

## Judges/Retired Judges & Electronic Case Access (Secure Portal)

The secure portal provides remote electronic access per Maryland Rule 20-109 to non-confidential documents/images filed into cases by attorneys, the court, or other parties. Document/Image access is limited to the attorney of record or case party.

### What Can I View?

After successfully registering and requesting **elevated access**, Judges and Retired Judges will see case information, parties, events, and documents/images.

### Secure Portal Link:

Here is the link to the secure portal. Please read/print the registration steps before clicking on the link to begin the registration process.

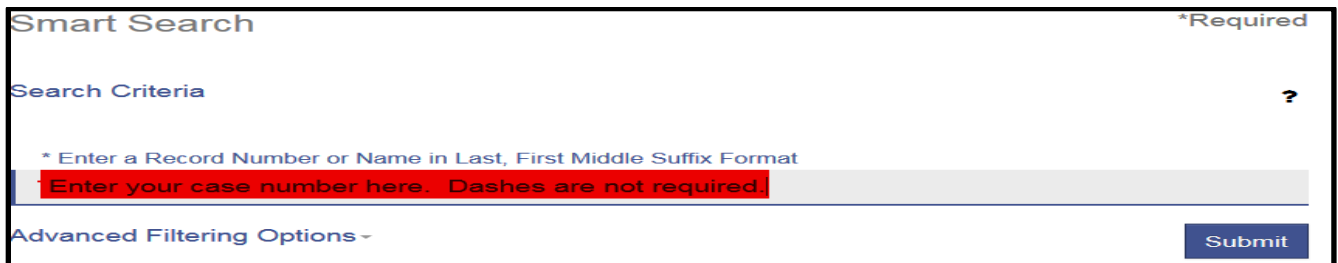
<https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL/>

Click on the above link to transfer to the login screen.

1. Click on Register on the top right side of the page.



2. Complete the registration information. You must use your MDCOURTS.GOV email in order to be granted access. After completing your registration, access your email account and look for an email from "No\_Reply@TylerTech.com".
3. Once the registration is completed, send an email to the Judicial Information Systems (JIS) Service Desk ([mdcourts@service-now.com](mailto:mdcourts@service-now.com)) to request **elevated access** through the portal.
4. Wait for Judicial Information Systems (JIS) to receive your access request and provide **elevated access**.
5. The Service Desk will automatically send email notifications when the incident is received, updated and/or resolved.
6. Once **elevated access** has been given, go back to the portal site and sign in using your email address and the password you created.
7. Sign back in to the portal site after receiving the email from Service Desk. Click on the Smart Search box.
8. Now you can enter your case number in the Smart Search Record # field and retrieve your case.

A screenshot of the 'Smart Search' form. The title 'Smart Search' is on the left, and '\*Required' is on the right. Below the title is a 'Search Criteria' section with a question mark icon. A red box highlights the instruction: '\* Enter a Record Number or Name in Last, First Middle Suffix Format' and 'Enter your case number here. Dashes are not required'. Below this is an 'Advanced Filtering Options' section with a minus sign, and a 'Submit' button on the right.

9. Your case summary will display. Click on the case number to access detail. To the right of the case information, you should see a label for Events and one for Documents. Events display the docket entries and have links to the documents by date. Click on "View Document" to download and display the document in your pdf viewer. You can save the doc or print it just like any pdf document.

\*\* Please note that you must login with your email address and password to gain access to documents. If you simply start entering a case number in the Smart Search field without logging in, you will gain access to the case under public access but you will not see documents.