

**Rule 3-117. Committee on Court Forms****Intent:**

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

**Applicability:**

This rule ~~shall apply~~applies to the judiciary.

**Statement of the Rule:**

(1) **Scope of Committee Work.** The committee ~~shall~~will have exclusive responsibility within the judiciary over all forms that require written input or are commonplace and require action from litigants. Pretrial orders, checklists, and documents generated by decision-makers that do not require written input from litigants are beyond the scope of the committee. The committee may also draft legal forms that do not contemplate litigation yet expand access to justice. The committee may delegate its responsibility for certain groups of forms as it deems appropriate. ~~review current court forms and assess the need for new court forms to assist parties and practitioners in all court levels.~~

(2) **Current and new forms.** The committee ~~shall create forms as it deems necessary for use by parties and practitioners, including forms for the Online Court Assistance Program.~~will review current forms, assess the need for new court forms, and create and revise forms as it deems necessary for use by parties and practitioners at all court levels, including forms for the court document assembly program. The committee will also adopt procedures for the recommendation of translation of forms into other languages.

(3) **Approval and use of forms.** Unless directed otherwise, the Council delegates final approval authority to the committee for all forms, except those used by Licensed Paralegal Practitioners. Objections to approved forms may be raised with the Council by the committee or Boards. Courts must accept committee-approved forms, unless a judge or commissioner makes a determination that the form is not legally sufficient.

~~(45) Process for form creation.~~**Format and content.** Forms should be:

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for creating new forms or making substantive amendments to existing forms, procedures for eliminating obsolete and outdated forms, procedures for recommending which forms should be translated into other languages, and procedures for expediting technical or non-substantive amendments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

~~(3)(b) Forms should be:~~

~~(345)(A)(b)(i) written in plain language and reference the statutes and rules to which the forms apply; drafted to center the needs of self-represented litigants and promote and expand access to justice;~~

~~(345)(B)(b)(ii) reviewed for legal correctness; written in plain language;~~

~~(345)(Cb)(iii) standardized across the state where practicable; grounded in legal authority, reviewed for legal correctness, and reference applicable statutes and rules;~~

~~(345)(Db)(iv) developed to promote and expand access to justice; standardized across the state where practicable;~~

~~(345)(Eb)(v) structured to eliminate redundancy and unnecessary steps; and~~

~~(345)(Fb)(vi) user-tested when practicable.~~

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

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

~~(456) **Organizing forms.** The State Law Librarian will be responsible for maintaining and archiving organizing the forms.~~

~~Effective: November 1, 2023November 1, 2025~~