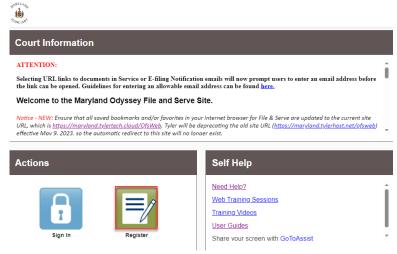


There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you view documents within a case. *Note: You must register for both portals to have access to MDEC.*

MDCOURTS.GOV/EFILING – http://mdcourts.gov/mdec/efiling.html. Visit this site to learn how to get started and to access important e-filing resources including user guides and webinars.



MDEC FILE & SERVE – You must register! – https://maryland.tylertech.cloud/ofsweb.



Please review this section when registering to e-file on MDEC File & Serve Portal. (See Managing the Firm Account (Firm Administrator) on page ten of the Policies and Procedures Manual).

- 1. Attorneys and support staff must register. Identify at least two Firm Administrators.
- 2. The Firm Administrator registers the agency and performs the following tasks:
 - a. Send email invite to firm users (agency/group) including all attorneys and support staff:
 - ➤ Click **Actions**, **Firm Users**, copy link from **Join My Firm** and place in body of email.
 - > Send to staff.
 - 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 c).
 - c. Set up Credit Card account if you are a law firm:



- > Click Actions, Payment Accounts, Add Payment Account.
- ➤ Enter Payment Account Name, select Payment Account Type Credit Card, Waiver, or eCheck.
- > Save Changes.
- d. Add attorneys to Firm:
 - Click Actions, Firm Attorneys, Add Firm Attorney.
 - Enter 10-digit attorney number, Verify. Attorney's name will populate.
 - > Save Changes.
 - Repeat for onboarding of new attorneys.
- 3. Add Attorney's email addresses to File & Serve as service contacts:
 - Click Actions, Firm Service Contacts, Add Service Contact.
 - Enter attorneys First Name/Last Name, and email address and select Make This Contact Public.
 - > Save Changes.
- 4. Add the above service contact to each case where the attorney represents when e-filing. (See page twenty-two in the <u>Policies and Procedures Manual</u>).

E-filing Assistance:

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

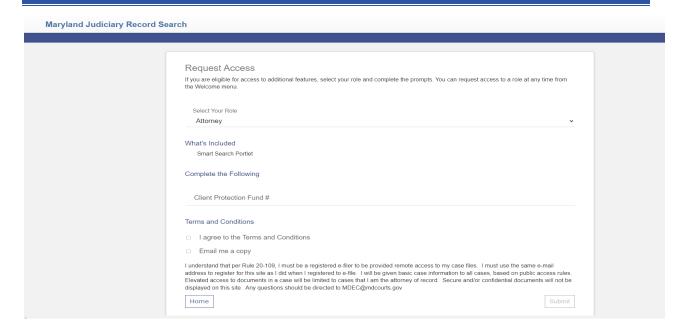
MARYLAND JUDICIARY RECORD SEARCH PORTAL – You must register! – https://mdecportal.courts.state.md.us/mdodysseyportal



Please review this section when attorneys register to view documents on the search portal. (See https://www.mdcourts.gov/sites/default/files/import/mdec/pdfs/stateofmarylandrecordsearch.pdf)

- 1. Attorneys must register with the same email address used on the efiling system to view cases and documents electronically.
- 2. All users must be associated with specific cases in the MDEC system.
- 3. How do you request elevated access? Once registered, sign in and request access by selecting user's role (Attorney) and entering Client Protection Fund Number (CPF). After access request is reviewed, user will get an email notifying him/her of access approval or denial.





(Note: Please register and request before the go-live date as it can take up to a week for the JIS Support staff to process).

Access: This portal provides secure access to all case information, including document images, to all authorized parties in a case in accordance with Title 20 of the Maryland Rules of Practice and Procedure that govern electronic filing and access to those records. The Users **cannot** see sealed indictment cases or protected arrest warrant cases.