

Public

To be used for Public Documents. These documents are viewable from the Public Portal and the Courthouse Kiosk without restriction.

Confidential

To be used for general confidential documents. These documents are not viewable from the Public Portal, but generally available to court staff and to attorneys and registered case parties via the MDEC Attorney Portal.

- Documents that contain information that is confidential by statute or rule and NOT of the kind that a statute or rule specifically prohibits access by a party/atty.
- May be accessed by counsel and parties under the MDEC rules (title 20) unless a statute or rule specifically prohibits access. e.g. FL 4-504(b)(2)-DV petition shielding address of person eligible for relief under certain circumstance.

Access Only by Court Order (working name “Sealed Documents”)

To be used for document sealed by written court order under a Rule or Statute permitting access to be limited or denied.

- After a document is placed in this category it may only be accessed by a judge (any judge) to determine whether access should be allowed or other articulable reason that requires access.
- Specific order required for non-judge access or to change the category.
- The court will designate selected staff who can access these documents. This includes determining who at each court location will be able to scan documents to this security type and who can change existing documents to this security type.

Judge’s Chambers Work Product (working name “Judge’s Work Product”)

To be used for documents that represent the court’s work product. This includes checklists, draft documents and proposed orders.

- Documents will be accessible to courthouse personnel who have a business need to access these documents as part of their job. These documents will be available from the MDEC attorney portal and will not be available from the Public portal.
- This is intended to include a particular judge’s work product as defined by Rule 16-1004(e)(1).

Confidential Access by Judges and Courthouse Personnel – No Access by Counsel and Parties except by Court Order (working name “Judge/Courthouse Personnel Only”)

To be used for documents that are not available to the parties or attorneys. Without limitation, it would include:

- Originals or redacted documents
- Documents where parties’ access is limited as in the case of FL 4-504(b)(2)
- Access open to judges and courthouse personnel designated by the administrative judge.

ADA Requests

To be used for requests for ADA accommodations.

Should be accessible by ADA compliance officer, designated individuals and the judges.

Notices

To be used for all District Court batch notices and for scanned returned batch notice mail. These documents will not be accessible from the courthouse kiosk or the MDEC Attorney Portal.

Should be accessible by courthouse personnel only.

Summary Table

This table summarizes the document types and access.

	Public Kiosk	Attorney Portal	Courthouse Personnel
Public	✓	✓	✓
Confidential		✓	✓
Sealed Documents			✓*
Judge's Work Product			✓
Judge/Courthouse Personnel Only			✓
ADA Requests			✓
Notices			✓

*Specified courthouse personnel only.