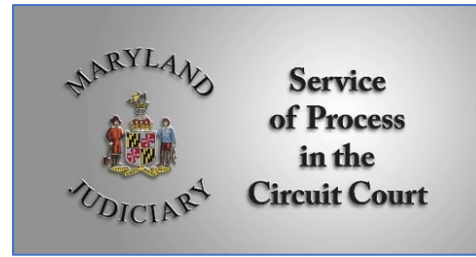


Service of Process is the way a defendant receives court papers and notices about a court case.

Initial Service. You must have the defendant served before the court will hear your case. This is called **initial service**.

Note: You **cannot** use electronic service for initial service. You must have the defendant served using a paper process. For more information, you may watch a video on [Service of Process in the District Court](#) or [Service of Process in the Circuit Court](#).



Service of Other Court Documents. Once the other party has been properly served with the initial pleadings or court papers, you may use electronic service to send them copies of court documents if:

- The other party has registered with File & Serve; and
- The other party has filed an answer in the case, or their attorney has entered their appearance.

Follow the instructions below to serve the other party electronically.

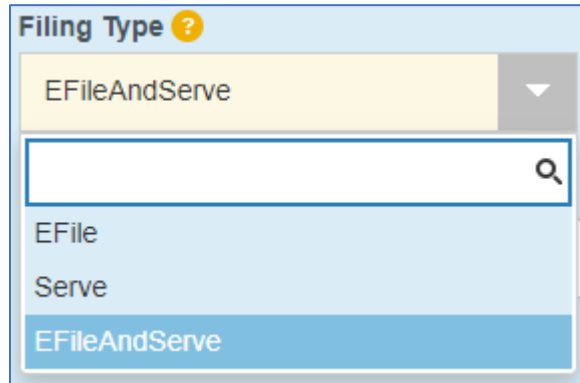
A screenshot of the "Service Contacts" interface. It includes a search bar labeled "Search by first or last name", an "Add Service Contact" button, and a table with columns for "Name" and "Email". The table is currently empty, and a status indicator at the bottom right shows "1 - 0 of 0 Items".

1. Complete the **Filings** section in the process of e-filing your case. Also, use this section to denote who should be served with the documents you are filing.

A screenshot of the "Filings" form. It contains several input fields: "Filing Type" (set to "EFile"), "Filing Code", "Filing Description", "Client Reference Number", "Comments to Court", and "Courtesy Copies". There are "Undo" and "Save Changes" buttons at the bottom right.

- There may be three (3) options in the Filing Type dropdown menu, depending on your filing.
 - EFile** is used when you want to e-file your case without electronically serving a party;
 - Serve** is used when want to electronically serve a party but do not want to e-file; and
 - EFileAndServe** is used when you will e-file your case and electronically serve a party.

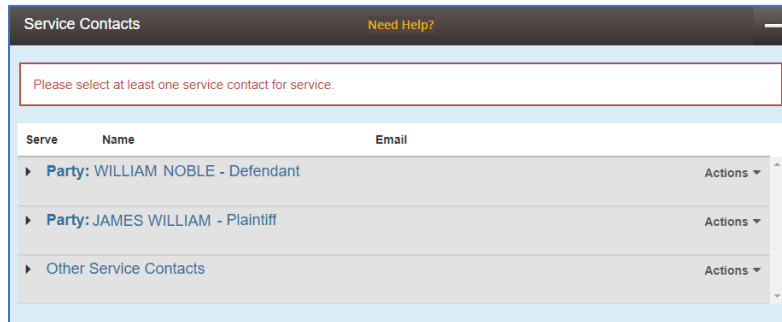
Select **EFileAndServe** or **Serve** to use the electronic service feature.



