MDEC

POLICIES AND PROCEDURES

Court of Appeals
Court of Special Appeals
Anne Arundel
Calvert
Caroline
Cecil
Charles
Dorchester
Kent
Queen Anne's
Somerset
St. Mary's
Talbot
Wicomico
Worcester

MARYLAND JUDICIARY • 2017

MDECv1.19

Table of Contents

DOCUMENT REVISION HISTORY 2
INTRODUCTION 4
WHO MUST E-FILE; WHAT MUST BE E-FILED 8
REGISTERED USERS AND FIRM ADMINISTRATORS 12
A. Registered Users 12
B. Firm Administrators 14
C. Registration Process: Firm Administrator 15
D. Firm Administrator: Continuing Duty 26
Registration as a Firm User 27
Registration as an Individual Filer 30
ELECTRONIC FILING-GENERAL REQUIREMENTS AND PROCEDURE 36
General Requirements 36
Review by Clerk 39
Deficiency Notice 39
Proposed Orders 40
Original Documents 40
Fees; Pre-payment Waivers 40
E-Filing Process 41
New Case Initiation 41
Attaching PDF's 45
Lead Documents and Exhibits 53
Subsequent Filing 55
Templates – Foreclosure 57
ELECTRONIC SERVICE – GENERAL REQUIREMENTS 58
General Requirements 58
Service by Clerk 61
Discovery Material 62
OPTIONAL SERVICES 63
REOPENING A CASE 66
APPEALS 66

Record Extract or Appendix 66
Briefs 67
Other Submissions 67
Opinions 67
State of Maryland Records Search 67

DOCUMENT REVISION HISTORY

Document Version/Date	Document Section Changed	Change Overview
v1.2 (11/14)	• General Requirements	Contact JIS for updates.
v1.3 (11/14)	• Optional Services	Contact JIS for updates.
v1.4 (11/14)	• Case Information Report	Contact JIS for updates.
v1.4 (11/14)	• Out-of-State Attorneys	Contact JIS for updates.
v1.5 (2/15)	• General Requirements • Attaching PDF's	Contact JIS for updates.
v1.6 (5/15)	• "Eservice" check box and Subsequent Filing	Contact JIS for updates.
v1.6 (5/15)	• Added Secure Portal	Contact JIS for updates.
v1.6 (5/15)	• Added hyperlink: Firm Administrator User Guide	Contact JIS for updates.
v1.7 (8/15)	• Added hyperlink: Attorney CPF look-up • What must be e-filed: Discovery Material	Contact JIS for updates.
v1.8 (12/15)	• Replacing a service contact	Contact JIS for updates.
v1.9 (1/16)	• General Requirements	Contact JIS for updates.
v1.10 (4/16)	• What Must Be efiled: *Added:* Suggestion of Bankruptcy	Contact JIS for updates.
v1.11 (6/16)	• Added: Deficiency Notice	Contact JIS for updates.

v1.12 (7/16)	• Added: Templates - Foreclosure	Contact JIS for updates.
v1.13 (8/16)	• Introduction Added: Upper Eastern Shore Court Numbers	Contact JIS for updates.
v1.14 (8/16)	• Removed efilinginfo@mdcourts.gov email address	Contact JIS for updates.
v1.15 (2/17)	• Updated the efiling process –New Case Initiation • Introduction Added: Lower Eastern Shore Court Numbers	Contact JIS for updates.
v1.16 (3/17)	• Service Contacts - If the service contact is missing from a case, it will now default to the filer's	Contact JIS for updates.
v1.17 (6/17)	• Introduction Added: Calvert, Charles, St. Mary's Court Numbers	Contact JIS for updates.
v1.18 (7/17)	• General Requirements updated: "Submission"	Contact JIS for updates.
v1.19 (8/17)	• Deficiency Notice • Certificate of Redaction	Contact JIS for updates.

INTRODUCTION

A. This Manual describes the requirements, guidelines, and procedures for using the Maryland Electronic Court System (MDEC).

The basic requirements for navigating MDEC are set forth in Title 20 of the Maryland Rules, with which all users of MDEC *must* become familiar.

- *A failure to follow the requirements in those Rules may result in your inability to file pleadings and documents in an MDEC court.*

B. If a problem arises that cannot be resolved by a careful reading of the Title 20 Rules or this Manual, you may:

- Consult the MDEC Frequently Asked Questions segment on the Judiciary Website (www.courts.state.md.us/mdec/efiling.html);
- Send all e-filing questions to the Maryland Judicial Information Systems (JIS) Service Desk.
- Contact the Anne Arundel County Circuit Court by calling (410) 222-1397; Anne Arundel County District Court (410) 260-1800; Court of Special Appeals (410) 260-1450; or the Court of Appeals (410) 260-1500.
- Contact the Upper Eastern Shore Courts by calling Caroline District Court (410) 819-4600; Caroline Circuit Court (410) 479-181; Cecil District Court (410) 996-2700; Cecil Circuit Court (410) 996-1021; Kent District Court (410) 810-3360; Kent Circuit Court (410) 778-7460; Queen Anne's District Court (410) 819-4000; Queen Anne's Circuit Court (410) 758-1773; Talbot District Court (410) 819-5850; Talbot Circuit Court (410) 822-2611.
- Contact the Lower Eastern Shore Courts by calling Dorchester District

Court (410) 901-1420; Dorchester Circuit Court (410) 228-0481; Somerset District Court (410) 845-4700; Somerset Circuit Court (410) 845-4840; Wicomico District Court (410) 713-3500; Wicomico Circuit Court (410) 543-6551; Worcester District Court (410) 219-7830; Worcester Circuit Court (410) 632-5500.

- Contact Calvert District Court (443) 550-6700; Calvert Circuit Court (410) 535-1660; Charles District Court (301) 934-5110; Charles Circuit Court (301) 932-3201; St. Mary's District Court (301) 880-2700; St. Mary's Circuit Court (301) 475-7844.

C. MDEC has three principal components:

- The Odyssey File and Serve program, which is a web-based application designed to allow registered users to file electronically all documents that are required by Rule to be filed electronically and for the electronic service of those documents on other registered users;
- A program for the electronic processing and management of court records by the clerks and other judicial personnel; and
- Criteria for the accessing of electronic court records.

D. MDEC will be phased in on a geographic basis, beginning with Anne Arundel County in the Fall of 2014. Additional counties will be added sequentially.[1]

1. Rule 20-102 will list the jurisdictions that are subject to MDEC and the date when each became subject to it.

[1] For MDEC purposes, Baltimore City is a county.

2. Three terms, defined in Rule 20-101, are important in this regard:

- A county subject to MDEC is known as an "applicable county" Rule 20-101(c).
- The date it became an applicable county is known as the "applicable date." Rule 20-101(d).
- An action that is subject to MDEC is known as an **"**affected action." Rule 20-101(a).

E. When a county becomes part of MDEC, the system will apply to:

- All new actions and proceedings – civil, criminal, and juvenile – filed in the District or Circuit Court in that county on or after the applicable date;
    - ✓ Non-Criminal pleadings - October 14, 2014.
    - ✓ Criminal and traffic cases - August 3, 2015.
- New filings in existing actions pending in those courts on the applicable date; and
- All appellate proceedings in the Court of Special Appeals or the Court of Appeals seeking review of a judgment or order entered in any affected action

F. Rule 20-101 contains a list of definitions that govern the MDEC Rules. Additional definitions are included in this Manual. At this point, in addition to the definitions noted above, it is important to know:

- "Registered user" is an individual authorized by the State Court Administrator to use the MDEC System;
- "Submission" means a pleading or other document filed in an action but does not include an item offered or admitted into evidence in open court.

- "Firm" includes a law firm or any other entity with which a registered user is affiliated and on whose behalf the registered user may file submissions.
- "Firm Administrator" means an authorized individual who registers as a representative of a firm and agrees to perform, on behalf of the firm, the duties specified in the published MDEC Policies and Procedures.

G. If you are an attorney, you will need to know your "attorney number" in order to register. Your attorney number is the number that has been assigned to you by the Client Protection Fund (CPF), which appears on the annual bills you receive from the Fund. 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. **Your CPF number is included in your listing. If you are unable to locate your CPF number, please email Maryland Judicial Information Systems (JIS) Service Desk or call the Maryland Judiciary's IT Service Desk at 410-260-1114.**

Keep that number handy.

- **If you are an attorney from another State and will be acting *pro hac vice*, you will need to contact the judiciary's service desk at 410-260-1114 to obtain your Assigned Bar Number. You will need the Assigned Bar Number to register on MDEC.**
- **If you are an attorney from another State and will be filing a request to have a *Foreign Deposition Subpoena* issued, you will need to contact the judiciary's service desk at 410-260-1114 to**

obtain your Assigned Bar Number. You will need the Assigned Bar Number to register on MDEC.

H. Rule 20-103 authorizes the State Court Administrator to adopt policies and procedures necessary or useful for the implementation of MDEC. Those policies and procedures are posted on the Judiciary website and must be complied with.

WHO MUST E-FILE; WHAT MUST BE E-FILED

A. Who Must E-File

1. Generally (Rule 20-106(a))

The following persons must e-file all submissions in an affected action that are required to be e-filed:

- Attorneys;
- Judges;
- Judicial appointees (court masters, examiners, and auditors) but **not** District Court Commissioners);
- Court Clerks;
- Other Judicial personnel, as defined in Rule 20-101(n);
- Self-represented litigants (SRL) who choose to become registered users; and
- Any other person who is a registered user and who is required or permitted to file submissions in an affected action. This may include:
  - Persons seeking to intervene in the action;
  - Victims who are registered users and who seek the implementation of statutory rights; and
  - Representatives of (mostly government entities, such as the Division of Parole and Probation, a Department of Social

Services, the Department of Juvenile Services, the Department of Health and Mental Hygiene) who, on behalf of those agencies, will be filing reports or other documents in an action that the agency is required or permitted to file.

2. Exceptions (Rule 20-106(b))

- There are only three circumstances in which a person required to e-file may be excused from doing so:
  - ➢ An MDEC System Outage that prevents MDEC from receiving e-filed submissions. See Rule 20-501.
  - ➢ An unexpected event that prevents the filer from using the equipment necessary to effect an electronic filing, such as a power outage or temporary computer malfunction. See Rule 20-106(b)(2).
  - ➢ Other good cause. See Rule 20-106(b)(3).

- The "unexpected event" and "other good cause" exceptions are intended to be very limited and not used as a general excuse to avoid the e-filing requirement.
- If you are relying on an "unexpected event" and wish to file in paper form, you must submit with your filing an affidavit describing the event and stating when, to your knowledge, information, and belief, the ability to file electronically will be restored.
- If you are relying on "other good cause," you must obtain permission from the administrative judge to file in paper form.

