



## District Court of Maryland for

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(fold line)

### COMPLAINT CHECK LIST

☐ AMENDED COMPLAINT ☐ REISSUE COMPLAINT ☐ CONFESSED JUDGMENT ☐ REPLEVIN

The following is required:

- ☐ Proof of Service - DC-CV-002 form
- ☐ A copy of:
  - ☐ Complaint and Affidavit for Judgment by Confession - DC-CV-104 form
  - ☐ Show Cause in Action of Replevin - DC-CV-004 form
  - ☐ Supporting documents for each defendant.
- ☐ Complaint - DC-CV-001 form
  - ☐ Contains original Plaintiff's name, Defendant's name, and new ☐ Defendant's name ☐ Third Party's name and address.
  - ☐ Indicate 'Third Party Plaintiff' and 'Third Party Defendant' in the related box.
  - ☐ Indicate 'Amended' on the Complaint.
- ☐ Completed Request for Summons - DC-CV-010 form with
  - ☐ defendant's name and address.
  - ☐ plaintiff's name and address.
  - ☐ name, address, & signature of party filing.
- ☐ Filing fee (payable to: District Court of Maryland):
  - ☐ \$ \_\_\_\_\_ for each defendant.
  - ☐ If amount claimed is more than \$5,000 - \$ \_\_\_\_\_ for each defendant.
  - ☐ If amount claimed is \$5,000 or less - \$ \_\_\_\_\_ for each defendant
- ☐ Service fee:
  - ☐ Certified Mail - \$ \_\_\_\_\_ for each defendant or address (payable to: District Court of Maryland)
  - ☐ Sheriff - \$ \_\_\_\_\_ for each defendant or address (separate check payable to: Sheriff's Office. In Baltimore City, checks to Sheriff must be made payable to Director of Finance. In Baltimore County, constables serve process, make check payable to District Court of Maryland.)
  - ☐ PPCS (return to plaintiff to serve) - no fee
  - ☐ State Department of Assessments and Taxation - \$ \_\_\_\_\_ (payable to: State Department of Assessments and Taxation)
  - ☐ Maryland Insurance Administration - \$ \_\_\_\_\_ (payable to: Maryland Insurance Administration)
- ☐ Copy of Complaint - DC-CV-001 form & supporting documents for each defendant.
  - ☐ Original plus two copies required for the following service:
    - ☐ State Department of Assessments and Taxation
    - ☐ Maryland Insurance Administration
    - ☐ Alternative Service Md. Rule 3-121(b) or (c)