burden of proof is also beyond a reasonable doubt.

Perhaps your most important right is the right to have legal representation. You may hire any private lawyer you choose. If you cannot afford to hire a private lawyer, the public defender may provide a lawyer to represent you at no cost, or at a nominal cost, if you qualify for their services. To apply for Public Defender representation, contact a District Court commissioner. The State's Attorney who will be prosecuting your case is a lawyer. The rules of evidence will apply at your trial.

If you are not trained in the law and you do not know the rules of evidence, you will find that you are at a disadvantage in attempting to represent yourself. A lawyer can help you in many ways. A lawyer can help you investigate your case and determine if there is a legal defense that you might not know exists. A lawyer can help you: explain any potential collateral consequences of a conviction, including immigration consequences, question the State's witnesses, challenge any evidence; call any witnesses; and question any witnesses on your behalf.

If you don't know the rules of evidence, the Court may allow you to present evidence that you may have. A lawyer can help you decide whether you should testify or remain silent. A lawyer can still help you by explaining the best way to present your case.

I Acknowledge By My Signature

NOTE: Any part of a Social Security Number is Restricted Information per Md. Rule 16-915(c).

MARYLAND JUDICIARY CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____ City/County
Located at _____ Court Address _____ Case No. _____
STATE OF MARYLAND vs. Defendant _____

Address _____
TO: _____ Law Enforcement Agency/Sub-Agency _____ Telephone _____
Address _____ City, State, Zip _____ Warrant Control No. _____
City, State, Zip _____

**RECALL OF ORDER OF ARREST WARRANT BENCH WARRANT
 CRIMINAL SUMMONS BODY ATTACHMENT**

It is ORDERED that
the arrest warrant bench warrant preset bench warrant criminal summons
 body attachment issued on _____ Date _____ for the arrest of _____ Name _____
be recalled for the following reason:

The preset bench warrant in the above captioned case with Warrant No. noted above is ordered MARKED SATISFIED by posting of the bond in accordance with MD Code, Criminal Procedure Article § 5-211. The preset bench warrant is ordered recalled. Before arrest in the above captioned case with Warrant No. noted above, law enforcement must verify with District Court Commissioner's Office.

DESCRIPTION: Driver's License # _____ State _____ Race _____ Sex _____ Ht _____
Wt _____ Hair _____ Eyes _____ DOB _____ FBI # _____ SID # _____ SSN _____
Complexion _____ Tattoos, Marks, Scars _____ Other _____

You are directed to return all copies in your possession to the court at the location shown above. If the warrant, summons, or attachment was entered into a computer system, you are to recall it. If the warrant, summons or attachment was forwarded to another county, you are to notify that county of the recall and arrange that all copies be returned to the court.

Date _____ Judge/Commissioner/Clerk _____ ID Number _____

The Clerk of this Court Judicial Officer notified _____ Name of Agency/Agency/Sub-Agency _____
on _____ Date _____ of the issuance of this order.

I acknowledge receipt of this order.

Date _____ Time _____ Signature of Officer _____
Printed Name _____
Title _____ ID Number _____

CC-DC-CR-015 (Rev. 11/2021) Print Date 01/2022



NOTE: Any part of a Social Security Number is Restricted Information per Md. Rule 16-915(e).

CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____ City/County
 Located at _____ Court Address _____ Case No. _____
 STATE OF MARYLAND vs. Defendant _____
 Address _____ Telephone _____
 City, State, Zip _____ Warrant Control No. _____
 TO: Law Enforcement Agency/Sub-Agency _____
 Address _____
 City, State, Zip _____

RECALL OF ORDER OF ARREST WARRANT BENCH WARRANT
 CRIMINAL SUMMONS BODY ATTACHMENT

It is ORDERED that
 the arrest warrant bench warrant preset bench warrant criminal summons
 body attachment issued on _____ Date _____ for the arrest of _____ Name _____
 be recalled for the following reason:

The preset bench warrant in the _____
 MARKED SATISFIED by posting _____
 Article § 5-211. The preset bench _____
 with Warrant No. noted above, _____

DESCRIPTION: Driver's L _____
 Wt _____ Hair _____ Eyes _____
 Complexion _____ T _____

You are directed to re _____
 warrant, summons, or _____
 summons or attachment _____
 arrange that all copie _____

The Clerk of _____
 on _____
 I acknow' _____





CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____
 Located at _____ Court Address Case No. _____ City/County
 STATE OF MARYLAND vs. _____ Defendant
 OR MATTER OF _____ Child
 Tracking No. _____ (Attach label if available)

ORDER FOR FINGERPRINTING
(Criminal Procedure § 10-216)

On _____ Date _____, the above-named defendant/delinquent was found guilty or
 pled guilty or nolo contendere; and is sentenced to commitment in a local correctional facility or received a
 suspended sentence, probation, probation before judgment, or a fine for _____

adjudged delinquent for an act listed under § 3-8A-03 (d)(1) or § 3-8A-03 (d)(4) or (5) of the Courts and
 Judicial Proceedings Article.

