



## APPLICATION FOR GUARDIANSHIP ACCESS TO ELECTRONIC CASE RECORDS

### 监护人访问电子案件记录申请

Md. Rule 20-109(b)

### 《马里兰州规则》第 20-109(b) 条

**NOTE:** Use this form if, in a guardianship case under Md. Code, Estates & Trusts Article, you are a party, other interested person as defined in the Estates and Trust Article, or the designated registered user (DRU) of a corporation or other business entity as set forth in Maryland Rule 20-109(b). Use form MDJ-004 or MDJ-004-DRU for all other case types.

注:如果在《马里兰州法典》遗产和信托条款项下的监护权案件中,您是一方当事人、遗产和信托条款定义的其他利益相关者,或《马里兰州规则》第 20-109(b) 条所述公司或其他商业实体的指定注册用户 (DRU),请使用此表。对于所有其他案件类型,请使用表格 MDJ-004 或 MDJ-004-DRU。

1. Date of Application: \_\_\_\_\_  
申请日期: \_\_\_\_\_
2. First Name of applicant: \_\_\_\_\_ Last Name of applicant: \_\_\_\_\_  
申请人名字: \_\_\_\_\_ 申请人姓氏: \_\_\_\_\_
3. Name of organization, corporation, or other entity (if any): \_\_\_\_\_  
组织、公司或其他实体(如有)名称: \_\_\_\_\_
4. Address: Home: \_\_\_\_\_ Business: \_\_\_\_\_  
地址: 家庭: \_\_\_\_\_ 职业: \_\_\_\_\_
5. Telephone Numbers: Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
电话号码: 家庭: \_\_\_\_\_ 工作: \_\_\_\_\_ 手机: \_\_\_\_\_
6. Registered E-mail Address: \_\_\_\_\_  
注册电子邮箱地址: \_\_\_\_\_
7. Cases to which you are requesting access:  
申请访问权限的案件:

CASE NUMBER 案件编号	APPLICANT STATUS 申请人身份
a.	<input type="checkbox"/> Guardian <input type="checkbox"/> Other Party <input type="checkbox"/> Other Interested Person <input type="checkbox"/> DRU per Rule 20-109(b) 监护人 其他方 其他利益相关者 《规则》第 20-109(b) 条规定的 DRU
b.	<input type="checkbox"/> Guardian <input type="checkbox"/> Other Party <input type="checkbox"/> Other Interested Person <input type="checkbox"/> DRU per Rule 20-109(b) 监护人 其他方 其他利益相关者 《规则》第 20-109(b) 条规定的 DRU
c.	<input type="checkbox"/> Guardian <input type="checkbox"/> Other Party <input type="checkbox"/> Other Interested Person <input type="checkbox"/> DRU per Rule 20-109(b) 监护人 其他方 其他利益相关者 《规则》第 20-109(b) 条规定的 DRU
d.	<input type="checkbox"/> Guardian <input type="checkbox"/> Other Party <input type="checkbox"/> Other Interested Person <input type="checkbox"/> DRU per Rule 20-109(b) 监护人 其他方 其他利益相关者 《规则》第 20-109(b) 条规定的 DRU
e.	<input type="checkbox"/> Guardian <input type="checkbox"/> Other Party <input type="checkbox"/> Other Interested Person <input type="checkbox"/> DRU per Rule 20-109(b) 监护人 其他方 其他利益相关者 《规则》第 20-109(b) 条规定的 DRU

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief. **I have read, understand, and agree to the confidentiality agreement on pages 3 and 4 of this document.**

Application Date  
本人郑重确认, 据本人所知所信, 此文件内容真实。如有不实甘受伪证罪之判罚。**本人已阅读、理解并同意本文件第 3 页和第 4 页的保密条款。**

Signature  
申请日期  
签名  
**IF APPLICANT IS A DRU:** ☐ I have attached a copy of the written designation required by Rule 20-109(b) to this application.

**如果申请人是 DRU:** 本人已在本申请之后附上《规则》第 20-109(b) 条要求的指定书副本。

*\*Notarization is not required if 1) you appear in person & provide valid, government-issued photo I.D. to the clerk, or 2) you are an attorney-guardian or a public guardian (employee of a local Department of Social Services or local Agency on Aging).*

**\*1) 如果您现场向书记官提供政府签发的有效身份证明(附带照片), 或 2) 您是律师监护人或公共监护人(当地社会服务部或当地老龄化机构员工), 无需公证文件。**

State of \_\_\_\_\_  
State

\_\_\_\_\_ 州  
County of \_\_\_\_\_ (or City of Baltimore) \_\_\_\_\_  
Place where acknowledgment is taken

\_\_\_\_\_ 县(或巴尔的摩市)  
进行确认的地点  
On this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_,

\_\_\_\_\_ Name(s) of person(s) who make acknowledgment  
known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that the instrument was executed same for the purposes therein contained.

