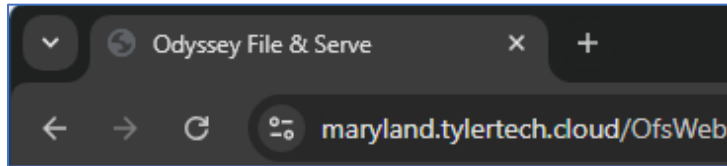


Before you can e-file your case, you must:

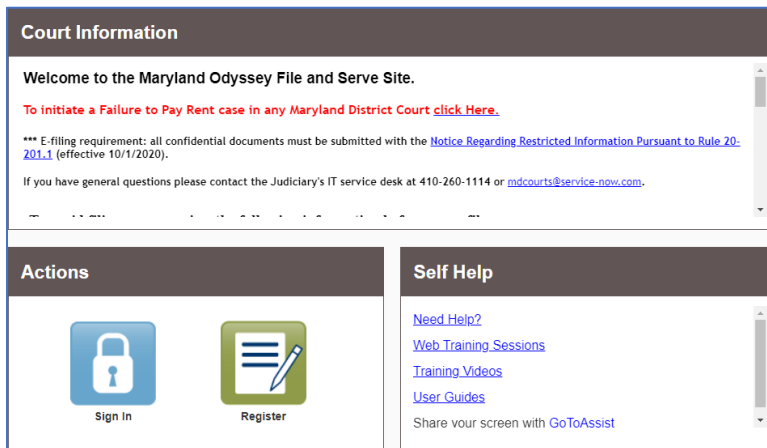
- Have created an e-filing account; and
- Have added a payment account for court filing fees.

If you do not have an account, see the [Register with MDEC](#) guide for instructions on how to create one. If you do not have a payment account, see the [How to Create a Payment Account](#) guide for instructions on how to add a payment account. You may also view the [e-filing brochure](#) for more information.

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



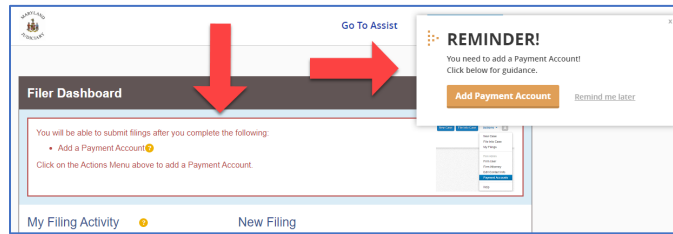
2. Click **Sign In**.



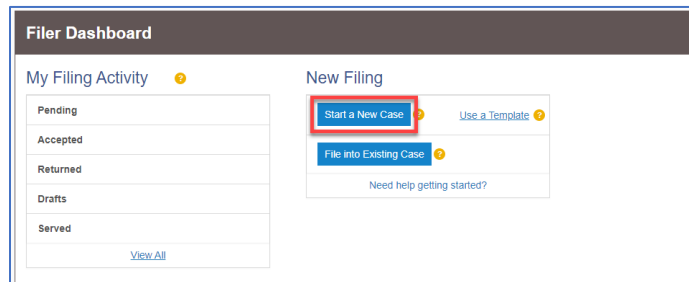
3. Enter your **Email and Password**, then click **Sign In**.

A screenshot of the sign-in form. At the top, there is a message: 'Please sign in to continue'. Below this, there are two input fields: 'Email' and 'Password'. The 'Email' field contains a redacted email address. The 'Password' field contains a series of dots. At the bottom of the form, there is a blue button labeled 'Sign In' which is highlighted with a red rectangular box. Below the button, there is a link for 'Forgot Password?'.

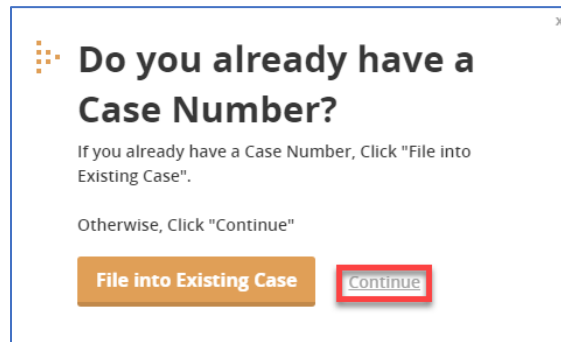
- Your **Filer Dashboard** may show a **Reminder!** or a notification to add a payment account. **Note:** You may submit filings after you add a payment account. See the **How to Create a Payment Account** guide for instructions on how to add a payment account.



