

It is important to have a basic understanding of e-service and how to add yourself, or an attorney from your firm, as a Firm Service Contact. **Attorneys are responsible for managing how they receive e-service by attaching the appropriate service contact to a case.** If you are new to MDEC, or if you are not receiving service notifications, add your service contact to your existing cases so you can start receiving electronic service right away.

**What is the difference between a firm service contact and a public service contact?**

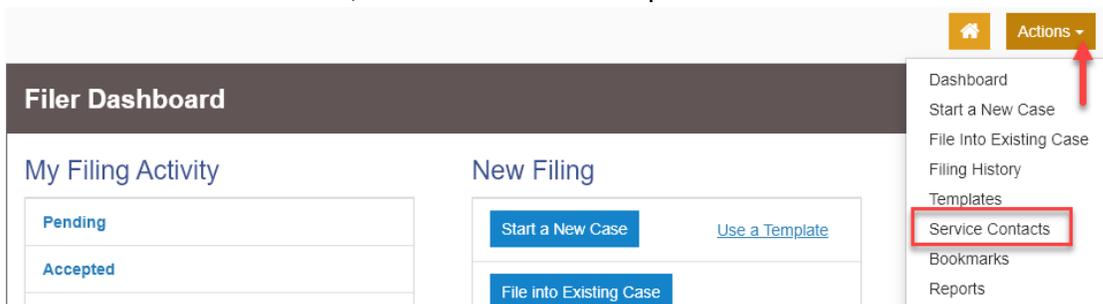
1. Firm Service Contacts
  - a. Firm service contacts are contacts within your firm who wish to receive e-service.
  - b. Only members of your firm have access to the firm contacts.
2. Public Service Contacts
  - a. Public Service Contacts are added to the public roster by any individual or firm opting to add themselves as available for service. **Note: Never add a contact external to your firm to the public roster.**
  - b. It is important to add yourself to the public roster so that other e-filers can e-serve in cases where you have not been added to the e-service contacts in a case.
  - c. Anyone filing into a case has access to the Public Service List.
  - d. Only the person adding a public service contact can remove the contact. Therefore, **do not add anyone to a case that is not a member of your firm.**

**Who can be added as a service contact on a case?**

1. You may add yourself or an attorney from your firm as a service contact on a case.
2. You may add opposing counsel from the Public Service List.
3. You may add the state's attorneys' office for the jurisdiction you are filing into.

**How to create a firm service contact (for you or your firm only)**

1. Sign into Maryland's Odyssey File and Serve. The Filer Dashboard is the page you see after signing into the Maryland Odyssey File and Serve site.
2. From the Filer Dashboard, select the Actions drop-down and choose Service Contacts.



- 3. Click the Add Service Contact link and enter the first name, last name, and email address for your new service contact.

Firm Service Contacts

Search by first or last name

+ Add Service Contact

First Name Middle Name Last Name

Firm Name Email Administrative Copy

- 4. If you want this email address publicly available, select “Make This Contact Public” and click **Save Changes**. This step will add the filer to the Public Contact list.

