

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



2. D MDEC FILE & SERVE – You must register! – <u>https://maryland.tylertech.cloud/ofsweb</u>.

Court Information		
Welcome to the Maryland Odyssey File and Se	erve Site.	-
Mandatory e-filing for attorneys filing cases in Allegaty, Feder constructs in these countries. This includes the District Court of To register for e-filing, you must use your Client P CPF number, you can find it in the Client <u>http://mar</u>	mick, Garvett and Weshangton counties, as well as appellate fillings that (Maryland, and the Caroor Counts. Protection Fund (CPF) number, if you do not know your doourts.gov/lawyers/attylist.html.	
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	Need Help? FACs Web Tranna Sessons Tranna Videos User Guides	

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

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

- 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.  $\Box$  Set up **Waiver** account if you are a STATE agency: (If not skip this step and proceed to C).
  - c.  $\Box$  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.  $\Box$  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 <u>Policies and Procedures Manual</u>).

- 1.  $\Box$  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.  $\Box$  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.