

NOTICE OF DEPOSITION

<client name>, plaintiff, pursuant to the Maryland Rules of Procedure, will take the deposition upon oral examination of the following corporation or other organization on the date and at the time indicated at the offices of

_____ before a Notary Public of the State of Maryland, to be continued from day to day until completed, for the purpose of discovery and/or evidence in this action.

NAME: <deponent name>

DATE/TIME: <date & time>

You are advised that, pursuant to Rules 2-412(c) and (d), you (a) must designate one or more officers, directors, managing agents, or other persons who will testify on your behalf regarding the following matters known or reasonably available to the organization, and (b) are requested to produce for inspection and copying at the deposition all documents or tangible things within your possession, custody or control regarding the following matters:

[describe with reasonable particularity the matters on which examination is requested. 30 days notice if docs requested.]