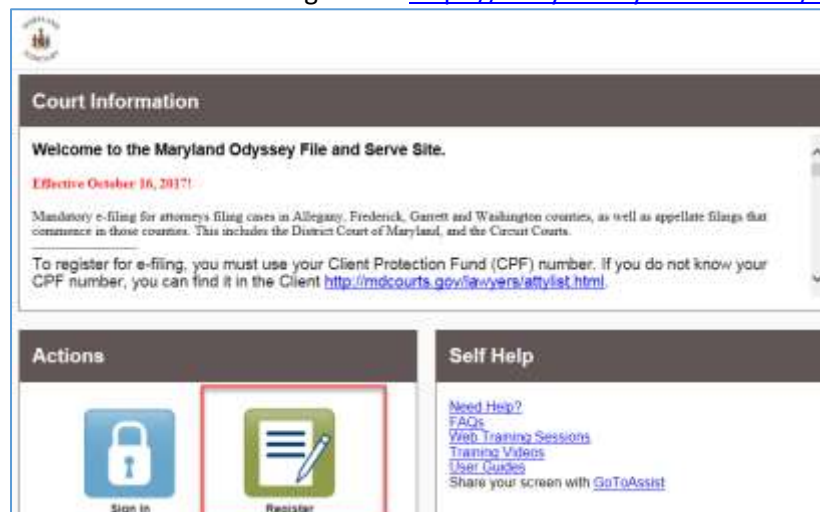


There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you go to view documents within a case. **Note:** You must register for both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

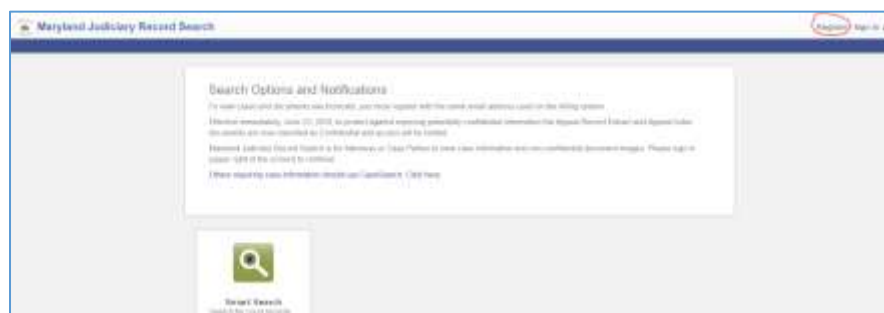
1. ☐ **MDCOURTS.GOV/EFILING** – <http://mdcourts.gov/mdec/efiling.html>. Visit this site to learn how to get started and to access e-filing resources including user guides and webinars.



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 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 for your agency to use:
 - i. Click **Actions, Payment Accounts, Add Payment Account**.
 - ii. Enter **Payment Account Name**, select Payment Account Type **Waiver**.
 - iii. **Save Changes**.
 - c. ☐ 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. ☐ Provide generic email addresses for electronic service to JIS Support Manager at mdcourts@service-now.com (**Note: Indicate File & Serve Group in the subject line of email**).
 - a. ☐ Add generic email addresses to File & Serve:
 - i. Click **Actions, Firm Service Contacts, Add Service Contact**.
 - ii. Enter generic email address to fit in the First Name/Last Name fields (Ex. *First Name: Caroline County Last Name: SAO*).
 - iii. Enter the generic email address in the Email field and select **Make This Contact Public**.
 - iv. **Save Changes**.
2. ☐ Add the above service contact to each case where the generic email address is applicable 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. ☐ Firm Administrator must provide a roster of attorneys to JIS Support Manager to mdcourts@service-now.com (**Note: Indicate File & Serve Group in the email subject line**).
2. ☐ Attorneys must register and request elevated access. (**Note: Please register and request before go-live date as it can take up to a week for JIS Support staff to process**).
3. ☐ Select the State's 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 in ALL juvenile delinquency and criminal cases. They **cannot** currently see sealed indictment cases or protected arrest warrant cases.