

**GENERAL INSTRUCTIONS
DOMESTIC RELATIONS AND GUARDIANSHIP FORMS**

**一般说明
家庭关系和监护形式
(Form CC-DRIN)
(表格 CC-DRIN)**

Use the CC-DR and CC-GN Forms if you do not have a lawyer and need to file papers for family law or domestic relations cases. These cases include child custody or visitation, child support, divorce, alimony, name change, contempt, and guardianship. These Instructions answer the following questions:

如果您没有律师，并且需要为家庭法或家庭关系案件提交文件，请使用 CC-DR 和 CC-GN 表格。这些案件涉及子女监护权或探视权、子女抚养费、离婚、赡养费、改名、藐视法庭和监护权。这些说明回答了以下问题：

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DO I NEED A LAWYER?

我需要聘请律师吗?

The answer is probably YES if:

答案可能是肯定的，如果：

- The case is contested and the other side (opposing party) has a lawyer.
案件有争议，另一方（对方当事人）聘请了律师。
- You do not have an address for or cannot locate the other side to serve them with your papers.
您没有对方的地址或无法找到对方，无法将您的文件送达他们。
- This is a child custody case and there is a dispute about who should have custody.
这是一起就儿童监护权存在争议的案件。
- This is a divorce case and either side has a house, pension / retirement account, or a large amount of property or income.
这是一个离婚案件，双方都有房子、养老金/退休账户，或者有大量财产或收入。
- This is a divorce after a long-term marriage and / or you want alimony.
这是长期婚姻后的离婚，或者您想要赡养费。
- This is an annulment case.
这是一起婚姻无效案件。

NOTE: You may speak with or hire a lawyer at any time during your case. Hiring a lawyer at the last minute is usually not grounds for a postponement of your hearing or trial date. Many lawyers may not accept a case close to a hearing or trial date if they believe there is not enough time to prepare.

注：在您的案件中，您可以随时与律师交谈或聘请律师。在最后一刻聘请律师通常不能成为推迟听证或审判日期的理由。如果许多律师认为没有足够的时间准备，他们可能不会在临近听证或审判日期时接受案件。

WHAT LEGAL RESOURCES ARE AVAILABLE?

可以获得哪些法律资源?

Court Clerks - Clerks cannot give legal advice, complete forms, or tell you how to complete forms, but they can give you information about where to file your papers, the filings costs, and resources and services that are available.

法院书记员 – 书记员不能提供法律建议、填写表格或告诉您如何填写表格，但他们可以告诉您在哪儿提交文件、提交的费用是多少、以及可以获得哪些资源和服务。

Maryland Court Help Center - The Court Help Center is staffed by lawyers who provide free help by phone or chat. They cannot represent you in court.

马里兰法院帮助中心–法院帮助中心由律师组成，他们通过电话或聊天提供免费帮助。他们不能在法庭上代表您。

Hours: Monday-Friday, 8:30 a.m. to 8:00 p.m.

时间: 周一至周五，上午 8:30 至晚上 8:00

Telephone: (410) 260-1392

电话: (410) 260-1392

Live Chat: Accessed directly from mdcourts.gov/helpcenter

实时聊天: 从 mdcourts.gov/helpcenter 直接访问

Family Law Help Centers/Family Law Help/Pro Se Assistance - Each circuit court offers information, assistance, or referrals. Services vary by court. Court Help Center attorneys and staff cannot represent you in court or complete forms.

家庭法帮助中心/家庭法帮助/专业援助–每个巡回法院都提供信息、援助或转介服务。服务种类因法院而异。法院帮助中心的律师和工作人员不能代表您出庭或填写表格。

Family Services Programs - Services differ by court, and may include custody evaluators, mediators, and more. Visit mdcourts.gov/family for information.

家庭服务计划–服务种类因法院而异，可能包括提供监护权评估员、调解员等。有关信息，请访问 mdcourts.gov/family。

The People’s Law Library of Maryland (peoples-law.org) - This legal information and self-help website. The website also includes links to resources for free or reduced-fee lawyer referrals.

马里兰州人民法律图书馆 (peoples-law.org) –这是一个法律信息和自助网站。该网站还包括免费或收费较低的律师推荐资源链接。

Family Law Hotline - This Hotline is staffed by lawyers and is free to low-income callers. Hotline lawyers give information about Maryland family law to help you understand your rights and legal options. Hotline lawyers cannot represent you in court but can give you information about Maryland family law and may give you the phone number of a lawyer referral service.

家庭法律热线–该热线由律师组成，对低收入来电者免费。热线律师提供有关马里兰州家庭法的信息，以便帮助您了解您的权利和法律选择。热线律师不能在法庭上代表您，但可以给您提供有关马里兰州家庭法的信息，并可能向您提供律师转介服务的电话号码。

Hours: Monday-Friday, 9:30 a.m. to 4:00 p.m.

时间: 周一至周五，上午 9:30 至下午 4:00

Telephone: 1-800-845-8550

电话: 1-800-845-8550

Court Help Video Library - available at mdcourts.gov/videos.

法院帮助视频资料–可从 mdcourts.gov/videos 获得。

Maryland Law Help App - This is a free mobile app that includes links to self-help videos, court form finders, access to legal help by phone or chat, public law libraries, mediation resources, and more.

Visit: mdcourts.gov/legalhelp/mobileapp

马里兰法律帮助应用程序-这是一个免费的移动应用程序，包括自助视频、法庭表格查找器、通过电话或聊天获得法律帮助、公共法律图书馆、调解资源等链接。

访问: mdcourts.gov/legalhelp/mobileapp

WHERE SHOULD I FILE MY CASE?

