

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.

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7 **Applicability:**

8 This rule shall apply to the judiciary.

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10 **Statement of the Rule:**

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

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

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

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19 amendments to existing forms, procedures for eliminating obsolete and outdated forms,  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

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

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

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

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

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

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39 (5) The Administrative Office shall provide administrative support to the committee.

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41 Effective ~~May 22, 2017~~ November 1, 2021