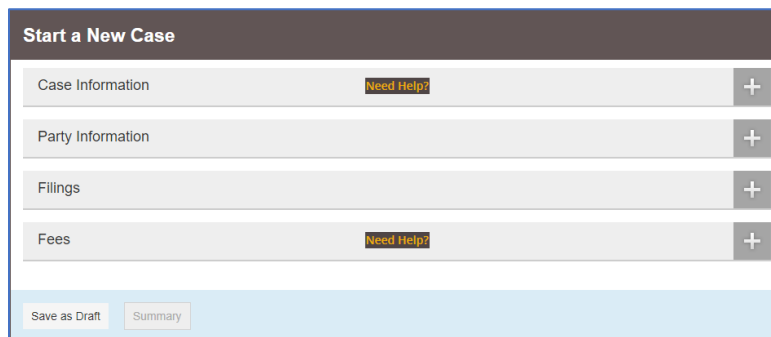
- To file a new case, click **Start a New Case**.



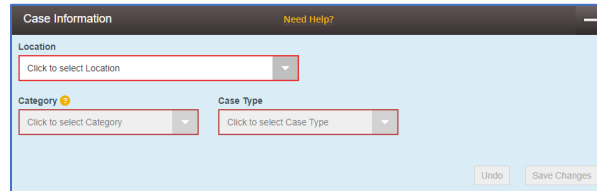
- You may see the screen below pop-up. Continue to **Step 7** if not. Otherwise click **Continue**. **Note:** If you do have a case number, click **File into Existing Case**, and see the **How do I add documents to a case?** guide for help.



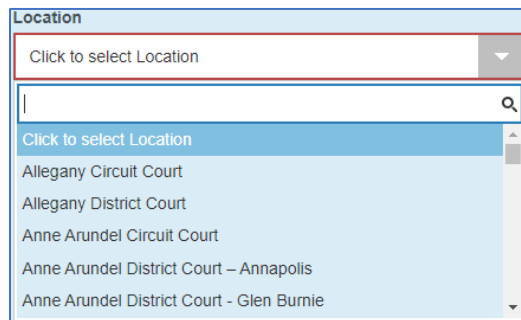
- You will enter information in each heading: **Case Information**, **Party Information**, **Filings**, and **Fees**.



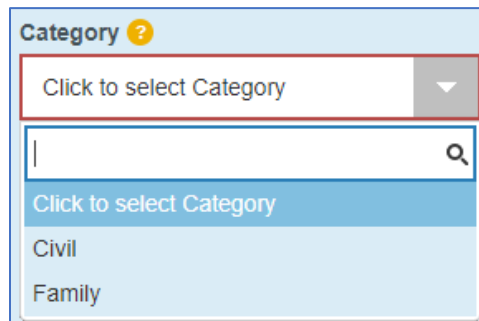
- 8. In the **Case Information** section, you will tell the court where you will file and the type of case.



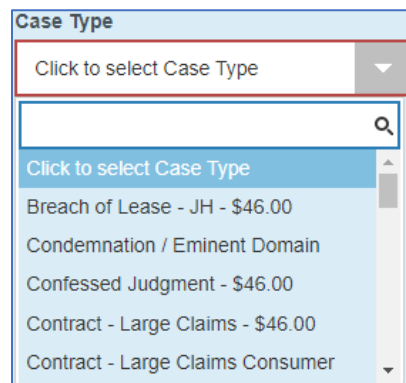
- 9. Choose the court where you will file your case. **Note:** If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).



- 10. Choose the category of your case. **Note:** This menu may change based on where you file. For example, the District Court does not hear probate cases. If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).



- 11. Choose the case type. **Note:** If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).



12. When you have entered a **Location**, **Category**, and **Case Type**, click **Save Changes**.

The screenshot shows a 'Case Information' form with the following fields:
 

- Location:** Baltimore County District Court - Towson
- Category:** Civil
- Case Type:** Contract - Small Claims - \$34.00
- Buttons:** Undo and Save Changes (highlighted with a red box)

13. In the **Party Information** section, add contact information for each plaintiff and defendant. The **plaintiff** is the person filing the case. The **defendant** is the person against whom the plaintiff files the case.