Therefore, it is ORDERED that the defendant/delinquent:

- be fingerprinted within three (3) days
- report to _____ within three (3) days for the purpose of
 being fingerprinted

and it is ORDERED that _____ fingerprint the
 defendant/delinquent and report to the court on the Return shown below.

**FAILURE TO APPEAR FOR FINGERPRINTING IS CONTEMPT OF COURT WHICH WILL RESULT
 IN THE ISSUANCE OF A WARRANT FOR THE DEFENDANT'S/DELINQUENT'S ARREST.**

 Date Judge ID Number
 I acknowledge receipt of this order and promise to appear for fingerprinting as ordered.

 Date Defendant's/Delinquent's Signature on Receipt of Order

RETURN

I appeared on _____ Date _____ and was fingerprinted as ordered.

 Defendant's/Delinquent's Signature at Law Enforcement Agency/Public Safety

The above-named defendant/delinquent:

- was fingerprinted on _____ Date _____, signed this form in my
 presence, and was issued SID number: _____
- did not appear for fingerprinting as ordered.

 Date Law Enforcement Officer/Public Safety





CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____ City/County

Located at _____ Court Address Case No. _____

STATE OF MARYLAND vs. _____ Defendant

OR MATTER OF _____ Child

Tracking No. _____ (Attach label if available)

ORDER FOR FINGERPRINTING
(Criminal Procedure § 10-216)

On _____ Date _____, the above-named defendant/delinquent was found guilty or
 pled guilty or nolo contendere; and is sentenced to commitment in a local correctional facility or received a
 suspended sentence, probation, probation before judgment, or a fine for _____,
 _____,
 adjudged delinquent for an act listed under § 3-8A-03 (d)(1) or § 3-8A-03 (d)(4) or (5) of the Courts and
 Judicial Proceedings Article.

Therefore, it is ORDERED that _____
 be fingerprinted with _____
 report to _____
 being fingerprinted _____
 and it is ORDERED that _____
 defendant/delinquent and report _____

**FAILURE TO APPEAR FOR
 IN THE ISSUANCE OF A W**

_____ Date _____
 I acknowledge rec _____
 _____ Date _____
 I appeared on _____
 The above-
 was _____





DISTRICT COURT OF MARYLAND

Located at: _____ Court Address

City/County _____

Case No. _____

STATE OF MARYLAND

vs.

Defendant _____

Address _____

City, State, Zip _____ Telephone _____

Arresting Officer's Agency, Sub-Agency I.D. _____

CC# _____

CRIMINAL SUMMONS ON CHARGING DOCUMENT

DEFENDANT'S DESCRIPTION: Driver's License # _____ Sex _____ Race _____ Ht _____ Wt _____

Hair _____ Eyes _____ Complexion _____ Other _____ DOB _____ ID _____

State of Maryland, _____, to wit:

To the defendant:

YOU ARE HEREBY SUMMONED AND COMMANDED to appear in the District Court as directed for a:

hearing concerning your right to a preliminary hearing on this felony charge preliminary inquiry trial in this court on _____ at _____ o'clock _____ M. to answer the charge(s) lodged against you in the charging document attached hereto.

NOTICE TO DEFENDANT: If you fail to appear at the place, time and date set forth above, a warrant for your arrest may be issued. If you change your name, address, or telephone number, you must notify the court at the above location prior to the hearing/trial date. To request a foreign language interpreter or a reasonable accommodation under the Americans with Disabilities Act, please contact the court immediately. TTY users call Maryland RELAY: 711. Possession and use of cell phones and other electronic devices may be limited or prohibited in designated areas of the court facility.

Issued _____ Date _____ Signature of Judge/ Commissioner/Clerk _____ ID No. _____

Given to _____ Name of Law Enforcement Agency for Service _____

NOTICE TO OFFICER: If not served by _____, return to court.

ACKNOWLEDGMENT

I acknowledge receipt of a copy of this Summons and Charging Document and hereby promise to appear in the District Court as directed by the Summons. I understand that acceptance of this Summons is not an admission of guilt but that my failure to appear at the place, time and date herein set forth will result in the issuance of a warrant for my arrest.

