

It is important to have a basic understanding of e-service and how to add yourself, or an attorney from your firm, as a Firm Service Contact. Attorneys are responsible for managing where they receive e-service by attaching the appropriate service contact to a case.

What is the difference between a firm service contact and a public service contact?

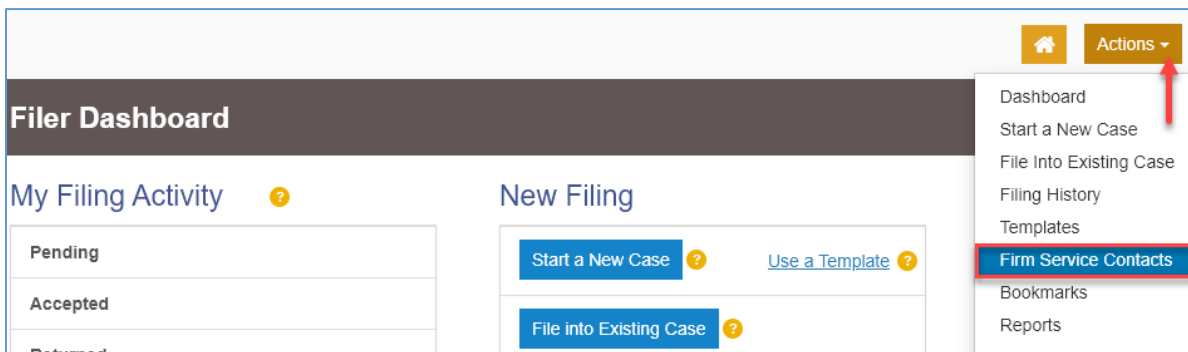
1. Firm Service Contacts
 - a. Firm service contacts are contacts within your firm who wish to receive e-service.
 - b. Only members of your firm have access to the firm contacts.
2. Public Service Contacts
 - a. Public Service Contacts are added to the public roster by the e-filer or firm. **Note: Never add a contact external to your firm to the public roster.**
 - b. It is important to add yourself to the public roster so that other e-filers can e-serve in cases where you have not been added to the e-service contacts in a case.
 - c. Anyone filing into a case has access to the Public Service List.
 - d. Only the person adding a public service contact can remove the contact. Therefore, do not add anyone to a case that is not a member of your firm.

Who can be added as a service contact?

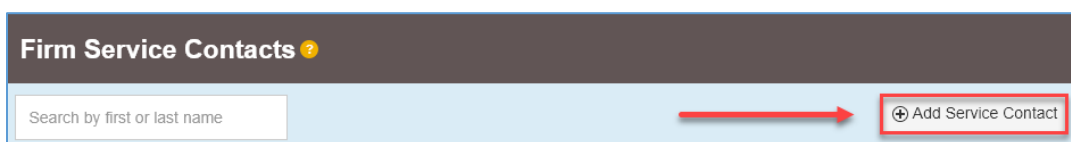
1. You may add yourself or an attorney to your firm as service contact.
2. You may add opposing counsel from the Public Service List.
3. You may add the state's attorneys' office for the jurisdiction you are filing into.

How to create a firm service contact

1. Sign into Maryland's Odyssey File and Serve.
2. From the Filer Dashboard, select the Actions drop down and choose Firm Service Contacts.



3. Click the Add Service Contact link and enter the first name, last name, and email address for your new service contact.



- If you want this email address publicly available, select “Make This Contact Public” and click **Save Changes**.

The screenshot shows a contact information form with the following fields:

- First Name: Terry
- Middle Name: (empty)
- Last Name: Tester
- Firm Name: ABC Legal
- Email: TTester@ABCLegal.com
- Administrative Copy: (empty)
- Country: United States of America
- Address Line 1: 123 Main Street
- Address Line 2: Limit your entry to 64 characters
- City: Annapolis
- State: Maryland
- Zip Code: 21401
- Phone Number: (empty)
- Make This Contact Public: (indicated by a red arrow)
- Buttons: Undo, Save Changes (indicated by a red arrow)

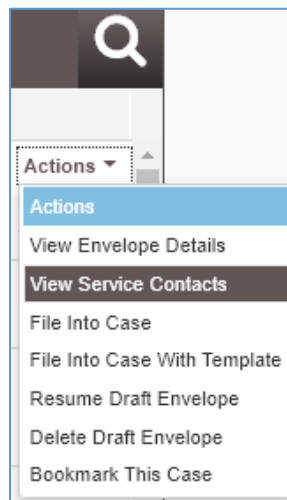
E-Serving

You have the option to:

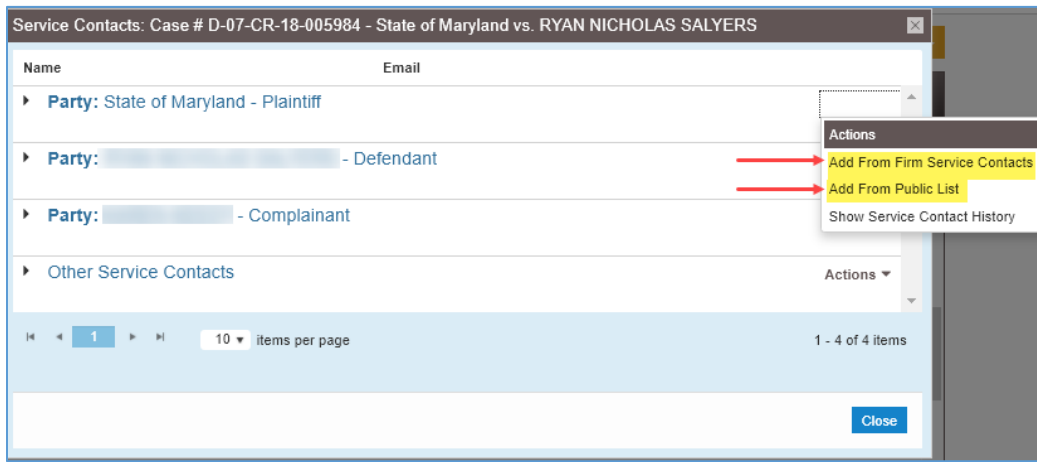
- File into the court and serve simultaneously **or**
- Serve without filing anything into the court.

Prepare contacts before e-serving

- Find the case you are filing into and select **View Service Contacts** from the Actions drop down on the right side of the Dashboard (the page you see after signing into the Maryland Odyssey File and Serve site).



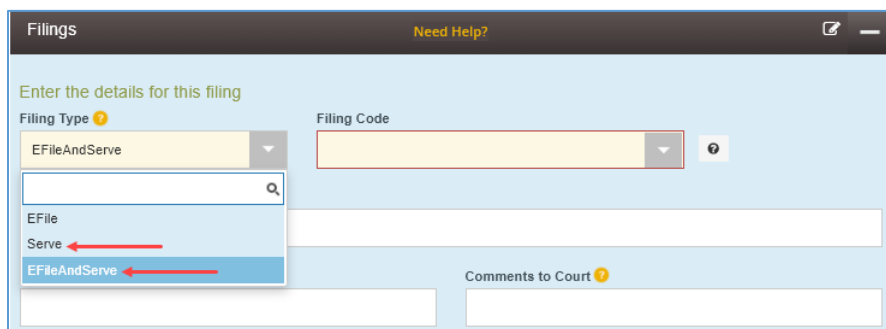
- If the party you wish to serve is not listed as a service contact, you can retrieve service contacts from the **Firm Service Contacts** list (only visible to you and your firm) or the **Public List**. Service contacts appear in this section of the screen with an email address.



- If you wish to add someone from your firm to the contact list, select “Add From Firm Service Contacts.” Your Firm Administrator is responsible for keeping this list up-to-date.
- If the attorney you wish to e-serve has not been added as a service contact to the case you must add them from the **Public List**. If they are not listed in the Public Service list, you must serve conventionally using paper. **Never add anyone other than yourself to the Public List.**
- If the party you wish to serve is a state's attorney, you must search the public list for a list of State Attorney approved service contacts. Do not serve a state attorney directly. See the list of [Approved Service Contacts](#).
- In the upper left corner, under Filing Type, click the arrow on the drop-down box to display a menu with options for filing. Select Serve or EfileAndServe from the menu. Select Serve when the Rules provide for a document to be served but not filed into the court file, such as discovery material. Select EfileAndServe when the Rules provide for a document to be both filed and served.

Select the Filing Type

- If you are filing into the court, select EFileAndServe. If you are serving a party without filing into the court, select Serve.



- Continue entering the Filing details and submit your completed filing.