

This guide assumes you successfully e-filed a case. If you have yet to e-file, see the **How to E-File** guide for instructions on how to e-file your case. **This guide covers:**

- Verify the Status of a Filed Case;
- Accepted or Rejected Filings;
- Verify the Fees Charged to your Payment Account;
- Print a receipt for payments charged;
- Check the Status of a Fee Waiver;
- Subsequent Filings; and
- Receiving Copies of Service.

A. Verify the Status of a Filed Case

1. You will receive an email from *no-reply@efilingmail.tylertech.cloud* when you file summarizing your filing and giving you the opportunity to download any documents you attached to your case.



Filing Submitt

Envelope Number: 15
Case Number: 15
Case

The filing below has been submitted to the clerk's office for review. Please allow 24 - 48 hours for clerk office processing.

| Filing Details | |
|---------------------|--|
| Court | Z-6th Circuit |
| Date/Time Submitted | 4/11/2022 8:28 AM EST |
| Filing Type | Complaint / Petition |
| Filing Description | Philip Bailey stole my work and gave it to the other Phil. |
| Type of Filing | EFile |
| Filed By | Christian Noble |
| Filing Attorney | |

Fee Details

Your account is never charged until your filing is accepted. If you see any pending charges on your account prior to acceptance, this is authorization hold to ensure the funds are available so your filing can be accepted without delay.

If the filing is canceled or rejected these funds will be released and will return to your account according to your financial institution's policies (typically 3-10 business days).

| | |
|----------------------|---------------|
| Waiver Selected | |
| Case Fees | \$0.00 |
| Complaint / Petition | \$0.00 |
| Grand Total | \$0.00 |
| Total: | \$0.00 |

| Document Details | |
|--------------------------|-----------------------------------|
| Lead Document | Test.pdf |
| Lead Document Page Count | 1 |
| File Copy | Download Document |

This link is active for 60 days.

For technical assistance, contact your service provider



Service Provider: Tyler Technologies Odyssey File and Serve

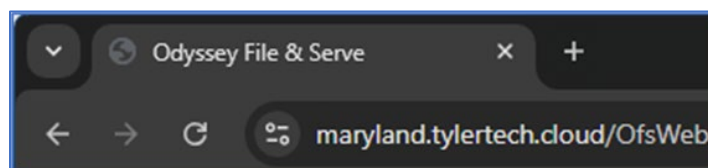
[Need Help?](#)

Visit: <https://maryland-review-stage.tylerhost.net/contacts.htm>

Email: efiling.support@tylertech.com

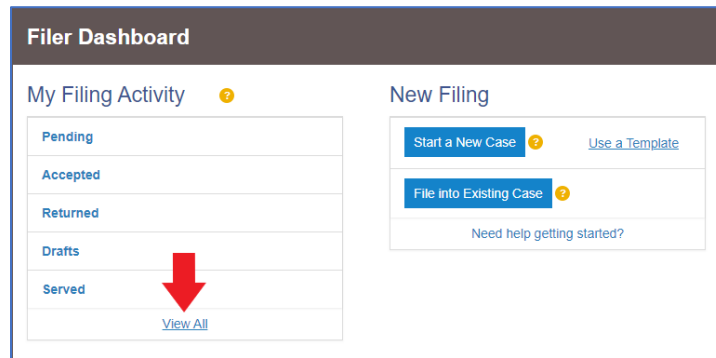
Please do not reply to this email. It was automatically generated.

