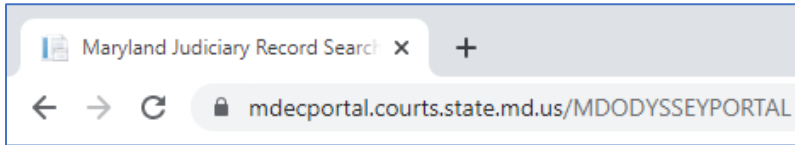
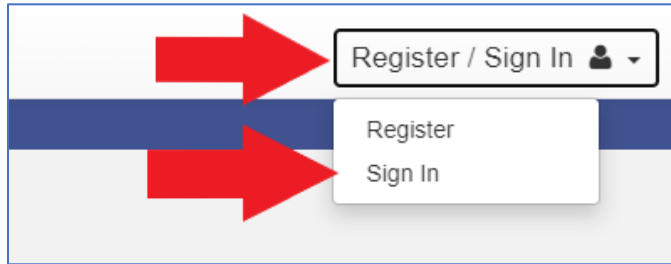


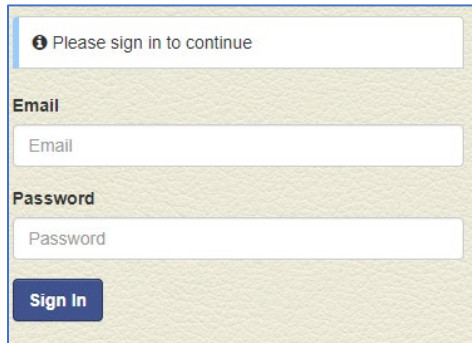
1. Open your web browser and navigate to the **Maryland Judiciary Record Search Portal**. (<https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL>).



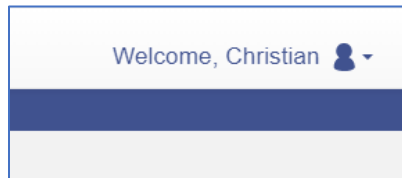
2. Click Register / Sign In on the top right of the page. Click Sign In.



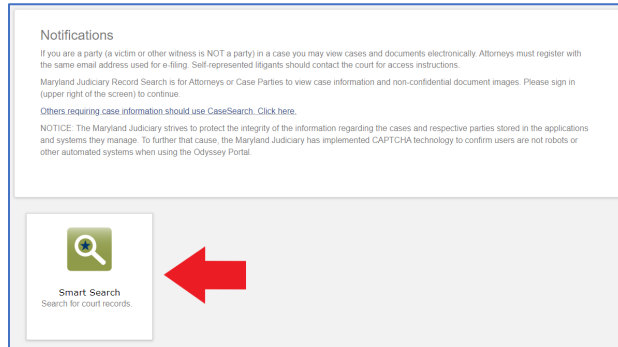
3. Enter your Email and Password. **Note:** If you do not have an account, see the **Register to View a Case** guide.



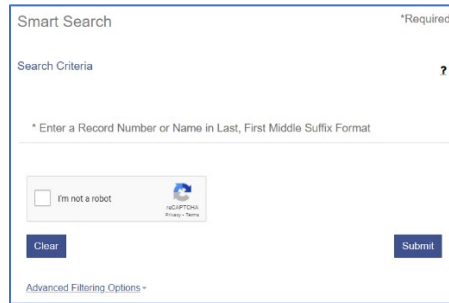
4. You know you have logged in when your name appears in the upper right of the screen.



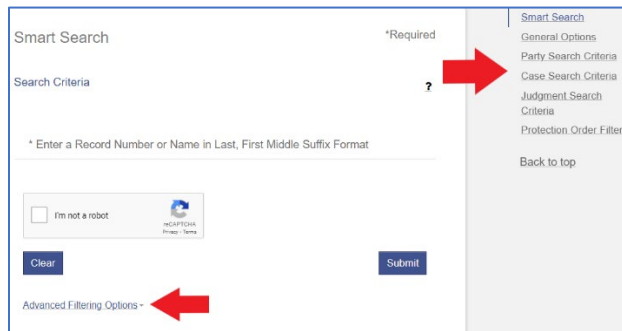
- Click **Smart Search** to begin searching for your case documents. **Note:** You will only be able to see documents for cases in which you are a party.