B. <u>What Must Be E-filed (Rule 20-106(c))</u>

1. Generally

A person required to e-file submissions must e-file all submissions that are capable of being converted into electronic format and that, in electronic format, may be converted into a legible paper document.

- ✓ Civil/Family/Juvenile Cases - A person may electronically file initial and subsequent filings.

- ✓ Criminal Cases - A person may electronically file subsequent filings only.

- ✓ Traffic Cases - A person may electronically file subsequent filings only. (The citation number is the case number). Additionally, if filing into related citations, they must be filed separately and only into the citation in which you intend to represent your client.

2. Filing Case Information Reports

When filing a civil domestic or civil non-domestic case in the circuit court, you are required to include the appropriate Case Information Report to the filing, pursuant to Maryland Rule 2-111 and Maryland Rule 20-103. The Case Information Report must be filed for both original and reopened cases. You can obtain fillable copies of the forms at the following link: **http://www.courts.state.md.us/courtforms/**

When submitting a case information report along with a new case filing in circuit court the case information sheet should be included as a separate lead document with its own filing code.

3. Landlord and Tenant

Proceedings such as Breach of Lease, Distress/Distraint for Rent, Rent Escrow, Tenant Holding Over and Wrongful Detainer can be filed at the Glen Burnie District Court or the Annapolis District Court of Anne Arundel County.

All other civil proceedings must be filed with the Glen Burnie District Court.

4. Discovery Material

Discovery material may be filed electronically as a "service only" transaction, which accompanies the filing of the notice of service. The notice of service should indicate who received the discovery material electronically, and who received the discovery material by alternate means of service.

5. Suggestion of Bankruptcy

A "**suggestion of bankruptcy**" is a document that is required to notify the court of the bankruptcy proceeding involving property in a Circuit Court case. The document must be electronically filed if you are an attorney, and whether or not the attorney is an interested party on the case. In regard to fees, an appearance fee is not required nor are there any fees associated with the filing. However, the system does require a valid credit card although no fees will be assessed**.** After successfully registering on the portal follow the steps below to electronically file.

- Select File Into Existing Case from the Actions drop-down list.
- Click Search to locate the case that you want. When the correct case is displayed, select File Into Case from the Actions drop-down list for the specified case.
- The case information and party information fields are already populated since this is an existing case.
- Complete the filing details in the Filings section: Select "**Suggestion of Bankruptcy**" as the filing code and enter the same as the filing description.
- Complete the fields in the Fees section.
- Select all three check boxes for the Submission Agreements.
- Review and submit filing to the court.

6. Exceptions

Absent leave of court, the following submissions may not be e-filed:

- A single document comprising more than 300 pages (unless submitted separately in shorter segments);
- Oversized documents, such as blueprints, maps, and plats;
- Documents offered as evidence in open court (*see* Rule 20-402);
- Items that cannot practicably be filed electronically because of their physical nature; and
- Other categories of submissions exempted by the State Court Administrator in her Policies and Procedures posted on the Judiciary website.

Exemptions:

- Non-payment of rent cases are exempt until further notice.
- Bonds are exempt until further notice.

REGISTERED USERS AND FIRM ADMINISTRATORS

A. Registered Users

1. Except as provided in ¶ A.5, in order to e-file a submission, a filer must be a registered user.

2. Only an individual – a human being – may become a registered user.

3. Any *individual* may become a registered user by completing an on-line application. *See* ¶ D. (Registration as a Firm User).

4. Registration as a registered user is free.

5. The following individuals need not be a registered user in order to file submissions when acting in their official capacity:
   - Judges;
   - Judicial appointees;
   - Court clerks; and
   - Judicial personnel, as defined in Rule 20-101(n).

6. Those individuals will have to become registered users if they wish to file submissions in a personal capacity.

7. In order to become a registered user, an individual must:
   - Maintain a current e-mail address where electronic notice and service will be made;
   - Have a computer that has:

- A current version of the Windows operating system using Internet Explorer 10 or above, Chrome or Firefox;
- A high-speed connection accessed through a cable modem or digital subscriber line;
- A minimum screen resolution of 1024 x 768 pixels;
- Microsoft Word, WordPerfect, or other word processing software that will allow the application to convert text documents to PDF;
- Document size should be no greater than 25mb;

- Maintain, individually or through a firm, a valid credit card for billing purposes.

Note: The state provided application is a web based application and will work on PC's and Mac's, and is compatible with iOS mobile devices. Cellphones using the Andriod operating system and versions of iOS are compatible with this website. Please keep in mind you may not be able to upload your documents to the site using your cell phone. Also, you may not be able to upload your documents to the site using your Kindle or I-pad.

8. If the individual is affiliated with a firm, **including a solo practice firm** and intends to file submissions on behalf of the firm:
   - A firm administrator must register with MDEC in accordance with ¶¶ B and C; (Firm Administrators) (Registration Process: Firm Administrator).
   - The firm administrator must have listed the individual as approved:
     - to file submissions on behalf of the firm;
     - to use the firm's credit card with respect to such filings;
     - to use a reference to the firm in the individual's e-mail address; and
   - The e-mail address supplied and maintained by the individual must contain an acceptable reference to the firm (such as jsmith@joneslaw.com) that has been approved by the firm administrator.

9. If the individual is affiliated with a firm but also intends to file submissions privately (not on behalf of the firm), in addition to compliance with ¶ 8, the individual must supply to the State Court Administrator an individual e-mail address and agree to use only that e-mail address when filing submissions privately and not on behalf of the firm.
   - This is intended to cover situations where:
     - An attorney is employed by a government agency or other entity but is allowed to have a private practice and may be filing submissions for the entity and for private clients; or

   - A registered user, whether or not an attorney, is employed by an entity and is permitted to file submissions for the entity but also desires to file submissions in other cases in a personal capacity.
- In either event, the registered user may have only one user registration and one unique user registration number but will need two e-mail addresses.

10. Upon successful completion of the application and any verification the State Court Administrator may require, the individual will be a registered user and will be issued a unique identification number, which may not be changed. That unique ID number will be linked by MDEC with the e-mail address(es) and password selected by the applicant and will allow access to MDEC.

11. A registered user may change his/her e-mail address(es) and password from time to time but must notify the State Court Administrator of any change in an e-mail address. Absent that notice, the registered user will not be able to access MDEC.

12. By becoming a registered user, the individual agrees to comply with the Title 20 Rules and the MDEC Policies and Procedures established by the State Court Administrator and posted on the Judiciary website.

13. See Rule 20-104(f) for provisions governing the revocation, suspension, and reinstatement of an attorney's user registration.

14. Becoming a registered user affects not only the ability to e-file submissions but also to receive service of submissions electronically and to access court files remotely.

B. Firm Administrators

1. In order to permit one or more registered users affiliated with a firm to file submissions on behalf of the firm, an individual authorized by the firm must register as a firm administrator.
   - A major purpose for having a registered firm administrator is to authenticate the authority of affiliated registered users to file submissions on behalf of the firm, use the firm's name in their e-mail addresses, and use the firm's credit card for billing purposes.

- The reason for having a firm administrator for a solo practice firm is to set-up and monitor the credit card account.
- The affiliated individual's registered user application will not be processed unless:
    - A firm administrator has registered; and
    - In connection with that registration or in the implementation of his/her continuing duties, the firm administrator has informed the State Court Administrator that the applicant is approved to file submissions on behalf of the firm, use the firm's credit card in connection with such submissions, and include a reference to the firm in the applicant's e-mail address.

2. A firm administrator may register through an on-line application. See ¶ C (Registration Process: Firm Administrator)

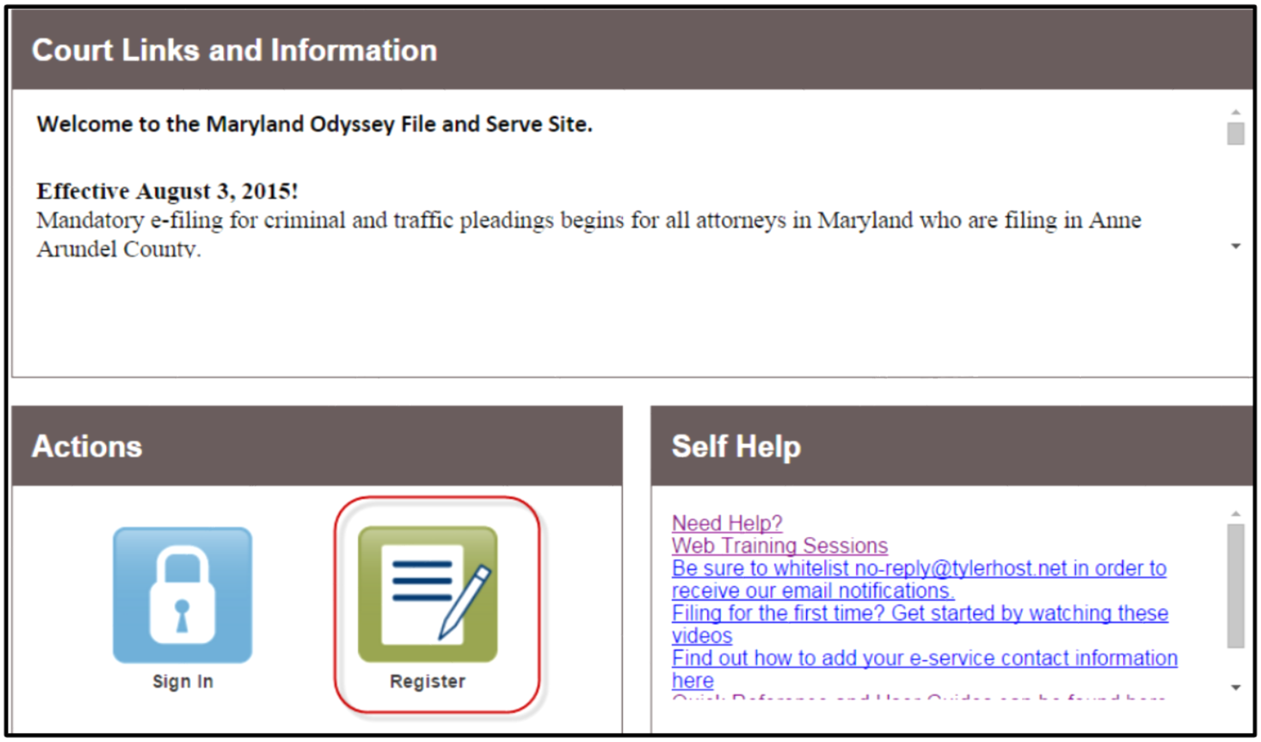
3. Registration as a firm administrator is free.

4. A firm administrator may also become a registered user. That is a separate registration, but may be done as part of the registration as a firm administrator. Registration merely as a firm administrator does not entitle the individual to e-file submissions.

