



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

**REQUEST TO CANCEL PRETRIAL AND  
SCHEDULE ONE DAY or TWO DAY CIVIL TRIAL**

**Request must be received AT LEAST two business days prior to  
scheduled Pretrial Conference.**

CASE NUMBER: \_\_\_\_\_ CASE TRACK (1 through 4 only): \_\_\_\_\_

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

SCHEDULED PRETRIAL DATE: \_\_\_\_\_ **REQUESTED TRIAL DATE:** \_\_\_\_\_

The attorneys identified below certify that:

1. This request is for a one day or two day civil trial; case is Track 1, 2, 3 or 4 ONLY.
2. We have cleared the requested trial date with the Calendar Management Unit of this court.
3. All attorneys and parties are available on the requested trial date without any conflicting obligations.
4. We acknowledge that our trial will begin at 8:45 a.m. (jury trial) or 9:00 a.m. (non-jury trial).
5. We request that the court cancel the scheduled pretrial conference.
6. We will retain a copy of this request for our records; it will serve as the only notice of the new trial date.
7. We understand that if the request is denied, Plaintiff's counsel will receive notification no later than the next court day following receipt of this request by the court.

_____	_____	_____	_____
Plaintiff Attorney	Phone #	Defense Attorney	Phone #

_____	_____	_____	_____
Attorney	Phone #	Attorney	Phone #

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

1. **Submit electronically by clicking "Submit form" below**
2. **Print and fax to Calendar Management Unit, 301-574-1061**
3. **Print and mail or hand-deliver to:**

**Calendar Management Unit, Circuit Court for Prince George's County, Maryland,  
Courthouse, Room M2406, Upper Marlboro, Maryland 20772**