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### **Introduction**

Hello and welcome to the final video in our series on E-filing for the Self-Represented. This video is for people who would like to view documents related to their case online. We will show you how to review documents and information about your case in the Maryland Electronic Courts system, better known as "MDEC" [PRONUNCIATION: "EM-DECK"]. You will need an account to view your case. If you don't have an account, watch our video *Register to View a Case*.

### **Log In**

To view your case, open your web browser and go to the Maryland Judiciary Record Search Portal: <https://mdportal.courts.state.md.us/MDODYSSEYPORTAL>. You can also find it by visiting [mdcourts.gov/mdec/efilingpublic](https://mdcourts.gov/mdec/efilingpublic) and clicking on "View Documents Here."

Click "Register/Sign In" in the upper right-hand corner. Choose "Sign In."

Enter your email and password and click on "Sign in."

Click "Smart Search" to begin the process of finding your case.

You can search for your case by the case number or the name of a party.

Check the box next to "I'm not a robot" and click "Submit."

You can search through other variables by selecting the Advanced Filtering Options. This lets you search by court location, citation number, attorney name, judgment type, or protection order type.

### **Search for Your Case**

The screen will display cases that fit your criteria. Keep in mind that you only have access to cases for which you have been approved. The search results will show the case number, type of case, file date, location, and party type.

Click on the case number to display case details and a list of documents.

### **Review Case Information and Documents**

The Case Information screen will list the parties to the case, charges (if it is a criminal case), events and hearings that have taken place, and the documents filed in the case.

To view more details, select the type of information you want to see from the right-hand menu.

Click Events and Hearings to view the proceedings that have already been held in the case.

Click on an event or hearing to show more details.

Documents filed or issued as a result of those proceedings are listed under each event. Click the View Document button next to the document to view the item.

Scroll to the bottom of the displayed document and click Download Document to save a PDF copy.

You can also find a list of all documents in the case by choosing “Documents” from the right-hand menu.

### **Let’s Review**

Let’s review what you’ve learned. To view your case, use the Maryland Judiciary Record Search Portal. Visit [mdcourts.gov/mdec/efilingpublic](https://mdcourts.gov/mdec/efilingpublic) and select “View Documents Here.” Search for your case and select it to view information about the case, a list of parties, events, hearings, and documents you can download. Remember, you will only have access to cases where you are a party and for which you have been approved.

Thanks for watching.