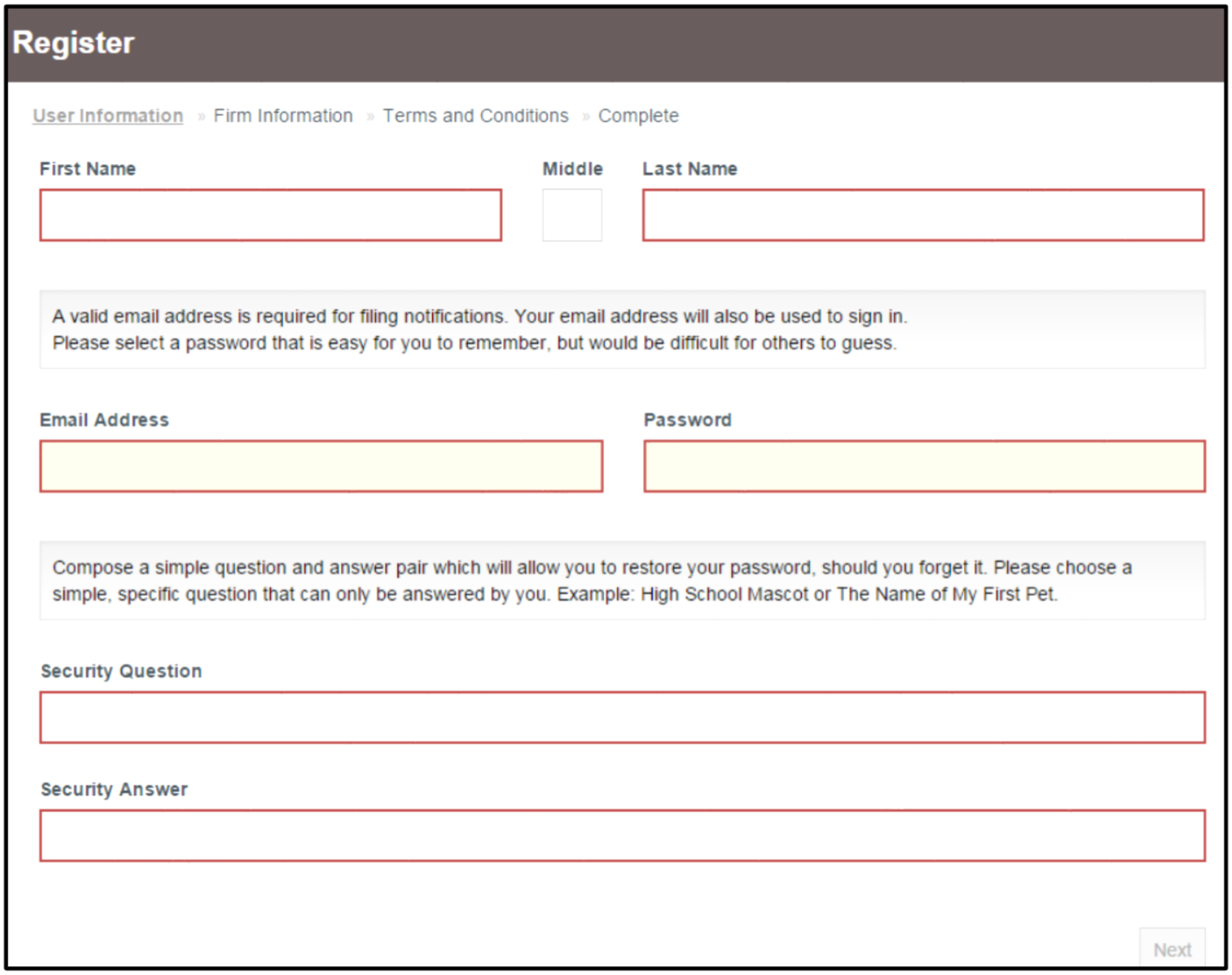
C. Registration Process: Firm Administrator

1. Go to https://maryland.tylerhost.net/OfsWeb

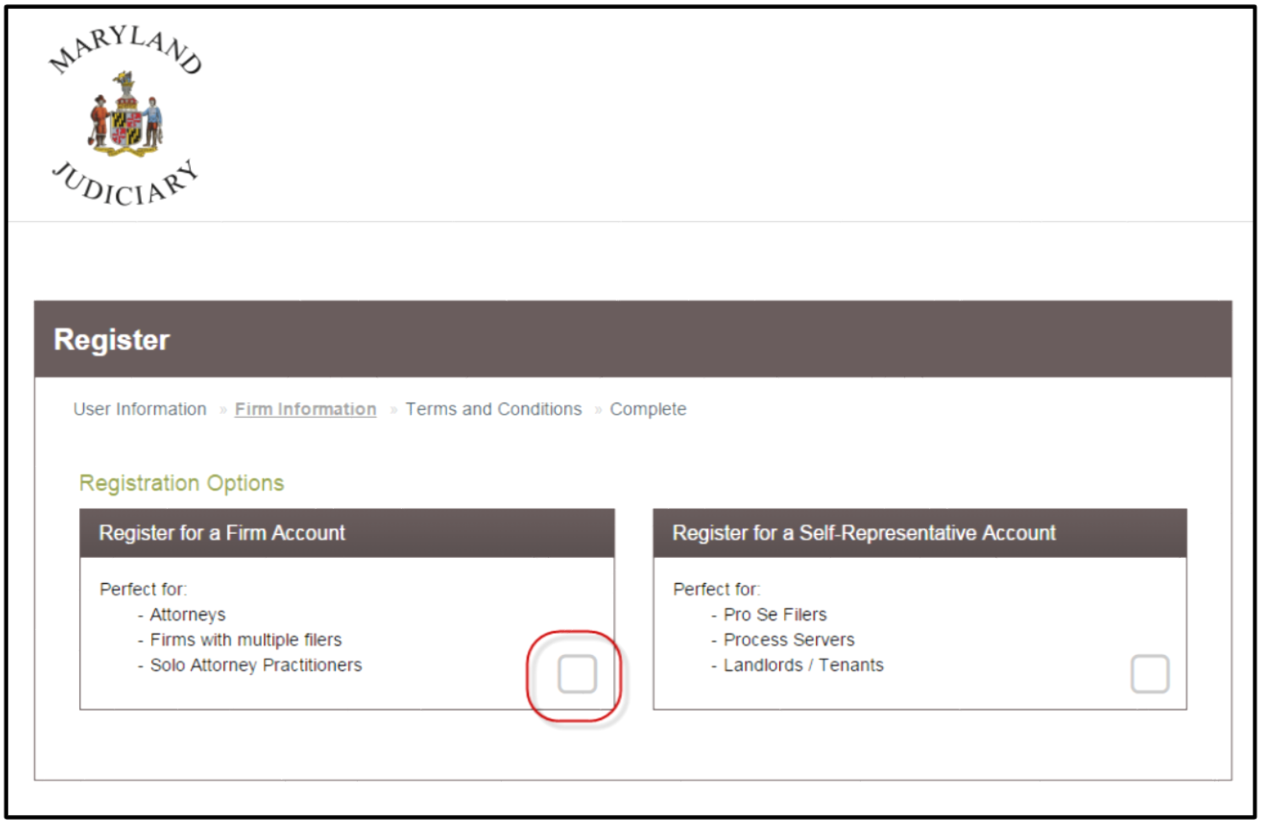
The File & Serve home page will appear.



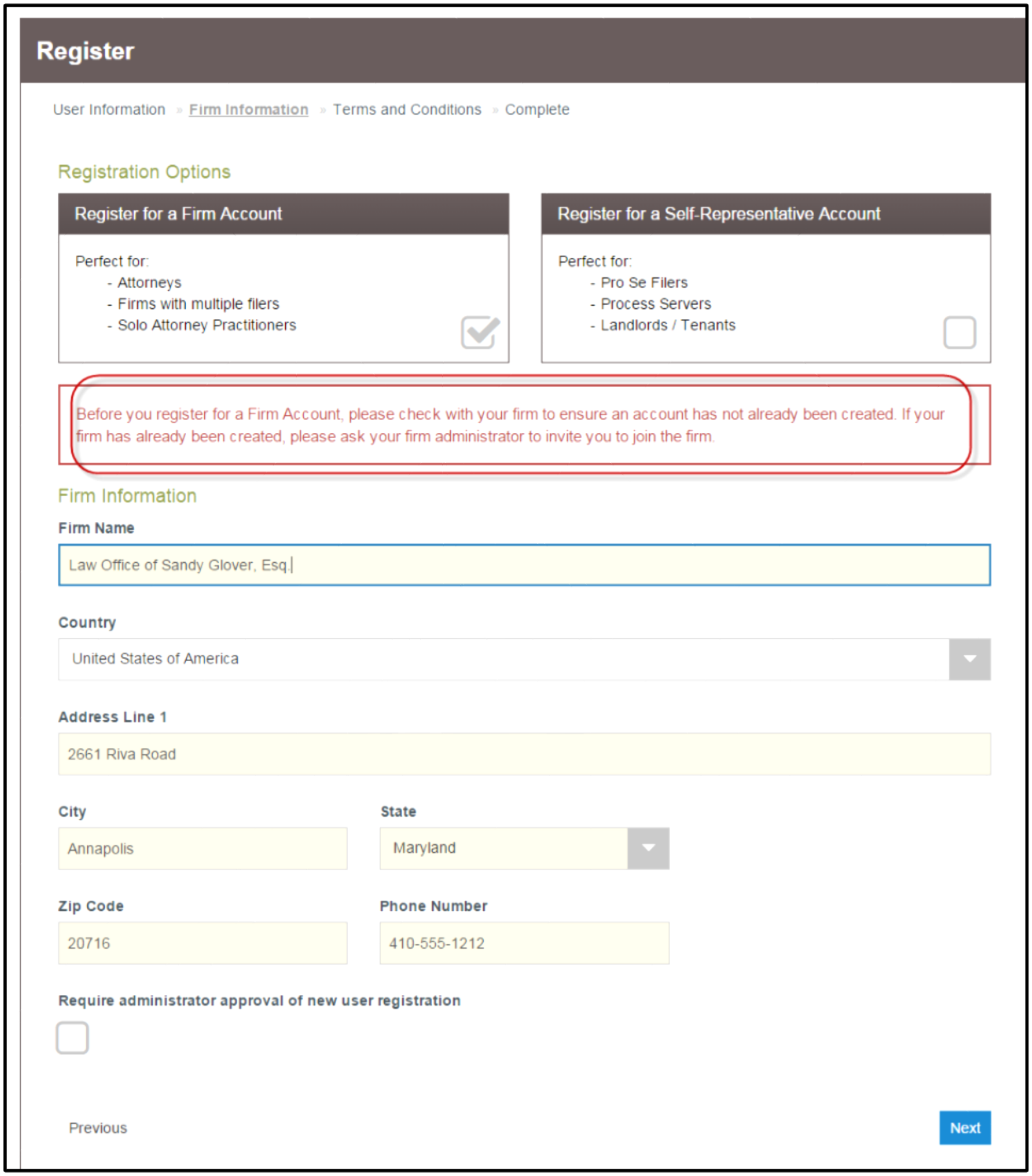
2. Click the "Register" link. A User Information Register window will appear.