First Name Middle Name Last Name

Terry Tester

Firm Name Email Administrative Copy

ABC Legal TTester@ABCLegal.com

Country

United States of America

Address Line 1 Address Line 2 City

123 Main Street Limit your entry to 64 characters Annapolis

State

Maryland

Zip Code Phone Number

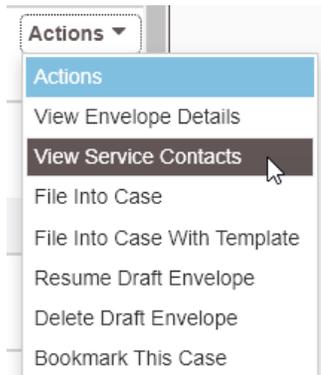
21401

Make This Contact Public

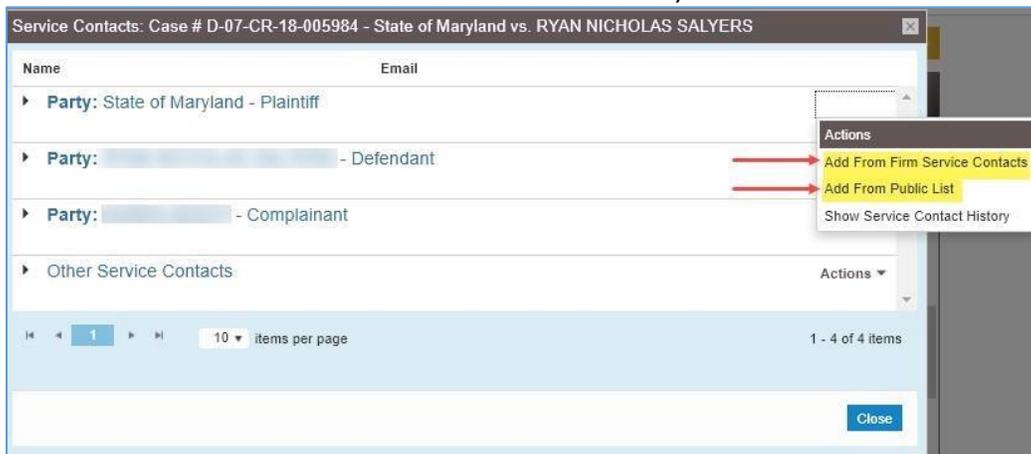
Save Changes

**Prepare Contacts before E-Serving**

1. Find the case you are filing into (search on the Dashboard or retrieve from My Filing Activity on the Dashboard) and select **View Service Contacts** from the Actions drop-down on the right side). Parties listed with email addresses are available to be served



2. If the party you wish to serve is not listed as a service contact you have two options. You can retrieve your firm's service contacts from the **Firm Service Contacts** list (only visible to you and your firm) or retrieve service contacts from the **Public List** (service contact directory for all e-filers who have added themselves to the Public List).



3. If you wish to add someone from your firm to the case contact list, select the Actions drop-down and select "Add From Firm Service Contacts." Your Firm Administrator is responsible for keeping this list up-to-date.
4. If the attorney you wish to e-serve has not been added as a service contact to the case, add them from the **Public List**. If they are not listed in the Public Service list, you must serve conventionally using paper. **Never add anyone other than yourself to the Public List.**

- If the party you wish to serve is a state's attorney, you must search the public list for a list of State Attorney approved service contacts. Do not serve a state attorney directly. See the list of [Approved Service Contacts](#).
- If the party you wish to serve is the Office of the Attorney General, **Criminal Appeals Division**, verify that the agency service contact is on the case by selecting Actions from the case listing and selecting View Service Contacts.



The Office of the Attorney General (Criminal Appeals) should be served to [cadservice@oag.state.md.us](mailto:cadservice@oag.state.md.us). If this email is not available on the case, search the Public List for Daniel Jawor and serve to [cadservice@oag.state.md.us](mailto:cadservice@oag.state.md.us).

- Close the Service Contact window after review and choose File into Case from the Actions drop-down.

### E-Serving

You have the option to:

- File into the court and serve simultaneously **or**
- Serve without filing anything into the court.

### File into Case and Select the Filing Type

- Choose File into Case from the actions drop-down.
- In the upper left corner of the Filings section, under Filing Type, click the arrow on the drop-down box to display a menu with options for filing. Select Serve when the Rules provide for a document to be served but not filed into the court file, such as discovery material. Select EfileAndServe when the Rules provide for a document to be both filed and served.

The screenshot shows a web form titled "Filings" with the instruction "Enter the details for this filing". It contains several input fields: "Filing Type" (a dropdown menu currently showing "EFileAndServe" with a search icon and a list of options: "EFile", "Serve", and "EFileAndServe"), "Filing Code" (a text field), and "Comments to Court" (a text area). The "Filing Type" dropdown is highlighted with a red box, and the search results are also highlighted with a red box.

Note: If you select Efile, you will NOT serve parties. You will file into the court with no service.

3. Continue entering the Filing details and submit your completed filing.

For e-service technical support, contact the Maryland Judiciary's E-Filing Support team at 410-260-1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com) (Monday – Friday , 8 am – 5 pm) or contact Tyler Technologies at 800-297-5377 (Monday – Friday, 8 am – 8 pm).