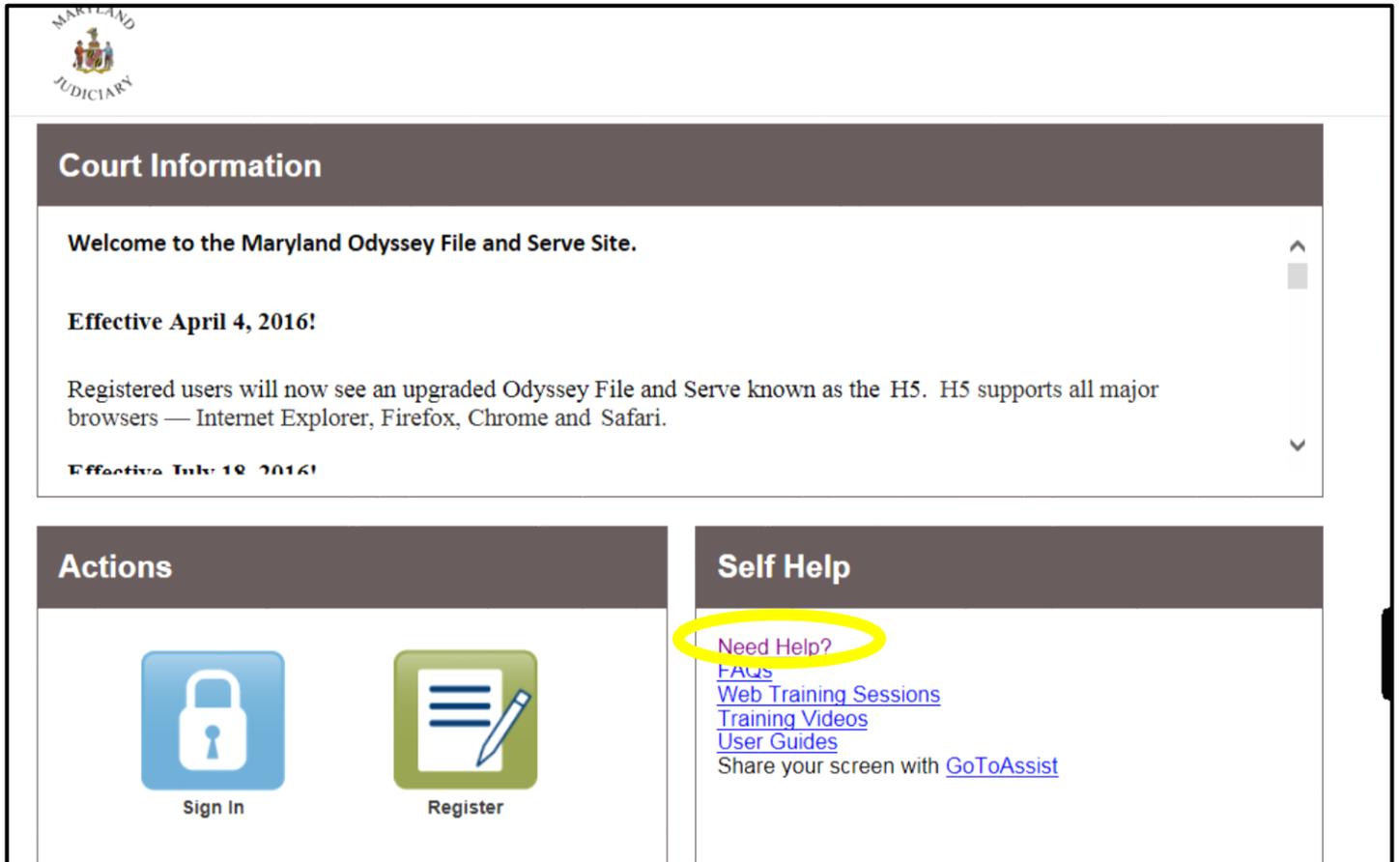


Uniform Subpoena Request through File & Serve

1. Go to <https://maryland.tylerhost.net>



MARYLAND JUDICIARY

Court Information

Welcome to the Maryland Odyssey File and Serve Site.

Effective April 4, 2016!

Registered users will now see an upgraded Odyssey File and Serve known as the H5. H5 supports all major browsers — Internet Explorer, Firefox, Chrome and Safari.

Effective July 19, 2016!

Actions

 Sign In

 Register

Self Help

[Need Help?](#)

[FAQs](#)

[Web Training Sessions](#)

[Training Videos](#)

[User Guides](#)

Share your screen with [GoToAssist](#)

2. Click on the “Need Help?” link.

Self-Service Support

HELP WHEN YOU NEED IT



Type your question or search term here



Announcements

We want your feedback! Please rate the articles, and if you have any suggestions, please click the "Make a Suggestion" link on the left side of the page to submit your ideas or comments.

Quick Links

- My Bookmarks
- Make a Suggestion
- Uniform Subpoena

Popular Articles

- When are the Online Training Sessions for Maryland? MD4720
- Videos: How to Register your New Account - H5- 4863

3. Select "Uniform Subpoena."

Type your question or search term here



Quick Links

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- FAQs
- New Articles
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- Updated Articles

Contact Us

Browse Our Knowledge Base

- Administration
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Uniform Subpoena

- Maryland Uniform Subpoena - MD5669

4. Select "Maryland Uniform Subpoena – MD5669."

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Article #5669

Maryland Uniform Subpoena - MD5669

To access the Maryland Courts Statewide Uniform Subpoena Form please click the link below.

