APPLICATION FOR PARTY ACCESS TO MDEC CASES
当事人访问马里兰电子法院 (MDEC) 案件申请
Md. Rule 20-109(b)
《马里兰州法规》第 20-109(b) 条

NOTE: The term **party** *means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, and the State of Maryland in a criminal case. Victims and other witnesses are NOT parties.*

*注释：术语***当事人***是指刑事案件中的原告、被告、反诉人、交叉诉讼和第三方原告和被告、上诉人和被诉人、举证被诉人以及马里兰州。受害人和其他证人不属于当事人。*

For access to a guardianship of the person and/or property case under Md. Code, Estates & Trusts Article, use form MDJ-004AG.

如需根据《马里兰州法规》、财产与信托条款查阅人身和/或财产监护权案件，请使用表格 MDJ-004AG。

1. Date of Application: _____
   申请日期：_____

2. First Name: _____
   名：_____

3. Last Name: _____
   姓：_____

4. Home Address: _____
   家庭住址：_____

5. Work Address: _____
   工作地址：_____

6. Telephone Numbers: Home: _____ Work: _____ Cell: _____
   电话号码：   家庭：_____ 工作：_____ 手机：_____

7. Registered E-mail Address: _____
   注册电子邮箱地址：_____

8. Cases to which you are requesting access:
   申请访问的案件：

CASE NUMBER 案件编号	PARTY STATUS 当事人地位
a.	☐ I am a named party in this case. 本人是本案确定的当事人
b.	☐ I am a named party in this case. 本人是本案确定的当事人
c.	☐ I am a named party in this case. 本人是本案确定的当事人
d.	☐ I am a named party in this case. 本人是本案确定的当事人
e.	☐ I am a named party in this case. 本人是本案确定的当事人

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

本人郑重确认，据本人所知所信，此文件内容真实。如有不实甘受伪证罪之罚。

_____
Signature
签名

*Notarization is not required if you appear in person and provide valid, government-issued photo identification to the clerk.
*如果您现场向书记官提供政府签发的有效身份证明(附带照片),则无需公证文件。

State of _____

州名 _____

<center>State
登记州</center>

County of _____ (or City of Baltimore) _____

县名 _____ (或巴尔的摩市) _____

<center>Place where acknowledgment is taken
进行确认的地点</center>

On this _____ day of _____ , 20 _____ , before me, the undersigned officer, personally appeared

以下人员于 20_____ 年 _____ 月 _____ 日, 在本人(下方签字官员)面前亲自出席

_____

<center>Name(s) of person(s) who make acknowledgment
确认人姓名</center>

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.

该人员据本人所知(或经充分证明), 为本文书的签字人, 并确认其出于本文书所载目的签署了本文书。

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

本人在此签名并加盖公章, 以资证明。

_____

_____

Signature of Notary Public

公证人签名

_____

Name of Notary Public typewritten or printed

打印或正楷书写的公证人姓名

(Notary Seal)

（公证印章）

Notary Public

公证人

My Commission expires: _____

本人的委托到期日: _____

<center>(Court Use Only)
(仅供法院使用)</center>

☐ Verified applicant's party status
　　已核实申请人的当事方地位

☐ Access to case number(s) _____ is **APPROVED**.
　　批准访问案件编号 _____ 的申请。

☐ Access to case number(s) _____ is **DENIED** because the requestor is not a party to the case(s).
　　拒绝对案件编号 _____ 的查阅申请, 申请人并非案件当事人。

_____　　_____

<center>Date
日期</center>　　<center>Clerk
书记官</center>

Clerk to send approved application to ServiceNow (https://mdcourts.service-now).
向 ServiceNow (https://mdcourts.service-now) 寄送获准申请的书记官。

Remote Party Access Policy and Procedure
当事人远程访问政策和规程

(a) Purpose and scope
目的和范围

- (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case documents.
本政策旨在规定各方请求远程访问电子案件文件的申请流程。

- (2) This policy applies to any party applicant (applicant) who is seeking to access electronic documents remotely.
本政策适用于请求远程访问电子文件的任何当事方申请人（以下简称"申请人"）。

  Note: every case may not have electronic documents available.
注意：可能无法提供所有案件的电子文件。

(b) Definition
定义

- (1) The term **party** means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, and the State of Maryland in a criminal case. Victims and other witnesses are NOT parties.
术语**当事人**是指刑事案件中的原告、被告、反诉人、交叉诉讼和第三方原告和被告、上诉人和被诉人、举证被诉人以及马里兰州。受害人和其他证人不属于当事人。

(c) Requirements
要求

- (1) Notary requirement
公证要求

  - (A) To confirm the identity of the applicant, the application must contain an original signature and original notary seal.
为确认申请人的身份，申请必须包含原始签名和原始公证印章。

- (2) Submission of application
申请提交

  - (A) One form must be submitted per court. If an applicant has active cases in District Court and Circuit Court, one form must be submitted to each court.
必须向每个法院提交一份申请表。如果申请人在地区法院和巡回法院有在诉案件，必须向每个法院提交一份申请表。

(d) Application review
申请审查

- (1) Upon receipt of the application, the clerk's office shall review the application and ensure that the application complies with all requirements.
书记官办公室应在收到申请后审查申请，并确保申请符合所有要求。

- (2) Reason for denial of application. An application for remote access will be denied if the applicant is not a party to the case.
拒绝申请的理由。如果申请人并非案件当事人，将拒绝远程访问申请。

(e) Notification on application
申请通知

- (1) Approval
批准

(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.
如果当事方的申请获得批准，书记官应将申请原件和批准发送给司法信息系统 (JIS)。JIS 将在收到申请原件和批准后升级申请人账户的门户访问权限。JIS 随后将通过电子邮件通知申请人其申请已获准，现在可以远程访问所请求案件中的文件。

(2) Denial
拒绝

(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.
如果书记官确定申请人不属于案件的当事方，书记官应拒绝该申请。书记官应将申请原件退还给申请人，并将被拒绝的申请副本发送给 JIS。

(f) Appeal of denial
对拒绝决定上诉

(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.
应在申请人请求远程访问的案件中提出动议来对被拒绝的申请提出上诉。

(g) Record keeping
记录保存

(1) JIS shall retain a copy of all applications.
JIS 应保留所有申请的一份副本。