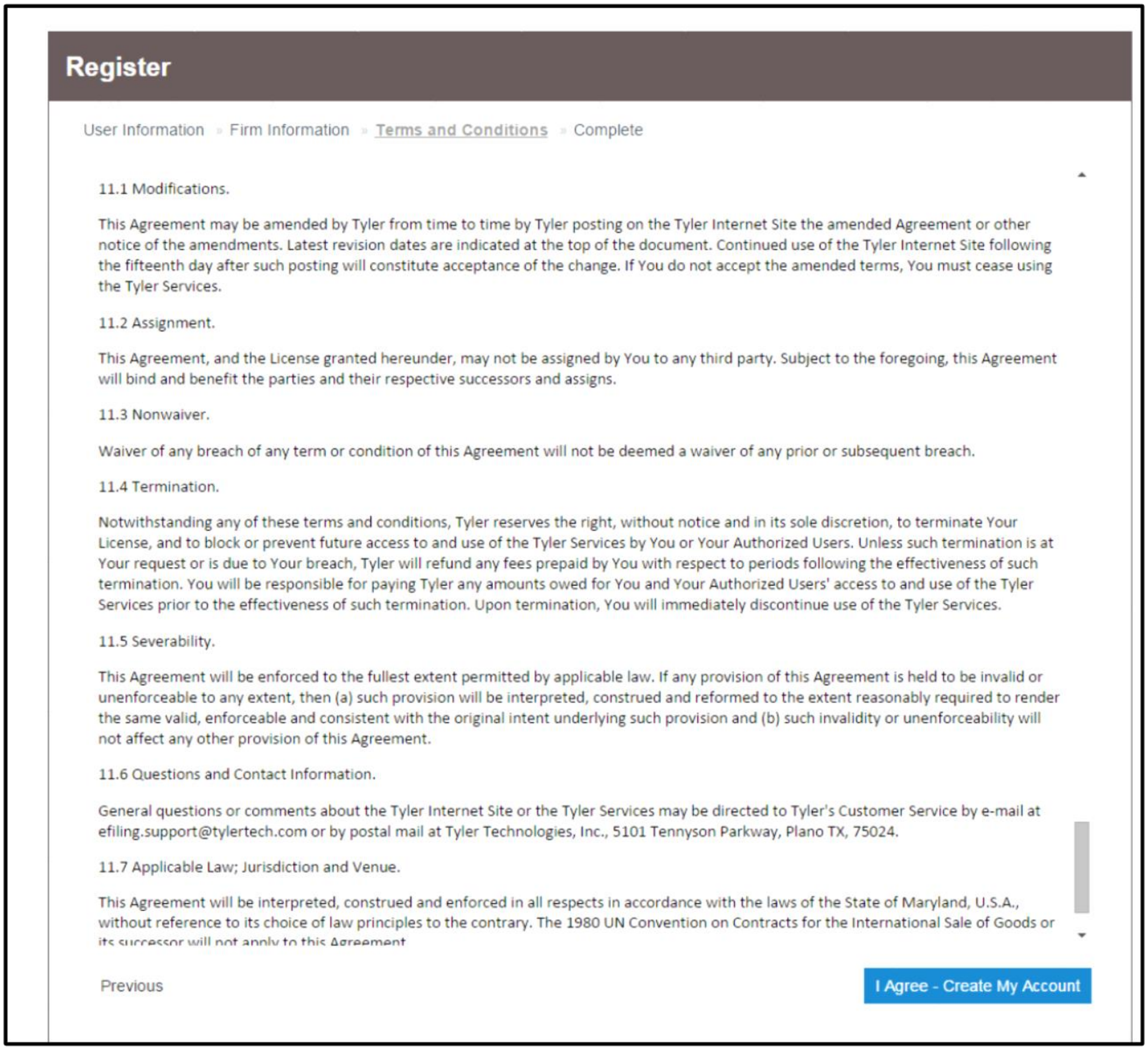
3. Complete the “User Information” screen. Click “Next” to continue with your registration.



4. Select the appropriate registration option. If you are registering for a new firm account, select the check box "Register for a Firm Account."
   Note: If you are an attorney or paralegal and want to join a firm, you cannot register to join a firm from the home page. Instead, you must request an email invitation from your Firm Administrator. After you receive the invitation email, click the link in the body of the email. You will be guided through the registration process enabling you to join that firm.



5. Please read and follow the information highlighted in red before proceeding. If your firm does not have an account, complete the Firm Information section. Select "Require administrator approval of new user registration" box to have the *option* to approve every firm user that registers to use File & Serve then click "Next" and the Register screen will appear.



11.1 Modifications.

This Agreement may be amended by Tyler from time to time by Tyler posting on the Tyler Internet Site the amended Agreement or other notice of the amendments. Latest revision dates are indicated at the top of the document. Continued use of the Tyler Internet Site following the fifteenth day after such posting will constitute acceptance of the change. If You do not accept the amended terms, You must cease using the Tyler Services.

11.2 Assignment.

This Agreement, and the License granted hereunder, may not be assigned by You to any third party. Subject to the foregoing, this Agreement will bind and benefit the parties and their respective successors and assigns.

11.3 Nonwaiver.

Waiver of any breach of any term or condition of this Agreement will not be deemed a waiver of any prior or subsequent breach.

11.4 Termination.

Notwithstanding any of these terms and conditions, Tyler reserves the right, without notice and in its sole discretion, to terminate Your License, and to block or prevent future access to and use of the Tyler Services by You or Your Authorized Users. Unless such termination is at Your request or is due to Your breach, Tyler will refund any fees prepaid by You with respect to periods following the effectiveness of such termination. You will be responsible for paying Tyler any amounts owed for You and Your Authorized Users' access to and use of the Tyler Services prior to the effectiveness of such termination. Upon termination, You will immediately discontinue use of the Tyler Services.

11.5 Severability.

This Agreement will be enforced to the fullest extent permitted by applicable law. If any provision of this Agreement is held to be invalid or unenforceable to any extent, then (a) such provision will be interpreted, construed and reformed to the extent reasonably required to render the same valid, enforceable and consistent with the original intent underlying such provision and (b) such invalidity or unenforceability will not affect any other provision of this Agreement.

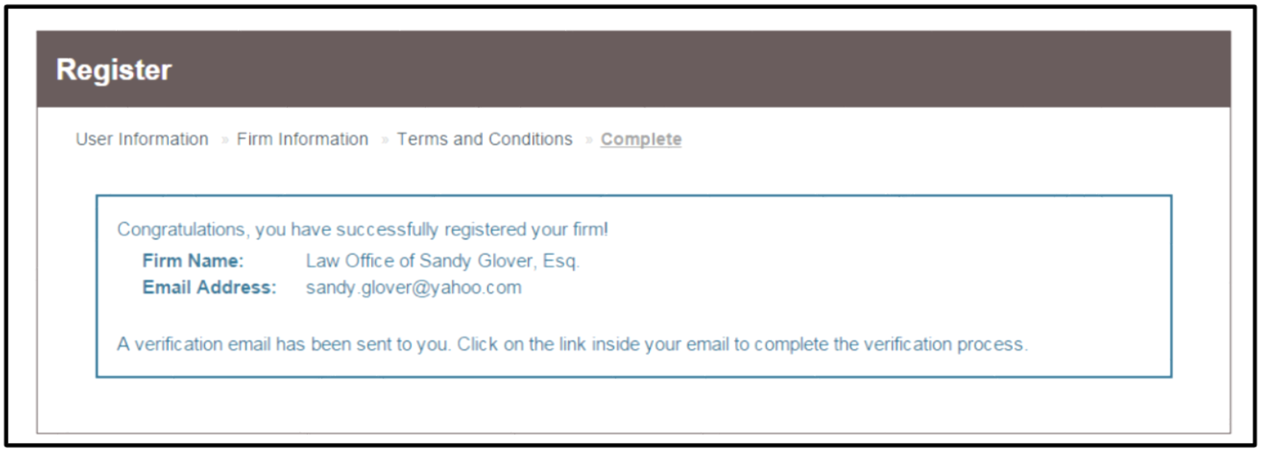
11.6 Questions and Contact Information.

General questions or comments about the Tyler Internet Site or the Tyler Services may be directed to Tyler's Customer Service by e-mail at efiling.support@tylertech.com or by postal mail at Tyler Technologies, Inc., 5101 Tennyson Parkway, Plano TX, 75024.

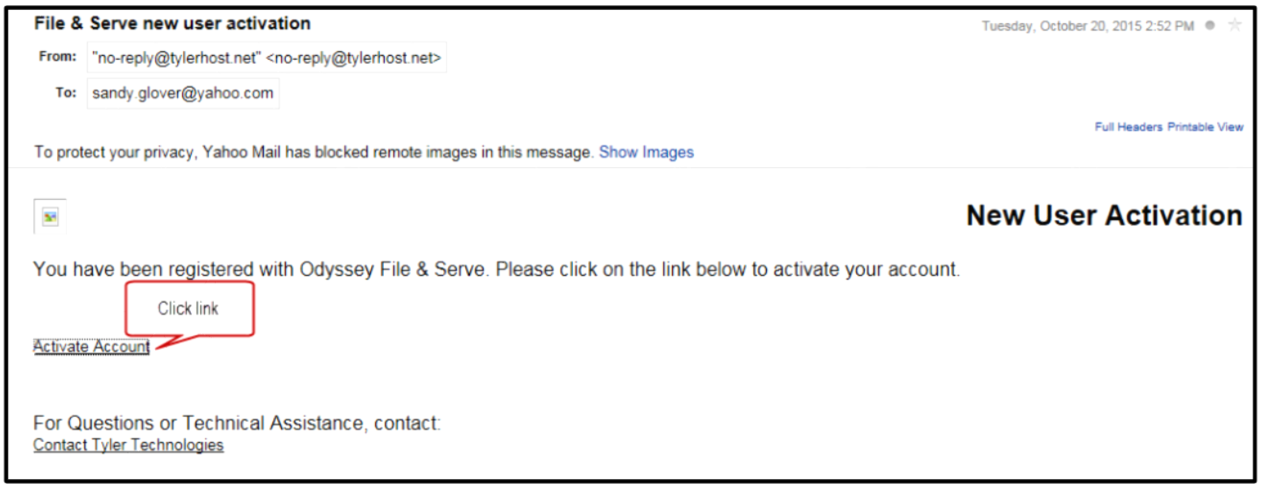
11.7 Applicable Law; Jurisdiction and Venue.