2. Open your web browser and navigate to the File & Serve web portal (<https://maryland.tylertech.cloud/OfsWeb>).

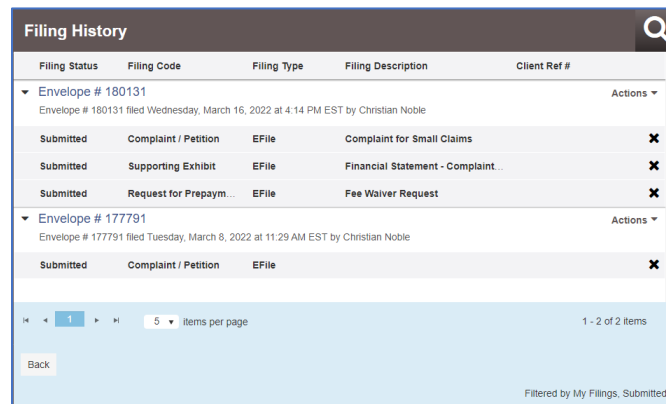


- Once signed in, the **My Filing Activity** section of the Filer Dashboard shows the status of your filings. When you e-file, the case is first reviewed by a court clerk.
 - Pending** filings are cases you e-filed and are awaiting review by a clerk;
 - Accepted** filings are cases you e-filed and were accepted by the clerk and filed;
 - Returned** filings are cases you e-filed and were returned to you by the clerk for some reason;
 - Drafts** are filings you began working on but have not finished; and
 - Served** filings are filings you have served on parties in the case.

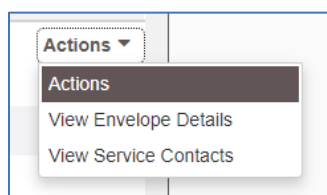
Click **View All** to check the status of your cases.



- The **Filing History** page shows the **status, filing code, filing type, filing description, and client reference number**. **Note:** An Envelope is a collection of filings to be e-filed at once. For example, if you want to file two forms into the same case, you add them both to the same Envelope for e-filing at the same time.



- Each envelope filing has an **Actions** button with additional options. Click **View Envelope Details** to view the case details. Click **View Service Contacts** to see who will be served with these documents.



- The Filing Status Column shows the status of each Envelope. The Filing Status updates as your e-filed case moves along the process. **Draft** → **Submitted** → **Under Review**.

| Filing Status | Filing Code | Filing Type | Filing Description | Client Ref # |
|---|------------------------|-------------|-------------------------------------|--------------|
| Processing | Complaint / Petition | EFile | Philip Bailey stole my work and ... | |
| ▼ Envelope # 180131 Envelope # 180131 filed Wednesday, March 16, 2022 at 4:14 PM EST by Christian Noble | | | | |
| Under Review | Complaint / Petition | EFile | Complaint for Small Claims | Actions ▼ |
| Under Review | Request for Prepaym... | EFile | Financial Statement - Complaint... | |
| Under Review | Request for Prepaym... | EFile | Fee Waiver Request | |
| ▼ Envelope # 177791 Envelope # 177791 filed Tuesday, March 8, 2022 at 11:29 AM EST by Christian Noble | | | | |
| Submitted | Complaint / Petition | EFile | | Actions ▼ |
| ▶ Draft # 174562 Draft # 174562 started Wednesday, February 16, 2022 at 10:06 AM EST by Christian Noble | | | | |
| ▼ Envelope # 172485 Envelope # 172485 filed Thursday, January 20, 2022 at 1:06 PM EST by Christian Noble | | | | |
| Rejected | Complaint / Petition | EFile | Philip Bailey stole my work and ... | Actions ▼ |

B. Accepted or Rejected Filings

The clerk will either accept your filing (Submitted → Accepted) or reject your filing and return it to you for correction (Rejected 🚩).

| |
|--|
| ▼ Envelope # 177791 Envelope # 177791 filed Tuesday, March 8, 2022 at 11:29 AM EST by Christian Noble |
| Rejected 🚩 Complaint / Petition EFile |

- If the clerk rejects your filing, you will receive an email with the reason for the rejection. **Note:** If you are unsure how to correct your filing, visit or call a [Maryland Court Help Center](#) (410-260-1392).



Filing Returned

Envelope Number: 177791
Case Number: 177791
Case Style:

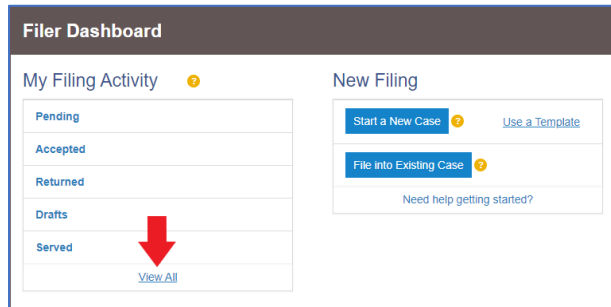
The filing below has been reviewed and has been returned for further action. **Please refile with the correction(s) outlined below.** Please, contact the appropriate court help center for further information.

