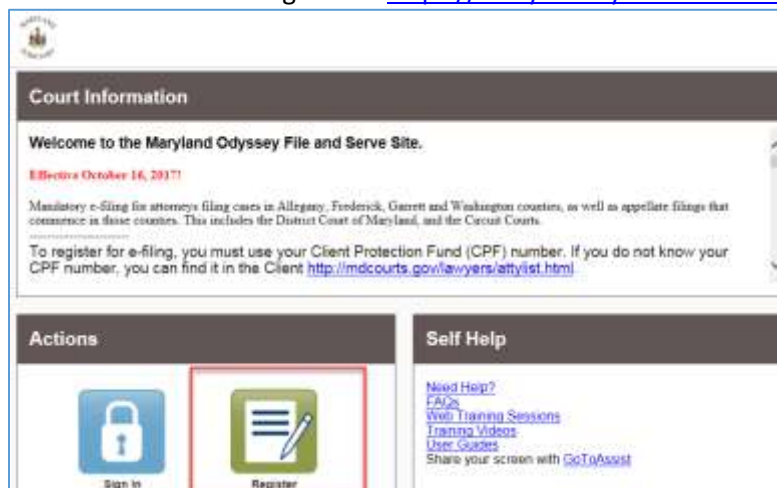


There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you go to view documents within a case. **Note:** You must register for both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

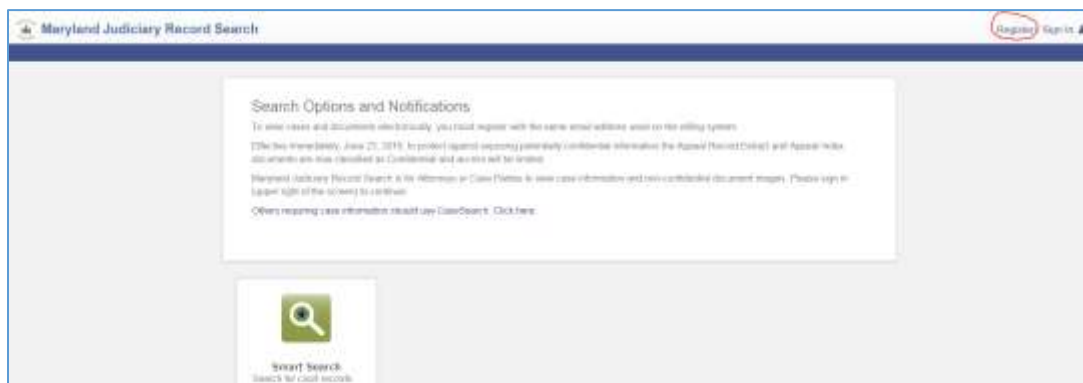
1. ☐ **MDCOURTS.GOV/EFILING** – <http://mdcourts.gov/mdec/efiling.html>. Visit this site to learn how to get started and to access e-filing resources including user guides and webinars.



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



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



Please review this section when registering to e-file on [MDEC File & Serve Portal](#). (See 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 for your agency to use:
    - i. Click **Actions, Payment Accounts, Add Payment Account**.
    - ii. Enter **Payment Account Name**, select Payment Account Type **Waiver**. **Save Changes**.
  - c. ☐ Add **OPD** attorneys to Firm:
    - i. Click **Actions, Firm Attorneys, Add Firm Attorney**.
    - ii. Enter **10-digit attorney number**, **Verify**. Attorney's name will populate. **Save Changes**.
    - iii. Repeat for onboarding of new attorneys.
  - d. ☐ Add **OPD** Generic Attorney:
    - i. Click **Actions, Firm Attorneys, Add OPD Generic Attorney**.
    - ii. Enter **attorney number (assigned by JIS)**. **Verify**. Attorney's name will populate. **Save Changes**.

### Filing into the District Courts:

The OPD Attorney above will select the party they are filing on behalf of, and add this OPD Generic Attorney as the filing attorney to represent the party. *Note: When the courts receive the District Court e-filings, if submission is in compliance with Title 20 Rules, the Court will review, accept, and this OPD Generic Attorney will automatically pass over to the court's case management system. This will allow office access on the remote portal for attorneys to view documents.*

### Filing into the Circuit Courts:

The OPD Attorney above will select the party he/she represents and add themselves, in addition to this OPD Generic Attorney to represent the party. *Note: When the courts receive the Circuit Court e-filings if the submission is in compliance with Title 20 Rules, the Court will review, accept, and the above attorney, along with the OPD Generic Attorney, will automatically pass over to the court's case management system. This will allow the individual attorney and office access to the remote portal to view documents.*

### Follow-ups:

1. ☐ Add OPD Attorney email addresses to File & Serve:
  - a. Click **Actions, Firm Service Contacts**, and **Add Service Contact**.
  - b. Enter attorney's 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](mailto: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 and refer to the State of Maryland's Record Search, of the [Policies and Procedures Manual](#). Attorneys must register and request elevated access. *(Please register and request before go-live date as it can take up to a week for JIS Support staff to process).*

**Access:** Select the Attorney role. Attorneys can see general case information, party information, case docket and hearing information in all public cases. They can see public documents/images in **all** juvenile delinquency and criminal cases. They **cannot** currently see sealed indictment cases or protected arrest warrant cases.