以下人员于 20 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日, 在本人(下方签字官员)面前亲自出席

\_\_\_\_\_ 确认人姓名  
该人员据本人所知(或经充分证明), 为本文书的签字人, 并确认其出于本文书所载目的签署了本文书。

In witness hereof I hereunto set my hand and official seal.  
本人在此签名并加盖公章, 以资证明。

(Notary Seal)  
(公证印章)

Signature of Notary Public  
公证人签名

Name of Notary Public typewritten or printed  
打印或正楷书写的公证人姓名

Notary Public  
公证人

My Commission expires: \_\_\_\_\_  
本人的委托到期日: \_\_\_\_\_

(Court Use Only)  
(仅供法院使用)

☐ Verified applicant's status  
已核实申请人身份

Application is: ☐ Approved in full ☐ Denied in full ☐ Approved as to case(s) \_\_\_\_\_

\_\_\_\_\_ but

申请： 全部批准 全部否决 批准访问以下案件的申请\_\_\_\_\_

\_\_\_\_\_ 但  
Denied as to case(s): \_\_\_\_\_ because

否决访问以下案件的申请：\_\_\_\_\_ 因为

Applicant is not entitled by law to access.

法律不允许申请人访问。

Date  
日期

Clerk  
书记官

Clerk to send approved application to ServiceNow (<https://mdcourts.service-now>).

向 ServiceNow (<https://mdcourts.service-now>) 寄送获准申请的书记官。

## Policy and Procedure 政策和规程

### (a) Purpose and scope 目的和范围

- (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case records. **Note** that there are specific access forms for (1) an access request made in a guardianship case (MDJ-004AG); (2) an access request made by a designated registered user of a corporation or other business entity (MDJ-004DRU); (3) an access request made by a judiciary contractor (MDJ-004C); and (4) an access request made by a guardianship investigator (MDJ-004GI).

本政策旨在规定各方当事人请求远程访问电子案件记录的申请流程。**请注意**, 以下访问请求适用特定访问请求表: (1) 监护权案件中提出的访问请求 (MDJ-004AG); (2) 由法人或其他商业实体的指定注册用户提出的访问请求 (MDJ-004DRU); (3) 司法服务承包商提出的访问请求 (MDJ-004C); 以及 (4) 监护权调查员提出的访问请求 (MDJ-004GI)。

- (2) This policy applies to any applicant who is seeking to access electronic case records remotely.  
本政策适用于任何请求远程访问电子案件记录的申请人。

Note: every case may not have electronic case records available.  
注意: 并非所有案件都有电子案件记录。

### (b) Requirements 要求

Submission of application: One form must be submitted per court. If an applicant is requesting access to cases in District Court and circuit court, one form must be submitted to each court.

提交申请: 必须向每个法院提交一份申请表。申请人申请访问地区法院和巡回法院案件, 须向每个法院提交一份申请表。

### (c) Application review 申请审查

Upon receipt of the application, the clerk's office shall review the application and ensure that the application complies with all requirements.

书记官办公室应在收到申请后对申请进行审查, 并确保该申请符合所有要求。

### (d) Notification on application 申请通知

#### (1) Approval 批准

If the party's application is approved, the clerk shall forward the original application and approval to Judicial Information Systems (JIS). Upon receipt, JIS will elevate the portal access privileges of the applicant's account. JIS will then notify the applicant, via email, that the application is approved and that the applicant is now able to remotely access electronic case records in the case requested.

如果当事方的申请获批, 书记官应将申请原件和批准文件发送给司法信息系统 (JIS)。JIS 将在收到申请原件和批准文件后, 升级申请人账户的门户访问权限。随后, JIS 将通过电子邮件通知申请人其申请已获准, 并且申请人现在可以远程访问所请求案件中的电子案件记录。

#### (2) Denial 否决

If the clerk determines that the applicant is not entitled by law to access to the case file, the clerk shall deny the application. The clerk shall return the original application to the applicant and send a copy of the denied application to JIS.

书记官确认法律不允许申请人访问案卷, 应否决该申请。书记官应将申请原件退还给申请人, 并将被否决的申请文件副本发送给 JIS。

**(e)** Appeal of denial  
对否决提出上诉

- (1) Any appeal of a denied application must be made by filing a motion in the case in which the applicant is seeking remote access.

必须在申请人请求远程访问的案件中提出动议, 对被否决的申请提出上诉。

**(f)** Record keeping  
记录保存

- (1) JIS shall retain a copy of all applications.