[Uniform Subpoena](#)

Audience: All Filers / Maryland
Applicable Release: N/A
Date Created: 2/8/2016
Last Date of Review: 2/8/2016

[Share](#) [Bookmark](#) [Print](#)

Did you find this article helpful?

Yes No

Related Articles

- When are the Online Training Sessions for Maryland? MD4720

5. Select “Uniform Subpoena.”

Statewide Uniform Subpoena Form Certification by Attorneys

Blank, signed subpoenas with a seal of the court are available through MDEC *only to attorneys of record (or to employees of said attorneys, acting at the attorney's direction) in a pending action for use in that action.*

I certify that I am:

or

I certify that I am obtaining this subpoena at the direction of an attorney who is:

- An attorney of record in a pending action for which the subpoena will be used.
- A registered user of MDEC under Rule 20-101.
- Entitled to obtain an electronic version of a blank form of subpoena as described in Rule 2-510(b)(3), Rule 3-510(b)(3), or Rule 4-265(b)(4).
- Required to use the subpoena only as permitted by Rules 2-510, 3-510, or 4-265, as the case may be.

6. Check appropriate box and click “submit.”

Self-Service Support

HELP WHEN YOU NEED IT



MARYLAND COURTS

mdcourts.gov

Statewide Uniform Subpoena Form

Pursuant to Rules 2-510, 3-510, 4-265, and 4-266, the Maryland Judiciary implemented a uniform, statewide subpoena form, effective July 1, 2015. To ensure the required seal and the appropriate clerk's signature appears on each subpoena, separate versions of the form are provided for each circuit and district court. The content of all versions is the same.

The subpoena forms are available to **registered users** on the MDEC portal. Attorneys may register via <https://maryland.tylerhost.net>. For questions regarding the registration process, please email efilinginfo@mdcourts.gov. Questions regarding court proceedings should be directed to the appropriate court.

Self-represented litigants, MUST obtain the paper form from the appropriate court. Attorneys can still obtain the paper form from the appropriate court.

NOTE: A subpoena may be served ONLY within 60 days after it is issued. If not served within the 60-day period, it must be reissued for service.

Any misuse of a subpoena may result in an appropriate sanction from the court, including an award of a reasonable attorney's fee and costs, the exclusion of evidence obtained as a result of the misuse, and reimbursement of any person inconvenienced for time and expenses incurred.

Circuit Courts (revised 08-26-15)

- Allegany
- Anne Arundel
- Baltimore City
- Baltimore County
- Calvert
- Caroline
- Carroll
- Cecil
- Charles
- Dorchester
- Frederick
- Garrett
- Harford
- Howard
- Kent
- Montgomery
- Prince George's
- Queen Anne's
- Somerset
- St. Mary's
- Talbot
- Washington
- Wicomico
- Worcester

District Court

- Allegany
- Anne Arundel
- Baltimore City
- Baltimore County
- Calvert
- Caroline
- Carroll
- Cecil
- Charles
- Dorchester
- Frederick
- Garrett
- Harford
- Howard
- Kent
- Montgomery
- Prince George's
- Queen Anne's
- Somerset
- St. Mary's
- Talbot
- Washington
- Wicomico
- Worcester

ISSUE DATE FORM FIELD

Print a copy of the completed form
The Issue Date field on the form populates the current date each time the form is opened, even on forms that have been completed and saved to your computer. For that reason, you may want to print a copy of a completed form for your records.

If the current date is not showing on the form:
Some browsers have built-in pdf viewers that may not populate the current date in the Issue Date field. If this occurs, you can change the settings in your browser to view pdf files with Adobe Acrobat or Reader or you can download the form to your computer and open with Adobe Acrobat or Reader. The current date should appear in the Issue Date field.

7. Click the link for the county in the circuit or district court in which the case is filed.



DISTRICT COURT OF MARYLAND FOR FREDERICK COUNTY

City/County

Located at _____ Case No. _____

Court Address

STATE OF MARYLAND OF

VS.

Plaintiff

Defendant

SUBPOENA

TO: Name Address City, County, State, Zip

Issue Date: 04/12/2016 Service Deadline: 60 days after the Issue Date.

You are hereby compelled to appear at a court proceeding deposition at the following location on

Date at Time a.m. p.m. Address of court or other location

To testify in the above case, and/or To produce the following documents, items, and information, not privileged:

To produce, permit inspection and copying of the following documents or other tangible items:

requested issuance of this subpoena. Questions should be referred to:

Name Address Phone City, State, Zip

Special Message: (repeated 5 times)

- If this subpoena compels the production of financial information... If this subpoena compels the production of medical records...

Sara Snyder Clerk

NOTICE:

- 1. YOU ARE LIABLE TO BODY ATTACHMENT AND/OR FINE FOR FAILURE TO OBEY THIS SUBPOENA. 2. This subpoena is effective for the date and time stated... 3. Serving or attempting to serve a subpoena more than 60 days after the date of issuance is prohibited.

RETURN OF SERVICE

I certify that I delivered the original of this Subpoena to the following person(s): on the following date: by the following method (specified as required by Rule 3-126):

Signature

8. Enter the case information. (The required seal and the appropriate clerk's signature will appear. Additionally, the issue date field will populate the current date).