

Frequently Asked Questions

Q. Which jurisdictions are appellate e-filing counties?

All of them are! Although MDEC has not gone live in Baltimore City, as of July 1, 2020, attorneys are required to electronically file papers in the Appellate Court of Maryland in all appeals.

As of October 17, 2022, electronic filing in the circuit courts is available for all jurisdictions except for Baltimore City.

Q. How can I view a case that has been e-filed?

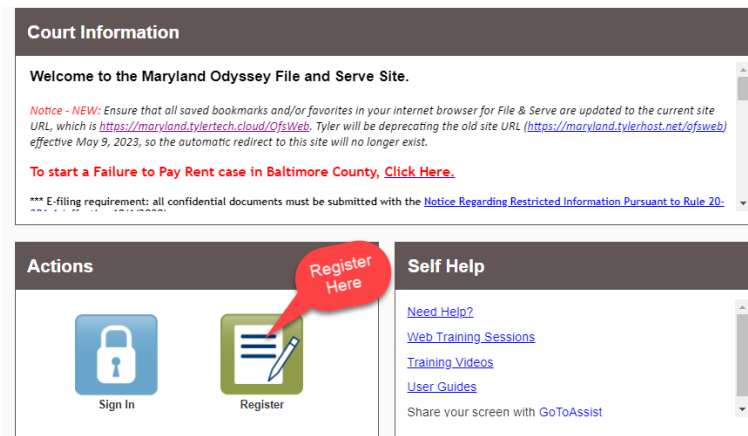
1. Publicly available circuit court docket entries continue to be accessible on Maryland Case Search.

~ OR ~

2. You can enter the Odyssey Attorney Portal.

(<https://maryland.tylertech.cloud/ofsweb>)

Before you can e-file, you will need to register on the Odyssey File and Serve Portal



Once you have access to the portal you can view cases in which you are the attorney of record. Your access will permit you to see the docket entries and the documents themselves. You can use the case number or the search function to find your case.

~ OR ~

3. There are also public portals at the Appellate Court of Maryland, the State Law Library, and at circuit court locations throughout the State.

Q. *How do I e-file?*

Please go to the e-filing FAQ page for full details on registration and e-filing procedures. You will need a credit card on file with the e-filing portal to e-file.

<https://www.courts.state.md.us/mdec/efiling>

Q. *My case is already pending in the Appellate Court of Maryland, how do I know if I am supposed to e-file or not?*

For attorneys e-filing is now required in all appeals. Self-represented individuals may continue to file in paper, or they may register to e-file (see link in response to the next Question below). Once a self-represented party registers to e-file in a case, however, all subsequent filings must be e-filed.

Q. *How do I register to e-file?*

That's easy – go here: <https://maryland.tylertech.cloud/ofsw eb>

Q. *I know my “old” appellate case number, what will the new case number be?*

The case number will look different, but it will have the same elements as the old case number. Before MDEC your case number looked like this:

NO. 444, SEPTEMBER TERM, 2017

In MDEC that same case will look like this:

CSA-REG-0444-2017 ~ **OR** ~ ACM-REG-2144-2022**

**The name of the Court of Special Appeals of Maryland, by constitutional amendment, changed to the Appellate Court of Maryland effective December 14, 2022. Accordingly, cases filed on or after December 14, 2022 will bear the abbreviation of the new name of the Court.

Q. *Do I e-file briefs too?*

Yes, all documents should be e-filed. For briefs, you will e-file the original record copy and file 8 paper copies as well. See Title 20 to the Maryland Rules. You are strongly encouraged to review the Title 20 Rules and the Title 8 Rules regarding formatting of briefs.

Q. *If I e-file, do I have to file a brief before the Clerk's office closes at 4:30pm?*

No, you can e-file at any time on the day the brief or other paper is due. However, the required paper copies of briefs and record extracts must be mailed, delivered to a commercial carrier for delivery to the Clerk's Office, or delivered to the Clerk's office the next business day. Md. Rule 20-406(a)(2)

Q. *How do I file motions?*

All attorneys and registered users must e-file motions using the e-filing portal: <https://maryland.tylertech.cloud/ofswab>. All others may file motions through the U.S. Mail or by hand delivery.

Q. *Do I need to e-file and provide paper copies of motions?*

No. You only need to e-file motions – no paper copies are required (except for motions for reconsideration pursuant to Md. Rule 8-605). If you are filing a motion for reconsideration pursuant to Md. Rule 8-605, you need to e-file the record copy timely and deliver eight paper copies pursuant to Md. Rule 20-406(a)(2). Md. Rule 20-405(c)(3).