The screenshot shows a 'Party Information' section with a table:
 

| Party Type | Party Name | Lead Attorney  |
|------------|------------|----------------|
| Plaintiff  |            | Required Party |
| Defendant  |            | Required Party |

 Below the table are buttons for '+ Add Another Party' and a 'Need Help?' link.

14. When entering details for a party, if you check **I am this party**, MDEC will automatically enter your information in the fields below. **Note:** You can edit the information MDEC automatically enters in these fields by clicking on the field.

The callout box contains the text 'Enter details for this Party' and a checked checkbox labeled 'I am this party'.

15. Enter the name of the party. **Note:** If the party is a business, check **Party is a Business/Agency**. Once checked, the name fields will change to a single Business Name field.

The screenshot shows a form with the following elements:
 

- Party is a Business/Agency:** A checkbox that is currently unchecked.
- Name Fields:** Input fields for First Name, Middle Name, Last Name, and Suffix (with a 'Click to sel.' dropdown).

16. Enter the **Country**, **Address**, **City**, **State**, **Zip Code**, and **Phone Number**. **Note:** Only a party's **Name** is required.

The screenshot shows an address and contact form with the following fields:
 

- Country:** A dropdown menu with the text 'Click to select Country'.
- Address Line 1:** A text input field with a character limit of 64.
- Address Line 2:** A text input field with a character limit of 64.
- City:** A text input field.
- State:** A dropdown menu.
- Zip Code:** A text input field.
- Phone Number:** A text input field.

- If there is an attorney representing you, their name should appear here as an option. Otherwise, choose **Pro Se**. **Note:** Pro Se means you are representing yourself in your court case without an attorney. If you don't know if an attorney represents a party, skip this field.

- When you finish entering the information for one party, click Save Changes to proceed to the next party.

- You will know you've successfully added a party when the **Party Name** and **Lead Attorney** appear in the party selection field.

| Party Type | Party Name    | Lead Attorney |
|------------|---------------|---------------|
| Plaintiff  | William Noble | Pro Se        |
| Defendant  |               |               |

- If you need to add more parties, click **Add Another Party**.

- If you add another party, you must tell the court who they are by selecting their Party Type. This field will appear before you enter their name. **Note:** If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).

22. When you finish entering the information for all parties, click **Save Changes** to proceed to the next section.

Zip Code: 21401  
 Phone Number: 4102603447  
 Lead Attorney: Pro Se  
 Buttons: Undo, Save Changes

23. In the **Filings** section, you'll fill in additional details related to your case.

Filings - Need Help?  
 Enter the details for this filing  
 Filing Type: EFile  
 Filing Code: [Redacted]  
 Filing Description: [Redacted]  
 Client Reference Number: [Redacted]  
 Comments to Court: [Redacted]  
 Courtesy Copies: [Redacted]  
 Buttons: Undo, Save Changes

24. Choose the **Filing Type**. **Note:** There may be up to three (3) different options in this field. To find out which option to choose, see the **Terms and Definitions** guide for the **Filing Type** field. To learn more about electronic service, see the **How to Electronically Serve** guide.

Filing Type ?  
 EFile  
 Search: [Redacted]  
 EFile

25. Choose the Filing Code. **Note:** To find out which option to choose, see the **Terms and Definitions** guide for the Filing Code field. If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).

Filing Code  
 [Redacted]  
 Search: [Redacted]  
 Address Change  
 Affidavit - Attorney Fees  
 Attorney Appearance Filed  
 Certificate of Service  
 Complaint / Petition

- 26. Enter a **Filing Description**. For example, if you e-file a financial form in a divorce case, the filing description could be **Financial Form - Complaint for Divorce**.

**Filing Description**

- 27. Enter a **Client Reference Number**. **Note:** This is optional and may be skipped. A client reference number is for your own record keeping.


**Client Reference Number** ?

- 28. Enter any **Comments to Court** you may have. This information goes to the clerk. A judge does not read these comments.

**Comments to Court** ?


- 29. Enter one (1) or more email addresses to receive a copy of your filing when you finish. **Note:** Sending copies of your filing to additional emails is optional.