我应该在哪里立案?

The type of case determines where to file your case. If you are unsure about where to file, ask the court clerk or speak with a lawyer.

案件的类型决定了您在哪里立案。如果您不确定在哪里立案，可以询问法庭书记员或者咨询律师。

- **ANNULMENT:** in the circuit court in the county where you live, in the county where the marriage was performed, OR in the circuit court in the county where your spouse lives or works.
婚姻无效: 在您居住的县的巡回法院，在举行婚礼的县，或在您配偶居住或工作的县的巡回法院。
- **DIVORCE:** in the circuit court in the county where you live OR in the circuit court in the county where your spouse lives or works.
离婚: 在您居住的县的巡回法院或在您配偶居住或工作的县的巡回法院。
- **CHILD CUSTODY, VISITATION, or CHILD SUPPORT:** in the circuit court in the county where the child(ren) or either parent lives. Different rules may apply if the child(ren) currently live(s) outside of Maryland.
子女监护权、探视权或子女抚养费: 在子女或父母任何一方居住地所在郡的巡回法院进行。如果子女目前居住在马里兰州以外，则可能适用不同的规则。
- **CHANGE OF NAME:** in the circuit court in the county where you live.
更名: 在您居住的县的巡回法院。
- **PETITION FOR GUARDIANSHIP:** in the circuit court in the county where the minor or alleged disabled person lives or, if they are not a Maryland resident, in the county in which they are physically present in Maryland. If you are requesting guardianship of the property, you may also file the petition in any circuit court in the county in which the minor or alleged disabled person has property such as a house.
监护权申请: 在未成年人或被指控的残疾人居住的县的巡回法院，或者，如果他们不是马里兰州居民，在他们实际居住的马里兰州的县。如果您要求财产监护，您也可以向未成年人或据称残疾人拥有房屋等财产的县的任何巡回法院提交申请。
- **PETITION FOR PROTECTION FROM DOMESTIC VIOLENCE:** in either the circuit or District Court in any county.
申请免受家庭暴力: 在任何县的巡回法院或地区法院。
- **ANSWER (to a complaint, petition, or motion):** in the court where the complaint, petition or motion was filed.
答复 (对申诉、请愿或动议的答复): 在申诉、请愿或动议提交的法院。
- **REQUEST TO MODIFY or ENFORCE (by contempt filing):** a court order in the same court and under the same case number as the existing case. A request to modify reopens the initial case.
请求修改或执行 (通过藐视法庭立案): 与现有案件在同一法院和同一案件编号下的法院命令。修改请求将重新审理初始案例。

- **MOTION FOR RESTORATION OF FORMER NAME:** in the same court and **under the same case number** as your absolute divorce case.
恢复原名动议: 与您的绝对离婚案件在同一法院, 在同一案件编号下。

HOW MUCH WILL THIS COST?

这要花多少钱?

There are filing fees for all cases except Protection from Domestic Violence cases, and a Motion for Restoration of Former Name. You must prepay these fees before the court will open your case.

除了保护免受家庭暴力案件和恢复原名的动议之外, 所有案件都需要支付申请费。您必须先预付这些费用, 法院才会受理您的案件。

If you cannot afford the filing fees, ask the court to waive them at the beginning of your case by filing a **Request for Waiver of Prepaid Costs (CC-DC-089)** with your initial papers. If the court grants your request, you will not pay the fees at the time of filing and your case will move forward. If the court denies your request, you have 10 days to pay the filing fee. If you do not pay the fees, your case will **not** move forward. Contact your county's court clerk, or visit mdcourts.gov/circuit/feeschedule for a list of filing fees and costs.

如果您负担不起申请费, 请在案件开始时通过提交**预付费用豁免请求 (CC-DC-089)** 和您的初始文件来请求法院免除申请费。如果法院批准您的请求, 您在提交时将不需要支付费用, 您的案件将继续获得受理。如果法院拒绝您的请求, 您有 10 天的时间支付申请费。如果您不支付费用, 您的案件将**不会**继续获得受理。请联系您所在县的法院书记员, 或访 mdcourts.gov/circuit/feeschedule 获取申请费和成本清单。

If you are granted a Waiver of Prepaid Costs, you may be required to pay court fees and costs at the end of your case. If you can't afford to pay the fees at the end of the case, you may ask the court to waive them at the end of the final hearing in your case or by filing a **Request for Final Waiver of Open Costs (CC-DC-090)**. For information about fee waivers, visit: mdcourts.gov/legalhelp/filingfeewaivers.

如果您获得预付费用豁免, 您可能需要在案件结束时支付法庭费和诉讼费。如果您在案件结束时无力支付费用, 您可以在案件的最终聆讯结束时要求法院免除费用, 或提出**要求最终免除公开费用 (CC-DC-090)**。有关费用减免的信息, 请访问: mdcourts.gov/legalhelp/filingfeewaivers。

There is a fee if you have the Sheriff's Office serve your papers on the opposing party (See "WHAT IS SERVICE OF PROCESS?"). The court clerk will provide you with a fee quote. If you are granted a waiver of prepayment of fees, this usually includes the Sheriff's fee.

如果您让治安官办公室向对方当事人送达文件, 则需要付费 (参见 "什么是送达诉讼文书?") 法院书记员将为您提供费用报价。如果您被授予预付费用的豁免, 这通常包括治安官的费用。

HOW DO I START MY CASE?

我如何开始我的案件?

