

Envelope Status

When you e-file a case, a clerk will review the filing. During clerk review, the clerk will decide if the filing is fully accepted, deficient, or will be stricken based on [Rule 20-203](#).

1. If deficient, the clerk will change the filing code to **Deficient Filing** and apply the deficient stamp to the document indicating that the document is deficient, then the clerk will accept the filing. Corrective action is expected within 14 days.
2. If stricken, the clerk will change the filing code to **Rejected/ Stricken Filing** and apply the stricken stamp to the document indicating that the document is stricken, then the clerk will accept the filing. No corrective action is expected.

Note: Once a filing has been accepted by the court, a “FILING REVIEWED” email notification will be sent to the filer. Read the notification to determine if fully accepted, deficient or stricken.

3. In both instances, once filings are deemed deficient or stricken, a notice is sent. Notices will not be sent to unserved parties:

Deficiency Notice

MARYLAND MEDICIAN COURT OF APPEALS COURT OF SPECIAL APPEALS
 CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____ City/County
 Located at _____ Court Address
 STATE OF MARYLAND Case No. _____
 OR
 Plaintiff/Plaintiff vs. Defendant/Respondent

MDEC DEFICIENCY NOTICE

To: _____ This is to notify you that you have a deficiency in your filing. Pursuant to Maryland Rule 20-203(d)(2) the court will strike the submission unless the deficiency is corrected or withdrawn within 10 days or the court orders otherwise. Please make the correction indicated below and re-file or withdraw the submission within 10 days. The deficient submission file name/s and date of filing are:

- In any one case multiple submissions must be submitted in the same envelope as separate PDF files. Please resubmit the filings as separate submissions in the same envelope. (See Rule 20-201(c).)
- The submission is illegible or scanned with an incorrect orientation (e.g. upside down, sideways, blurry, and blank pages).
- PDF file names must relate to the title of the submission. (See Rule 20-201(i).) If an exhibit to a submission is filed, the submission and the PDF file name should accurately refer to the submission to which they relate. (e.g. Ex 1 PI MSJ) When the exhibit is an affidavit or other testimony, the file name must identify the affiant or witness (e.g. Affidavit of John Doe).
- When identifying an exhibit, if appropriate, use the identification provided in the drop-down menu.
- Submission may not be filed electronically. See Rule 20-106(c)(2).
- Signature(s) does/do not have the typed name, address, e-mail address, telephone number or Client Protection Fund No. as required by Rule 20-107(a)(2).
- The under oath, affirmation or with verification is required to be hand signed and scanned. See Rule 20-302(a).
- The submission does not comply with the policies and procedures adopted and published by the State Court Administrator pursuant to Rule 20-103 because _____
- The submission contains restricted information and a redacted copy of the submission was not provided as required by Rule 20-201(h)(2).
- Proposed Order not submitted in PDF format as specified by the State Court Administrator.
- Filing code does not appear to be correct and correct code is not apparent.
- Filing does not appear to relate to the actual case in which it was filed.
- State Court Administrator requirements for requesting sheriff, constable or certified mail service in the District Court have not been met (e.g. includes improper fee multiplier).
- Filing location is incorrect.
- Party's name in the party field does not match the party name in the case.
- Filing is missing required filing submission (e.g. a default judgment is without a non-military affidavit).
- Other _____

To resubmit the submission(s), please re-file in a different envelope within 10 days of this notice and under comments state that you are filing to correct the Deficiency Notice filed on _____ Date _____ Envelope Number _____
 Date _____ Clerk of Court / Administrative Clerk _____

ORDER STRIKING DEFICIENT SUBMISSION(S)

The above deficiency notice has not been corrected within the required 10 days. The court has not issued an order related to the deficiency. Per Rule 20-203(d)(2), the deficient submission(s) is/are stricken.

