

## Register to View a Case

### Before You Begin

You may create an account to view a case in which you are a party. When you register to view a case, you will have access to the court docket showing activity in the case and documents filed in the case.

Registering to view a case does not give you the ability to e-file. If you choose to register as an e-filer, you must file all documents in all cases electronically in the future. However, by registering to view only, you are **not** required to e-file at this time or in the future.

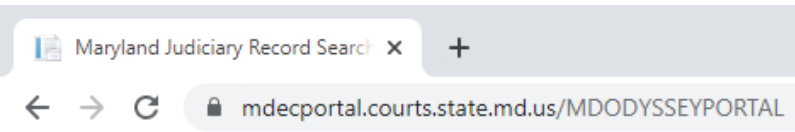
There are two (2) steps to register to view a case.

1. Register on the website.
2. Submit a signed and notarized application to the court.



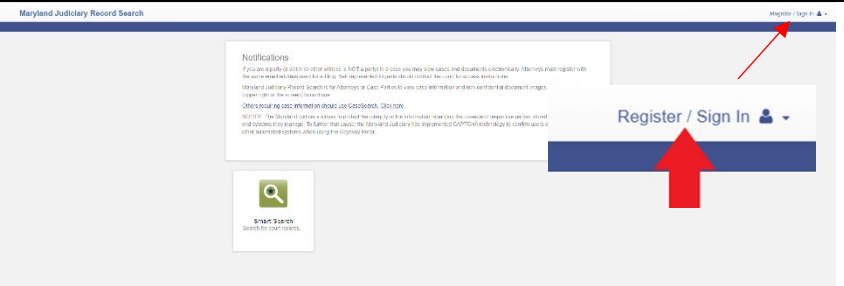
### Registering on the website

**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. Select Register.

**NOTE:** You must be a party to a case to view case documents electronically.

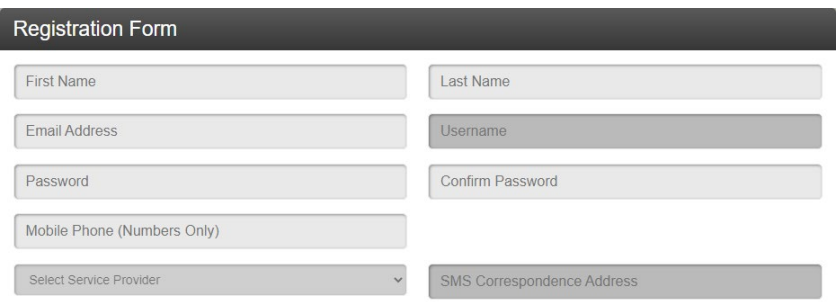


**Step 3** Complete the registration form fields. Enter:

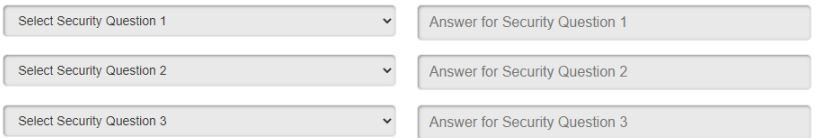
- your First Name;
- your Last Name;
- your Email Address;
- a password;
- your cell phone number; and
- your cell phone provider.

**NOTE:** Passwords must have at least:

- eight (8) letters;
- one (1) special character;
- one (1) uppercase letter; and
- one (1) number.



**Step 4** Choose three (3) security questions and provide answers in their respective fields to the right of each question.



**Step 5** Enter the letters and numbers you see in the CAPTCHA field below.

Click **Next**.

**NOTE:** Sometimes the CAPTCHA is difficult to read.

Click  to load a new CAPTCHA.

Click  to have the computer read the CAPTCHA aloud.



**Step 6**

The system will send you an email for you to verify your email address.

**Registration Complete**

You must verify your email address before you can log in. A verification link was sent to [redacted] To verify your account, click in the link provided in your email.

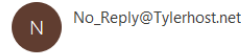
Didn't get an email? [Resend Verification](#)

**Finish**

**Step 7**

Click the **Maryland Judiciary Record Search** link within the email to verify your email address.

No Reply: Confirm Your Email



Your registration request has been received. Please visit the [Maryland Judiciary Record Search](#) site to activate your account.

The link provided will only be valid for 10 days. You must validate the email address within those 10 days to confirm your registration.

If you have received this email in error, please disregard.

**Step 8**

Your account is now validated.

**Email Validation**

[redacted], your account is now validated!

**Log In**

Submitting a signed and notarized application to the court

Step 9

Download and complete the [Application for Party Access to MDEC Cases \(MDJ-004\)](#).

