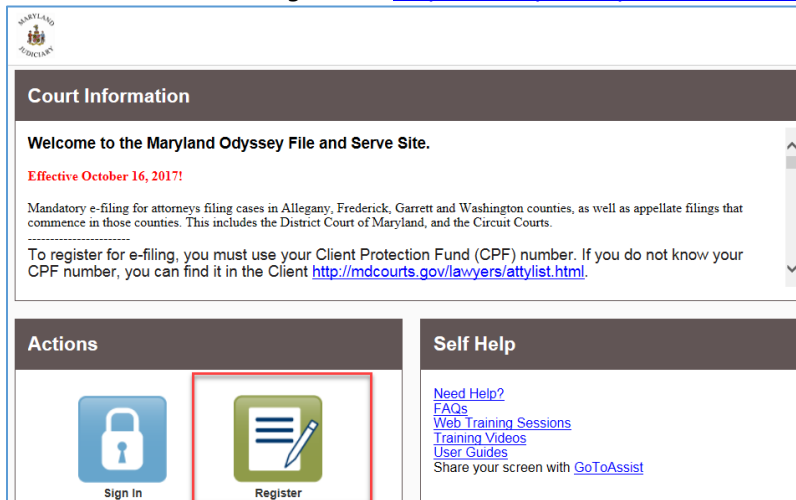


There are two portals to access when filing into the Maryland Judiciary’s Electronic Court system (MDEC). One is **File & Serve**, for the electronic filing of court documents and the other is the **Maryland Judiciary Record Search Portal**, for viewing case records and documents. **Note:** *You must register for both portals to have access to MDEC.*

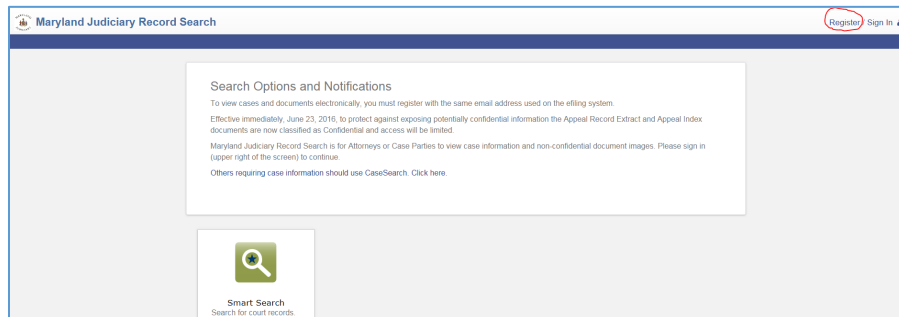
1. **MDCOURTS.GOV/EFILING** – <https://mdcourts.gov/mdec/efilingatty>. Visit this site to learn how to get started and to access important e-filing resources.



2. **MDEC FILE & SERVE** – *You must register!* – <https://maryland.tylerhost.net/ofswb>.



3. **MARYLAND JUDICIARY RECORD SEARCH PORTAL** – *You must register!* – <https://mdecportal.courts.state.md.us/mdodysseyportal>



All attorneys must register within a firm. See Registering the Firm in the [MDEC Policies and Procedures Manual](#).

1. Attorneys and support staff must register.
2. Identify at least (2) Firm Administrators. Firm Administrator registers the agency and performs the following tasks:
 - a. Send email invite to firm users 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 if you are a STATE agency. (If not, skip this step and proceed to 2c).
 - c. Set up **Credit Card** account if you are a law firm:
 - i. Click **Actions, Payment Accounts, Add Payment Account**.
 - ii. Enter **Payment Account Name**, select Payment Account Type **Waiver or Credit Card**.
 - iii. **Save Changes**.
 - d. 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. Add attorney's email addresses to File & Serve:
 - a. Click **Actions, Firm Service Contacts, Add Service Contact**.
 - b. Enter attorneys First Name/Last Name, and email address and select **Make This Contact Public**.
 - c. **Save** changes.
2. Add the service contact to each case where the attorney represents when e-filing. See the e-filing process in the [Policies and Procedures Manual](#).

Maryland Judiciary Record Search Portal – Attorneys Only

Please review this section when attorneys register to view documents on the search portal. See the [Maryland Record Search Registration](#).

1. Attorneys must register and request elevated access. *(Note: Please register and request before the go-live date as it can take up to a week for JIS Support staff to process).*
2. Select the 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 for those cases where he/she is entered as the attorney of record.

E-filing Assistance:

Call 800-297-5377, Monday – Friday (8 a.m. – 8 p.m. EST) or email mdcourts@service-now.com.