Review the list of court forms in the Courts link on the Maryland Judiciary website (mdcourts.gov/forms). Choose the form, with instructions, for the kind case you want to file.

在马里兰州司法机构网站 (mdcourts.gov/forms) 的法院链接中查看法院表格列表。选择与您要提交的案件类型相对应的表格和说明书。

Forms are also available from the court clerk. Court clerks **cannot** tell you which forms to file or complete the forms for you.

表格也可从法院书记员处获得。法院书记员**不能**告诉您应该提交哪些表格, 也不能为您填写表格。

- Review the instructions carefully and complete all forms required for your case, including any financial statements if you are seeking child support, alimony, or property distribution.
请仔细阅读说明并填写所有与您的案件相关的表格，包括任何财务声明（如果您正在请求子女抚养费、赡养费或财产分配）。
- Complete **Civil-Domestic Case Information Report (CC-DCM-001)**.
填写**家庭民事案件信息报告 (CC-DCM-001)**。
- Make sure that all names and complete addresses are clearly written on each form. If it's a new case, the clerk will assign a case number when you file. If you are reopening a case, include the case number on all forms. Make at least two (2) copies of **all forms**: One (1) set for yourself **AND** one (1) for service on the person you're filing against. If you want the clerk's office to make copies, they may charge a fee.
确保在每个表格上清晰地填写所有姓名和完整地址。如果这是一个新案件，提交时书记员将分配一个案件编号。如果您重新调查一起案件，请在所有表格上加上案件编号。至少复制**所有表格两 (2) 份**：一 (1) 份给您自己，一 (1) 份给您要起诉的人。如果您希望书记员办公室为您复印，请注意可能需支付费用。
- File completed and signed forms in the clerk's office with the filing fee, or Request for Waiver of Prepaid Costs (CC-DC-089). Do not serve a copy of the Request for Waiver on the person you are filing against. The clerk will not docket your case until a judge decides whether to grant the fee waiver request.
将填写并签署完毕的表格连同申请费或预付费用豁免请求 (CC-DC-089) 一起提交给书记员办公室。不要将豁免请求的副本送达给您要起诉的人。在法官决定是否批准费用豁免请求之前，书记员不会对您的案件进行立案。
- Once your case is docketed, the clerk's office will issue a **Writ of Summons**. This may take a few days to a week or two (2) weeks if you filed a Request for Waiver of Prepaid Costs (CC-DC-089). After the clerk issues the Writ of Summons, the case is ready for **service of process** on the person you filed against. **Exception**: if you are filing a Motion for Restoration of Former Name **within 30 days** of your divorce judgment, a Writ of Summons is not required for service.
一旦您的案子被立案，书记官办公室就会发出**传讯令状**。如果您提交了预付费用豁免请求 (CC-DC-089)，这可能需要几天到一周或两 (2) 周的时间。在书记官发出传讯令状后，就可以就该案子向您起诉的人**送达诉讼文书**了。**例外**：如您在离婚判决后 **30 天内**提出恢复原名动议，则无须送达传讯令状。

NOTE: Your signature on each form is made under oath and you are stating that the information and statements are true and correct to the best of your knowledge.

注：您在每张表格上的签名都是宣誓后做出的，您声明这些信息和陈述就您所知是真实和正确的。

WHAT IS SERVICE OF PROCESS?

什么是送达诉讼文书？

Service of Process (or "service") means providing the person you filed against copies of the papers you filed and the summons issued by the court. The Court Help Video Library at mdcourts.gov/reference/videolibrary contains information about service of process.

送达诉讼文书（或“送达”）是指向您起诉的人提供您提交的文件和法院发出的传票的副本。
mdcourts.gov/reference/videolibrary 的法院帮助视频资料包含有关送达诉讼文书的信息。

HOW DO I SERVE SOMEONE?

我如何为某人送达?

Methods of Service:

送达方式:

****IMPORTANT: You may NOT serve the other side yourself directly, or by certified mail, when serving a Writ of Summons and an initial filing (or papers that are reopening a previous case) ****

****重要事项: 在送达传讯令状及初步立案文件 (或重审先前案件的文件) 时, 您不得亲自直接送达对方, 或以挂号信送达对方****

Petition for Protection from Domestic Violence or Petition for Peace Order: served by a law enforcement official. There is no service fee for a Petition for Protection from Domestic Violence.

保护免遭家庭暴力的请愿书或和平令请愿书: 由执法官员送达。申请免受家庭暴力保护不收取送达费。

Service by Sheriff - For a fee (if not waived), the clerk can forward the Writ of Summons with a copy of the filing to the Sheriff's Office. The Sheriff will attempt service and file the required Return (Proof) of Service with the court.

治安官送达-对于此项收费 (如果不免除), 书记官可以将传讯令状连同文件副本一起转发给治安官办公室。治安官将尝试送达, 并向法院提交所需的送达证明。

Service by Private Process - Forward the Writ of Summons and a copy of all the papers you filed to a private process server. They will serve the other side and file an **Affidavit (Proof) of Service** with the court. Private process companies charge a fee. Private process may also be made any person who is: 1) over 18, and 2) not involved in the case. Give this person an **Affidavit of Service (Hand Delivery/Private Process) (CC-DR-055)** to complete. You cannot complete the Affidavit, but you may file it with the court.

