



Circuit Court for Prince George's County, Maryland  
Courthouse, Upper Marlboro Maryland 20772

## REQUEST TO SCHEDULE ALTERNATIVE DISPUTE RESOLUTION (ADR)

**This form must be received AT LEAST thirty (30) days prior  
to the requested Alternative Dispute Resolution (ADR).**

CASE NUMBER: \_\_\_\_\_ CASE TRACK: \_\_\_\_\_

CASE CAPTION: \_\_\_\_\_

REQUESTED ADR DATE: \_\_\_\_\_ @ \_\_\_\_\_ a.m./p.m. TRIAL DATE: \_\_\_\_\_

By submitting this form, I attest that I am a member of the Maryland Bar in good standing, and am authorized by all counsel and self-represented parties in this case to state:

1. This request is for an Alternative Dispute Resolution (ADR) date.
2. We have cleared the requested ADR date and time with the ADR (301-952-4173; [adrcoordinator@co.pg.md.us](mailto:adrcoordinator@co.pg.md.us)) or Calendar Management Unit of the Circuit Court (301-952-2976).
3. All attorneys and parties are available on the requested ADR date without any conflicting obligations.
4. We acknowledge that our ADR date will be approximately 60 days prior to trial, must be on a Monday, Tuesday or Friday and will begin at 9:00 a.m., 10:30 a.m. or 1:30 p.m. before any judge. (Track 3 cases are scheduled at either 9:00 a.m. or 1:30 p.m.)
5. We will retain a copy of this request for our records; it will serve as the only notice of the ADR date.
6. We understand that the Court will notify the submitting attorney before the scheduled ADR date if the Court cannot accommodate this request.

Plaintiff Attorney \_\_\_\_\_ Attorney ID# \_\_\_\_\_ Defense Attorney \_\_\_\_\_ Attorney ID# \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_ E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

**Choose ONE of the following methods to submit this form:**

1. Submit electronically by clicking "Submit form" below
2. Print and e-mail to [adrcoordinator@co.pg.md.us](mailto:adrcoordinator@co.pg.md.us) and [calmngt@co.pg.md.us](mailto:calmngt@co.pg.md.us)
3. Print and mail or hand-deliver to:

**Alternative Dispute Resolution Unit, Circuit Court for Prince George's County,  
14741 Governor Oden Bowie Drive, Room 1060, Upper Marlboro, Maryland 20772**

CLEAR FORM

PRINT FORM

SUBMIT FORM