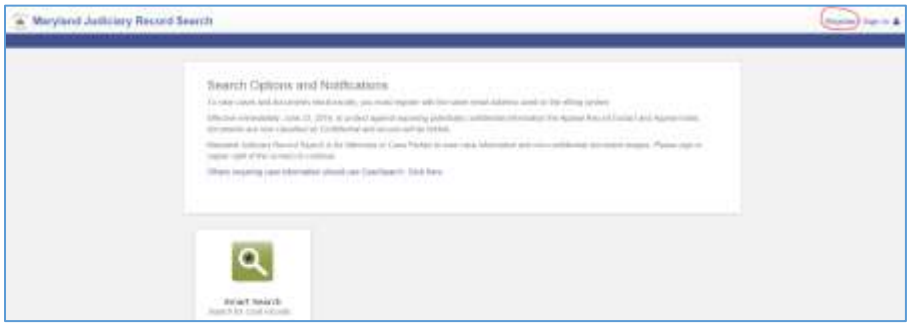
There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you go to view documents within a case. ***Note**: You must register for both portals to have access to MDEC*.

1. ☐ **MDCOURTS.GOV/EFILING** – http://mdcourts.gov/mdec/efiling.html. Visit this site to learn how to get started and to access e-filing resources including user guides and webinars.

2. ☐ **MDEC FILE & SERVE** – *You must register!* – https://maryland.tylertech.cloud/ofsweb.

3. ☐ **MARYLAND JUDICIARY RECORD SEARCH PORTAL** – *You must register!* – https://mdecportal.courts.state.md.us/mdodysseyportal



Please review this section when registering to e-file on MDEC File & Serve Portal. (See Section C, Registration Process: Firm Administrator of the Policies and Procedures Manual).

1. ☐ Attorneys and support staff must register. Identify at least (2) Firm Administrators.
2. ☐ Firm Administrator registers the agency and performs the following tasks:
    a. ☐ Send email invite to firm users (agency/group) including all attorneys and support staff:
        i. Click **Actions**, **Firm Users**, copy link from **Join My Firm** and place in body of email.
        ii. Send to staff.
        iii. Repeat for onboarding of new employees.
    b. ☐ Set up **Waiver** account if you are a STATE agency: (If not skip this step and proceed to C).
    c. ☐ Set up **Credit Card** account if you are a law firm:
        i. Click **Actions**, **Payment Accounts**, **Add Payment Account**.
        ii. Enter **Payment Account Name**, select Payment Account Type **Waiver or Credit Card**.
        iii. **Save** Changes.
    d. ☐ Add attorneys to Firm:
        i. Click **Actions**, **Firm Attorneys**, **Add Firm Attorney**.
        ii. Enter **10-digit attorney number**, **Verify**. Attorney's name will populate.
        iii. **Save** Changes.
        iv. Repeat for onboarding of new attorneys.

Follow-ups:

1. ☐ Add Attorney's email addresses to File & Serve:
    a. Click **Actions**, **Firm Service Contacts**, **Add Service Contact**.
    b. Enter attorneys First Name/Last Name, and email address and select **Make This Contact Public**.
    c. **Save** Changes.
2. ☐ Add the above service contact to each case where the attorney represents when e-filing. (See step 14 of the e-filing process in the Policies and Procedures Manual).

E-filing Assistance:

Call 800-297-5377, Monday – Friday (8 a.m. – 10 p.m. EST) or email mdcourts@service-now.com.

Maryland Judiciary Record Search Portal – Attorneys Only

Please review this section when attorneys register to view documents on the search portal. (See the State of Maryland's Record Search, of the Policies and Procedures Manual).

1. ☐ Attorneys must register and request elevated access. *(Note: Please register and request before the go-live date as it can take up to a week for JIS Support staff to process).*
2. ☐ Select the Attorney Role.

Access: Attorneys can see general case information, party information, case docket, and hearing information in all public cases. They can see public documents/images for those cases where he/she is entered as the attorney of record.