This Agreement will be interpreted, construed and enforced in all respects in accordance with the laws of the State of Maryland, U.S.A., without reference to its choice of law principles to the contrary. The 1980 UN Convention on Contracts for the International Sale of Goods or its successor will not apply to this Agreement

6. Read the Terms and Conditions before continuing with the registration. Click "I Agree- Create My Account" to accept and agree to the terms.

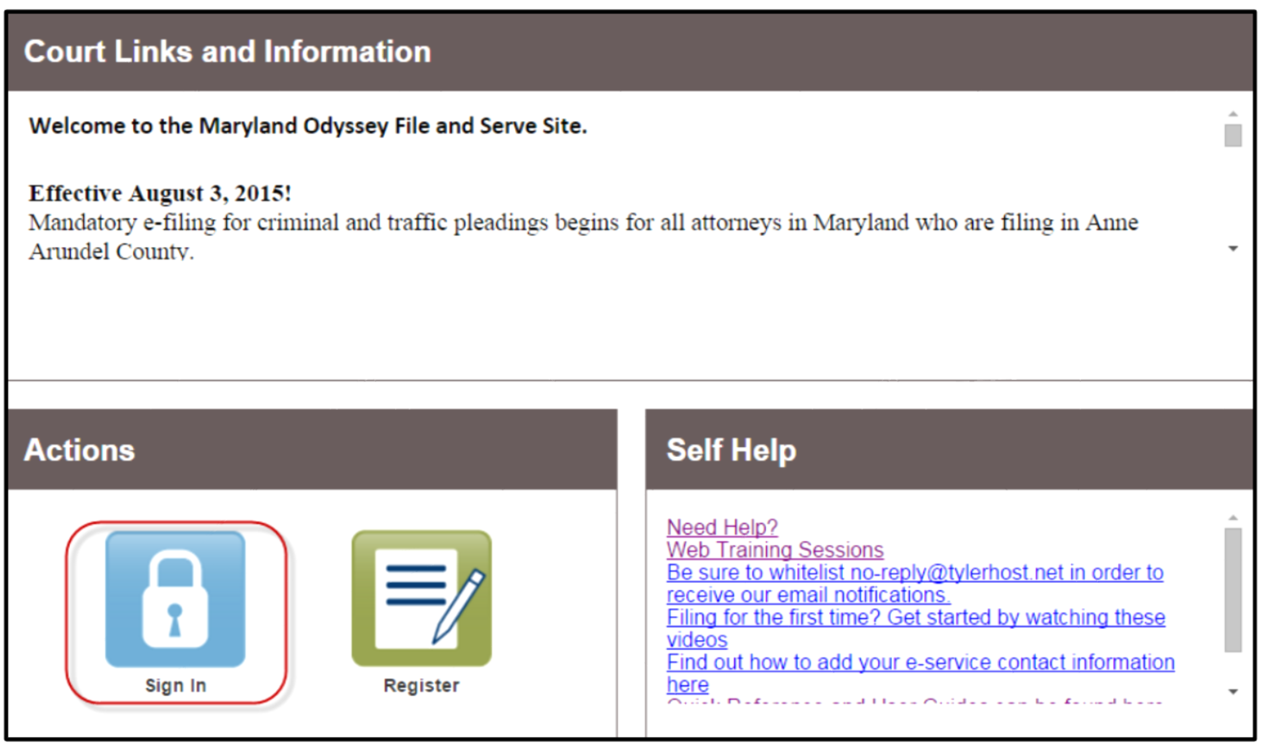


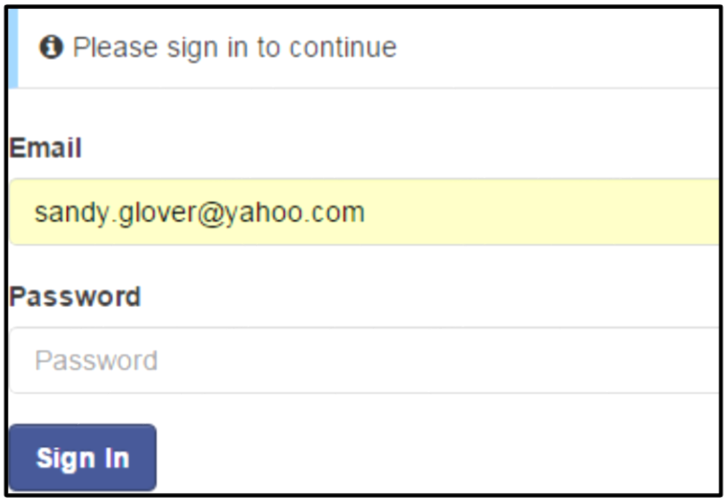
7. This is the "Register" page with confirmation. A verification e-mail labeled "File & Serve new user activation" will be sent to you.



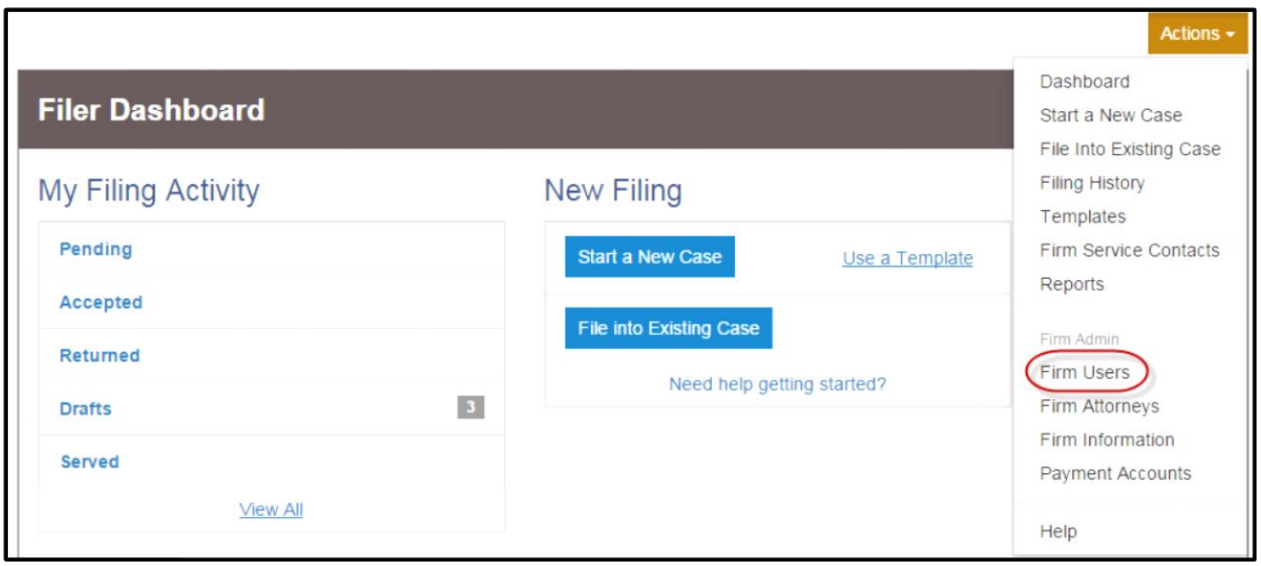
8. Access your e-mail and a "File & Serve New User Activation" screen will appear. Click on the "Activate Account" link and a Tyler Technologies notice will appear.

9. This is confirmation that your File & Serve account has been activated. Your registration as a Firm Administrator is now complete. Go to the home page and log in with your email address and password as shown below.

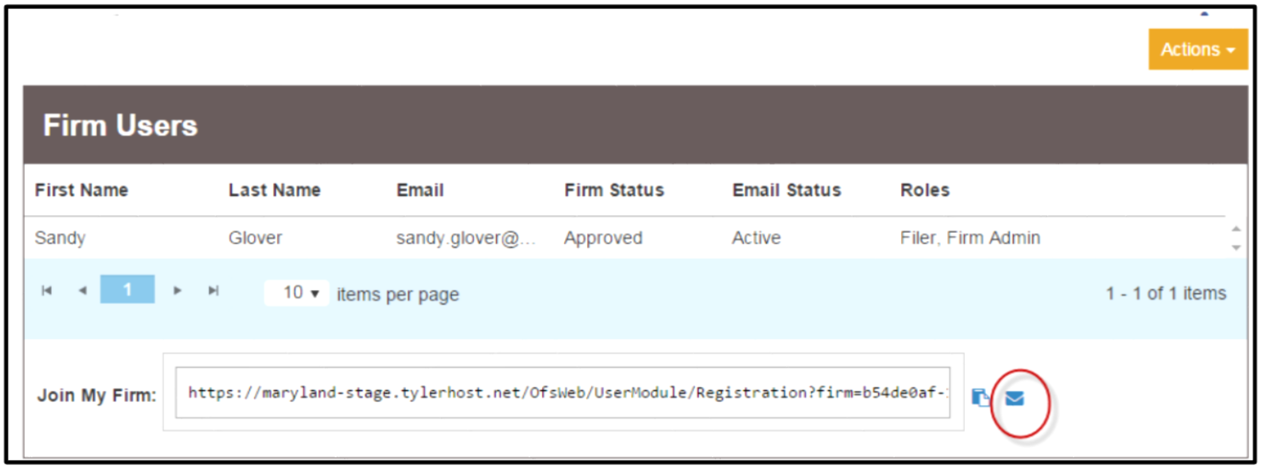




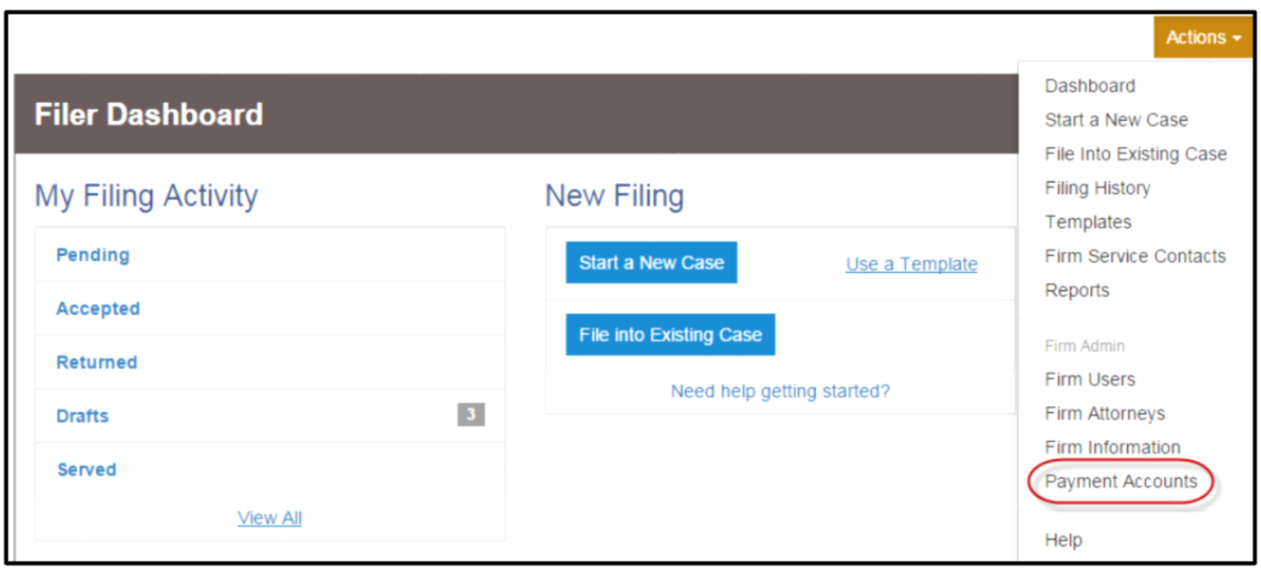
10. Sign in on the home page.



