



APPLICATION FOR PARTY ACCESS TO MDEC CASES

Md. Rule 20-109(b)

NOTE: The term party means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, and the State of Maryland in a criminal case. Victims and other witnesses are NOT parties.

- 1. Date of Application:
2. First Name:
3. Last Name:
4. Home Address:
5. Work Address:
6. Telephone Numbers: Home: Work: Cell:
7. Registered E-mail Address:

8. Cases to which you are requesting access: (For guardianship matters, "guardians" are considered parties to the case. Interested persons, without guardianship status, are required to file a motion pursuant to Md. Rule 16-912 for additional access.)

Table with 2 columns: CASE NUMBER, PARTY STATUS. Rows a-e with checkboxes for 'I am a named party in this case.'

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.

State of Maryland
County of (or City of Baltimore)
Signature

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 he/she/they executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

Signature of Notary Public
Name of Notary Public typewritten or printed
Notary Public
My Commission expires:

(Notary Seal)

(Court Use Only)

- Verified applicant's party status
Application is: Approved Denied, status as a party not satisfactorily established
Access to case number is denied, as the requestor is not the appointed guardian in the case.

Date Clerk

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

Remote Party Access Policy and Procedure

- (a) Purpose and scope**
 - (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case documents.
 - (2) This policy applies to any party applicant (applicant) who is seeking to access electronic documents remotely. Note: every case may not have electronic documents available.
- (b) Definition**
 - (1) The term **party** means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, and the State of Maryland in a criminal case. Victims and other witnesses are NOT parties.
- (c) Requirements**
 - (2) Notary requirement
 - (A) To confirm the identity of the applicant, the application must contain an original signature and original notary seal.
 - (3) Submission of application
 - (A) One form must be submitted per court. If an applicant has active cases in District Court and Circuit Court, one form must be submitted to each court.
- (d) Application review**
 - (1) Upon receipt of the application, the clerk's office shall review the application and ensure that the application complies with all requirements.
 - (2) Reason for denial of application. An application for remote access will be denied if the applicant is not a party to the case.
- (e) Notification on application**
 - (1) Approval
 - (A) 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 their application is approved and they are now able to remotely access documents in the case requested.
 - (2) Denial
 - (A) If the clerk determines that the applicant is not a party to the case, 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.
- (f) Appeal of denial**
 - (1) Any appeal of a denied application should be made by filing a motion in the case in which the applicant is seeking remote access.
- (g) Record keeping**
 - (1) JIS shall retain a copy of all applications. An application for remote access shall not be attached as a record in a case.