Date _____

Signature of Defendant _____

RETURN OF SERVICE

I certify that I delivered a copy of this Summons and Charging Document to the defendant personally at _____ o'clock _____ M. on _____ Date _____ at _____ Place _____

I certify that the defendant could not be found.

I certify that I personally attempted to deliver a copy of this Summons and Charging Document to the defendant, but they refused to accept and/or sign a receipt for the document(s).

Signature of Issuing Officer _____

Officer's Title _____

Printed Name of Officer _____

Date _____

Agency, Sub Agency, I.D. _____

CRIMINAL SUMMONS ON CHARGING DOCUMENT

DC-CR-005 (Rev. 05/2021)

COURT COPY





DISTRICT COURT OF MARYLAND

STATE OF MARYLAND

Located at: Court Address

City/Country

Case No.

vs.

Defendant

Address

City, State, Zip

Telephone

Arresting Officer's Agency, Sub-Agency I.D.

CC#

CRIMINAL SUMMONS ON CHARGING DOCUMENT

DEFENDANT'S DESCRIPTION: Driver's License #

Sex Race HT Wt

Hair Eyes Complexion Other DOB ID

State of Maryland,

To the defendant:

YOU ARE HEREBY SUMMONED AND COMMANDED to appear in the District Court as directed for a:
[] hearing concerning your right to a preliminary hearing on this felony charge [] preliminary inquiry [] trial in this
court on at o'clock M. to answer the
charge(s) lodged against you in the cha attached hereto.

NOTICE TO DEFENDANT: If you
may be issued. If you change your na
prior to the hearing/trial date. To req
Americans with Disabilities Act, ple
Possession and use of cell phones ar
court facility.

Issued Date

Given to

NOTICE TO OFFICER: If not

I acknowledge receipt of a copy
Court as directed by the Summ
failure to appear at the place, t

Date

[] I certify that I delivered
o'clock

[] I certify that the defend
[] I certify that I persona
they refused to accept an

Signature

Print





DISTRICT COURT OF MARYLAND

Located at _____

Affixed on Premises _____

Landlord _____

Date _____

Address _____

State _____

Zip _____

Mailed to Tenant

City _____

① Tenant _____

② Tenant _____

Constable/Sheriff _____

③ Tenant _____

④ Tenant _____

Served on Party: _____

Address _____

State _____

Zip _____

City _____

Date _____

No. of tenants 1 2 3 4
CASE NUMBER
TRIAL DATE & TIME

FAILURE TO PAY RENT - LANDLORD'S COMPLAINT FOR REPOSSESSION OF RENTED PROPERTY (REAL PROPERTY §8-401)

- 1. The property is described as: _____, Maryland.
2. Is the landlord required by law to be licensed/registered in order to operate this premises as a rental property?
3. The property: is affected property under §6-801, Environment Article, its registration with the MDE is current and its registration has been renewed as required, and its MDE inspection certificate numbered _____ is valid for the current tenancy; or owner is unable to state Certificate No. because property is exempt tenant refused access or to relocate/vacate during remedial work.
4. The tenant rents from the landlord who asks for possession of the property and a judgment for the amount determined to be due.
5. This is not a government subsidized tenancy. Tenant is responsible to pay the following amount of rent: \$ _____ due on the _____ of the _____ week/month, which has not been paid or reduced to judgment.
As of today, rent is due for the _____ weeks/months of _____ in the total amount of \$ _____ less tenant payments of \$ (_____) for utility bills, fees, and security deposits under PU §7-309.
Late charges accruing in or prior to the month in which the complaint was filed for the _____ weeks/months of _____ are due in the amount of \$ _____.
SUBTOTAL \$ _____
TOTAL \$ _____
7. The landlord requests rent becoming due after the date of filing, but due by the date of trial in the amount of \$ _____.
8. The landlord requests the tenant's rights of redemption be foreclosed due to prior judgments. List the case numbers and judgment dates within the past 12 months: _____.
9. All the tenants on the lease are listed above. At least one tenant is in the military service. No tenant is in the military service and the facts supporting this statement are: _____.
10. I am unable to determine whether or not any tenant is in the military service. Verified through DOD at: scra.dmdc.osd.mil/
11. Landlord provided a Notice of Intent to File a Complaint for Summary Ejectment (Failure to Pay Rent) to the tenant on _____ Date _____.
by first-class mail - mail service certificate of mailing affixed to door of the leased property delivered electronically.