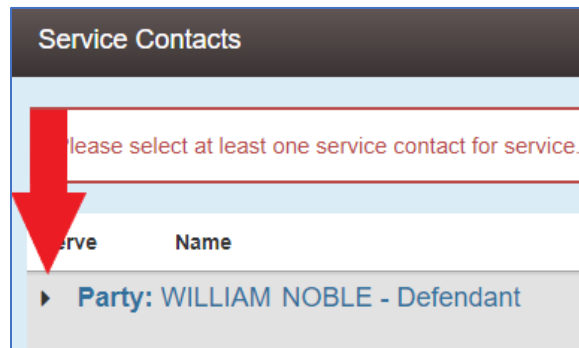
- Complete the remainder of the steps to e-file until you have uploaded all documents you plan to e-file. See the **How to E-File** guide for help with e-filing. **Note:** Your forms may have a Certificate of Service attached. If they do not, you must include a Certificate of Service when serving a party. For more information about Certificates of Service, call the court or a [Maryland Court Help Center](https://www.mdcourts.org/help-center) (410-260-1392).

A screenshot of a web form titled "Filings" with a "Need Help?" link. The form contains several input fields: "Filing Type" (dropdown menu with "EFile" selected), "Filing Code" (dropdown menu), "Filing Description" (text area), "Client Reference Number" (text field), "Comments to Court" (text field), and "Courtesy Copies" (text field). There are "Undo" and "Save Changes" buttons at the bottom right.

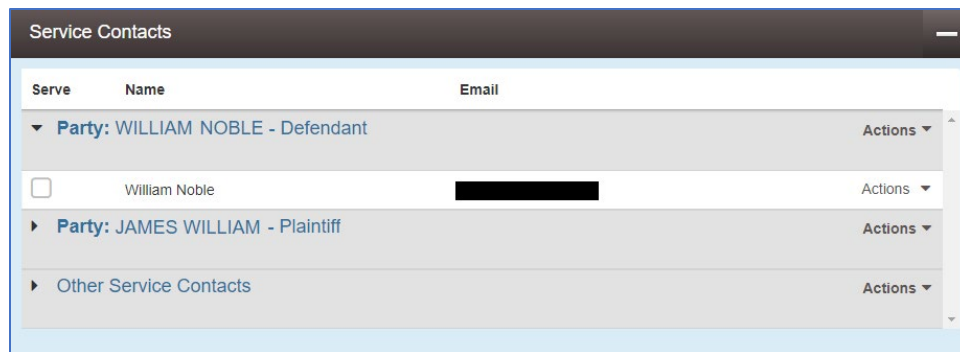
- Once you finish adding all additional forms and evidence and click **Save Changes**, the **Service Contacts** menu appears. Use this menu to choose who will receive electronic service.



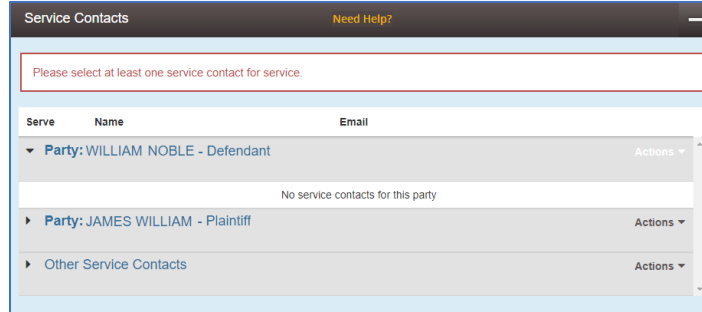
- Click the arrow next to the party you wish to serve.



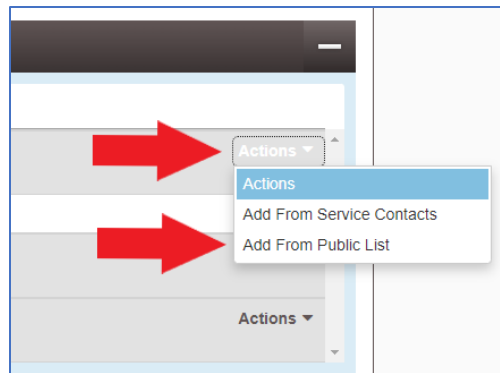
- The dropdown menu may have a service contact connected to the party.



