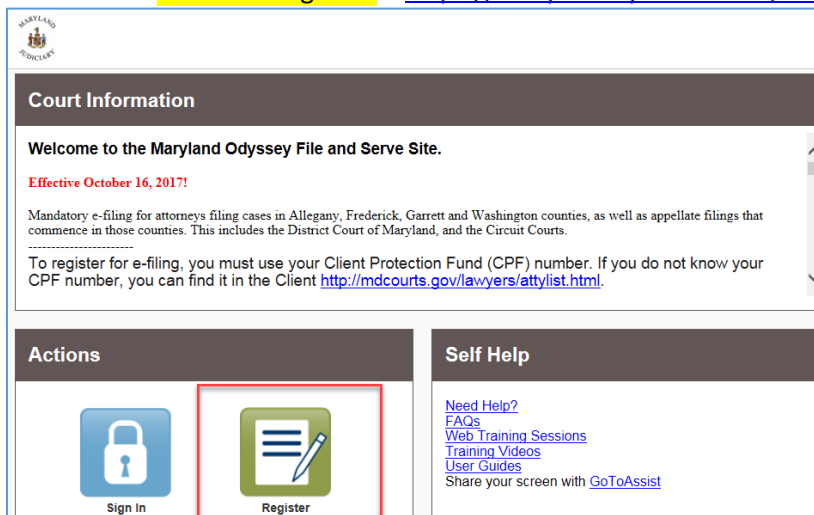


There are two portals to access when filing into the Maryland Judiciary’s Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you go to view documents within a case. **Note:** You must register for both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

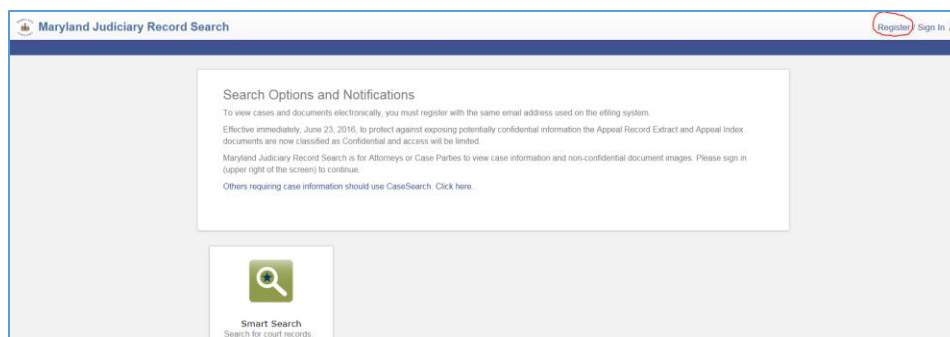
1.  **MDCOURTS.GOV/EFILING** – <http://mdcourts.gov/mdec/efiling.html>. Visit this site to learn how to get started and to access e-filing resources including user guides and webinars.



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



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



Please review this section when registering to e-file on [MDEC File & Serve Portal](#). (See Section C, Registration Process: Firm Administrator of the [Policies and Procedures Manual](#)).

1.  Attorneys and support staff must register. Identify at least (2) Firm Administrators.
2.  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:
    - 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 C).
  - 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 above service contact to each case where the attorney represents when e-filing. (See step 14 of the e-filing process in the [Policies and Procedures Manual](#)).

### E-filing Assistance:

Call 800-297-5377, Monday – Friday (8 a.m. – 10 p.m. EST) or email [mdcourts@service-now.com](mailto:mdcourts@service-now.com).

### Maryland Judiciary Record Search Portal – Attorneys Only

Please review this section when attorneys register to view documents on the search portal. (See the State of Maryland's Record Search, of the [Policies and Procedures Manual](#)).

1.  Attorneys must register and request elevated access. (*Note: Please register and request before 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.