通过专人传票送达公司送达-将传讯令状和您提交的所有文件的副本转发到专人传票送达员。他们将向另一方送达, 并向法院提交**送达宣誓书 (证明)**。专人传票送达公司会收取费用。专人传票送达还可以由满足以下条件的任何人进行: 1) 年满 18 岁, 2) 与此案无关。给此人一份**送达证明书 (专人送达/私人诉讼) (CC-DR-055)**, 请其填写。您不能填写宣誓书, 但可以将其提交给法院。

Service by Certified Mail, Restricted Delivery - Have someone (not you) send the Writ of Summons and a copy of all papers you filed by certified mail, return receipt with **restricted delivery**. Service is completed when the person being served *personally* signs the certified mail return receipt card, which will be returned to the person who mailed the papers for service. That person must complete an **Affidavit of Service (Certified Mail Restricted Delivery-Receipt Requested) (CC-DR-056)**. You must attach the original return receipt card to the Affidavit of Service and file it with the court. Keep a copy of both sides of the certified mail return receipt card.

通过挂号信、限制递送方式送达 -委托他人 (而非您本人) 通过挂号信、**限制递送**回执寄送传讯令状和您提交的所有文件的副本。当被送达人**亲自**签署挂号信回执卡时, 送达即告完成, 该回执卡将退还给邮寄送达文件的人。邮寄者必须填写一份**送达证明书 (挂号信限制投递-要求收据) (CC-DR-056)**。您必须将原始回执卡附在送达证明书上, 并提交给法院。保留挂号信回执卡的双面复印件。

WHAT IF SERVICE IS NOT MADE?

如果未能送达怎么办？

After several unsuccessful attempts to make service of process by the Sheriff, a private process server, or by certified mail, OR if you have been unable to find where the other side lives or works, you may file a **Motion for Alternate Service and Affidavit (CC-DR-070)** with a **Notice-Alternate Service (CC-DR-072)**. Attach proof of your efforts. A judge will decide if you may use another form of service. If your motion is granted, you will notify the person you filed against of your court filings by whatever reasonable method the judge orders. There is a fee for the Sheriff to post notice for alternate service on the sheriff's bulletin board.

在几次尝试由治安官、专人传票送达员或挂号信送达传票失败后，或者如果您无法找到对方居住或工作的地方，您可以提交**替代送达动议和证明书 (CC-DR-070)** 以及**通知-替代送达 (CC-DR-072)**。附上您努力送达的证明。法官将决定您是否可以使用其他形式的送达。如果法官批准您的动议，您将按法官要求的合理方法通知被起诉人您的法院文件。治安官在治安官公告栏上张贴替代送达通知需收费。

If the Sheriff posted notice of alternate service, the Sheriff's office will file proof with the court. If the court ordered another form of alternate service, you must file proof with the court that it was completed.

如果治安官张贴了替代送达的通知，治安官办公室将向法院提交相关证明。如果法院命令另一种形式的替代送达，您必须向法院提交已完成替代送达的证明。

The Maryland Judiciary's court help video library has a helpful video and resources on service of process at mdcourts.gov/video/selfhelp/serviceofprocess.

马里兰州司法机构的法院帮助视频资料 mdcourts.gov/video/selfhelp/serviceofprocess 网站上有关于送达诉讼文书的有用视频和资源。

WHAT HAPPENS AFTER SERVICE IS MADE?

送达完成后会发生什么？

After service of process is made **AND** proof of service is filed with the court, the person you served may file an Answer, a motion challenging service, jurisdiction, or other aspects of your filing. If the person resides or was served:

一旦进行了送达**并且**送达证明已提交给法院，被送达人可以提交答复、质疑送达、管辖权或您提交文件的其他方面的动议。如果此人居住在此地或已被送达：

- within Maryland, they have **30 days** to file a response.
在马里兰州内，他们有 **30 天**的时间提交答复。
- in another state, they have **60 days** to file a response.
在另一个州，他们有 **60 天**的时间提交答复。
- in another country, they have **90 days** to file a response.
在另一个国家，他们有 **90 天**的时间提交答复。

Court-approved response forms:

法院批准的答复表格：

- **Answer to Complaint / Petition / Motion (CC-DR-050)**
对投诉/请愿/动议的答复 (CC-DR-050)
- **Counter-Claim for Absolute Divorce (CC-DR-094) or**
绝对离婚反诉 (CC-DR-094) 或

- **Counter-Claim for Custody (CC-DR-095)**
监护权反诉 (CC-DR-095)

If No Answer is Filed:

如果未提交答复:

If no Answer is filed by the deadline, file a **Request for Order of Default (CC-DR-054)**. The judge will grant the Order of Default if they are satisfied that the other person is not presently in the military and proof of service has been filed with the court. The clerk's office will issue a **Notice of Default**. The other person has 30 days to file a written explanation about why an Answer was not filed and ask the court to vacate (cancel) the Order of Default. If the other person does not respond to the Notice of Default, the case may move forward without their participation.

如果在截止日期前未提交答复，则提交“**缺席令申请**” (CC-DR-054)。如果法官确信对方目前不在军队服役，并且服役证明已提交法院，他们将批准缺席令。书记官办公室将发出**缺席通知**。另一方可在 30 天内提交一份书面解释，说明未提交答复的原因，并请求法院撤销（取消）缺席令。如果对方不对缺席通知作出回应，案件可能会在没有他们参与的情况下继续进行。

WHAT HAPPENS NEXT?