| Return Reason(s) from Clerk's Office | |
|--------------------------------------|---|
| Court | Baltimore County District Court |
| Returned Reason | Non-compliance with MD Rule 20-201.1 (Restricted Information) |
| Returned Comments | Missing form MDJ-008 |

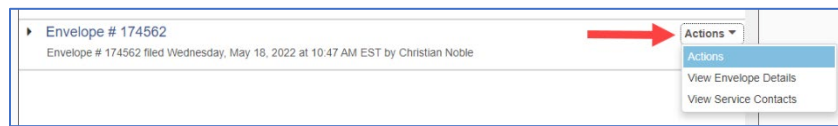
| Document Details | |
|----------------------------|-----------------------|
| Case Number | 177791 |
| Case Style | |
| Date/Time Submitted | 3/8/2022 11:29 AM EST |
| Filing Type | Complaint / Petition |
| Filing Description | |
| Activity Requested | EFile |
| Filed By | Christian Noble |

C. Verify the Fees Charged to your Payment Account

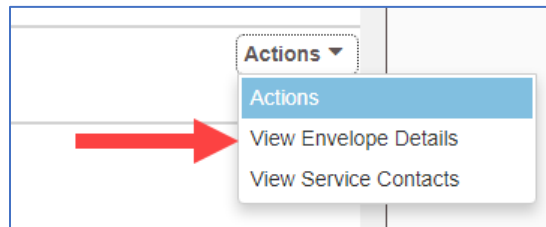
1. Click **View All** to see a list of your filings.



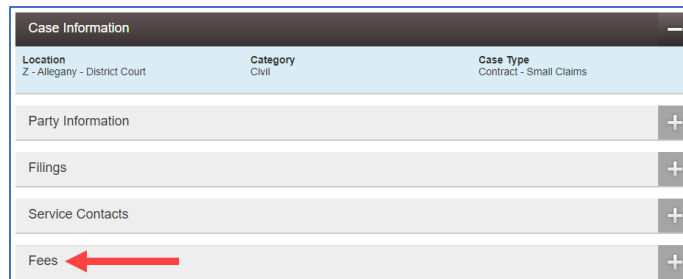
2. Find the filing and click **Actions** on the right.



3. In the new menu, click **View Envelope Details**.



4. The next screen shows your filing with the details hidden under each heading. Click the **Fees** heading.

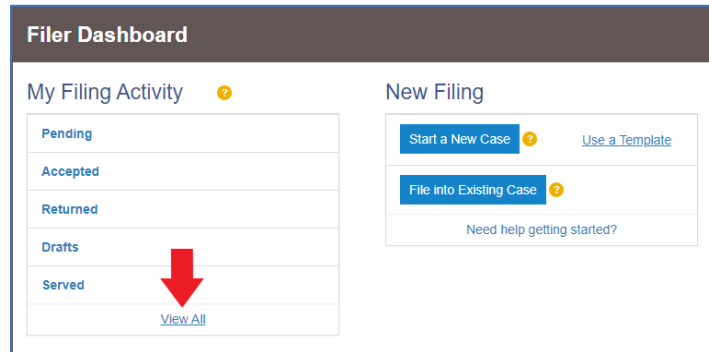


5. The **Fees** heading now shows the fees charged to your chosen payment method.

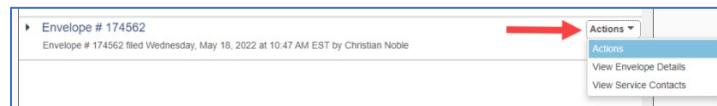


D. Print a Receipt for Payments Charged

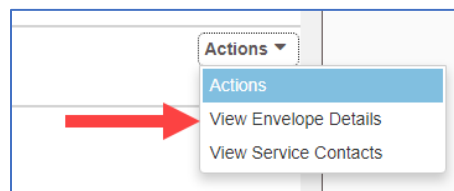
1. Click **View All** to see a list of your filings.



