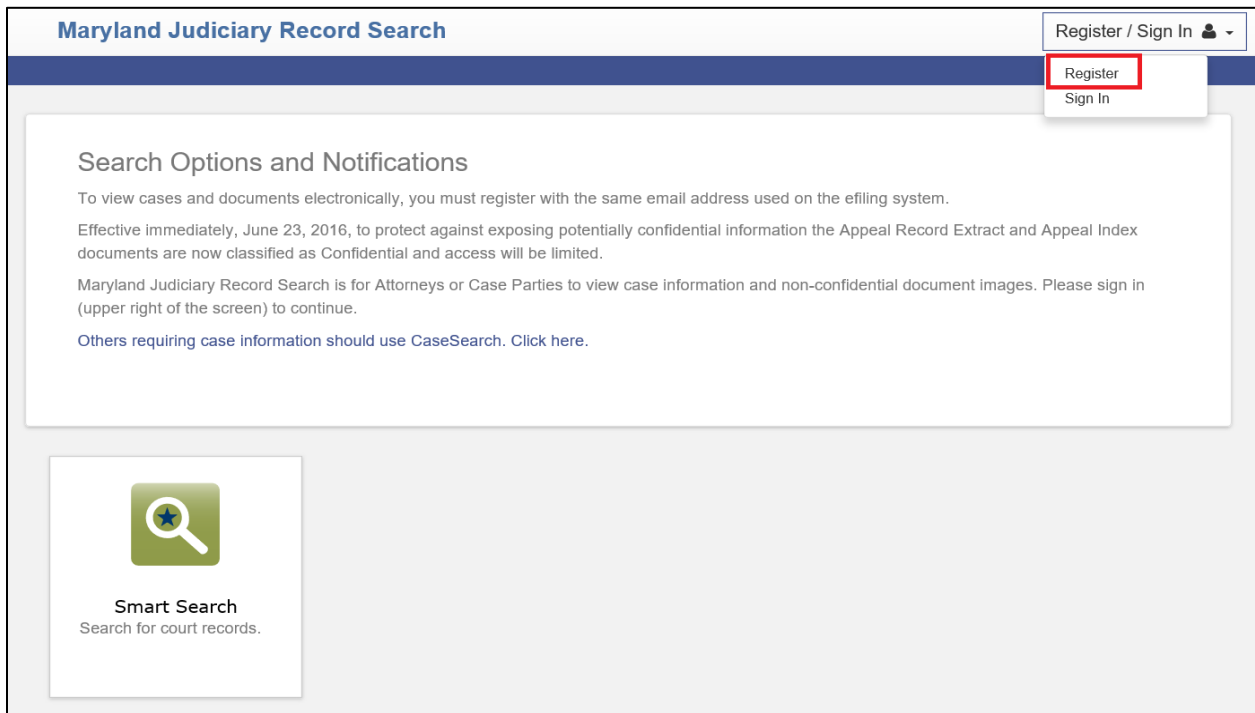



1. This portal is new and is geared to provide secure access to all case information, including document images, to all authorized parties in a case in accordance with Title 20 of the Maryland Rules of Practice and Procedure that govern electronic filing and access to those records.
2. All users must register with the same email address used on the efilng system.
3. All users of the portal must be registered and associated with specific cases in the MDEC system.
4. The web address for the Maryland Judiciary Record Search Portal is <https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL>