接下来会发生什么？

After each person's papers have been filed and served, or an Order of Default is granted, the court will schedule your case. You may be required to attend the following, and will receive notice by mail and possible by other means:

在提交并送达每个人的文件，或批准“缺席令”后，法院将为您的案件排期。您可能需要参加以下会议，并将通过邮件或其他可能的方式收到通知：

- **scheduling conference:** to set dates and deadlines, and possibly make referrals for services.
日程安排会议: 确定日期和截止日期，并在可能的情况下转介服务。
- **settlement conference:** to explore areas of agreement and disagreement.
和解会议: 探讨达成一致和意见分歧的方面。
- **hearing or trial:** if you have settled your issues and just need to formalize the divorce, name change, custody agreement, etc., you will be given a hearing. Otherwise, the case will go to trial. If a reasonable period of time passes after the filing of an Answer or Order of Default and you have not received notice from the court, you may file a **Request for Hearing or Proceeding (CC-DR-059)**.
听证会或审判: 如果您已经解决了您的问题，只需要正式离婚，改名，监护权协议等，就会进行听证会。否则，该案将开庭审理。如果在提交答复或缺席令后经过了一段合理的时间，并且您尚未收到法院的通知，您可以提交**听证或诉讼请求(CC-DR-059)**。

The Maryland Safe at Home Address Confidentiality Program provides a substitute address for victims of domestic violence who have moved or are about to move to a location unknown to their abuser. It also offers free confidential mail-forwarding for first-class mail and legal papers. Application assistants can help you apply. Call 1-800-633-9657 ext. 3875, visit sos.maryland.gov/ACP, or email safe.at.home@maryland.gov.

马里兰州安全居家地址保密计划为已经搬家或即将搬家到施暴者不知道的地方的家庭暴力受害者提供替代地址。它还提供免费保密邮件转发服务和法律文件转发。申请助手可帮助您申请。请致电 1-800-633-9657 转 3875，访问 sos.maryland.gov/ACP，或发送电子邮件至 safe.at.home@maryland.gov。

WHAT HAPPENS IN COURT?

在法庭上会出现什么情况？

At your hearing or trial, you have an opportunity to testify. Witnesses who have first-hand knowledge about your case may also testify. You may present evidence that may be accepted by the court under the **Rules of Evidence**. The person you filed against will also have a chance to present their side of the case and offer testimony, witnesses, and evidence. Each side may cross-examine (ask questions of) the other side's witnesses about their testimony. In preparing for your court day, keep the following in mind:

在您的听证会或审判中，您会有机会作证。对于您的案件具有第一手知识的证人也可能会作证。您可以提供可能在**证据规则**下被法院接受的证据。您要起诉的那个人也将有机会陈述他们的情况，并提供证言、证人和证据。双方均可就对方证人的证词进行交叉质证（提问）。在准备法庭日时，请记住以下事项：

- Arrive **before** your scheduled trial time. You must go through security and find the courtroom where your case will be heard.
提前到达您的预定审判时间。您必须通过安全检查并找到您的案件将被听取的法庭。
- Prepare the documents and evidence that you want to show the court. Have **at least** three (3) copies of any documents you bring: one (1) for the court, one (1) for the other side, and one (1) for yourself.
The court is not required to make copies for you.
准备您想向法庭出示的文件和证据。携带上任何文档的**至少三（3）份副本**：一份（1）给法庭，一份（1）给另一方，一份（1）给您自己。**法院不必为您复印文件。**
- If you filed the initial case and fail to appear for the hearing date, your case may be dismissed. If a Counter-Complaint/Claim was filed and you fail to appear, the other side may still proceed and could be granted the relief requested in their papers.
如果您提起诉讼但在听证会日期未出席听证会，则您的案件可能被驳回。如果反诉/索赔被提出并且您未出席听证会，则另一方仍可以继续进行，并且可能会被授予其文件中请求的救济。
- If you have an emergency that prevents you from appearing for your hearing, **contact the court** before the hearing. However, contacting the court does not necessarily mean that your case will be postponed.
如果您有紧急情况无法出席听证会，请在听证会前**与法院联系**。但是，联系法院并不一定意味着您的案件将被推迟。
- Children under 18 should not be witnesses in a divorce or custody trial. However, if the court has ordered you to bring your child(ren) to court, you must do so. If you believe your child(ren)'s testimony is necessary, speak with a lawyer about how to present this to the court. If a parent must be in court, and needs childcare, some courthouses provide this service. Please check the website of the courthouse.
18岁以下的儿童不应在离婚或监护权审判中作证。但是，如果法院命令您带孩子到法庭，您必须这样做。如果您认为您孩子的证言是必要的，请咨询律师如何向法庭提交。如果父母必须出庭，并需要有人照管孩子，一些法院提供此项服务。请访问法院的网站了解详情。
- When the hearing or trial is complete, the magistrate or judge will make a decision. They may state the facts, evidence, and the law that applies in their decision (or **ruling**) either that day or in a written decision mailed to both sides on a later date.
听证会或审判结束后，地方法官或法官将作出决定。他们可以在当天的决定（或**裁定**）中陈述事实、证据和适用的法律，也可以在稍后邮寄给双方的书面裁决中陈述事实、证据和适用的法律。

- You should consider consulting or hiring a lawyer to help you.
您应该考虑咨询或聘请律师来帮助您。

WHAT HAPPENS AFTER COURT?

