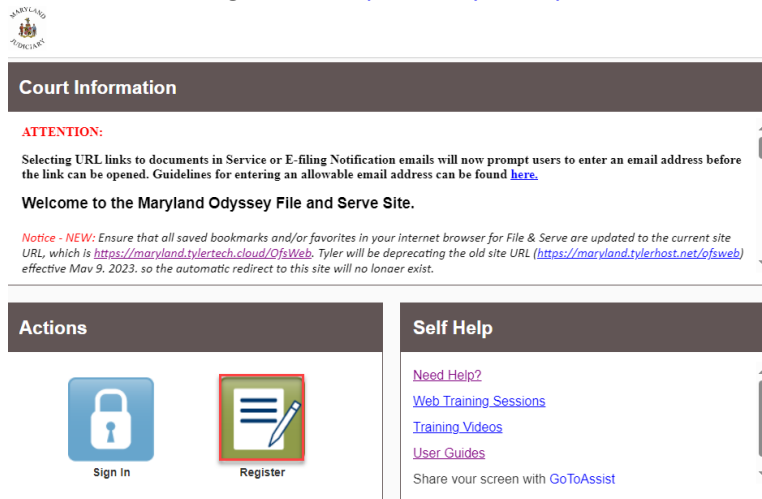


There are two portals to access when filing into the Maryland Judiciary’s Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you view documents within a case. **Note: You must register for both portals 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 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 for your agency to use:
    - Click **Actions, Payment Accounts, Add Payment Account**.
    - Enter **Payment Account Name**, select Payment Account Type **Waiver**.
    - **Save Changes**.

- c. Add **OPD** 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.
- d. Add **OPD** Generic Attorney to Firm:
  - Click **Actions, Firm Attorneys, Add OPD Generic Attorney**.
  - Enter **attorney number (assigned by JIS), Verify**. Attorney's name will populate.
  - **Save** Changes.
3. Add OPD Generic email address to File & Serve as a **Service Contact**:
  - Click **Actions, Firm Service Contacts, Add Service Contact**.
  - Enter Firm Name to fit in the First Name/Last Name fields (Ex. First Name: **Caroline County** Last Name: **OPD**).
  - Enter the generic email address in the Email field and select **Make This Contact Public**.
  - **Save** Changes.
4. It is generally recommended to add the attorney assigned to the case as a service contact as well.
  - 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.
5. Add the above service contact to each case where the attorney represents when e-filing. (See page twenty-two of the e-filing process in the [Policies and Procedures Manual](#)).

### Filing into the District Courts:

The OPD Attorney will select the party they are filing on behalf of, and add the OPD Generic Attorney as the filing attorney. *Note: When the courts receive the District Court e-filings, if submission is in compliance with Title 20 Rules, the Court will review and accept. The OPD Generic Attorney will automatically pass over to the court's case management system. This will allow office access on the remote portal for attorneys to view documents.*

### Filing into the Circuit Courts:

The OPD Attorney will select the party they are filing on behalf of and add themselves, in addition to adding the OPD Generic Attorney. *Note: When the courts receive the Circuit Court e-filings if the submission is in compliance with Title 20 Rules, the Court will review and accept. The above attorney, along with the OPD Generic Attorney, will automatically pass over to the court's case management system. This will allow the individual attorney and office access to the remote portal to view documents.*

### E-filing Assistance:

Call 800.297.5377, Monday – Friday (8 a.m. – 8 p.m. EST) or email [mdcourts@service-now.com](mailto:mdcourts@service-now.com).

**MARYLAND JUDICIARY RECORD SEARCH PORTAL** – You must register! –

<https://mdecportal.courts.state.md.us/mdodysseyportal>

Maryland Judiciary Record Search Register Sign in

**Notifications**

If you are a party (a victim or other witness is NOT a party) in a case you may view cases and documents electronically. Attorneys must register with the same email address used for e-filing. Self-represented litigants should contact the court for access instructions.

Maryland Judiciary Record Search is for Attorneys or Case Parties to view case information and non-confidential document images. Please sign in (upper right of the screen) to continue.

Others requiring case information should use CaseSearch. [Click here.](#)

NOTICE: The Maryland Judiciary strives to protect the integrity of the information regarding the cases and respective parties stored in the applications and systems they manage. To further that cause, the Maryland Judiciary has implemented CAPTCHA technology to confirm users are not robots or other automated systems when using the Odyssey Portal.

NOTICE: THE MARYLAND JUDICIARY RECORD SEARCH PORTAL WILL BE UNAVAILABLE FRIDAY JANUARY 19, FROM 6:30 PM TO 7:30 PM.



**Smart Search**  
Search for court records.

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 and request elevated access. *How do you request elevated access?* Once registered, sign in and request access by selecting State’s Attorney Role and entering Client Protection Fund Number (CPF).

Maryland Judiciary Record Search

**Request Access**

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role  
Attorney

What's Included  
Smart Search Portal

Complete the Following

Client Protection Fund #

Terms and Conditions

I agree to the Terms and Conditions

Email me a copy

I understand that per Rule 29-109, I must be a registered e-filer to be provided remote access to my case files. I must use the same e-mail address to register for this site as I did when I registered to e-file. I will be given basic case information to all cases, based on public access rules. Elevated access to documents in a case will be limited to cases that I am the attorney of record. Secure and/or confidential documents will not be displayed on this site. Any questions should be directed to MDEC@mdcourts.gov

Home
Submit

*(Note: Please register and request before 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.