Date _____ Judge _____

CC-DC-094 (Rev. 08/2017)

Notice of Striking Non-Compliant Submission

MARYLAND MEDICIAN COURT OF APPEALS COURT OF SPECIAL APPEALS
 CIRCUIT COURT DISTRICT COURT OF MARYLAND FOR _____ City/County
 Located at _____ Court Address Case No. _____
 STATE OF MARYLAND
 OR
 Plaintiff/Plaintiff vs. Defendant/Respondent
 Date: _____

To: _____
 Name _____
 Address _____
 City, State, Zip _____

NOTICE OF STRIKING NON-COMPLIANT SUBMISSION (Md. Rule 20-203(o))

This is to notify you that your submission, _____ Title of Submission dated _____ has been stricken due to a lack of a certificate of service as required by Rule 20-201(g).

Note: You must submit a motion and have it granted by a judge to receive a refund of any fees associated with the filing.

Date _____ Administrative Clerk/Clerk of the District Court _____

cc: All parties to case

CC-DC-094 MDEC Use Only (Rev. 09/2016)

Recd

4. If rejected, the clerk will add a comment to the filer of the reason.

NOTE: Filings will only be rejected for technical issues or other jurisdiction issues not contemplated by Title 20 Maryland Rules where the case cannot be processed by the court. Once a filing has been rejected by the court, a “REJECTED” email notification will be sent to the filer. Read the notification to determine reason for rejection.

| | E-Filing Issue | Envelope Status |
|-----|--|--|
| 1. | Attorney misfiles subsequent Filings not applicable to case. | Accepted. Judge will review. |
| 2. | Documents are missing. | Accepted. Clerk will send a request to the filer to supply supporting documents. |
| 3. | Attorney files a line of appearance and fails to select the optional payment filing to pay the \$10 fee. | Accepted. The clerk will add the optional service fee regardless if fees are assessed. |
| 4. | Case category and/or case type are incorrect for new case. | Accepted. The clerk will review and change the case type based on the filing document, regardless if fees are assessed. |
| 5. | Document security incorrect. | Accepted. The clerk will change the document security as needed. |
| 6. | Filing code incorrect, financial amounts for codes are different. | Accepted. The clerk will correct the filing code even if additional fees are assessed. |
| 7. | Filing code incorrect, financial amounts for codes are the same. | Accepted. The clerk will review the document and change the filing code as necessary. |
| 8. | Filing code is not specific. | Accepted. The clerk will change the filing code to a specific code that best matches the document. |
| 9. | Party Address does not Match Filing Document. | Accepted. The clerk may update the party address or send a request to the filer to provide the correct address. |
| 10. | Party Name in Party Field Does not Match Party Name on Filing Document on Initial Filing. | Accepted. The clerk will update the party name to match what is in the filing document. |
| 11. | Party Type is Incorrect. | Accepted. The clerk will correct the party type. |
| 12. | Document contains confidential information (e.g., social security numbers). | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer if discovered. The clerk will shield the submission from public view until corrected. |
| 13. | Document is hard to read, upside down, etc. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 14. | Important information is missing (i.e., signature). | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 15. | Important information is missing (i.e., certificate of service). | Accepted. The clerk will stamp the document and send a NOTICE OF STRIKING NON-COMPLIANT SUBMISSION (NCNS) to the filer. |
| 16. | Location is incorrect. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. The clerk will accept fees and the attorney must move to transfer case to correct location. |
| 17. | Multiple documents on one filing code. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer, notifying the filer that the documents must be submitted separately with the appropriate filing code. |
| 18. | Party name in party field does not match party name in filing document on subsequent filing. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 19. | Wrong payment account. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. The clerk will request credit card account from the filer. |

Filer Resubmits Filing after Deficiency Notice

1. Filer resubmits filing by refiling the corrected filing(s). Filer is to enter a comment in the “Filing comment” field of “Deficiency Correction for envelope number ...” and submit the filing.
2. Clerk reviews the corrected filing. The original submission date is the File Date.