开庭后会发生什么？

What happens after a decision is made depends on whether a judge or magistrate heard your case.
判决做出后会发生什么取决于法官或地方法官是否审理了您的案件。

- If your hearing was in front of a judge, they will sign a final order. You may receive the order at the end of the hearing or by mail.
如果您的听证会是在法官面前进行的，法官将会签署最终判决书。您可能在听证会结束时或通过邮件接收到这份判决书。
- If your hearing was in front of a magistrate, they will issue a Report and Recommendations with findings of fact and a proposed order. A judge will review it before it becomes final. After ten (10) days, a judge will sign the order and it will be mailed to both sides.
如果您的听证会是在地方法官面前进行的，他们将发布一份报告和建议，其中包括事实调查结果和拟议的判决书。在拟议判决书成为最终判决之前，法官会对其进行审查。十（10）天后，法官将会签署判决书，并将其邮寄给双方。
- If either party believes that the magistrate or judge made an error in applying the law in their case, there are procedures for requesting the court to review the decisions and orders. You may file exceptions to a magistrate's report, or an appeal of a judge's decision to another (higher) court.
Requests for review, exceptions, or an appeal are complex with specific requirements and strict deadlines. Speak with a lawyer before filing any further papers.
如果任何一方认为地方法官或法官在案件中在适用法律方面犯了错误，可以根据相关程序请求法院审查决定和判决。您可以对裁判的报告提出异议，或者对法官的决定提起上诉至另一个（更高级别的）法院。**请求审查、提出异议或上诉都是复杂的，有具体要求和严格的截止日期。在提交任何进一步文件之前，请咨询律师。**

DICTIONARY
GLOSSARY OF COMMON LEGAL TERMS

词典
常用法律术语表

Affidavit: A written statement made under oath.

宣誓书: 宣誓后的书面声明。

Alimony: Court-ordered payments made by one (1) spouse to the other for support.

赡养费: 法院命令配偶一（1）方向另一方支付的赡养费。

Annulment: A court's decision that a marriage is void; it never legally existed. It is available only under certain limited circumstances.

无效: 法院判决婚姻无效；它从未合法存在过。只有在某些有限的情况下才能使用该词语。

Answer: A written response to a complaint, petition or motion.

答复: 对申诉、请愿或动议的书面答复。

Arrears: The amount of money a person failed to pay when due. A person who does not make court-ordered payments such as alimony or child support is “in arrears” for the amount they owe.

欠款: 一个人到期未能支付的金额。一个人不支付法院命令支付的款项，如赡养费或子女抚养费，即“拖欠”他们应付未付的金额。

Certificate of Service: A written statement filed with the court as proof that copies of papers filed with the court were given to the appropriate parties.

送达证明: 提交给法院的书面声明，证明提交给法院的文件副本已交付给相关方。

Child Custody: Court-ordered arrangement of who children live with and how decisions about them will be made. There are two (2) types of custody:

儿童监护权: 法院下令安排孩子和谁住在一起，以及如何做出关于他们的决定。监护有两（2）种类型：

Legal Custody/Decision-making authority: Refers to how long-term decisions about children's education, health, religion, etc. are made.

法定监护权/决策权: 指关于子女教育、健康、宗教等长期决策的方式。

Physical Custody/Parenting time: Refers to where children live and the amount of time they spend with each parent.

实际监护权/抚养时间: 指子女居住的地点和与每个父母度过的时间。

Child support: The amount of financial and other support each parent is responsible to provide for the care of their minor child(ren).

子女抚养费: 父母双方有责任为照顾其未成年子女提供的经济和其他支持的金额。

Child support guidelines: Maryland's guidelines are used to determine the appropriate amount of child support. The guidelines formula calculates support based on the number of children in the family, additional expenses (for example, childcare and health insurance), and the combined gross income of the adults. The court may award child support higher or lower than the guidelines. See the Annotated Code of Maryland, Family Law Article, Sections 12-201 through 12-204.

儿童抚养指南: 马里兰州的指导方针被用来确定儿童抚养费的适当数额。指导原则公式根据家庭中孩子的数量、额外费用（例如，儿童保育和健康保险）以及成年人的总收入来计算抚养费。法院判给子女的抚养费可能高于或低于指导原则。参见《马里兰州法典注释》，家庭法条款，第 12-201 至 12-204 条。

Civil (or Court) Clerk: A court employee who receives and maintains case files and issues some court documents such as writs of summons, copies of court orders, and other notices.

民事（或法院）书记员：法院工作人员，负责接收和维护案件档案，并签发一些法庭文件，如传讯令状、法庭命令副本和其他通知。

Complaint: One (1) type of legal paper that starts a case. The person who files the initial case is referred to as the plaintiff and the person against whom the complaint is made is the defendant.

诉状：启动案件的一种（1）种法律文件。提起最初案件的人被称为原告，而被投诉的人则是被告。

Contempt: The failure to follow a court order. One (1) side may request that the court determine that the other side is in contempt. If the court determines that a person is “in contempt,” it can punish them.

蔑视：未遵守法院命令的行为。一方（1）可能会要求法院认定对方藐视法庭。如果法院确定某人“藐视法庭”，它可以对其进行惩罚。

Contested Case: A case that involves one (1) or more disputed issues.

争议案件：涉及一（1）个或多个争议问题的案例。

Counter-Complaint/Counter-Claim: A complaint the defendant files against the plaintiff after the plaintiff's initial complaint.

反诉/反索赔：被告在原告初始控告后对原告提出的控告。

Custody: The legal arrangements regarding with whom a child will live and how decisions about the child will be made. Custody has two (2) parts: legal and physical. Legal custody refers to decision-making authority. Physical custody refers to the child(ren)'s time with each parent. Parents may agree on the custody arrangement that is in the best interest of their child(ren). If the court decides custody, the judge determines what is in the best interest of the children and makes an order.

