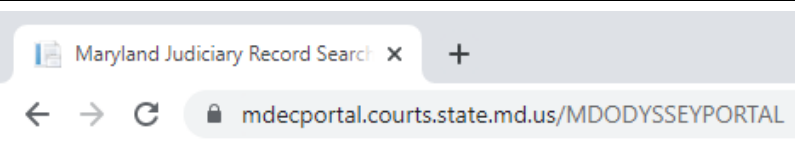
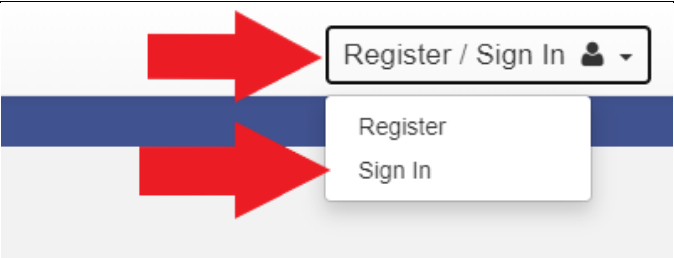


# How to View a Case

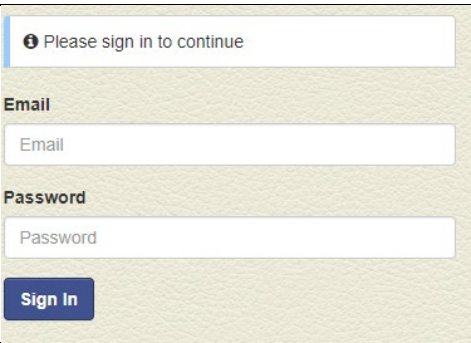
**Step 1** Open your web browser and navigate to the **Maryland Judiciary Record Search Portal**.  
(<https://mdportal.courts.state.md.us/MDODYSSEYPORTAL>).



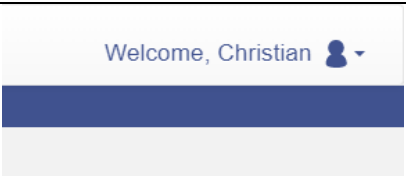
**Step 2** Click **Register / Sign In** on the top right of the page.  
Click **Sign In**.



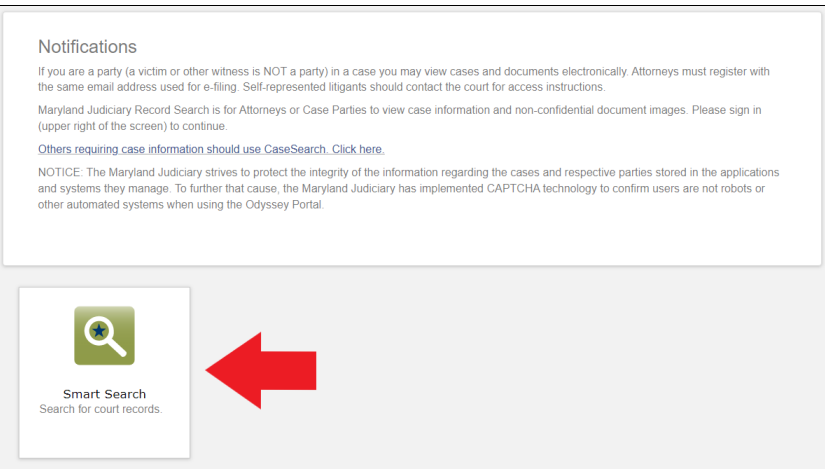
**Step 3** Enter your Email and Password.  
**NOTE:** If you do not have an account, see the Register to View a Case guide.



**Step 4** You know you have logged in when your name appears in the upper right of the screen.



**Step 5** Click **Smart Search** to begin searching for case documents.



**Step 6**

Enter case information including a case number or name of a party.


Click the reCAPTCHA box next to **I'm not a robot**.

Click **Submit** to search.

Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

I'm not a robot 

[Advanced Filtering Options -](#)

**Step 7**


You may also click the **Advanced Filtering Options** link to add other criteria to your search including

- Court location,
- Citation number,
- Attorney name,
- Judgment type, or
- Protection order type.

Smart Search \*Required

Search Criteria ?

