



APPLICATION FOR PARTY ACCESS TO MDEC CASES
Md. Rule 20-109(b)

- 1. Date of Application:
2. First Name:
3. Last Name:
4. Home Address:
5. Work Address:
6. Telephone Numbers: Home: Work: Cell:
7. Registered E-mail Address:
8. Cases to which you are requesting access:

Table with 2 columns: CASE NUMBER and PARTY STATUS. Rows a-e with checkboxes for 'I am a named party in this case.'

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

Signature
State of Maryland
County of (or City of Baltimore) place where acknowledgment is taken

On this day of , 20 , before me, the undersigned officer, personally appeared name(s) of person(s) who make acknowledgment

known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

Signature of Notary Public
Name of Notary Public typewritten or printed
Notary Public
My Commission expires:

(Notary Seal)

(Court Use Only)

Verified Applicant's: Party status
Application is: Approved Denied, status as a party not satisfactorily established

Date Clerk

Clerk to send approved application to ServiceNow (https://mdcourts.service-now.com)

## Remote Party Access Policy and Procedure

### (a) Purpose and Scope

- (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case documents.
- (2) This policy applies to any party applicant (applicant) who is seeking to access electronic documents remotely.  
Note: every case may not have electronic documents available.

### (b) Requirements

- (1) Notary requirement
  - (A) To confirm the identity of the applicant, the application must contain an original signature and original notary seal.
- (2) Submission of application
  - (A) One form must be submitted per court.
  - (B) If an applicant has active cases in District Court and Circuit Court, one form must be submitted to each court.
  - (C) If an applicant has active cases in multiple jurisdictions, one form must be submitted to each court in each jurisdiction.

### (c) Application review

- (1) Upon receipt of the application, the Clerk's office shall review the application and ensure that the application complies with all requirements.
- (2) Reason for denial of application. An application for remote access will be denied is if the applicant is not a party to the case.

### (d) Notification on application

- (1) Approval
  - (A) If the party's application is approved, the Clerk shall forward the original application and approval to Judicial Information Systems (JIS). Upon receipt, JIS will elevate the Portal access privileges of the applicant's account. JIS will then notify the applicant, via email, that their application is approved and they are now able to remotely access documents in the case requested.
- (2) Denial
  - (A) If the Clerk determines that the applicant is not a party to the case, the Clerk shall deny the application. The Clerk shall return the original application to the applicant and send a copy of the denied application to JIS.

### (e) Appeal of denial

- (1) Any appeal of a denied application should be made by filing a motion in the case in which the applicant is seeking remote access.

### (f) Record keeping

- (1) JIS shall retain a copy of all applications. An application for remote access shall not be attached as a record in a case.