Maryland Electronic Courts (MDEC) provides greater access to courts with the ability to e-file and electronically serve court documents 24 hours a day, 7 days a week, from anywhere with an internet connection. It is a fast, easy, and cost-effective way to file and serve your court documents. The topics below will prepare you to e-file your case, including:

A. Be Aware Before You E-File
B. Preparing Your Court Documents
C. Registering with File & Serve
D. Setting Up a Payment Account/Find Out About Fees
E. Be Sure You Have the Required Information
F. Get Help

A. Be Aware Before You E-File

1. Be aware that once you register and e-file, you **must** e-file all future documents and cases.

   Note: *If you want to view information about a case in which you are a party on your own computer without registering and e-filing, you may register for free to view your case on the Maryland Judiciary Record Search Portal. See the* **Register to View a Case** *guide for instructions*.

2. Review the **MDEC Policies and Procedures** manual before you decide.

B. Preparing Your Court Documents

1. Prepare to file your case by making sure you have the correct forms.

   - Use the Court Forms Finder (https://www.mdcourts.gov/courtforms/finder) to help you identify, select, and download or print the forms you need.
   - Use Guide & File (https://www.mdcourts.gov/guideandfile) to help complete forms by answering a series of simple questions.
   - If you are unsure which form to use, call the Maryland Court Help Center (410-260-1392) https://www.mdcourts.gov/helpcenter) to speak to a lawyer for free.

2. You will need to ensure all documents you plan to upload are in PDF format. The fillable forms listed in the index, on the Court Forms Finder, and generated by Guide & File are PDFs. If you have other documents you plan to upload, save them as a PDF as well. To view and print PDF files, you may need to download a PDF viewer. One such viewer is the free Adobe Acrobat Reader.

3. You may need a scanner if you plan to file paper documents, as they must be converted to PDF. Use a scanner that will allow you to save documents at 200 or 300 "dpi" or "dots per inch." If you are unsure, most scanners set this value automatically.

C. Registering with File & Serve

You must register for a File & Serve account before you can e-file your case. If you do not have an account, see the **Register with MDEC** guide for instructions on how to create one.
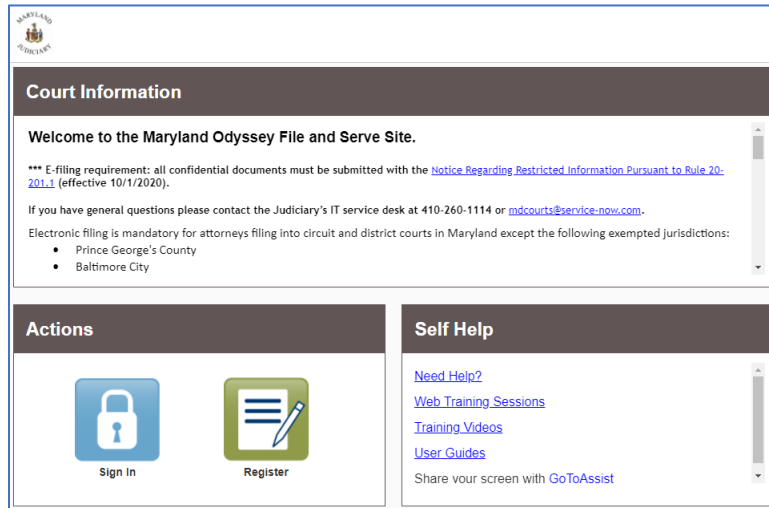
D. Setting Up a Payment Account/Find Out About Fees

Sometimes, you must pay a fee to e-file your case. To pay e-filing fees, you must have a payment account. See the **How to Add a Payment Account** guide for instructions.

Note: You can ask the court to waive the fees if you cannot afford them. If you are planning to ask for a fee waiver, complete the required fee waiver forms and file them with your other court papers. For more information on waiving court fees, visit mdcourts.gov/legalhelp/filingfeewaivers.
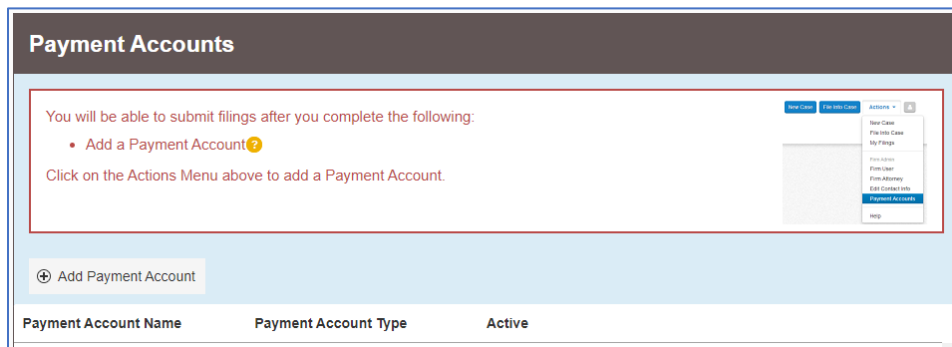
E. Be Sure You Have the Required Information

You will need some important information before you begin the e-filing process: **1) Names and addresses of the other party, 2) type of court and where you will file, 3) case category, 4) case type, 5) whether the other person is represented by an attorney, 6) the attorney's name and contact information (if possible), 7) filing code, and 8) whether there are additional fees that you must add and pay**.

Note: If you are unsure, call the clerk's office in the court where you will file your claim. Find the court in the court directory (https://www.mdcourts.gov/courtsdirectory). You may also contact an attorney at a Maryland Court Help Center at https://www.mdcourts.gov/helpcenter or 410-260-1392.

F. Get Help

E-filing can be confusing. Law librarians can assist you with MDEC. Find your nearest staffed law library (https://www.mdcourts.gov/lawlib/using-library/for-librarians/maryland-law-libraries). Send a message to a law librarian (https://www.mdcourts.gov/lawlib/question) or call 410-260-1430. You may also contact an attorney at a Maryland Court Help Center at https://www.mdcourts.gov/helpcenter or 410-260-1392.