1. This portal is new and is geared to provide secure access to all case information, including document images, to all authorized parties in a case in accordance with Title 20 of the Maryland Rules of Practice and Procedure that govern electronic filing and access to those records.

2. All users must register with the same email address used on the efiling system.

3. All users of the portal must be registered and associated with specific cases in the MDEC system.

4. The web address for the Maryland Judiciary Record Search Portal is https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL

5. Click the “Register” button located at the top right corner of the page and a (Registration Form) window will appear.
6. Remember to register with the same eFiling email address in order to gain access.

7. Complete the “Registration Form.” Then click “Next” and a (Registration Complete) window will appear. **Note:** You do not need to enter a mobile phone number nor select a provider.
8. Click “Finish” to complete the registration.

9. Access your email and a Tyler Online Portal Account Verification link will appear from no_reply@tylerhost.net. Click on the Maryland Judiciary Record Search link.

10. Your registration is now complete.

11. Enter your username and password.

12. Click “Sign In” and the (Request Access) window will appear.
13. Select your role, i.e., Attorney or State’s Attorney. Note: If you are an attorney at the Office of the Public Defender’s you will need to select the “Attorney” role.

14. Enter your Client Protection Fund number (CPF). If you do not know your CPF number, you can find it in the Client Protection Fund's attorney listing online at http://mdcourts.gov/lawyers/attylist.html
15. Read the terms and conditions before continuing.

16. Click the “I Agree” check box to accept the Terms and Conditions for using the Secure Portal.

17. Click the “Email me a copy” check box to receive electronic notification of the Terms and Conditions.

18. Then click “Submit.” A submitted (Request Access) window will appear.

19. This is confirmation that your access request has been submitted.

20. Click “Home” to return to the home page and log in with your email address and password. While you can login at this point, you will not see documents until your access has been configured and approved.

Note: You will receive an email from noreply@mdcourts.gov indicating ‘Your Portal Access Request Received’. After your access request is reviewed, you will get another email to let you know that your access has been approved or denied.