JIS 应保留所有申请的副本。



## CONFIDENTIALITY AGREEMENT FOR APPLICANTS OF ENHANCED ACCESS 适用于升级访问权限申请人的保密协议

Access to confidential information maintained by the Maryland Judiciary is governed by statute and rule. Confidential information includes information that the Judiciary is prohibited from disclosing (information that, by law, rule, or policy, is not accessible without authorization). Confidential information may include information that is legally privileged, case data and information, personnel data, financial data, trade secrets, proprietary information, procurement data, administrative records, or any information properly designated as confidential by management of the Judiciary.

访问马里兰州司法部保管的机密信息, 应遵守法令和条例的规定。机密信息包括禁止司法部披露的信息(法律、条例或政策规定未经授权, 不得访问的信息)。机密信息可包括在法律方面享有特权的信息、案件数据和案件信息, 事数据、财务数据、商业秘密、专有信息、采购数据、行政记录, 或司法部管理层合理指定为机密信息的任何信息。

You have applied to have access to confidential information. It is essential that you understand and acknowledge the critical importance of ensuring that you do not improperly disclose or misuse the confidential information you may receive or produce as a result of your access to this information. To ensure that confidential information is kept confidential, and in consideration of your application for access to this information, please read and sign this agreement:

您已申请获取机密信息的访问权限。您必须理解并确认, 确保您不会因访问机密信息, 而对可能获取或产生的此类信息进行不当披露或滥用, 这一点极为重要。为确保信息的机密性, 同时考虑到您申请获取此类信息的访问权限, 请阅读并签署本协议:

I hereby agree and acknowledge:

本人特此同意并确认:

1. That I will hold confidential information received or produced in strict confidence and will exercise reasonable care to prevent disclosure to others.  
本人将对所获取/产生的机密信息严格保密, 并采取合理的谨慎措施, 防止向其他人泄露此类信息。
2. That I will not intentionally reproduce, disclose, access, or attempt to access any confidential information I have acquired unless it is absolutely necessary for the performance of my function(s) for which I am requesting enhanced access.  
本人不会故意复制、披露、访问或试图访问本人所获得的任何机密信息, 是履行本人为之请求升级访问权限的职能绝对所需的除外。
3. That if I inadvertently mishandle, improperly divulge, or improperly acquire confidential information, I will immediately inform the clerk's office of the court location that grants the enhanced access request.  
本人若无意中存在不当处理、不当泄露或不当获取机密信息的行为, 将立即通知批准升级访问权限请求的法院所在地的书记官办公室。
4. That the Maryland Judiciary shall, at all times, be considered the owner of all research, notes, data, data bases and applications, computations, estimates or other information, documents, or work product obtained or created, and of any memoranda, reports or other work product resulting therefrom; and that I will not use or share any of these materials or information during or after the case is concluded except as necessary to perform my role in the case or as expressly allowed by the Maryland Judiciary.  
马里兰州司法部应始终被视为所有研究、笔记、数据、数据库和应用程序、计算、评估或其他信息、文件, 或所获得或创建的工作成果以及由此产生的任何备忘录、报告或其他工作成果的所有者; 且本人不会在案件期间或结束之后使用或分享任何此类材料或信息, 为履行本人在案件中的职责或马里兰州司法部明确允许的除外。

5. That upon the conclusion of the role for which I am granted enhanced access, I will return to the Maryland Judiciary all work product and confidential documents that I created or to which I had access during the term of such access, including but not limited to, reports, manuals, computer programs, and all other materials relating in any way to the Judiciary's records; and that I will not allow any third party to examine or make copies of my work product or confidential documents.  
在准予本人获得升级访问权限的职责结束后, 本人将向马里兰州司法部归还本人在访问权限有效期内创建或有权访问的所有工作成果和机密文件, 包括但不限于报告、手册、计算机程序以及以任何方式与司法部记录相关的所有其他材料; 且本人不会允许任何第三方检查或复制本人的工作成果或机密文件。
6. That upon termination of the access granted, I will destroy any confidential Judiciary-related information that I may have stored, during the period of my access, on my personal devices or in any other manner including, but not limited to, hard copy, external storage devices, or cloud-based storage not in the custody or control of the Judiciary.  
在授予的访问权限到期后, 本人将销毁本人在访问期间可能存储在个人设备中, 或以任何其他方式存储(包括但不限于不由司法部保管/控制的硬拷贝、外部存储设备或云存储)的任何与司法部相关的机密信息。
7. That violation of any provision of this Agreement may result in:  
违反本协议的任何规定可能导致:  
(i) immediate termination of the enhanced access to the confidential access,  
对机密信息的升级访问权限立即终止,  
(ii) civil liability, and  
民事责任, 以及  
(iii) criminal liability.  
刑事责任。
8. That this Agreement shall be governed by the laws of the State of Maryland without any regard to conflict of laws principles.  
本协议受马里兰州法律管辖, 且不考虑法律冲突原则。