

**MAGISTRATE COURT CIVIL RULES
RULE 2-103**

**Supreme Court Approved
April 12, 2019**

1 **2-103. Rules and forms.**

2 A. **Rules.** Each magistrate court or division thereof may from time to time make
3 and amend rules governing its practice not inconsistent with law, these rules or regulations
4 prescribed by the administrative office of the courts or the district court chief judge of the
5 judicial district in which the magistrate court is located. Such rules may relate to office hours
6 and procedures, to the performance of clerical duties by clerical assistants and to other
7 procedures for effecting a just, speedy and inexpensive determination of causes pending
8 before such court. Proposed rules or amendments shall be submitted to the [~~director of the~~
9 ~~administration office of the courts~~] district court chief judge of the judicial district in which
10 the local rules would apply and shall not become effective until approved by the [~~director~~
11 chief judge].

12 B. **Forms.** [~~Forms used or distributed by the magistrate courts shall be submitted~~
13 ~~to the director of the administration office of the courts and shall not become effective until~~
14 ~~approved by the director. A party may file a pleading or paper that is substantially in the~~
15 ~~form approved by the Supreme Court. Forms may be combined.~~]

16 (1) Forms that are generated by the magistrate court using the court's
17 automated case management system shall be substantially in the form approved by the
18 Supreme Court.

19 (2) Local forms may be developed, used, and distributed by individual
20 magistrate courts or magistrate court divisions subject to the following requirements:

21 (a) Any local form shall be submitted to the district court chief

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1 judge of the judicial district in which the local form is intended for use and shall not become
2 effective until approved by the chief judge;

3 (b) Any local form approved by a chief judge shall not be
4 generated by the magistrate court using the court's automated case management system; and

5 (c) Any local form shall not be inconsistent with law, these rules,
6 or regulations prescribed by the Supreme Court, the administrative office of the courts, or
7 the district court chief judge of the judicial district in which the local form is intended for
8 use.

9 (3) A party may file a pleading or paper that is substantially in the form
10 approved by the Supreme Court.

11 [As amended, effective January 1, 1987; as amended by Supreme Court Order 07-8300-34,
12 effective January 22, 2008; as amended by Supreme Court Order No. 19-8300-003, effective
13 July 1, 2019.]