

1 **Rule 3-117. Committee on Court Forms**

2 **Intent:**

3 To establish a committee to determine the need for forms and to create forms for use by litigants in all
4 court levels.

5 **Applicability:**

6 This rule shall apply to the judiciary.

7 **Statement of the Rule:**

8 (1) The committee shall conduct a comprehensive review of the need for court forms to assist parties
9 and practitioners in all court levels.

10 (2) The committee shall create forms as it deems necessary for use by parties and practitioners,
11 including forms for the Online Court Assistance Program.

12 (3) Process for form creation.

13 (3)(a) The committee shall adopt procedures for creating new forms or making substantive
14 amendments to existing forms, procedures for eliminating obsolete and outdated forms, procedures for
15 recommending which forms should be translated into other languages, and procedures for expediting
16 technical or non-substantive amendments to forms.

17 (3)(b) Forms should be written in plain language and reference the statutes and rules to which the
18 forms apply.

19 (3)(c) The committee shall solicit input from other interested groups as it deems appropriate. The
20 committee may establish subcommittees using non-committee members to facilitate its work.

21 (3)(d) The committee may recommend to the Judicial Council mandatory use of particular forms.
22 However the Judicial Council's designation of a form as mandatory is not binding on a decision-maker
23 asked to review the legal correctness of the form.

24 (3)(e) The Office of General Counsel shall staff the committee and shall review all forms for legal
25 correctness before final approval by the committee.

26 (4) The State Law Librarian shall be responsible for maintaining and archiving the forms.