



## ATTORNEYS: FREQUENTLY ASKED QUESTIONS ABOUT *E-FILING*

### **I am an attorney: May I authorize someone else to act as my agent for purposes of e-filing?**

Yes, you may authorize a paralegal or other member of your staff to file a document with “File and Serve” on your behalf. This authorized user will register as a “User with an Existing Firm” to file and serve submissions electronically.

### **How long after e-filing does electronic service take place?**

Service will take place when a submission is received by MDEC, i.e., at the time of filing.

### **What if another attorney in my firm takes over a case in which I am listed in MDEC as the attorney of record?**

The firm administrator can edit the attorney’s contact information to send any correspondence to the other attorney designated to take over the case. The other attorney, of course, must have filed, or will need to file, a line of appearance with the court and promptly register with “File and Serve” through the firm administrator.

### **Will the initial filing still be in paper?**

No, the initial filing will be electronic. The initial service will be in paper.

### **What if you need an old file or case?**

Day one, if you need an old file or case, active case files will be scanned in, when and if feasible, by the court. E-filing is integrated with the court’s case management system; therefore, all filings with a case in the MDEC system will be available for e-filing. If you are unable to locate the case you need to file into, contact the court.

### **Will the system allow for the filing of confidential documents?**

Yes, they can be flagged as confidential and they will not be available to the public.

### **Will the courts still be able to reject filings?**

Yes, the courts will be able to reject filings if there is no signature, no certificate of service, or no certificate of redaction.

### **Will we get emails about our filing being rejected?**

Yes, you have the ability to choose from a selection of email notification types based on the various statuses of your filings. These notifications can be controlled through each user’s “My Account” area under the “Manage Notifications” tab. By selecting and deselecting the available options, each registered user determines which email notification types he or she would like to receive based on the submitted filings.



## **Is there confirmation that service has been made?**

Yes, when you click on “View Filing Details,” this will be your filing receipt. This receipt will show the service contact who received the electronic notice.

## **What is the system timeout?**

The default configure is 240 minutes/4 hours if you are logged in but not using the site.

## **Where are files stored?**

Files are stored in the e-filing system for a short time, generally 30 to 90 days. The files are also stored in MDEC based on court configurations/policies. Once in MDEC, those documents would be stored on the court's servers.

## **How will we safeguard and provide security measures for the system?**

The e-filing system adheres to state and federal security regulations and meets payment card industry security standards to protect filer and transaction information.

## **What portals will I have access to?**

We will have four portals:

1. Case Search — public
2. Secure Case Search — nonpublic information; justice partners only
3. Public Portal Access — replaces current paper files
4. Secure Portal — available to registered e-filers; attorneys or electronic parties in a case will be given full access, including remote access, to all case records in that action

In addition to this, filers are always able to see the documents they submit to the court through the “File and Serve” application right from their workplace.

## **Can anyone file using a waiver account?**

No, waiver accounts are used by government agencies, legal aid, social services, public defenders, pro bono, etc. All requests for waivers will be reviewed by a clerk before filing is accepted.

## **Learn more**

[www.mdcourts.gov/mdec/efiling.html](http://www.mdcourts.gov/mdec/efiling.html)  
or email [efilinginfo@mdcourts.gov](mailto:efilinginfo@mdcourts.gov)