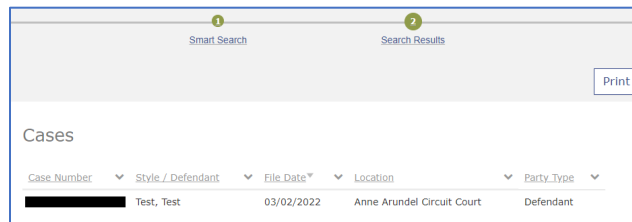
- Enter case information, including a case number or name of a party. You may need to click the reCAPTCHA box next to **I'm not a robot** if it appears. Click **Submit** to search.



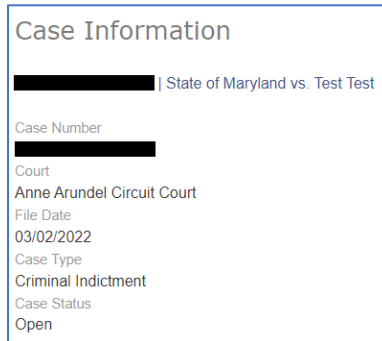
- You may also click the **Advanced Filtering Options** link to add other criteria to your search, including **Court location, Citation number, Attorney name, Judgment type, or Protection order type.**



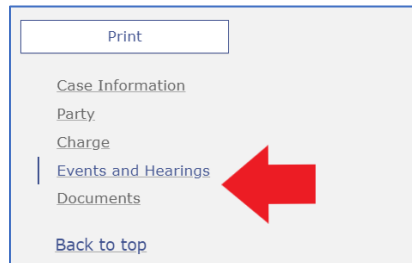
- Your case shows the case number, type of case, file date, location, and party type in a list when you search. Click on the case number for the specific case to view documents.



9. The case details screen shows you case information, the parties to the case, charges (if it is a criminal case), events and hearings that have taken place in the case, and the documents filed into the case.



10. Notice the page direction on the right side of the case detail page. There are two (2) ways to view the case documents: 1) By event or hearing (**Events and Hearings**) and 2) In a list (**Documents**).



11. Scroll down to the subheading **Events and Hearings**. Click on an event or hearing.



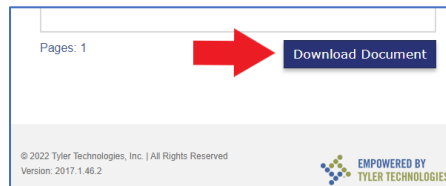
12. The event or hearing expands to show additional information. Sometimes, documents are attached to a hearing or incident. Click **View Document** next to the title of the document you wish to view.



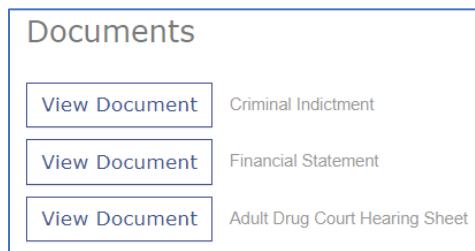
13. The new page shows the title of the document and the document itself.



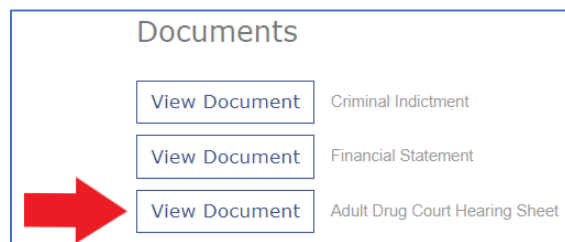
14. Scroll to the bottom of the document and click **Download Document** to download a PDF copy of that document.



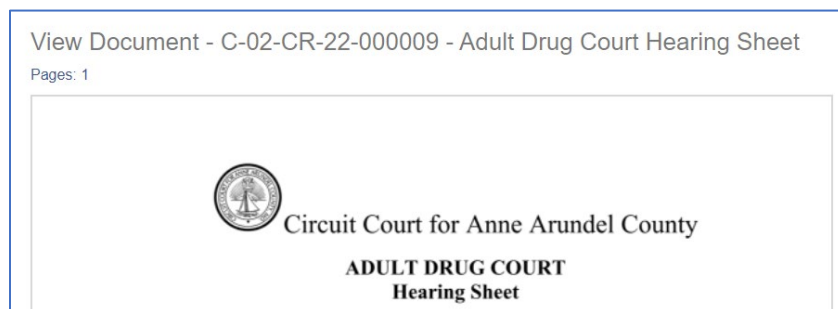
15. Alternatively, scroll down to the **Documents** subheading.



16. All case documents are listed in the **Documents** section without ordering by event or hearing. Click **View Document** next to the title of the document you wish to view.



17. The new page shows the title of the document and the document itself.



18. Scroll to the bottom of the document and click **Download Document** to download a PDF copy of that document.

