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## **Introduction**

Hello and Welcome to the seventh video in our series on E-filing for the Self-Represented. This video will show you how to register with the Maryland Electronic Courts system, better known as “MDEC” [PRONUNCIATION: “EM-DECK”] to view case information. When you register to view a case, you’ll have access to the court docket showing activity in the case, and to documents filed in the case. You may only access cases in which you are a party.

Let’s get started.

## **Viewing v. E-Filing**

Registering to view a case does not give you the ability to file documents electronically, or “e-file.” There may be reasons why you don’t want to become an e-filer. For example, once you register to e-file, you must do so in this and all future cases. By registering to **view only**, you are **not** required to e-file now or in the future.

## **Required Steps**

To create your account you must register on the MDEC website and submit a signed and notarized application to the court.

## **Register**

To create your account, open your web browser and go to the Maryland Judiciary Record Search Portal: <https://mdecportal.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 and choose “Register.”

Fill in the form with your personal information.

You must provide a valid email address and password. Click the Password field to show a list of password requirements if you are unsure.

When prompted, provide three security questions and answers. These will be used to help you access your account if you forget your password.

Complete all the fields and click Next to proceed.

### **Verify Your Email**

The system will display a “Registration Complete” message.

It will also send an email to the address you provided. Open the email and click the link to confirm your email address and activate your account.

A message will appear stating that your account is now validated.

### **Submit an Affidavit**

Your registration is not complete until you submit a signed, notarized affidavit to the court.

Download and complete Form Number MDJ-004, *Application for Party Access to MDEC Cases*. You can find a copy of the form at [mdcourts.gov/mdj004](https://mdcourts.gov/mdj004).

This document states that you are a party in a Maryland court case. You will need to have the document notarized. Take the unsigned document to a notary – a person licensed in Maryland to perform certain legal actions – and sign it in front of them. Be sure to bring identification with you. The notary will place their seal on the signed document. Submit the original, signed, notarized document to the Clerk’s Office in the court where your case is pending. If you want access to cases in more than one court, you must complete a separate form for each court. You can submit the application in person at the Clerk’s Office or send it by U.S. mail.

### **What’s Next**

The clerk will review your request. If your application is approved, you will be notified by email that your account is active. You can then go online to view your case. For more information, watch our video on *How to View a Case*.

If your application is denied, you will not have online access and the application will be returned to you.

If you wish to appeal the denial of your request, file a motion in the case you wanted to view.

### **Let’s Review**

Let’s review what you’ve learned. To register, visit the Maryland Judiciary Record Search Portal at: <https://mdcourts.gov/mdec/efilingpublic> and select “View Documents Here.” Create your account using a valid email address. Confirm your account registration by clicking on the link in the email sent to your address. Finally, submit a notarized affidavit to the Clerk’s Office and watch for an email confirming that your application was approved.

Thanks for watching.