**Courtesy Copies**

- 30. Click on the  to upload your filing. **Note:** Your filing must be a PDF document.

**Lead Document** (Required)

Computer



- 31. Enter a **Description** for the filing you just uploaded. **Note:** MDEC may auto-populate this field when you upload a file.

**Lead Document** (Required)

Form DC-CV-001.pdf 28.23 kB

**Description**

32. There are optional services and fees associated with some filing codes. If your filing code does not charge optional services or fees, you will not see this option (Jump to Step 36). Otherwise, click **Add Optional Services and Fees**.

| Optional Services and Fees       | Fee Amount | Quantity | Fee Total |
|----------------------------------|------------|----------|-----------|
| + Add Optional Services and Fees |            |          |           |

33. Choose any additional services or fees. The services and fees listed are not required for every filing but may be required for certain filings. **Note:** To find the right fee, see the **Additional Fees You May Be Charged** guide. If you are unsure, call the court or a [Maryland Court Help Center](#) (410-260-1392).

**Optional Services and Fees**

Click to select Optional Service and Fee

Search: |

- Click to select Optional Service and Fee
- Circuit Court Appeal Fee - \$165.00
- Circuit Court Appeal Fee (Civil Fees) - \$165.00
- Circuit Court Appeal Fee (Criminal Fee) - \$80.00
- Circuit Court Appeal Fee (Expungement) - \$115.00
- Circuit Court Lien Fee - \$15.00 each

34. When you're finished adding all additional services and fees, click **Save Changes** to continue to another section. **Note:** If the **Optional Services and Fees** field did not appear, click **Save Changes** to continue.

| Optional Services and Fees    | Fee Amount | Quantity | Fee Total |
|-------------------------------|------------|----------|-----------|
| Photocopies (Number of Pages) | \$0.50     | 30       | \$15.00   |

Optional Services and Fees: Photocopies (Number of Pages) - \$0.50 each

Enter a Quantity: 30

Buttons: + Add Another Filing, Undo, **Save Changes**

35. You may want to include evidence or more forms with your case. To add evidence or another form, click **Add Another Filing**.

| Filing Code          | Client Ref # | Filing Description         |
|----------------------|--------------|----------------------------|
| Complaint / Petition |              | Complaint for Small Claims |

Buttons: + Add Another Filing



36. For each additional filing you wish to include, follow Steps 25 to 35.

| Filing Code                         | Client Ref # | Filing Description                   |
|-------------------------------------|--------------|--------------------------------------|
| Complaint / Petition                |              | Complaint for Small Claims           |
| Supporting Exhibit                  |              | Financial Statement - Complaint f... |
| Request for Prepayment Waiver - ... |              | Fee Waiver Request                   |

37. The next section is **Fees**. In this section, you will choose how to pay for your filing and who is responsible for paying.

38. The top part of the **Fees** section shows how much each filing will cost, including any additional fees. Any additional fees you've added will appear in the **Filing Total** section for each filing.

39. Use the Payment Account field to choose how you will pay for your filing. Some payment options require payment upfront, while others may require payment after you file. **Note:** If you did not set up a payment account, see the **How to Create a Payment Account** guide.

- Choose the party responsible for paying the fee for your filing. **Note:** As the filer of the case, you are responsible for the fees. If you select a person who is not responsible for paying fees, your filing may be rejected.

- Click **Save Changes** when finished to continue to the final section.

- Before you submit your filing, you must agree to certain court rules in the **Submission Agreements** section. Check the box next to the statement to agree.

- Read [Rule 20-107](#).

- Read [Rule 20-201\(g\)\(1\)](#) and [Rule 20-205\(d\)](#).

- Read [Rule 20-201.1\(c\)](#).

46. If you agree to each statement, click **Summary** to continue. **Note:** You must check all three boxes to continue.

47. The next page is a summary of your filing. Review each section.

48. If you see an error, click **Back**. Otherwise, click **Submit** to submit your filing.

49. You are now on the main menu, and your filing is now pending with the court. To verify this, click **Pending** under **My Filing Activity**.

50. The **Filing History** page shows your entire online filing history. When you click **Pending**, the list filters to show only cases pending with the court. **Note:** For more information on what happens after you file, see the **After You File – What to Expect** guide.