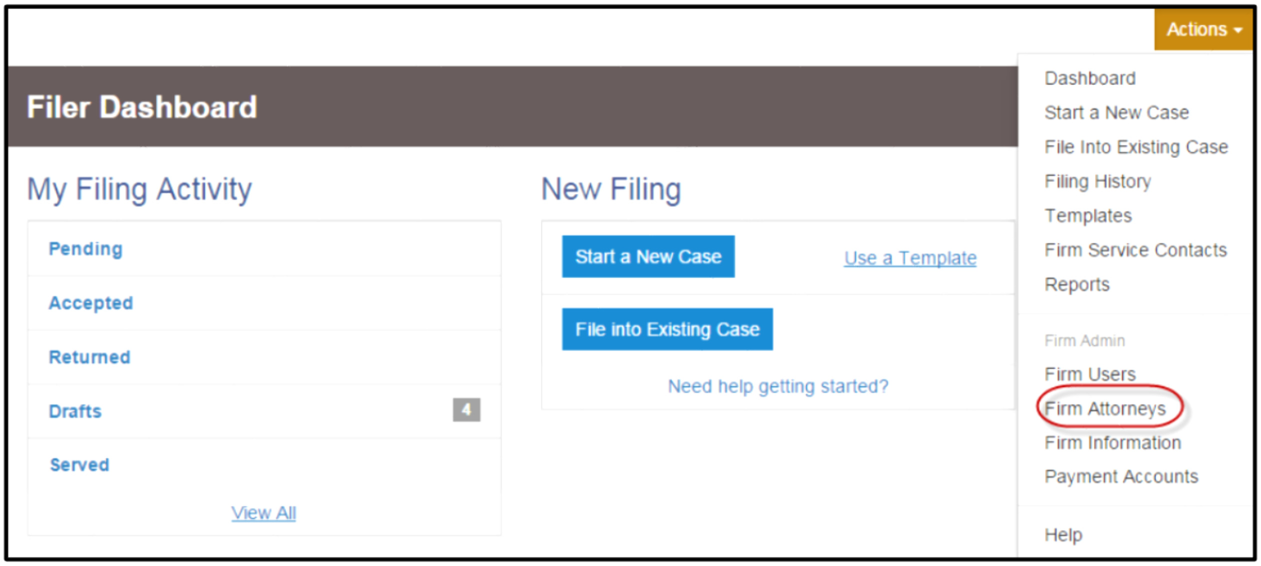
11. Now you need to invite all firm users to join the firm through email. Select "Firm Users" from the Actions drop-down and the Firm Users screen will appear.



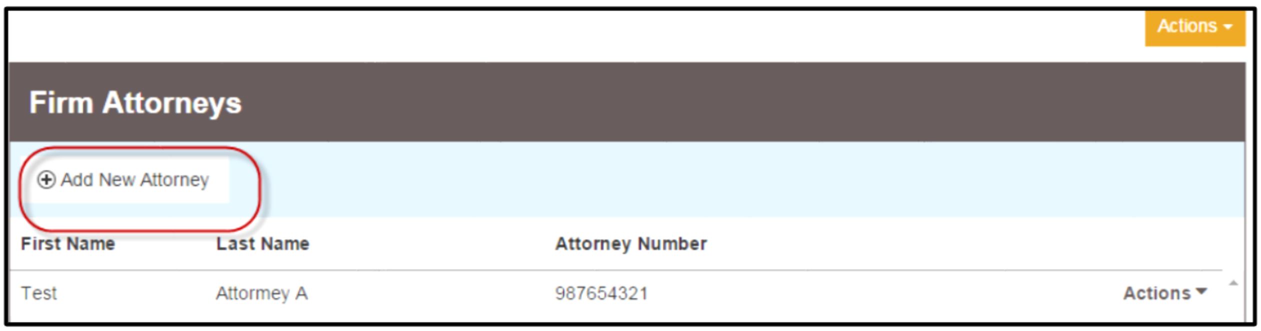
12. Click on the envelope icon to send the invitation link through email to firm users.
    a. Remember firm users consist of the following:
        - Attorneys affiliated with the firm who, upon the attorney's registration, will be authorized to file submissions on behalf of the firm, use the firm's credit card in connection with such submissions, and use the firm's name in his/her e-mail address; and
        - Paralegals or other assistants who, pursuant to Rule 20-108(a) is authorized to file submissions on behalf of an affiliated attorney.



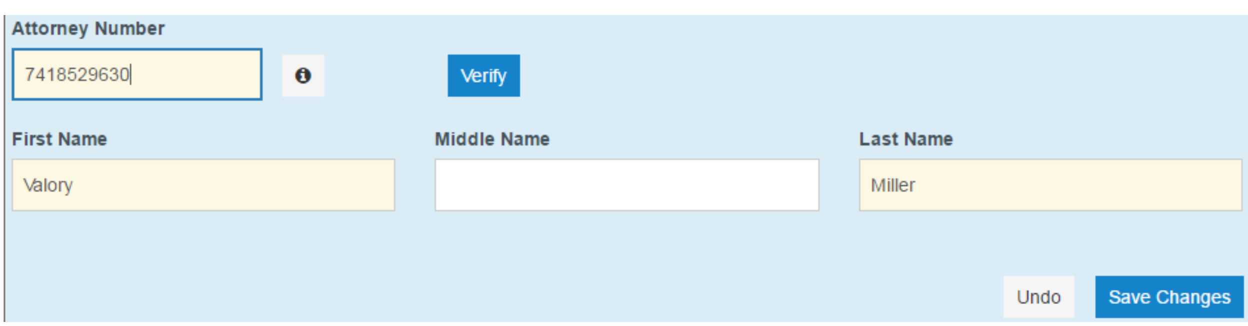
13. Then click on "Payment Accounts" and complete information on that screen. Please refer to the [Firm Administrator User Guide](#).



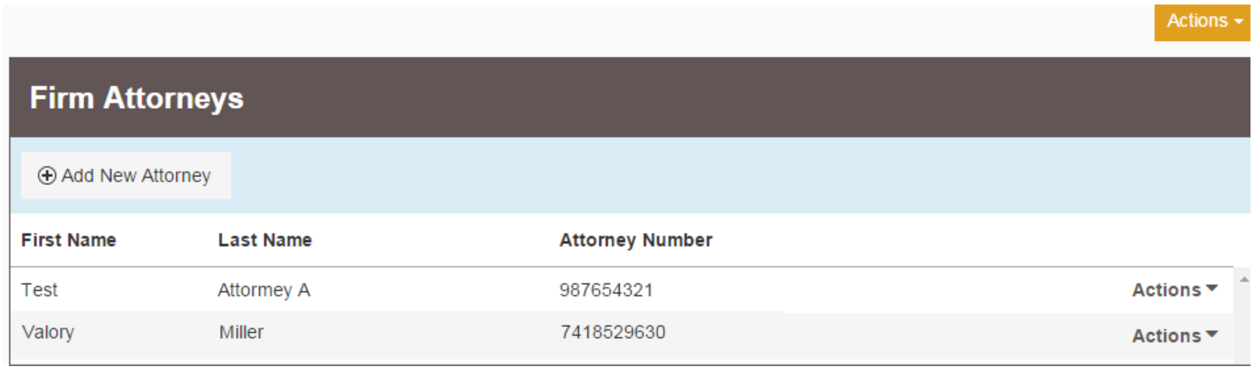
14. Then click on "Firm Attorneys" to add the attorney to your firm.



15. Click "Add New Attorney."



16. Enter the attorney number/client protection fund number and click "Verify" and then "Save Changes."



17. The attorney will now appear on the Firm Attorneys list.

D. Firm Administrator: Continuing Duty

1. As circumstances change – as attorneys or authorized paralegals or other assistants leave or join the firm, as names or other identifying information change, as circumstances regarding the firm itself change, if there is a change in the firm administrator – the firm administrator must promptly update the information supplied under ¶ C.

2. This may be done by returning to the firm administrator's function screen.
    - If there is any change with respect to attorneys who are authorized to file submissions on behalf of the firm, use of the firm's credit card, or use of the firm's name in the attorney's email address, click on "Firm Users" and enter the appropriate information.
    - If there is any change with respect to paralegals or others affiliated with the firm who are authorized to file submissions on behalf of an affiliate's attorney, click on 'Firm Users" and enter that information.
    - If there is any change in the firm information, click on "Firm Information" and enter that information.