监护权：关于子女居住在哪里以及如何作出有关子女决定的法律安排。监护权分为两（2）个部分：法定监护权和实际监护权。法定监护权指决策权。实际监护权指子女与每个父母的时间安排。父母可以就最符合子女利益的监护安排达成协议。如果法院就监护权作出决定，法官将确定何种安排最符合子女利益并作出命令。

Decision/Judgment/Opinion/Ruling: The result reached by the court in resolving the disputes in a case.

决定/判决/意见/裁决：法院解决案件争议所做出的结果。

Default: A party's failure to file a timely answer to a complaint, motion or petition after proper service of process has been made. After a certain time has passed, the plaintiff can ask the court for a default judgment.

缺席：一方在送达适当的诉讼文书后，未及时对申诉、动议或请愿书做出答复。超过一定时间后，原告可以要求法院做出缺席判决。

Default Judgment: A court's finding on behalf of a plaintiff because the defendant did not respond to a complaint, motion, or petition.

缺席判决：法院因被告未对诉状、动议或请愿做出回应而做出的有利于原告的裁定。

Defendant: The person the case is brought against. If a defendant files a counter-complaint/claim, they become the counter-plaintiff.

被告：被起诉的人。如果被告提起反诉/索赔，他们就成为反原告。

Discovery: A process in which each party is allowed to investigate the other side's case and get information related to the case before a trial or hearing. Special rules determine how and when discovery occurs.

Discovery methods include:

发现：在审判或听证之前，允许每一方调查另一方的案件并获取与案件有关的信息的过程。特殊规则决定了发现发生的方式和时间。发现方法包括：

- **Interrogatories:** Written questions one side gives the other side to answer under oath.
质询: 一方让另一方在宣誓后回答的书面问题。
- **Oral Depositions:** In-person question-and-answer sessions about the facts of a case. Answers are made under oath and recorded.
口头证词: 关于案件事实的面对面问答环节。回答是在宣誓后做出的，并被记录下来。
- **Requests for Production, Inspection and Copying of Documents:** Asking one (1) party to give the other party documents related to the case.
要求出示、检查和复印文件: 要求一 (1) 方向另一方提供与案件相关的文件。
- **Orders for mental or physical examinations:** Asking a party to be examined by an expert.
精神或身体检查的命令: 要求一方接受专家检查。
- **Requests for Admissions of Fact:** Asking the party to admit to facts so that those facts do not have to be decided by the court.
要求承认事实: 要求当事人承认事实，这样这些事实就不必由法院裁决。

Dissolution: Another name for the legal end of a marriage.

解散: 婚姻合法终止的另一种说法。

Divorce: A process for the ending of a marriage.

离婚: 结束婚姻的程序。

Absolute Divorce: The legal ending of a marriage. Once granted, both parties can remarry.

绝对离婚: 婚姻的合法终止。一旦获准，双方都可以再婚。

Evidence: Testimony of witnesses and documents presented to and considered by the court in making a decision. Rules of evidence are complicated and technical, you should consider consulting or hiring a lawyer to help you.

证据: 提交给法院并由法院在作出裁决时加以考虑的证人证言和文件。证据规则复杂且技术性强，您应该考虑咨询或雇佣律师来帮助您。

Exhibit: A document or object admitted into evidence to prove or disprove an issue in court.

证物: 在法庭上被采纳为证据的文件或物品，用于证明或反驳某个问题。

Filing: The process of giving the clerk of the court papers in a case. Those papers are also called “filings.” Some filings require payment of a fee.

归档: 在案件中向法院书记员提交文件的过程。这些文件也被称为“归档”。某些归档需要支付费用。

Grounds for Divorce: The legal basis for a divorce. The law sets out specific circumstances under which a divorce may be granted. Before the court will grant a divorce, the person seeking the divorce must prove that those conditions exist.

离婚理由: 离婚的法律依据。法律规定了可以准予离婚的具体情况。在法院批准离婚之前，寻求离婚的一方必须证明这些条件存在。

Hearing: A trial or legal proceeding during which an issue is presented to a judge or magistrate.

听证会: 提交问题给法官或仲裁员的审判或法律程序。

Judge: A court official with the authority to hear and make decisions about a case.

法官: 有权审理和裁决案件的法院官员。

Judgment: A court’s decision (the final order of the court). For example, the court will enter a Judgment of Absolute Divorce. A judgment also refers to the grant of money such as for fees and costs, contempt fees, or attorney fees to be paid by the other party.

判决: 法院的裁决（法院的最终命令）。例如，法院将作出绝对离婚判决。判决还涉及由另一方支付的费用、藐视法庭费或律师费。

Jurisdiction: Refers to the authority of the court to hear and decide a case.

管辖权: 指法院审理和判决案件的权力。

Marital Property: All property acquired during the marriage, even it is not titled in both names, with some exceptions. See Annotated Code of Maryland, Family Law Article, Section 8-201(e) for definition and Sections 8-203 through 8-205 for how the court treats marital property. Marital property can be divided when spouses divorce. If spouses cannot agree, the court will decide. You should consider consulting or hiring a lawyer.

婚姻财产: 婚姻存续期间获得的所有财产（即使产权不在双方名下），但也有例外。请参阅《马里兰州法典注释》家庭法条款第 8-201(e) 节中的定义以及第 8-203 至 8-205 节中的法院如何处理婚姻财产。夫妻离婚时可以分割婚姻财产。如果配偶双方不能达成一致，法院将做出裁决。您应该考虑咨询或聘请律师。

Family Use Personal Property: Personal property acquired during the marriage and used for family purposes (e.g., family car, family home, furniture, appliances, etc.).