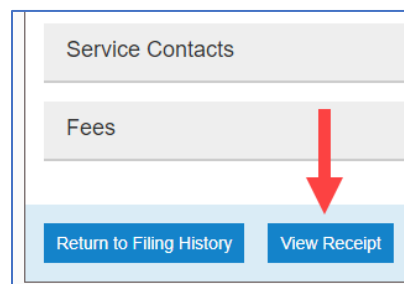
2. Find the filing and click **Actions** on the right.



3. In the new menu, click **View Envelope Details**.



4. Click **View Receipt**.

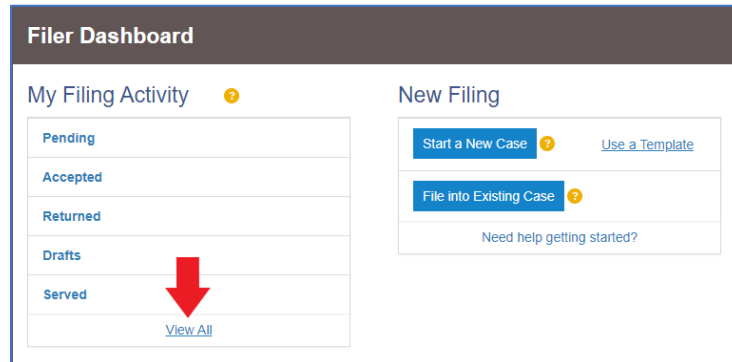


5. The Envelope Receipt page allows you to download copies of your uploaded forms and print a copy of the envelope for your records that includes the fees you paid.

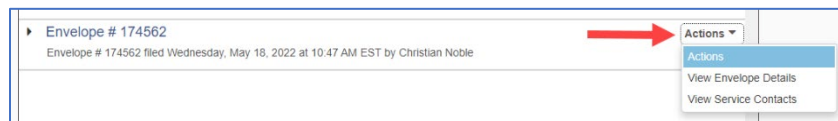
| Complaint / Petition | | |
|-----------------------------|-------------|--------------------------------|
| Description | | Amount |
| Filing Fee | | \$0.00 |
| | | Filing Total: \$0.00 |
| <hr/> | | |
| Total Filing Fee | | \$0.00 |
| Court Case Fee | | \$34.00 |
| Payment Service Fee | | \$1.19 |
| | | Envelope Total: \$35.19 |
| Transaction Amount | \$35.19 | |
| Transaction Id | 849038 | |
| Order Id | 000174562-0 | |
| Transaction Response | Authorized | |

E. Check the Status of a Fee Waiver

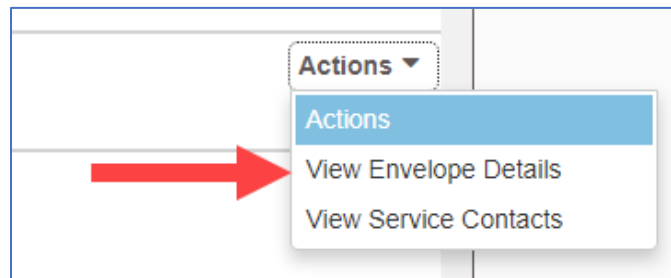
1. Click **View All** to see a list of your filings.



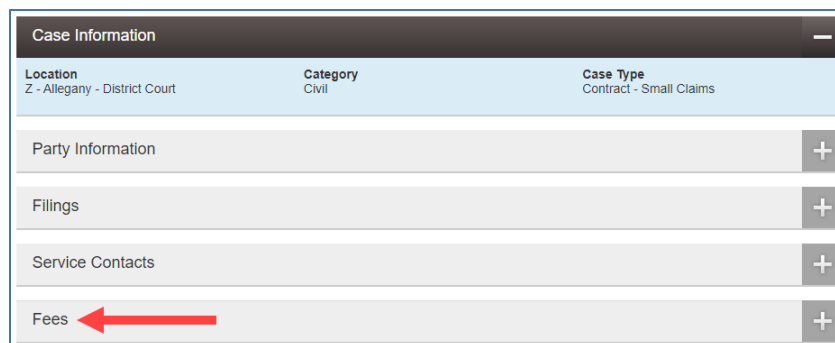
2. Find the filing and click **Actions** on the right.