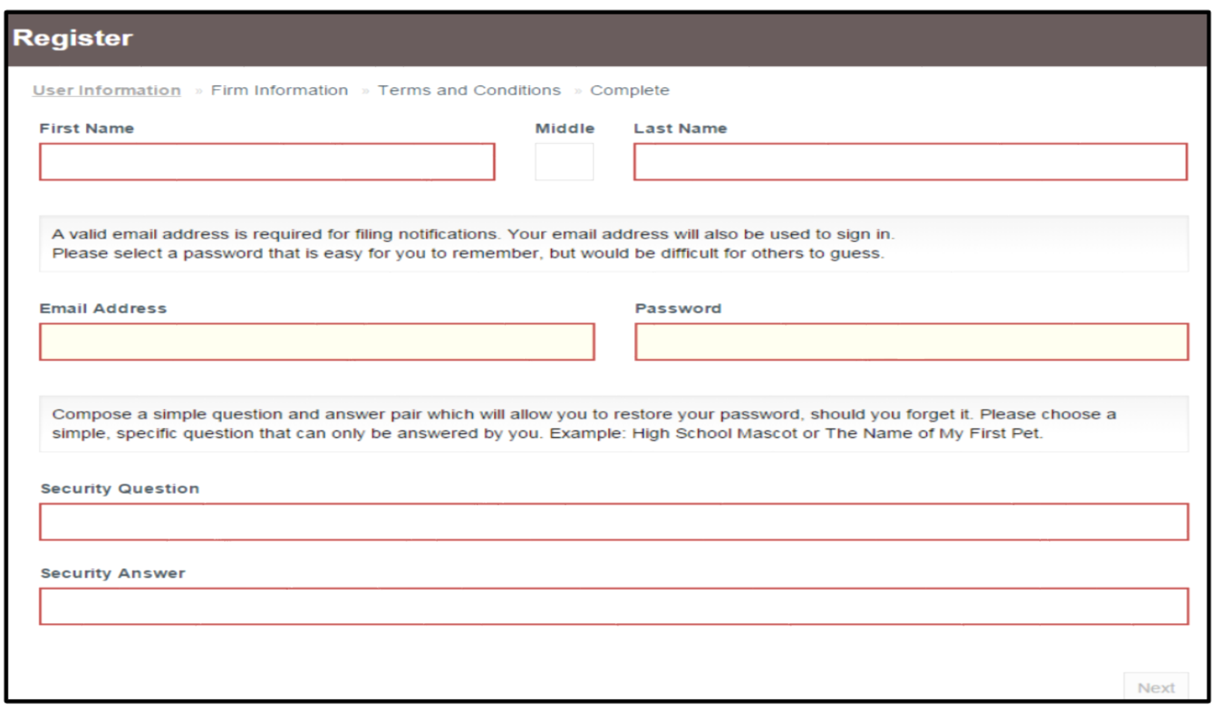
Registration as a Firm User

1. You *cannot* register to join a firm from the home page. If you would like to have an account to electronically file and serve, please contact your Firm Administrator. Your firm administrator can invite you to join the firm through email. After you receive the email invitation, follow the link provided. You will be guided through the registration process including joining a firm. Please refer to the steps below, as well as the Firm User Guide.

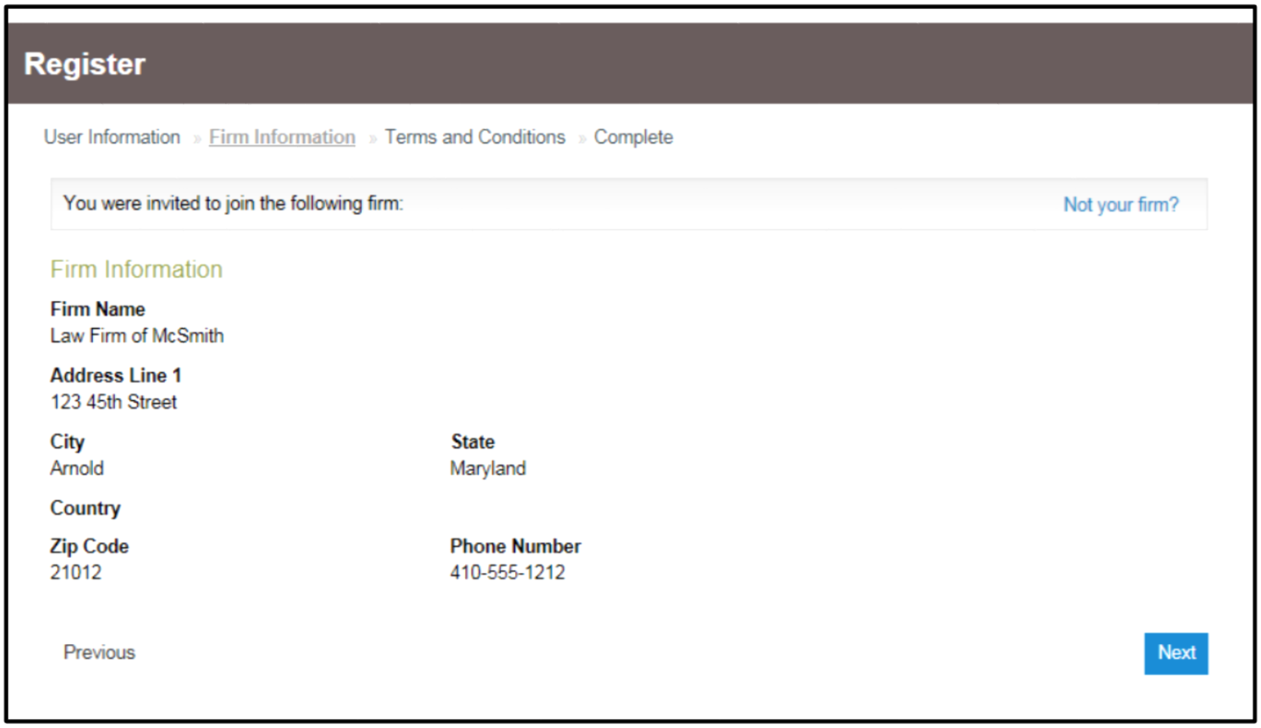
To: vmiller2825@comcast.net
Sent: Friday, February 19, 2016 9:45:21 AM
Subject: Law Firm of McSmith invite to file electronically with Odyssey File and Serve

You have been invited to join firm Law Firm of McSmith. Please use this link to begin electronic filing with Odyssey File and Serve. https://maryland-stage.tylerhost.net/OfsWeb/UserModule/Registration?firm=9b075c5e-a6cd-4361-b6c6-22b2154b440a

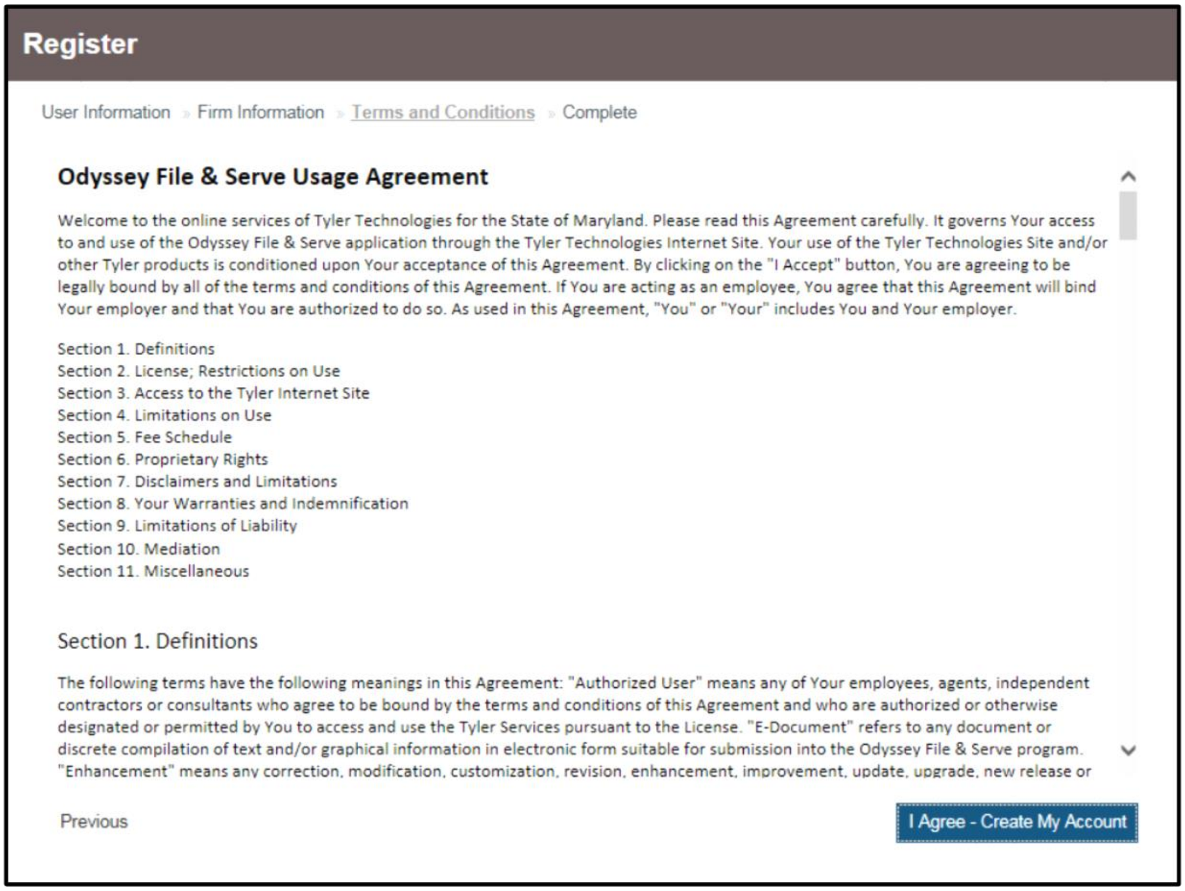
2. Upon receiving the email invitation click on the link provided and a Register screen will appear.



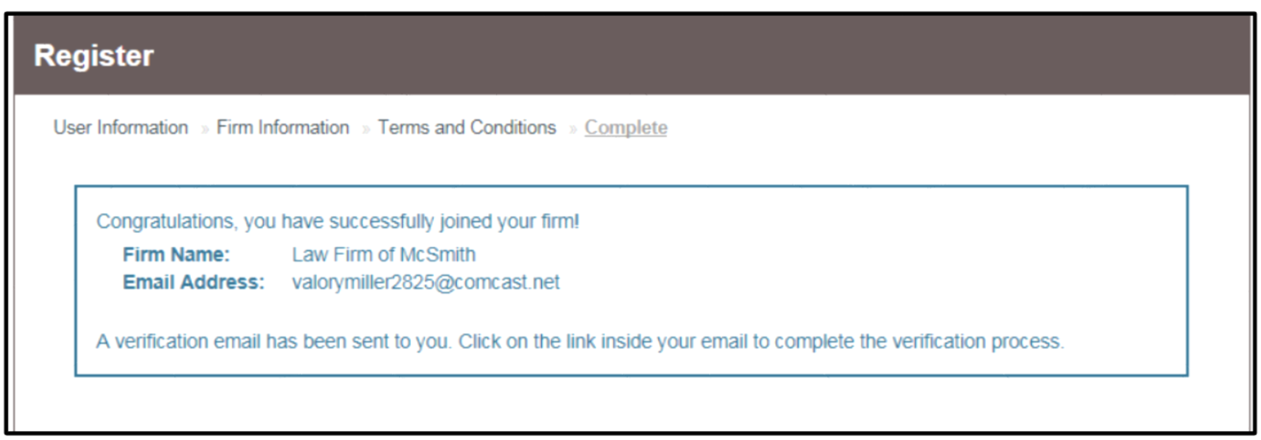
3. Complete the “User Information” screen. Click “Next” to continue with your registration.