**NOTE:** If you need to view cases in more than one court location, you will need a new form for each court.



**APPLICATION FOR PARTY ACCESS TO MDEC CASES**  
Md. Rule 20-109(b)

*NOTE: The term party means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, and the State of Maryland in a criminal case. Victims and other witnesses are NOT parties.*

1. Date of Application: \_\_\_\_\_
2. First Name: \_\_\_\_\_
3. Last Name: \_\_\_\_\_
4. Home Address: \_\_\_\_\_
5. Work Address: \_\_\_\_\_
6. Telephone Numbers: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_
7. Registered E-mail Address: \_\_\_\_\_
8. Cases to which you are requesting access: (For guardianship matters, "guardians" are considered parties to the case. Interested persons, without guardianship status, are required to file a motion pursuant to Md. Rule 16-912 for additional access.)

CASE NUMBER	PARTY STATUS
a. _____	<input type="checkbox"/> I am a named party in this case.
b. _____	<input type="checkbox"/> I am a named party in this case.
c. _____	<input type="checkbox"/> I am a named party in this case.
d. _____	<input type="checkbox"/> I am a named party in this case.
e. _____	<input type="checkbox"/> I am a named party in this case.

I solemnly affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

State of Maryland \_\_\_\_\_ Signature  
 County of \_\_\_\_\_ (or City of Baltimore) \_\_\_\_\_  
 On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_  
 name(s) of person(s) who make acknowledgment  
 known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

Step 10

The [Application for Party Access to MDEC Cases \(MDJ-004\)](#) requires notarization from a notary before you may submit it to the court.

Find a notary via the Secretary of State here:

<https://sos.maryland.gov/Notary/Pages/NotarySearch.aspx>

State of Maryland \_\_\_\_\_  
 County of \_\_\_\_\_ (or City of Baltimore) \_\_\_\_\_  
 On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned officer, personally appeared \_\_\_\_\_  
 name(s) of person(s) who make acknowledgment  
 known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

(Notary Seal)

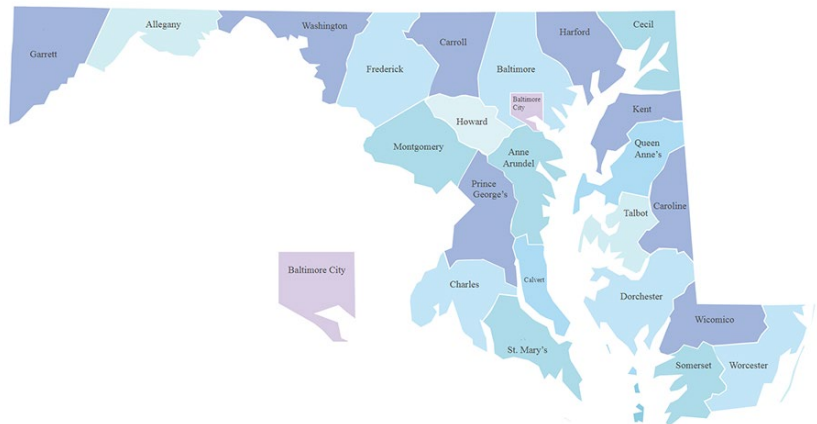
\_\_\_\_\_  
 Signature of Notary Public  
 Name of Notary Public typewritten or printed  
 Notary Public  
 My Commission expires: \_\_\_\_\_

Step 11

Submit in person or by mail your completed and notarized [Application for Party Access to MDEC Cases \(MDJ-004\)](#) to the court in which you would like to view a case.

Find the address of the court in the directory here:

<https://www.mdcourts.gov/courtsdirectory>



**Step 12**

If your application is **approved**, you will be notified by email, and may remotely access documents in the case requested.

If your application is **denied** you will be notified by email of the reason. You will not have online access to the case.

To appeal a denied application, you may file a motion in the case in which you were seeking remote access. For help filing a motion, contact a Maryland Court Help Center here: <https://www.mdcourts.gov/helpcenter>

**From:** [noreply@mdcourts.gov](mailto:noreply@mdcourts.gov)  
**Date:** September 16, 2021 at 10:46:05 AM EDT  
**Subject:** No Reply: Your Portal Access request Was Denied  
**Reply-To:** [noreply@mdcourts.gov](mailto:noreply@mdcourts.gov)

William Noble,

Your Maryland Judiciary Record Search access request has been denied.

Reason for denial:

You are not a party to this case.

Please do not reply to this email. If you have received this email in error, please disregard.