

Sample for Reference Purposes Only. Forms have bilingual format for your convenience, but must be completed and filed with the court in English. 表格样本, 仅供参考. 为了提供便利, 表格采用双语格式, 但向法院提交的表格必须用英语填写。



### APPLICATION FOR PARTY ACCESS TO ELECTRONIC CASE RECORDS

#### 当事人访问电子案件记录申请

Md. Rule 20-109(b)

#### 《马里兰州法规》第 20-109(b) 条

**NOTE:** The term **party** means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, the State of Maryland in a criminal case, respondent's attorney in an ERPO case. Victims and other witnesses are NOT parties.

**注释:**术语**当事人**是指刑事案件中的原告、被告、反诉人、交叉诉讼和第三方原告和被告、上诉人和被上诉人、举证被上诉人、刑事案件中的马里兰州, 以及 ERPO 案件中的被上诉人律师。受害人和其他证人不属于当事人。

For access to a guardianship of the person and/or property case under Md. Code, Estates & Trusts Article, use form MDJ-004AG.

如需根据《马里兰州法规》、财产与信托条款查阅人身和/或财产监护权案件, 请使用表格 MDJ-004AG。

1. Date of Application: \_\_\_\_\_  
申请日期: \_\_\_\_\_
2. First Name: \_\_\_\_\_  
名: \_\_\_\_\_
3. Last Name: \_\_\_\_\_  
姓: \_\_\_\_\_
4. Home Address: \_\_\_\_\_  
家庭住址: \_\_\_\_\_
5. Work Address: \_\_\_\_\_  
工作地址: \_\_\_\_\_
6. Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_  
电话号码: 家庭: \_\_\_\_\_ 工作: \_\_\_\_\_ 手机: \_\_\_\_\_
7. Registered E-mail Address: \_\_\_\_\_  
注册电子邮箱地址: \_\_\_\_\_
8. Cases to which you are requesting access:  
申请访问的案件:

CASE NUMBER 案件编号	PARTY STATUS 当事人地位
a.	<input type="checkbox"/> I am a named party in this case. 本人是本案确定的当事人
b.	<input type="checkbox"/> I am a named party in this case. 本人是本案确定的当事人
c.	<input type="checkbox"/> I am a named party in this case. 本人是本案确定的当事人
d.	<input type="checkbox"/> I am a named party in this case. 本人是本案确定的当事人
e.	<input type="checkbox"/> I am a named party in this case. 本人是本案确定的当事人

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.

本人郑重确认, 据本人所知所信, 此文件内容真实。如有不实甘受伪证罪之罚。

\_\_\_\_\_  
Signature  
签名

**\*Notarization is not required if you appear in person and provide valid, government-issued photo I.D. to the clerk.  
如果您现场向书记官提供政府签发的有效身份证明(附带照片), 则无需公证文件。**

State of \_\_\_\_\_

州名 \_\_\_\_\_

State  
州

County of \_\_\_\_\_ (or City of Baltimore) \_\_\_\_\_

县名 \_\_\_\_\_ (或巴尔的摩市) \_\_\_\_\_

Place where acknowledgment is taken  
进行确认的地点

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me, the undersigned officer, personally appeared  
以下人员于 20\_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日, 在本人(下方签字官员)面前亲自出席

Name(s) of person(s) who make acknowledgment  
确认人姓名

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.

