

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

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3 **Intent:**

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

6 **Applicability:**

7 This rule shall apply to the judiciary.

8 **Statement of the Rule:**

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

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

13 **(3) Process for form creation.**

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16 outdated forms, procedures for recommending which forms should be translated into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

19 (3)(b) Forms should be:

20 (3)(b)(i) written in plain language and reference the statutes and rules to which
21 the forms apply;

22 (3)(b)(ii) reviewed for legal correctness;

23 (3)(b)(iii) standardized across the state where practicable;

24 (3)(b)(iv) developed to promote and expand access to justice;

25 (3)(b)(v) structured to eliminate redundancy and unnecessary steps; and

26 (3)(b)(vi) user-tested when practicable.

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

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

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

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

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37 *Effective: ~~May~~ November 122, 2023¹⁷*