



**UNITED STATES DISTRICT COURT  
DISTRICT OF MARYLAND  
OFFICE OF THE CLERK**

Catherine M. Stavlas, Clerk of Court  
David E. Ciambuschini, Chief Deputy  
Elizabeth B. Snowden, Chief Deputy

Reply to Northern Division Address

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March 31, 2023

**SUMMARY OF PROPOSED AMENDMENTS TO THE  
LOCAL RULES FOR THE U.S. DISTRICT COURT FOR THE DISTRICT OF MARYLAND**

The Court is considering proposed amendments to its Local Rules. A brief explanation of the amendments follows. This summary was prepared by the Clerk's Office as a guide to the changes and should not substitute for reading the full text of the proposed amendments. It is neither intended to serve as legal advice nor as commentary on the changes to the Local Rules. This summary does not include any minor stylistic changes that may be incorporated into the Local Rules as part of this amendment process.

- Local Rule 102.1 is amended to clarify that any attorney preparing any document for filing in this Court by a person who is known by the attorney, or who is reasonably expected by the attorney, to be appearing without counsel shall be deemed thereby to have conferred disciplinary jurisdiction upon the Court for any alleged misconduct of that attorney.
- Local Rule 102.2 is amended to prohibit handwritten filings unless the filer did not have the ability to submit typed or printed material. The amendment also requires all text to be in Times New Roman or larger typeface with a 10-point minimum font size for footnotes.
- Local Rule 102.4 is amended to permit documents to be filed in either division regardless of the division in which the case is designated.
- Local Rule 102.5 is amended to remove an inapplicable reference to the policies and procedures governing electronic signatures of a judge or the Clerk.
- Local Rule 102.6 is added to prohibit the filing of documents by a party represented by counsel unless filed by counsel, except for issues concerning the relationship between attorney and client.

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- Local Rule 103.1 is amended to require any pleading that states a claim for relief to set for each count separately and provide a clear statement of the supporting facts for each count. The amendment also limits the length of pleadings to 40 pages, except in removal actions, and permits parties to seek leave of Court to amend or supplement the initial pleading with additional pages in extraordinary circumstances.
- Local Rule 103.2 is amended to advise that failure to promptly file the notice required by Fed. R. Civ. P. 4(d)(2) may result in the Court declining to impose costs under Fed. R. Civ. P. 4(d) absent a showing of good cause.
- Local Rule 103.5 is amended to require a copy of the current state docket sheet be submitted when a notice of removal of a state court action is filed.
- Local Rule 103.6 is amended to exempt cases in which the prior pleading was filed by a self-represented party from the requirement to submit a redline version of an amended pleading.
- Local Rule 104.7 is amended to require counsel to make a “reasonable effort” to resolve discovery disputes and explains that a “reasonable effort” means more than sending an email or letter to the opposing party. Rather, it requires that the parties meet in person or by video or telephonic means for a reasonable period of time in a good faith effort to resolve the disputed matter.
- Local Rule 105.3 is amended to reduce page limitations from 35 pages to 30 pages for trial briefs and memoranda in support of a motion or in opposition thereto, and from 20 pages to 15 pages for reply memoranda, inclusive of footnotes.
- Local Rule 105.4 is amended to reduce the threshold for when memoranda or briefs require a table of contents from 20 pages to 15 pages.
- Local Rule 105.5 is amended to clarify that exhibits must be clear, well organized, and contain cross-references to the page numbers that relate to each exhibit. The amendment also directs parties to facilitate the Court’s review of exhibits to include, for example, highlighting key language, when appropriate.
- Local Rule 107.3 is amended to change the title of the rule from “Subpoenas – Timely Service” to “Subpoenas – When Served by Marshal” in order to better reflect the content of the rule.

- Local Rule 108.2 is amended to require a plaintiff seeking a default judgment to file a written request with the Court supported by an affidavit stating whether the defendant is a minor, an incompetent person, or in military service, with supporting facts pursuant to 50 U.S.C. § 3931(b)(1). The amendment also clarifies what action the Court will take before entering a default judgment if the defendant appears to be a minor, incompetent person, or in military service.
- Local Rule 112.3 is amended to require that all counsel in a transferred multi-district litigation action provide their email addresses to the Clerk upon receipt of an order of transfer.
- Local Rule 113 is added to permit the Clerk to destroy non-electronically submitted administrative records offered by any party after 30 days' notice when the time for appeal expires or the mandate on appeal issues, unless otherwise ordered by the Court.
- Local Rule 207.2 is added to set forth procedures for filing motions to seal in criminal cases.
- Local Rule 213.1 is amended to add a reference to the applicable procedures that govern requests for production of probation records or testimony by subpoena or other judicial process.
- Appendix A is amended to revise Discovery Guideline 5 in light of amendments to Fed. R. Civ. P. 30(b)(6).

A copy of these amendments with the proposed changes highlighted is available on the Court's website at <https://www.mdd.uscourts.gov/local-rules-amendments>.

Comments and suggestions on the proposed amendments, whether favorable or adverse, may be sent via email to [MDD\\_Localrules@mdd.uscourts.gov](mailto:MDD_Localrules@mdd.uscourts.gov) or by regular mail to

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All comments must be received by June 1, 2023. The Court anticipates that any adopted amendments will be effective July 1, 2023.