该人员据本人所知(或经充分证明), 为本文书的签字人, 并确认其出于本文书所载目的签署了本文书。

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

本人在此签名并加盖公章, 以资证明。

\_\_\_\_\_  
Signature of Notary Public  
公证人签名

\_\_\_\_\_  
Name of Notary Public typewritten or printed  
打印或正楷书写的公证人姓名

\_\_\_\_\_  
Notary Public  
公证人

My Commission expires: \_\_\_\_\_  
本人的委托到期日: \_\_\_\_\_

(Notary Seal)  
(公证印章)

(Court Use Only)  
(仅供法院使用)

Verified applicant's party status  
已核实申请人的当事方地位

Access to case number(s) \_\_\_\_\_ is **APPROVED**.  
批准访问案件编号 \_\_\_\_\_ 的申请。

Access to case number(s) \_\_\_\_\_ is **DENIED** because the requestor is not a party to the case(s).  
拒绝对案件编号 \_\_\_\_\_ 的查阅申请, 申请人并非案件当事人。

\_\_\_\_\_  
Date  
日期

\_\_\_\_\_  
Clerk  
书记官

Clerk to send approved application to ServiceNow (<https://mdcourts.service-now>).  
向 ServiceNow (<https://mdcourts.service-now>) 寄送获准申请的书记官。

## Remote Party Access Policy and Procedure 当事人远程访问政策和规程

### (a) Purpose and scope 目的和范围

- (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case records.

本政策旨在规定各方当事人请求远程访问电子案件记录的申请流程。

**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).

**请注意**, 以下访问请求适用特定访问请求表:

- (1) 监护权案件中提出的访问请求 (MDJ-004AG);
- (2) 由法人或其他商业实体的指定注册用户提出的访问请求 (MDJ-004DRU);
- (3) 司法服务承包商提出的访问请求 (MDJ-004C); 以及
- (4) 监护权调查员提出的访问请求 (MDJ-004GI)。

- (2) This policy applies to an applicant who is seeking to access electronic case records remotely.

本政策适用于请求远程访问电子案件记录的申请人。

Note: every case may not have electronic case records available.

注意: 并非所有案件都有电子案件记录。

### (b) Definition of “party:” “当事人”的定义:

The term **party** means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, the State of Maryland in a criminal case, respondent’s attorney in an ERPO case. Victims and other witnesses are NOT parties.

术语**当事人**是指刑事案件中的原告、被告、反诉人、交叉诉讼和第三方原告和被告、上诉人和被上诉人、举证被上诉人、刑事案件中的马里兰州, 以及 ERPO 案件中的被上诉人律师。

### (c) Requirements 要求

- (1) Notary requirement  
公证要求

To confirm the identity of the applicant, the application must contain an original signature and original notary seal.

为确认申请人的身份, 申请必须包含原始签名和原始公证印章。

- (2) Submission of application  
申请提交

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.

必须向每个法院提交一份申请表。申请人申请访问地区法院和巡回法院在诉案件, 须向每个法院提交一份申请表。

**(d)** Application review:  
申请审查:

- (1) Upon receipt of the application, the clerk's office shall review the application and ensure that the application complies with all requirements.  
书记官办公室应在收到申请后审查申请,并确保申请符合所有要求。
- (2) Reason for denial of application. An application for remote access will be denied if the applicant is not a party to the case.  
拒绝申请的理由。如果申请人并非案件当事人,将拒绝远程访问申请。

**(e)** Notification on application  
申请通知

(1) Approval  
批准

If the party's 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 their application is approved and that the applicant is now able to remotely access electronic case records in the case requested.

如果当事方的申请获得批准,书记官应将申请原件和批准发送给司法信息系统(JIS)。JIS将在收到申请原件和批准文件后,升级申请人账户的门户访问权限。随后,JIS将通过电子邮件通知申请人其申请已获准,并且申请人现在可以远程访问所请求案件中的电子案件记录。

(2) Denial  
拒绝

If the clerk determines that the applicant is not a party to the case, 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.

如果书记官确定申请人不属于案件的当事方,书记官应拒绝该申请。书记官应将申请原件退还给申请人,并将被拒绝的申请副本发送给JIS。

**(f)** Appeal of denial  
对拒绝决定上诉

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

必须在申请人请求远程访问的案件中提出动议,对被否决的申请提出上诉。

**(g)** Record keeping  
记录保存

JIS shall retain a copy of all applications.

JIS 应保留所有申请的一份副本。