

Additional resources

- Answers to questions about registering to e-file and e-filing processes: MDEC Policies and Procedures Manual: mdcourts.gov/mdec/pdfs/manualh5.pdf
- The Odyssey File and Serve site has user guides and short online videos: <https://maryland.tylerhost.net>
- For new information, answers to frequently asked questions, and additional helpful resources, visit: mdcourts.gov/mdec/efiling.html
- Questions about the e-filing application that are not answered in the manual contact the MDEC vendor, Tyler Technologies: **800-297-5377**
- Other questions: email a member of the Maryland Judiciary MDEC team: mdcourts@service-now.com

Questions about court processes

For questions about court processes, contact the court where the filing is being made.

Montgomery County District Court (Rockville): 301-563-8800

Montgomery County District Court (Silver Spring): 301-563-8500

Montgomery County Circuit Court (Rockville): 240-777-9400

Court of Special Appeals
410-260-1450

Court of Appeals
410-260-1500

General information about MDEC and e-filing is also available on the Maryland Judiciary website: mdcourts.gov



MDEC Maryland Electronic Courts and E-FILING

MONTGOMERY COUNTY

- What it is
- How it works
- How to use it



What is MDEC?

Maryland Electronic Courts (MDEC) is a Judiciary-wide integrated case management system that will be used by all the courts in the Maryland court system.

How it works

MDEC is a paper-on-demand system. Documents are filed and served electronically. Courts collect, store, and process records electronically, and can instantly access complete records. The official court record is the electronic file maintained on the court's servers.

Who has to e-file?

Attorneys must e-file in counties where MDEC has launched. This includes all civil, family, criminal, and traffic filings in the District Court and circuit courts, and appellate filings at the Court of Special Appeals and the Court of Appeals that originated in a county where MDEC has launched. Mandatory e-filing for attorneys filing cases in Montgomery County begins on October 25, 2021.

Please note: Nonpayment of rent cases are exempt from e-filing until further notice. Rule 20-106(b) sets out the circumstances in which a person who is required to file electronically may be excused from doing so. People who are representing themselves can decide to e-file, but once they register to e-file, they then must e-file.

How to use it

MDEC works through the Odyssey File and Serve program, which is a web-based application designed to allow registered users to file documents electronically and serve documents on other registered users.

In order to become a registered user, an individual must maintain a current email address and valid credit card for billing purposes.

Access to electronic records is also available. Attorneys of record or parties have full access, including remote access, to all case records in that action.

Other things to know

- MDEC accepts electronic checks and the following credit cards for e-filing: Visa, MasterCard, Discover, and American Express. A 3.5% fee is applied for processing by the credit card company on any required filing fee.
- If a submission is not filed with the correct filing code, then the court has authority to change and accept the filing code, which may or may not result in additional fees being assessed.
- All submissions must contain a MDEC signature and a certificate of service.
- New criminal and traffic cases are initiated by the court. Parties can electronically file subsequent filings after the case is initiated. For traffic cases, the citation number is the case number.

- In civil, family, and juvenile cases, a person may electronically file initial and subsequent filings.
- Pursuant to Maryland Rule 20-106(d)3, the clerk may destroy a paper submission after scanning it and verifying the legibility of the electronic version.

How to start

For more information about registering to e-file, technical requirements, and processes, see:

- Maryland Judiciary e-filing webpage. mdcourts.gov/mdec/efiling.html
- MDEC Policies and Procedures Manual on the Maryland Judiciary website. mdcourts.gov/mdec/pdfs/manualh5.pdf
- Odyssey File and Serve User Guides on the Odyssey File and Serve portal. <https://maryland.tylerhost.net>