\* Enter a Record Number or Name in Last, First Middle Suffix Format

I'm not a robot 

[Advanced Filtering Options -](#)

[Smart Search](#)

[General Options](#)

[Party Search Criteria](#)

[Case Search Criteria](#)

[Judgment Search Criteria](#)

[Protection Order Filters](#)

[Back to top](#)

**Step 8**

Your case shows the case number, type of case, file date, location, and party type in a list when you search.

Click on the case number for the specific case to view documents.

1 Smart Search
2 Search Results

Cases

Case Number	Style / Defendant	File Date	Location	Party Type
[Redacted]	Test, Test	03/02/2022	Anne Arundel Circuit Court	Defendant

**Step 9**

The case details screen shows you case information, the parties to the case, charges (if it is a criminal case), events and hearings that have taken place in the case, and the documents filed into the case.

### Case Information

[Redacted] | State of Maryland vs. Test Test

Case Number  
[Redacted]

Court  
Anne Arundel Circuit Court

File Date  
03/02/2022

Case Type  
Criminal Indictment

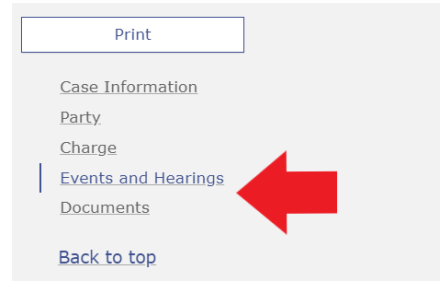
Case Status  
Open

**Step 10**

Notice the page direction on the right side of the case detail page.

There are two (2) ways to view the case documents:

- 1. By event or hearing (**Events and Hearings**)
- 2. In a list (**Documents**)



**Step 11**

Scroll down to the subheading **Events and Hearings**.

Click on an event or hearing.

Events and Hearings



**Step 12**

The event or hearing expands to show additional information. Sometimes a hearing or incident has documents attached.

Click **View Document** next to the title of the document you wish to view.

Events and Hearings

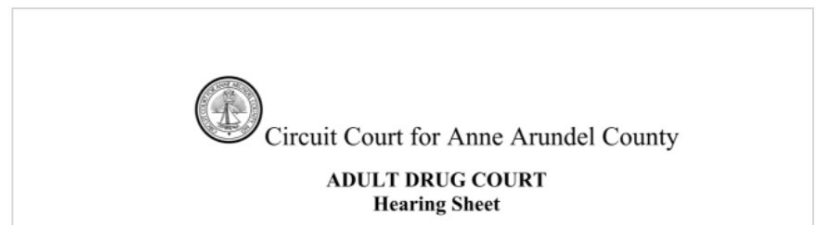


**Step 13**

The new page shows the title of the document and the document itself.

View Document - C-02-CR-22-000009 - Adult Drug Court Hearing Sheet

Pages: 1



**Step 14**

Scroll to the bottom of the document and click **Download Document** to download a PDF copy of that document.

Pages: 1



**Step 15**

Alternatively, scroll down to the **Documents** subheading.

**Documents**

- [View Document](#) Criminal Indictment
- [View Document](#) Financial Statement
- [View Document](#) Adult Drug Court Hearing Sheet

**Step 16**

All case documents are listed in the **Documents** section without ordering by event or hearing.

Click **View Document** next to the title of the document you wish to view.

**Documents**

- [View Document](#) Criminal Indictment
- [View Document](#) Financial Statement
- [View Document](#) Adult Drug Court Hearing Sheet

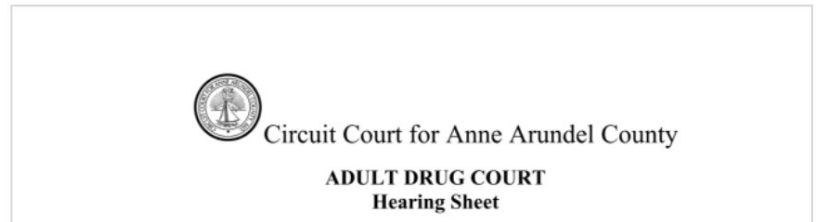


**Step 17**

The new page shows the title of the document and the document itself.

View Document - C-02-CR-22-000009 - Adult Drug Court Hearing Sheet

Pages: 1



**Step 18**

Scroll to the bottom of the document and click **Download Document** to download a PDF copy of that document.

Pages: 1



[Download Document](#)