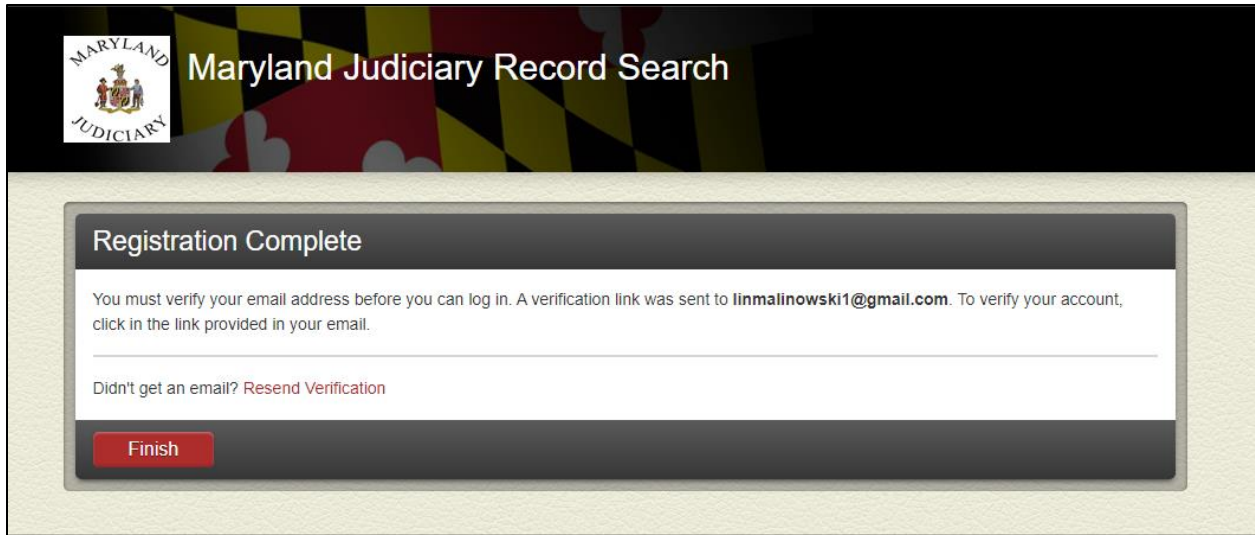


5. Click the “Register” button located at the top right corner of the page and a (Registration Form) window will appear.

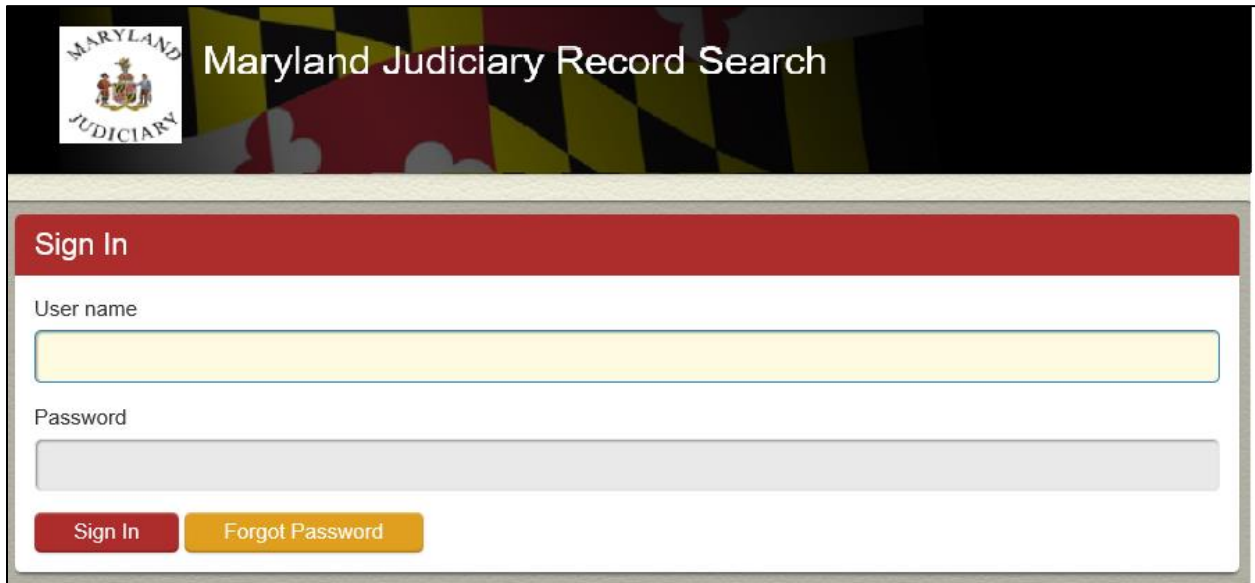
Registration Form

| | |
|---|-------------------------------|
| First Name | Last Name |
| Email Address | Username |
| Password | Confirm Password |
| Mobile Phone (Numbers O... | |
| Select Service Provider | SMS Correspondence Add... |
| Select Security Question 1 | Answer for Security Questi... |
| Select Security Question 2 | Answer for Security Questi... |
| Select Security Question 3 | Answer for Security Questi... |
|  | |
| Please retype the characters | |
| Next | Cancel |

- Remember to register with the same efilng email address in order to gain access.
- Complete the “Registration Form.” Then click “Next” and a (Registration Complete) window will appear. **Note:** You do not need to enter a mobile phone number nor select a provider.



8. Click “**Finish**” to complete the registration.
9. Access your email and a Tyler Online Portal Account Verification link will appear from no_reply@tylerhost.net. Click on the [Maryland Judiciary Record Search](#) link.



10. Your registration is now complete.
11. Enter your username and password.
12. Click “**Sign In**” and the (Request Access) window will appear.

The screenshot shows the 'Request Access' section of the Maryland Record Search Registration portal. It features a red header with the title 'Request Access'. Below the header, there is a grey box with the text: 'If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.' Underneath this text is a blue dropdown menu with the text '* Select Your Role'. At the bottom of the page, there is a yellow bar with a 'Home' button.

13. Select your role, i.e., **Attorney or State’s Attorney**. **Note:** If you are an attorney at the Office of the Public Defender’s you will need to select the **“Attorney”** role.

The screenshot shows the 'Request Access' section of the Maryland Record Search Registration portal. It features a red header with the title 'Request Access'. Below the header, there is a grey box with the text: 'If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.' Underneath this text is a dropdown menu with 'Attorney' selected. Below the dropdown menu is a red header with the title 'What’s Included'. Underneath this header is a yellow box with two items: 'Smart Search Portlet' and 'Notifications Portlet'. Below this box is another red header with the title 'Complete the Following'. Underneath this header is a yellow box with the text 'Client Protection Fund #' and an empty input field.

14. Enter your Client Protection Fund number (CPF). If you do not know your CPF number, you can find it in the Client Protection Fund’s attorney listing online at <http://mdcourts.gov/lawyers/attylist.html>

Terms and Conditions

I agree to the Terms and Conditions

Email me a copy

I understand that per Rule 20-109, I must be a registered e-filer to be provided remote access to my case files. I must use the same e-mail address to register for this site as I did when I registered to e-file. I will be given basic case information to all cases, based on public access rules. Elevated access to documents in a case will be limited to cases that I am the attorney of record. Secure and/or confidential documents will not be displayed on this site. Any questions should be directed to MDEC@mdcourts.gov

[Home](#) [Submit](#)

15. Read the terms and conditions before continuing.
16. Click the “I Agree” check box to accept the Terms and Conditions for using the Secure Portal.
17. Click the “Email me a copy” check box to receive electronic notification of the Terms and Conditions.
18. Then click “Submit.” A submitted (Request Access) window will appear.

Request Access

Your access request has been submitted.

You will be notified of any status change via email.

[Home](#)

19. This is confirmation that your access request has been submitted.
20. Click “**Home**” to return to the home page and log in with your email address and password. While you can login at this point, you will not see documents until your access has been configured and approved.

Note: You will receive an email from noreply@mdcourts.gov indicating ‘Your Portal Access Request Received’. After your access request is reviewed, you will get another email to let you know that your access has been approved or denied.