I do solemnly affirm under the penalty of perjury that the matters and facts set forth above are true to the best of my knowledge, information, and belief.
Print Name of Signer (Landlord/Attorney/Agent) _____ Signature of Landlord/Attorney/Agent _____ Attorney Number / Party # _____ Date _____
Address _____ E-mail _____ Telephone _____
Fax _____

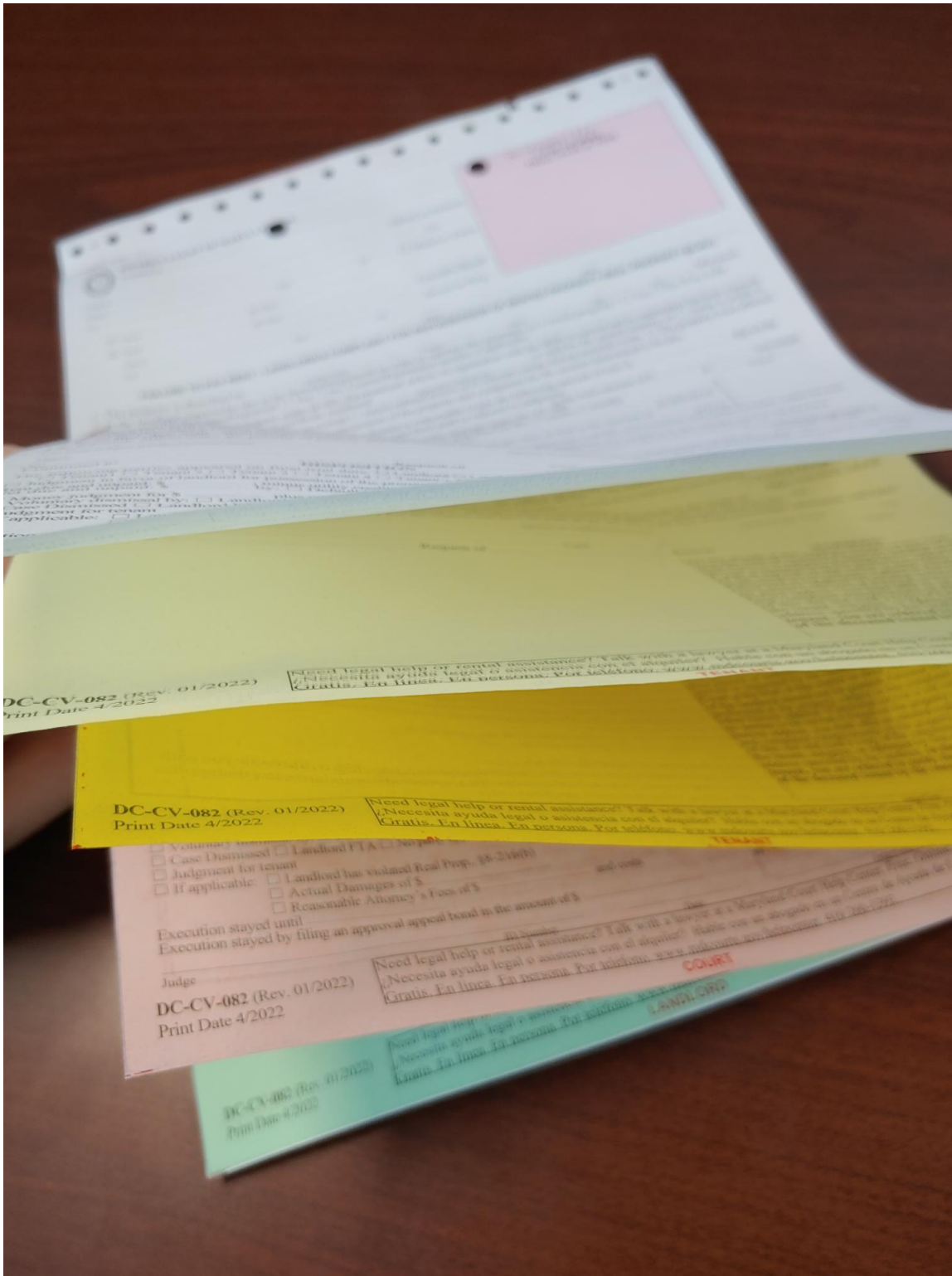
Continued to _____ Request of _____ Reason _____
DISPOSITION
The following parties appeared on final trial date: Landlord Landlord's Agent/Attorney
Tenant1 Tenant 2 Tenant 3 Tenant 4 Tenant's Attorney
Judgment in favor of landlord for possession of the premises and costs
Rent due and unpaid: \$ _____; minus utility credits of \$ _____ under PU §7-309
Net due and unpaid: \$ _____ by: Default Trial Consent Without the right of redemption
Money judgment for \$ _____ plus costs against tenant #1 #2 #3 #4
Voluntary dismissal by: Landlord Stipulation of parties
Case Dismissed Landlord FTA No party appeared Other:
Judgment for tenant
If applicable: Landlord has violated Real Prop., §8-216(b)
Actual Damages of \$ _____ and costs
Reasonable Attorney's Fees of \$ _____
Execution stayed until _____
Execution stayed by filing an approval appeal bond in the amount of \$ _____