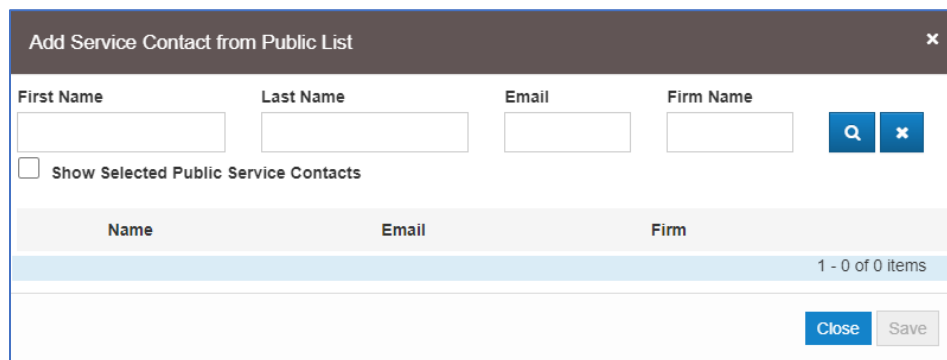
- If the dropdown menu indicates there are **No service contacts for this party**, serve the party directly by selecting from the Action menu beside their name. You must select a service contact who is the party themselves or their lawyer to receive service. If an attorney represents the individual, select the name of the attorney for service.



- Click **Actions**. In the dropdown menu, click **Add from Public List**.



- Search for the name of the party by **First Name**, **Last Name**, **Email**, or **Firm Name**. **Note:** If you cannot find the party on the Public List, you must serve that party in hardcopy form.



10. Check the box next to the name of the party or their lawyer.

The screenshot shows a dialog box titled "Add Service Contact from Public List". At the top, there are search fields for "First Name", "Last Name" (containing "Noble"), "Email", and "Firm Name", along with search and clear buttons. Below these is a checkbox labeled "Show Selected Public Service Contacts". A table lists one contact: "William Noble" with a redacted email and "Individual" as the firm. A red arrow points to the checkbox next to "William Noble". At the bottom right are "Close" and "Save" buttons.

11. Click **Save**.

This screenshot is identical to the previous one, but the checkbox next to "William Noble" is now checked. A red arrow points to the "Save" button at the bottom right.

12. Click on the name of the Service Contact.

The screenshot shows a "Service Contacts" window with a table. The table has columns for "Serve", "Name", and "Email". The first row is expanded to show "Party: WILLIAM NOBLE - Defendant" with an "Actions" dropdown. The second row is "Party: JAMES WILLIAM - Plaintiff" with a red arrow pointing to its name and an "Actions" dropdown. The third row is "Other Service Contacts" with an "Actions" dropdown.

13. The new section allows you to verify the information of the Service Contact. If you make any changes, click **Save Changes**.

Service Contact Details for the Party: Christian Noble - Plaintiff

First Name William	Middle Name 	Last Name Noble
Firm Name 	Email [REDACTED]	Administrative Copy
Country United States of America	Make This Contact Public <input checked="" type="checkbox"/>	Save Contact for Service Contacts <input checked="" type="checkbox"/>
Address Line 1 187 Harry S. Truman Parkway	Address Line 2 Limit your entry to 64 characters	City Annapolis
State Maryland	Zip Code 21401	Phone Number

Created By: Individual
 Firm Name: 4102603447
 Phone: 187 Harry S. Truman Parkway
 Address: Annapolis, Maryland 21401

Undo Save Changes

14. Complete the remainder of the steps to electronically serve. See the **How to E-File** guide for help.

Fees Need Help?

▼ Certificate of Service

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
Total Filing Fee	\$0.00
Envelope Total: \$0.00	
Payment Account ?	
Credit Card	
Party Responsible for Fees ?	
Click to select Party Responsible for Fees	

Undo Save Changes