家庭用个人财产: 在婚姻期间取得并用于家庭用途的个人财产（例如，家庭汽车、家庭住所、家具、家用电器等）。

Use and Possession: Under certain circumstances the court may grant use and possession to the parent who has primary custody of the minor child(ren) of the marriage, allowing that parent and the child(ren) to live in the family home and/or use family property for up to three (3) years from the date of the divorce.

使用和占有: 在特定情况下，法院可能会授予拥有婚姻期间未成年子女的主要监护权的父母使用和占有权，允许该父母和子女在离婚日起三（3）年内居住在家庭住宅和/或使用家庭财产。

Family Magistrate: A court official who hears cases. A magistrate's decision is reviewed by a judge before it is final.

家事法官: 审理案件的法院官员。地方法官的裁决在成为最终裁决之前要经过法官的审查。

Mediation: A process in which the parties meet with a trained, neutral third-party (a mediator) who helps them resolve issues and reach an agreement. With some exceptions, most courts refer parties in family law cases involving children, to mediation.

调解: 双方与训练有素的中立第三方（调解人）会面的过程，该第三方帮助他们解决问题并达成协议。除了一些例外，大多数法院将涉及儿童的家庭法案件中的当事人移交至调解。

Modification: A change to an existing order. A party asking the court for a modification must show that there has been a "material change in circumstance" since the date of the existing order.

修改: 对现有命令的更改。请求法院修改的一方必须证明自现有命令发布日以来存在“实质性变化的情况”。

Motion: A request during a case for the court to take certain action in a case.

动议: 在案件中请求法院采取某种行动的要求。

Non-Marital property: Property acquired before marriage by one spouse, third-person gifts to one spouse, and inheritances made to one spouse. Non-marital property will not be divided by the court unless the spouses agree, or the property has been commingled with marital property.

非婚姻财产: 配偶一方婚前获得的财产、第三人赠与配偶一方的财产以及继承给配偶一方的财产。除非配偶双方同意，或者非婚姻财产已经与婚姻财产混合，否则法院不会分割非婚姻财产。

Oath: A promise to tell the truth subject to criminal penalties for lying. Oaths can be oral (for example, made in court while testifying or during a deposition) or written (for example, by signing a form or an affidavit).

宣誓: 保证如实陈述，如撒谎则将面临刑事处罚的承诺。宣誓可以是口头的（例如，在法庭作证期间或在证据保全期间作出）或书面的（例如，签署表格或宣誓书）。

Order: A written directive to the parties based on a ruling/decision of the court about the issues stated in a complaint, petition, motion, or other matter; a command that one or both parties must follow.

命令: 基于法院对投诉、请愿、动议或其他事项的裁定/决定所作的书面指示; 命令一方或双方必须遵循。

Order of Default: A court's order allowing a party's case to proceed without the participation of the other party, who failed to file a timely Answer after proper service of process was made.

缺席令: 法院命令允许一方当事人的案件在另一方当事人未参与的情况下继续进行, 因为另一方当事人在送达适当的诉讼文书后未及时提交答辩状。

Parties: The two (2) sides in a case; the plaintiff and the defendant. There may be more than one (1) plaintiff and defendant named in a case.

当事人: 案件中的两 (2) 方; 原告和被告。一个案件中可能有一 (1) 名以上的原告和被告。

Pendente Lite: Temporary arrangements for child custody, child support, child visitation, alimony, use and possession of the family home/property, etc. until a final hearing or trial in a case.

诉讼中: 在案件最终审理或审判之前, 有关儿童抚养权、子女赡养费、探视权、赡养费、家庭住宅/财产使用和占有等的临时安排。

Petition: One (1) type of legal paper that starts a case. The person who files the case is the petitioner. The person who is served is the respondent. For example, a Petition for Protection from Domestic Violence or a Petition for Contempt.

请愿书: 启动案件的一 (1) 种法律文件。提起诉讼的人是请愿人。被送达的人是被上诉人。例如, 保护免受家庭暴力的请求或藐视法庭的请愿书。

Plaintiff: The person who files the initial case. If a counter-complaint/claim is filed by the opposing party, the plaintiff also becomes the "counter-defendant."

原告: 最初提起诉讼的人。如果对方提出反诉/索赔, 原告也成为“反被告”。

Pro se/Self-Represented Litigant/Proper Person: A person who represents themselves in court without a lawyer.

自我辩护/自我辩护的诉讼人/适当人选: 没有律师在法庭上代表自己的人。

Reconciliation: Married but separated people getting back together.

和解: 已婚但分居的人复合了。

Service of Process (or "Service"): Providing a copy of the papers being filed to the other side.

送达诉讼文书 (或“送达”): 向另一方提供所提交文件的副本。

Spouse: The person to whom you are married.

配偶: 与您结婚的人。

Subpoena: A form issued by the court requiring someone to appear in court and/or to provide documents.

传票: 法院发出的要求某人出庭并/或提供文件的一种表格。

Uncontested Divorce Case: When neither spouse disagrees with the divorce *and* there are no issues for the court to decide about children, money or property.

无争议离婚案件: 当配偶双方都不同意离婚, 并且法院没有关于孩子、金钱或财产的问题需要裁决时。

Venue: The county or city where the case is heard.

审判地: 审理案件的县或市。

Writ of Summons: A form issued by the court directing a party to respond to a complaint, motion or petition.

传讯令状: 法院发出的指示一方对投诉、动议或请愿书作出回应的表格。