E-filing technology provides a fast and convenient method of filing Landlord Tenant Complaint Documents while allowing courts to operate more efficiently. Please find the instructions below to utilize this service.

Within a single filing session, you can file one or multiple failure to pay rent cases.

If multiple cases are included in a batch, all cases must contain the same:

- Case Type:
 - Failure to Pay Rent <u>OR</u> Failure to Pay Rent Mobile Home
 - Non-mobile home complaints may not be submitted in the same batch as mobile home complaints.
- Filing Code:
 - o Complaint/Petition Landlord Tenant <u>OR</u> Complaint/Petition Landlord Tenant (Personal Service)

Requirements for e-filing Failure to Pay Rent complaints

- 1. <u>Register</u> to become an authorized e-filer. In order to e-file, users must first be registered with the <u>Odyssey File and Serve Portal</u>. Registration instructions can be located by following the links below:
 - <u>Registration information for attorneys</u>
 - <u>Registration for non-attorneys</u>
- 2. Complete a complaint form for each property and save each one as a separate PDF. You will upload the form(s) as you e-file.
- File the initial Failure to Pay Rent complaint into the <u>Landlord Tenant (LLT) Portal</u> Your case is created here. Multiple complaints can be submitted together and will be assigned the same hearing date. Complaints filed together must all be personal service by Sheriff/Constable or Private/Personal service that you arrange.
- 4. File all **subsequent** filings by using the <u>Odyssey File and Serve Portal</u> once your case number is assigned.

E-File the Initial Complaint into the Landlord Tenant (LLT) Portal

1. Navigate to the Landlord – Tenant Portal. Look for the link that is specific to filing Failure to Pay Rent complaints. Sign in with your Odyssey File and Serve email and password assigned at registration.

Please sign in to continue	
Email	
filer@filer.com	
Password	
Password	
Sign In	

2. Click the "START A NEW FAILURE TO PAY RENT FILING" button to create a draft filing.

E Dashboard		
Start Failure to Pay Rent Filing	Failure to Pay Rent History	Failure to Pay Rent Drafts
Are you filing a failure to pay rent case? Please click on START A NEW FAILURE TO PAY RENT FILING below.	See all Failure to Pay Rent History	View all Failure to Pay Rent Drafts

- 3. Enter the case information for the Failure to Pay Rent filing. Filers can create an optional **Batch Filing Name** to title the batch and distinguish it from other batches that may be filed.
 - Batch Filing Name Label created by the filer to easily identify/differentiate the filing
 - Court Location Location of property
 - Case Category Civil
 - Case Type Failure to Pay Rent or Failure to Pay Rent Mobile Home
 - Filing Code Complaint/Petition Landlord Tenant or Complaint/Petition Landlord Tenant (Personal Service). Note: If you are requesting a Money Judgment, select Complaint/Petition – Landlord Tenant (Personal Service).
 - If during your initial File and Serve registration you registered for a Self-Represented Account, you will not see the option to add a Filing Attorney (screenshot #1). If you Registered for a Firm Account, the option to add a Filing Attorney will be required (screenshot #2).
 - Payment Method Debit/Credit Card or eCheck on the filing for any related filing fees.

Screenshot #1 (Filing Attorney Not Required)

Case Information					
Failure to Pay Rent Filing Name					
Court Location *		Case Category 🗱		Case Type \star	
Prince Georges County District Court - Hyattsville	× v	Civil	X *	Failure to Pay Rent	X Ŧ
Filing Code ≭		Payment Method 🗚			
Complaint / Petition - Landlord Tenant	X *	Visa Payment Account	× *		
		Click to manage your Payment Accounts in File & Serve 🞜			
* Indicates required field					
BACK					NEXT

Screenshot #2 (Filing Attorney Required)

Case Information					
Failure to Pay Rest Filing Name					
Court Location * Prince Georges County District Court - Hyattsville	X Ŧ	Case Category * Civil	x +	Case Type * Failure to Pay Rent	X *
Tring Cole * Complaint / Petition - Landlord Tenant	××	Fileg Amerey * On behalf of Circuit Court	××	Payment Method * LLT Testing 6 active Payment Method(s) are not listed due to being expired.	X V
* Indicates required field BACK					NEXT

4. Click Next and continue to the Filer screen where you will enter the name and address of the landlord. Click next to continue.

Filer Group 1			Draft # 521
			Add a Puny
Party Type	Person/Entity	Party Name	
Landlord / Plaintiff	Person		Required Party
Pory Ton 4 Landond / Plaintiff			
Person Entity			
First Name *	iddle Name Last Na	ame *	Suffix
Required	Requi	red	Select sumx
Address Line 1 Add	iterature 2 Day	State Select State	Zp Code
Laad Attorney Select Lead Attorney • •			
BACK			SAVE AND EXIT NEXT

5. If you need to add another party to the filing, select the "Add a Party" button at the top right of the screen under the File Group 1 section. The screenshot below illustrates a landlord's agent party type being added. Property management companies commonly represent landlords as rent agents.

Filer Group 1			Draft # 521
			Add a Purty
Party Type	Person/Entity	Party Name	
Landlord / Plaintiff	Person	SAMPLE SAMPLE	Required Party
	Person		/ 1
hor tox * Landord / Pleneff Landord Agent © "To sure"	Mills Name Lan K	no •	Lafa Select Suffix *
Address Line 1 Ad	ddress Line 2 Dity	State	Zip Code
Leed Attorney Select Lead Attorney • • Indicates required field		Soled State •	
BACK			SAVE AND EXIT NEXT

6. Click Next to continue to the Cases screen and select the "Add" button (on the left) to enter the tenant/defendant.

Са	ses Group	1						ſ	Draft # 521
								(Ð
								Ado	d A Case
#	Tenant Names \star	Address Line 1 ≭	Address Line 2	City *	State \star	Zip Code ≭	Optional Services	Document *	Action
1	Add	I			Maryland		Add	Upload	â
			3						
*.									
<i>≁ </i>	dicates required field								
BA	СК						SA	AVE AND EXIT	NEXT

7. If the property has more than one name on the lease, additional tenants can be added by selecting the "Add Tenant" button. Click Close to continue.



