



Circuit Court for Prince George's County, Maryland
Courthouse, Upper Marlboro Maryland 20772

REQUEST TO SCHEDULE PRE-TRIAL

This form must be received AT LEAST thirty (30) thirty days prior to requested Pre-Trial Conference date.

CASE NUMBER: _____ CASE TRACK: _____

CASE CAPTION: _____

REQUESTED PRE-TRIAL DATE: _____ at 8:45 a.m.

By submitting this form, I attest that I am a member of the Maryland Bar in good standing, and am authorized by all counsel and self-represented parties in this case to state:

1. This request is for a Pre-Trial Conference.
2. We have cleared the requested Pre-Trial date with the Calendar Management Unit of this Court (301-952-2976).
3. All attorneys are available on the requested Pre-Trial date without any conflicting obligations.
4. We acknowledge that our Pre-Trial will begin at 8:45 a.m. before any judge and Pre-Trial Statements consistent with Md. Rule 2-504.2 must be filed at least five (5) days before the Pre-Trial Conference.
5. We will retain a copy of this request for our records; it will serve as the only notice of the Pre-Trial date.
6. We understand that the Court will notify the submitting attorney before the scheduled Pre-Trial Conference if the Court cannot accommodate this request.

_____	_____	_____	_____
Plaintiff Attorney	Attorney ID #	Defense Attorney	Attorney ID #

_____	_____	_____	_____
E-mail	Phone #	E-mail	Phone #

Choose ONE of the following methods to submit this form:

1. **Submit electronically by clicking "Submit form" below**
2. **Print and fax (301-574-1061) or e-mail (calmngt@co.pg.md.us) to Calendar Management**
Print and mail or hand-deliver to:
Calendar Management Unit, Circuit Court for Prince George's County, Maryland,
Courthouse, Room M2406, Upper Marlboro, Maryland 20772

CLEAR FORM

PRINT FORM

SUBMIT FORM