APPLICATION FOR ACCESS TO MDEC CASES BY DESIGNATED REGISTERED USER OF A CORPORATION OR BUSINESS ENTITY UNDER MD. RULE 20-109(B) – NON-GUARDIANSHIP

NOTES: 1. This form is to be used by the designated registered user (DRU) of a corporation or business entity as set forth in Maryland Rule 20-109(b). 2. DO NOT use this form in a guardianship case. For access by a designated registered user to a guardianship of the person and/or property case under Md. Code, Estates & Trusts Article, use form MDJ-004AG.

1. Date of Application: _____
2. Name of corporation or other business entity: _____
3. DRU's First Name: _____
4. DRU's Last Name: _____
5. DRU's Home Address: _____
6. DRU's Business Address: _____
7. DRU's Telephone Numbers: Home: _____ Work: _____ Cell: _____
8. Registered E-mail Address: _____
9. Cases to which you are requesting access:

CASE NUMBER	PARTY STATUS
a.	☐ I am the designated registered user per Rule 20-109(b) of a named party in this case.
b.	☐ I am the designated registered user per Rule 20-109(b) of a named party in this case.
c.	☐ I am the designated registered user per Rule 20-109(b) of a named party in this case.
d.	☐ I am the designated registered user per Rule 20-109(b) of a named party in this case.
e.	☐ I am the designated registered user per Rule 20-109(b) of a named party in this case.

➔ ☐ I have attached a copy of the written designation required by Rule 20-109(b) to this application.

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

_____
Signature of DRU

*Notarization is not required if you appear in person and provide valid, government-issued photo I.D. to the clerk.

State of _____
State

County of _____ (or City of Baltimore) _____
Place where acknowledgment is taken

On this _____ day of _____, 20 _____, before me, the undersigned officer, personally appeared

_____ ,
Name(s) of person(s) who make acknowledgment

known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that they executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

_____
Signature of Notary Public

_____
Name of Notary Public typewritten or printed

(Notary Seal)
Notary Public

My Commission expires: _____

(Court Use Only)

☐ Verified applicant's status as DRU of a case party under Rule 20-109(b).

☐ Access to case number(s) _____ is **APPROVED.**

☐ Access to case number(s) _____ is **DENIED** because the requestor is not a DRU. Rule 20-109(b).

_____   _____
Date   Clerk

Clerk to send approved application to ServiceNow (https://mdcourts.service-now)

Remote Party Access Policy and Procedure

(a) Purpose and scope

   (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case documents. **Note** that there are specific access forms for (1) an access request made in a guardianship case (MDJ-004AG); (2) an access request made by a designated registered user of a corporation or other business entity (MDJ-004DRU); (3) an access request made by a judiciary contractor (MDJ-004C); and (4) an access request made by a guardianship investigator (MDJ-004GI).

   (2) This policy applies to any applicant who is seeking to access electronic documents remotely.

      Note: every case may not have electronic documents available.

(b) Requirements

   (1) Notary requirement

   (2) To confirm the identity of the applicant, the application must contain an original signature and original notary seal. *Notarization is not required if you appear in person and provide valid, government-issued photo identification to the clerk.*

   (3) Submission of application**:** One form must be submitted per court. If an applicant is requesting access to active cases in District Court and circuit court, one form must be submitted to each court.

(c) Application review

   (1) Upon receipt of the application, the clerk's office will review the application and ensure that the application complies with all requirements.

   (2) Reason for denial of application. An application for remote access will be denied if the applicant is not the designated registered user (DRU) of a party to the case that is a corporation or other business entity under Rule 20-109(b)

(d) Notification on application

   (1) Approval

     (A) If the application is approved, the clerk shall forward the original application and approval to Judicial Information Systems (JIS). Upon receipt, JIS will elevate the portal access privileges of the applicant's account. JIS will then notify the applicant, via email, that the application is approved and that the applicant is now able to remotely access documents in the case requested.

   (2) Denial

     (A) If the clerk determines that the applicant does not qualify for the requested access, the clerk shall deny the application. The clerk shall return the original application to the applicant and send a copy of the denied application to JIS.

(e) Appeal of denial

   (1) Any appeal of a denied application must be made by filing a motion in the case in which the applicant is seeking remote access.

(f) Record keeping

   (1) JIS shall retain a copy of all applications.