SUMMONS
TO the sheriff of this county/constable of this court:
You are ordered to notify the tenant, assignee, or subtenant, or their known or authorized agent, by personal service, if such service is requested by the landlord, to appear in the District Court at the trial of this matter to show cause why the demand of the landlord should not be granted. Personal service is to be performed at the property subject to this complaint or at any other known address. If personal service is not requested, or if no person to be served is found on the property or at another known address, you shall affix an attested copy of the summons and complaint conspicuously on the property that is the subject of this suit and mail a copy of the summons and complaint to the tenant, assignee, or subtenant by first-class mail to the address specified by the landlord. In the case of a deceased tenant, you are ordered to notify the occupant or next of kin of the deceased tenant by the same procedure, if known.

Judge _____ ID Number _____ Date _____ Judge/Clerk _____ Date _____
DC-CV-082 (Rev. 01/2022)
Print Date 4/2022
Need legal help or rental assistance? Talk with a lawyer at a Maryland Court Help Center. Free. Online. In Person. By Phone.
Necesita ayuda legal o asistencia con el alquiler? Hable con un abogado en un Centro de Ayuda de Los Tribunales de Maryland.
Gratis. En línea. En persona. Por teléfono. www.mdcourts.gov/helpcenter. 410 260-1392.

COURT







DISTRICT COURT OF MARYLAND FOR

Located at _____ Affixed on Premises _____ Date _____
Landlord _____
Address _____ State _____ Zip _____
City _____
① Tenant _____ ② Tenant _____
③ Tenant _____ ④ Tenant _____
Address _____ State _____ Zip _____
City _____
Date _____

No. of tenants 1 2 3 4
CASE NUMBER
TRIAL DATE & TIME

FAILURE TO PAY RENT - LANDLORD'S COMPLAINT FOR REPOSSESSION OF RENTED PROPERTY (REAL PROPERTY §8-401)

- The property is described as: _____
 - Is the landlord required by law to be licensed/registered in order to operate this premises as a rental property? Yes No. If so, is the landlord currently licensed/registered Yes No. License/Registration Number if applicable: _____
 - The property: is affected property under §6-801, Environment Article _____, with the MDE is current and its registration has been renewed as required, and its MDE inspection certificate numbered _____, is valid for the current tenancy; or owner is unable to state Certificate No. because property is exempt tenant refused to state during remedial work. The property is not affected amount determined to be due.
 - The tenant rents from the landlord who asks for possession of the _____ rent: \$ _____ due on the _____ less tena _____ \$ _____ Net Rent _____
 - This is is not a government subsidized tenancy. Tenant is _____ of the week month, which has no _____ of the weeks months of _____ As of today, rent is due for the _____ for utility bills, fees, and _____ payments of \$ (_____) for utility bills, fees, and _____ Late charges accruing in or prior to the month in which the _____ of _____ are due _____
 - _____
 - The landlord requests rent becoming due after the _____
 - _____
 - The landlord requests the tenant's rights of redem _____ 12 months: _____
 - All the tenants on the lease are listed above. supporting this statement are: _____
 - I am unable to determine whether or n _____
 - The tenant is deceased, intestate (ne _____
 - Landlord provided a Notice of Intent _____ by first-class mail – mail service _____
- I do solemnly affirm under the penal _____

Print Name of Signer (Landlord/Attorney/Agent) _____
Address _____
Fax _____
Continued to _____

- The following parties are _____
- Tenant1 Ten _____
 - Judgment in favor _____
 - Rent due and unpai _____
 - Net due and unpa _____
 - Money judg _____
 - Voluntary _____
 - Case Dis _____
 - Judgm _____
 - If app _____

to your situation, contact the Courts Help Center. By phone: 410-260-1392. Online: mdcourts.gov/help

This is a complaint for failure to pay rent. For failure to pay rent, forms distributed online are available at mdcourts.gov/forms. For failure to pay rent, forms distributed online are available at mdcourts.gov/forms. For failure to pay rent, forms distributed online are available at mdcourts.gov/forms. For failure to pay rent, forms distributed online are available at mdcourts.gov/forms.

