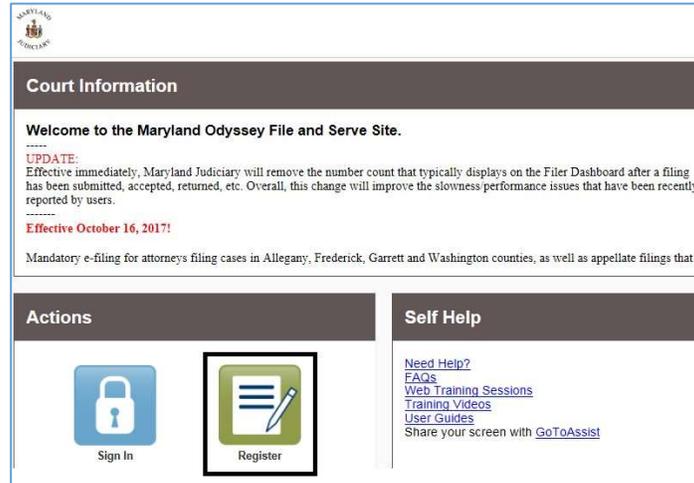


E-filing Registration When You Do Not Have a Lawyer

There are three ways to file your case documents: *In person*, *postal mail*, or *online electronic filing* (e-filing). If you e-file once, you must e-file all future documents and cases, and receive *all* court notices by e-mail. You must also comply with the [Policies and Procedures](#).

1. To access the **File & Serve** home page, open a web browser to access the Internet, and type in <https://maryland.tylertech.cloud/OfsWeb/> the address bar and press **Enter**.
2. Click **Register**. The screen will look like the one pictured below.



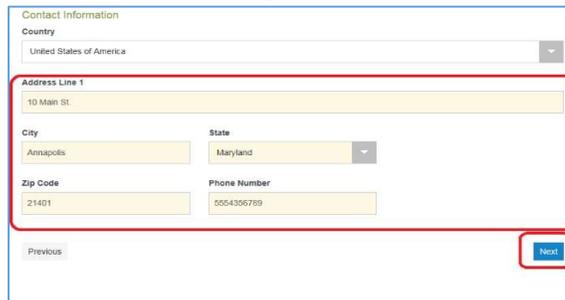
3. A **Register** screen appears. Complete the required fields: **First Name**, **Last Name**, **Email Address**, **Password** (must be at least eight characters with at least one lower case, at least one upper case, and at least one number or symbol), **Security Question**, and **Security Answer**. Click **Next**.

4. Click the round button on the bottom right under **Register for a Self-Represented Account**.

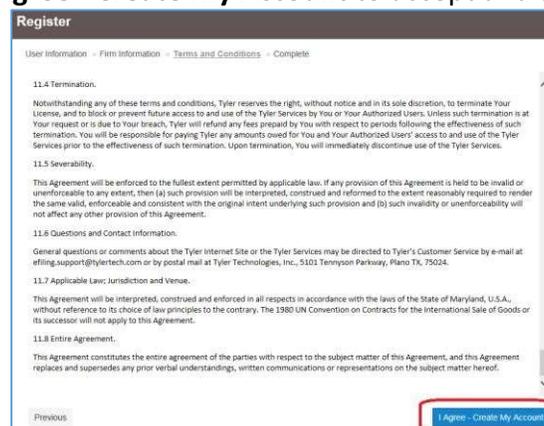
5. At the prompt, click **Continue as Pro Se**.

E-filing Registration When You Do Not Have a Lawyer

- The screen will expand for you to enter additional **Contact Information**. Enter your **Address, City, State, Zip Code** and **Phone Number**, then click **Next**.



- Read the **Registration Terms and Conditions** before continuing by scrolling down using the scroll bar on the right.
- When finished, click **I Agree - Create My Account** to accept and agree to the terms.



- A confirmation page will open as you proceed, and you will receive an email verification titled **File and Serve New User Activation**. Open your email and open the **File & Serve New User Activation** message. Click on the **Activate Account** link and a **Tyler Technologies** notice will appear confirming that your account has been activated.



- Return to the File and Serve home page and click **Sign In**. Enter your Email and Password, then click **Sign In**.

