

DISTRICT COURT OF MARYLAND
HEADQUARTERS
MARYLAND JUDICIAL CENTER
187 HARRY S. TRUMAN PARKWAY, 5TH FLOOR
ANNAPOLIS, MARYLAND 21401
410-260-1636
dcattorneycodes@mdcourts.gov
Fax 410-260-1375



REQUEST FOR DISTRICT COURT ATTORNEY CODE/ADDRESS CHANGE
Civil cases – Non-MDEC jurisdiction

INFORMATION AND INSTRUCTIONS:

A) WHEN DO YOU USE THIS FORM? Use it ONLY in a non-MDEC District Court civil case to request:

1. a District Court Attorney Code; or
2. to change an attorney address in that civil case.

*This form cannot be used to notify the Court of Appeals or other entities of your address change.

B) WHAT IS THE ATTORNEY CODE USED FOR? The District Court uses this code in non-MDEC jurisdictions to:

- streamline data entry;
- set up an easily editable record of your name, address, and phone number; and
- automatically update attorney information in all cases in which the Attorney Code is used.

- **As MDEC is implemented in each jurisdiction, the District Court Attorney Code will become obsolete in that jurisdiction and the Attorney Information System (AIS) number will be used. Information can be found at: mdcourts.gov/lawyers/ais**

C) HOW TO USE THIS FORM.

1. **New Applicant:** To be assigned a District Court Attorney Code, **for a non-MDEC civil case in District Court**, complete the "Name and Address" section on the following page.

2. **Change of Name/Address/Firm Name:** To update the information for your existing District Court civil attorney code, complete the "Current Address" and "Former Address" section. Use this category when you are changing your name, your firm's address, or if you are going to a new firm and taking **ALL** cases where you are the attorney-of-record.

3. **New Code:** Request a new code if you leave your current firm and take **SOME** of your cases with you. To update these cases with your new code, notify the District Court location where you filed the case. Your former firm must request attorney code changes for the cases you leave with the former firm.

4. **Additional Code:** Use when you have multiple addresses. Use a separate form for each code that you request.

Return the form to:

District Court of Maryland Headquarters
Attorney Records
Maryland Judicial Center
187 Harry S. Truman Parkway, 5th Floor
Annapolis, Maryland 21401
(or fax to: 410-260-1375)
(or e-mail to: dcattorneycodes@mdcourts.gov)

Please review this information for accuracy. In some instances abbreviations may be used to accommodate the allowable space in a field. If those truncations do not meet with your approval or you have any questions, please call District Court Attorney Records at 410-260-1636.

**REQUEST FOR DISTRICT COURT ATTORNEY CODE/ADDRESS CHANGE
(in District Court Civil, Non-MDEC cases only)**

1. **New Applicant Name and Address:**

Name

Firm

Street

City State Zip

New Applicant's District Court Attorney Code

Telephone Number: _____

Contact Email: _____

2. **Change of Name/Address/Firm Name**

Use when you are changing your name, your firm's address, or going to a new firm and taking ALL cases in which you are attorney-of-record with you.

Current Address:

Name

Firm

Street

City State Zip

Existing District Court Attorney Code

Telephone Number: _____

Contact Email: _____

Former Address:

Name

Firm

Street

City State Zip

3. **New Code**

Use if you leave your current firm and do NOT take all cases with you in which you are the attorney-of-record.

Name and Address:

Name

Firm

Street

City State Zip

New District Court Attorney Code

Telephone Number: _____

Contact Email: _____

***Note:** You must notify the District Court location where the case was filed to update your cases with your new District Court Attorney Code. Your previous District Court Attorney Code will remain linked to the case(s) you leave behind. Your former law firm must request attorney code changes to those case(s) left behind.

4. **Additional Code**

Use when you have multiple addresses. Complete a copy of this form for each address.

Name and Address:

Name

Firm

Street

City State Zip

Additional District Court Attorney Code

Telephone Number: _____

Contact Email: _____

Once your request has been processed, you will receive a document showing your name and address as it appears in the District Court system.