8. If requesting Personal Service by Sheriff or Constable, add the fee from the "Optional Services" tab. If you are using a Private Process Server, do not select a fee from the Optional Services.

Select	Optional Service			
Select	Optional Service	Number	Total	•
	Constable Service - Baltimore County (\$60.00)			
	Sheriff Fee - Calvert (\$60.00)			
	Sheriff Fee - Allegany (\$60.00)			
	Sheriff Fee - Anne Arundel (\$60.00)			
	Sheriff Fee - Baltimore City (\$60.00)			
	Sheriff Fee - Caroline (\$60.00)			-
			CLOS	E

9. Upload your Landlord Tenant complaint form. The form must be saved in PDF format before uploading. If you have additional properties to fail against, click the "Add A Case" button and repeat steps 6-9.

Са	ses Group 1							ſ)raft # 521
								Ado	+ A Case
	Tenant Names *	Address Line 1 *	Address Line 2	City *	State *	Zip Code \star	Optional Services	Document *	Action
1	TEST TEST	TEST		TEST	Maryland *	20772	Add	Failure to Pay Rent.pdf 🛓 🗙	Ô
2	Add				Maryland •		Add	Upload	Ô
								1	
*/	ndicates required field								
BA	ск							SAVE AND EXIT	NEXT

10. Continue to the Summary screen and review the case information, filer, cases, and fees sections for errors. A pencil icon is located at the top right corner of each section if any changes need to be made.

Summary				Draft # 521
Case Information				
Court Location Prince Georges County District Court - Hy	Case Category Civil		Case Type Failure to Pay Rent	
Filing Code Complaint / Petition - Landlord Tenant	Filing Attorney On behalf of Circuit Co	purt	Payment Method Test Account	
Status Draft				
Group 1 - Filer				
Party Type Landlord / Plaintiff	Person/Business Person	Name SAMPLE SAMPLE		
Address				
Group 1 - Cases				
Tenants	Address	Optional Services	Fees	Document
TEST TEST	TEST TEST, MD 20772		\$20.70	Failure to Pay Rent.pdf
		Total	\$20.70	
Fees Grand Total				
				Fees Grand Total: \$20.70

11. After reviewing the filing details, select ALL three submission agreement checkboxes and click Submit. A notice of submission will be sent to your registered email address.

BACK		SUBMIT
✓ All documents requiring signature have been signed by Rule 20-	.107.	
This is an initial filing and I have included a written request that a subsequent filing and written, signed certificates of service are 201(g)(1) and 20-205(d).	the Clerk issue a Writ of Summons for service OR this is e included in the submission as required by Rules 20-	
This submission does not contain any restricted information OR Information and, (2) if applicable, a redacted and unredacted vertices of the state o	${\bf R},$ if it does, I have filed (1) a Notice of Restricted rision of the submission per Rule 20-201.1(c).	
Submission Agreements	L.	

A filing remains in "draft" status until you select ALL three submission agreement checkboxes and clock Submit. After a filing session is complete and the filing(s) has been submitted, a system-generated batch number is assigned to the submission for identification purposes.

E-File into an Existing Case

- 1. If you have an existing Failure to Pay Rent case, you can file into it using the <u>Odyssey File and Serve Filer</u> <u>Portal</u>. After you sign in, you will use the "File into Existing Case" option.
- 2. Review the "File into Existing Case" section of the <u>MDEC Policies and Procedures Manual</u> for further instruction.

Filer Dashboard		
My Filing Activity 0	New Filing	
Pending	Start a New Case ? Use a Template ?	
Accepted	File into Eviating Coop	
Returned		
Drafts	Need help getting stanted?	
Served		
View All		

Batch History

The Batch History screen can be located under the hamburger icon (three stacked horizontal lines) on the top left of the homepage. The drop-down menu displays a history of all previous batches submitted by the filer. The history screen has a search function allowing filers to filter results based on specific criteria such as filing status and date. If you have a filing in "draft" status, you can find it here and resume your draft.

Failure to Pay Rent Filing Name	Draft # 521 SAMPLE FILING							B/ 1
Failure to Pay Rent Number	Cases 1	Filing Attorney On behalf of Circuit Court	Payment Account Test Account	Created 9/20/23 12:41 PM	Location Prince Georges County District Court - Hyattsville	Case Category Civil	Case Type Failure to Pay Rent	Filing Code Complaint / Petition - Landlord Tenant
Owner	Batch # 34	49 - Submitted						1
My Filings •	Cases 1	Filing Attorney On behalf of Circuit Court	Payment Account Test Account	Created 9/19/23 2:38 PM	Location Prince Georges County District Court - Hyattsville	Case Category Civil	Case Type Failure to Pay Rent	Filing Code Complaint / Petition -
Status								Tenant
All Statuses •	Batch # 34	48 - Accepted						1
Location	Cases	Filing Attorney	Payment Account	Created	Location	Case Calegory	Case Type	Filing Code
Any Location	1	On behalf of Circuit Court	Test Account	9/19/23 11:02 AM	Prince Georges County District Court - Hyattsville	Civil	Failure to Pay Rent	Complaint / Petition - Landford

Support

For technical support, contact the Maryland Judiciary Service Desk at (410) 260-1114 or mdcourts@servicenow.com.

For assistance with case information or direction on which documents need to be filed, contact the <u>District</u> <u>Court</u> at the location of the property.