3. In the new menu, click **View Envelope Details**.




4. The next screen shows your filing with the details hidden under each heading. Click the **Fees** heading.



5. The **Fees** dropdown shows you have requested a Fee Waiver to pay for filing fees.

| Fees | | |
|--|----------------|------------------------|
| ▼ Complaint / Petition | | |
| Description | Filing Fee | Amount \$0.00 |
| | | Filing Total: \$0.00 |
| ▼ Supporting Exhibit | | |
| Description | Filing Fee | Amount \$0.00 |
| | | Filing Total: \$0.00 |
| ▼ Request for Prepayment Waiver - New Case | | |
| Description | Filing Fee | Amount \$0.00 |
| | | Filing Total: \$0.00 |
| Total Filing Fee | | \$0.00 |
| | | Envelope Total: \$0.00 |
| | | Waiver selected |
| Party Responsible for Fees | William Noble | |
| Payment Account | Waiver Account | |

6. If the court approves your fee waiver request, the clerk will accept your filing. If the court denies your fee waiver request, you will have ten (10) days to pay the filing fee. If you do not pay, the clerk may reject your filing.



Filing Returned

Envelope Number: 180131
Case Number: 180131
Case Style:

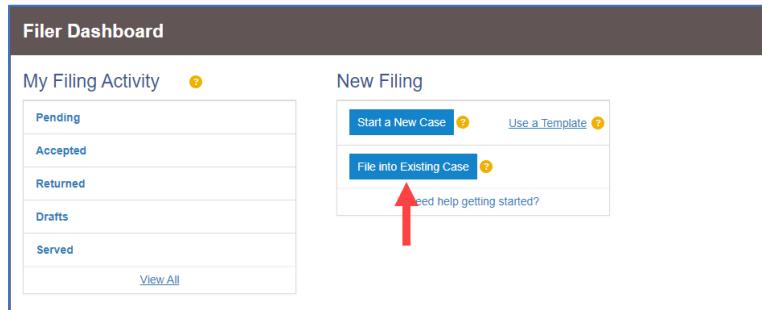
The filing below has been reviewed and has been returned for further action. **Please refile with the correction(s) outlined below.** Please, contact the appropriate court help center for further information.

| Return Reason(s) from Clerk's Office | |
|--------------------------------------|--|
| Court | Z - 6th District |
| Returned Reason | Other |
| Returned Comments | Fee Waiver Denied. Please pay the filing fee within 10 days or your filing will be rejected. |

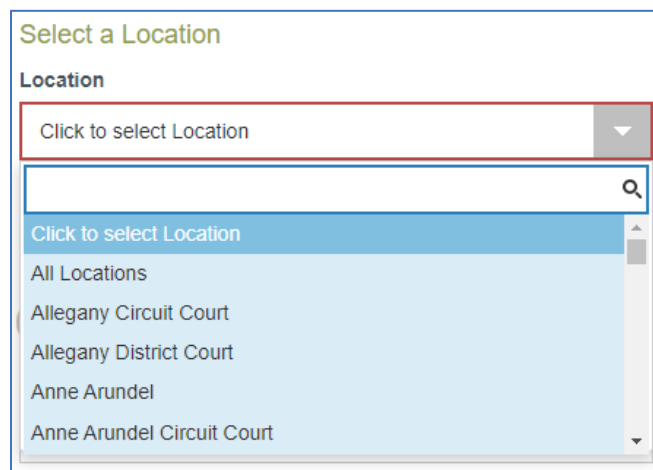
| Document Details | |
|----------------------------|--|
| Case Number | 180131 |
| Case Style | |
| Date/Time Submitted | 3/16/2022 4:14 PM EST |
| Filing Type | Request for Prepayment Waiver - New Case |
| Filing Description | Fee Waiver Request |
| Activity | EFile |

F. Subsequent Filings

1. To file a document into an existing case, click **File into Existing Case**.



2. Select the court where the case is.



3. Search by Case Number or Party Name. **Note:** If you choose to search by Party Name, you must at least know the First and Last name of a party in the case.



4. When you find your case, click **Actions**. Then click **File Into Case**.



- 5. File any additional documents according to the **How to E-File** guide.

The screenshot shows a web form titled "Filings" with a "Need Help?" link. The form is for entering details for a filing. It includes the following fields:

- Filing Type:** A dropdown menu with "EFileAndServe" selected.
- Filing Code:** A dropdown menu that is currently empty.
- Filing Description:** A large text input field.
- Client Reference Number:** A text input field.
- Comments to Court:** A text input field.
- Courtesy Copies:** A text input field with an information icon (i) to its right.

At the bottom right of the form are "Undo" and "Save Changes" buttons.

G. Receiving Copies of Service

- 1. When parties are served, the email comes from *no-reply@efilingmail.tylertech.cloud*.

The image shows a "Notification of Service" email template. It features the Maryland Judiciary logo on the left. The main heading is "Notification of Service" in red, followed by case details: Case Number: C-23-CR-22-000001, Case Style: State of Maryland vs. TEST TEST, and Envelope Number: 195449. Below this is a paragraph stating: "This is a notification of service for the filing listed. Please click the link below to retrieve the submitted document." This is followed by a table with two sections: "Filing Details" and "Document Details".

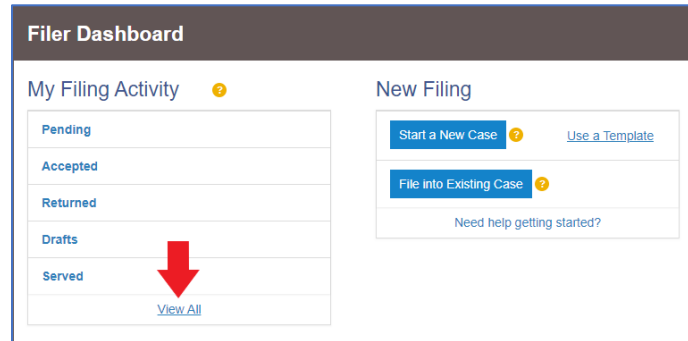
| Filing Details | |
|---------------------|--|
| Case Number | C-23-CR-22-000001 |
| Case Style | State of Maryland vs. TEST TEST |
| Date/Time Submitted | 5/23/2022 11:11 AM EST |
| Filing Type | Service Only |
| Filing Description | Complaint |
| Filed By | Christian Noble |
| Service Contacts | TEST TEST: Christian Noble (christian.noble@mdcourts.gov) |

| Document Details | |
|----------------------------------|-----------------------------------|
| Served Document | Download Document |
| This link is active for 60 days. | |

- 2. Enter your email in the **Courtesy Copies** field when e-filing to receive a copy of anything you file or serve.

This screenshot is identical to the one above, but with a red arrow pointing to the "Courtesy Copies" text input field, highlighting it as the area where an email address should be entered.

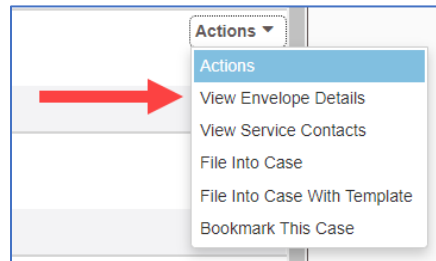
- If you did not enter an email in the **Courtesy Copies** field when filing or serving documents, you may download copies of these documents. Click **View All** to see a list of your filings.



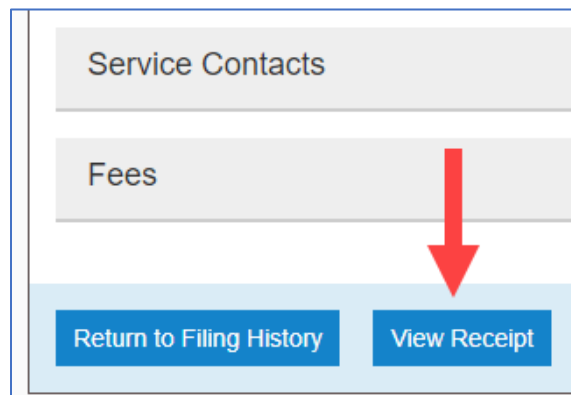
- Find the filing and click **Actions** on the right.



- In the new menu, click **View Envelope Details**.



- Click **View Receipt**.



- Download either the **Original File** or the **Court Copy**.