4. Verify you wish to join the displayed firm and click "Next."



5. Read the Terms and Conditions before continuing with the registration. Click "I Agree- Create My Account" to accept and agree to the terms.



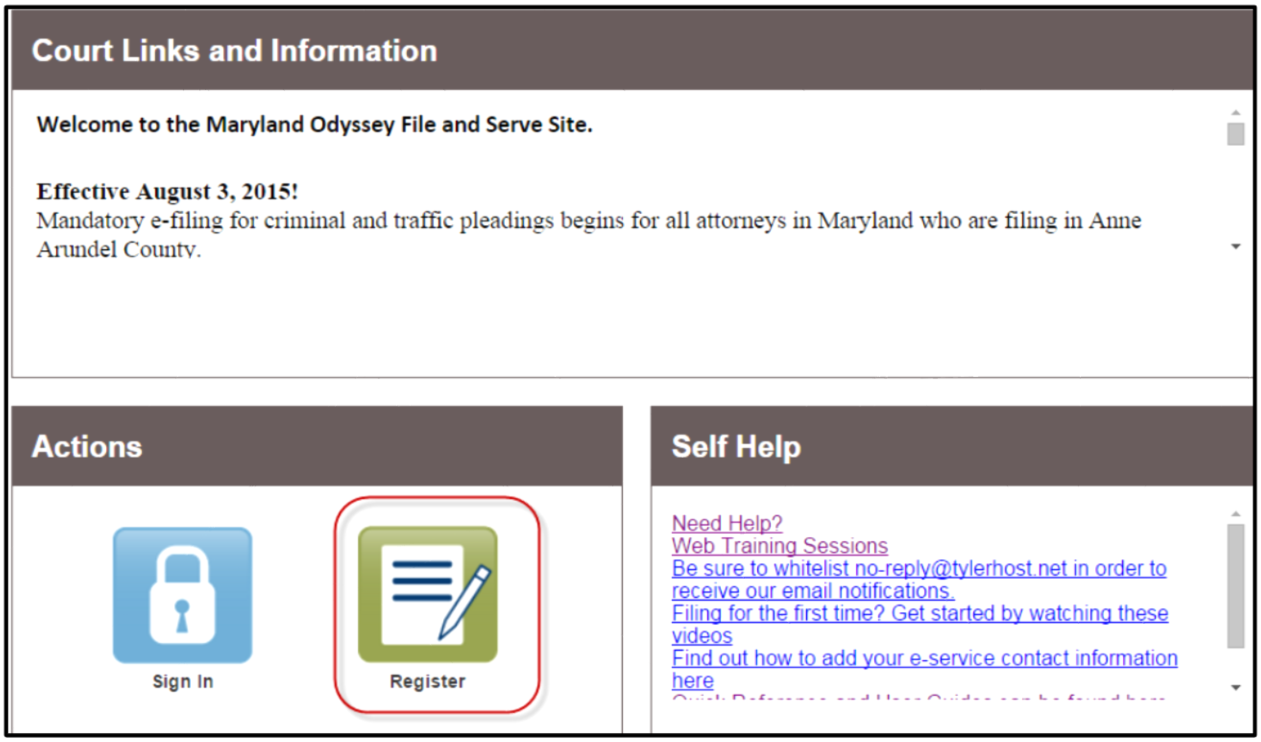
6. This is the "Register" page with confirmation. A verification e-mail labeled "File & Serve new user activation" will be sent to you.

Registration as an Individual Filer

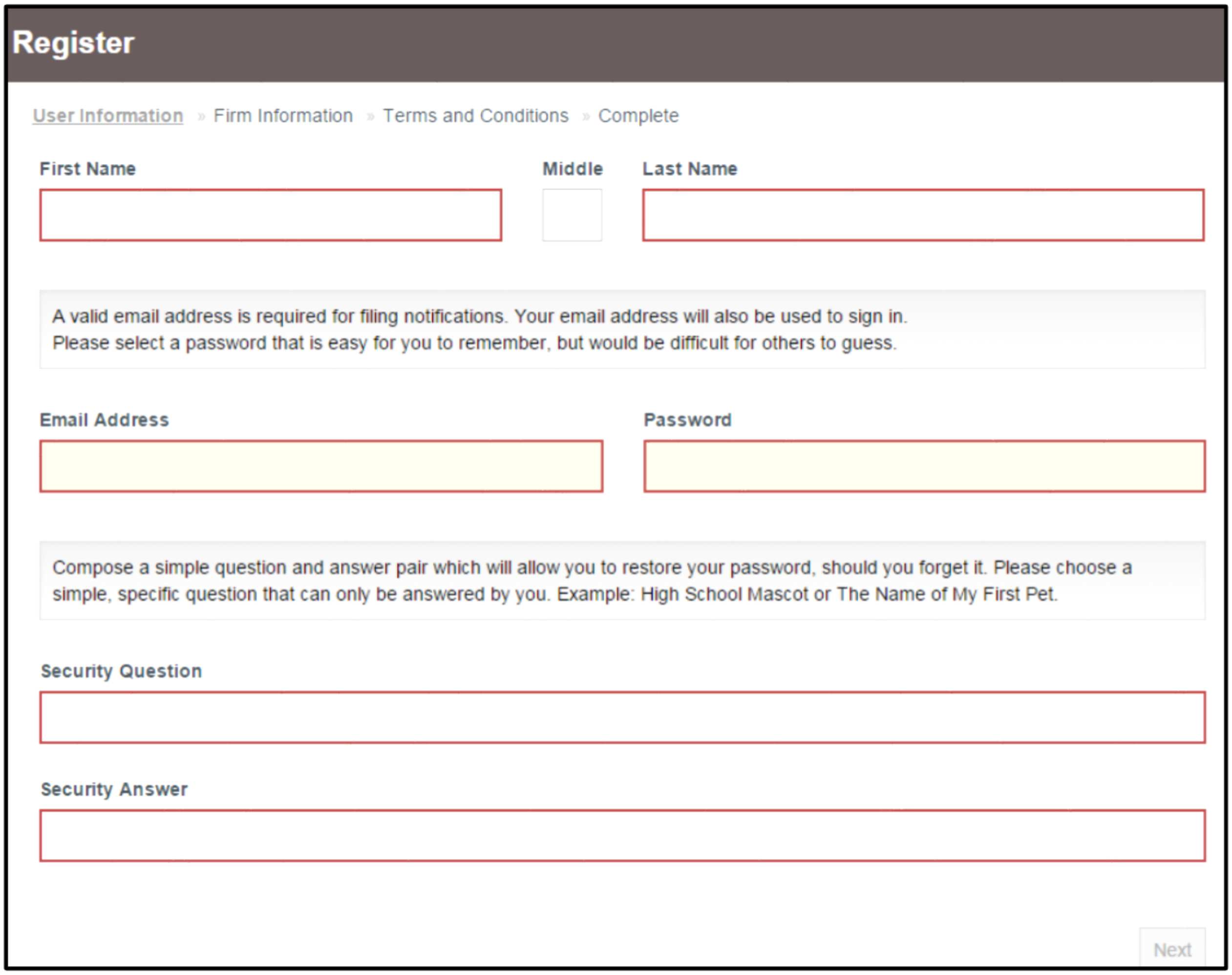
1. You can register as an individual filer if you are a single user not associated with or represented by a law firm.

2. Go to https://maryland.tylerhost.net/OfsWeb

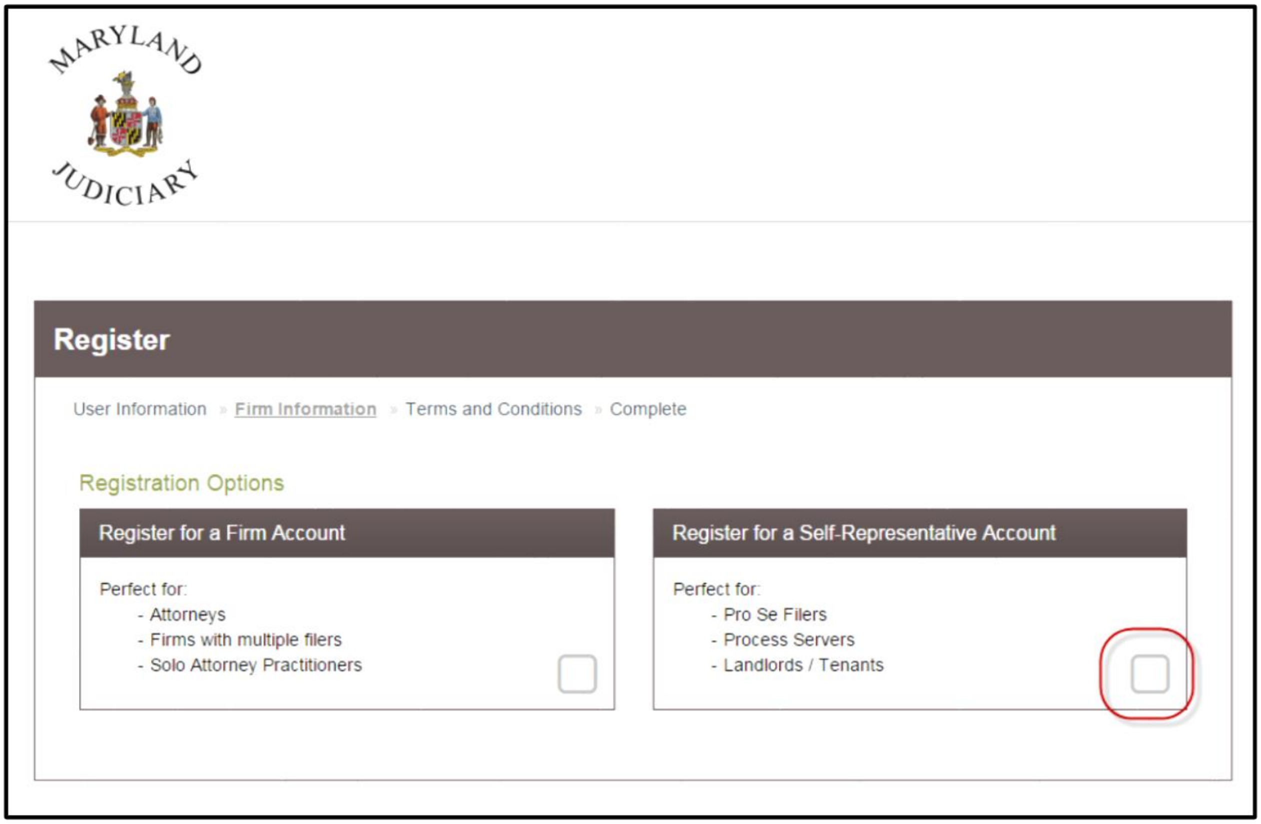
   The File & Serve home page will appear.



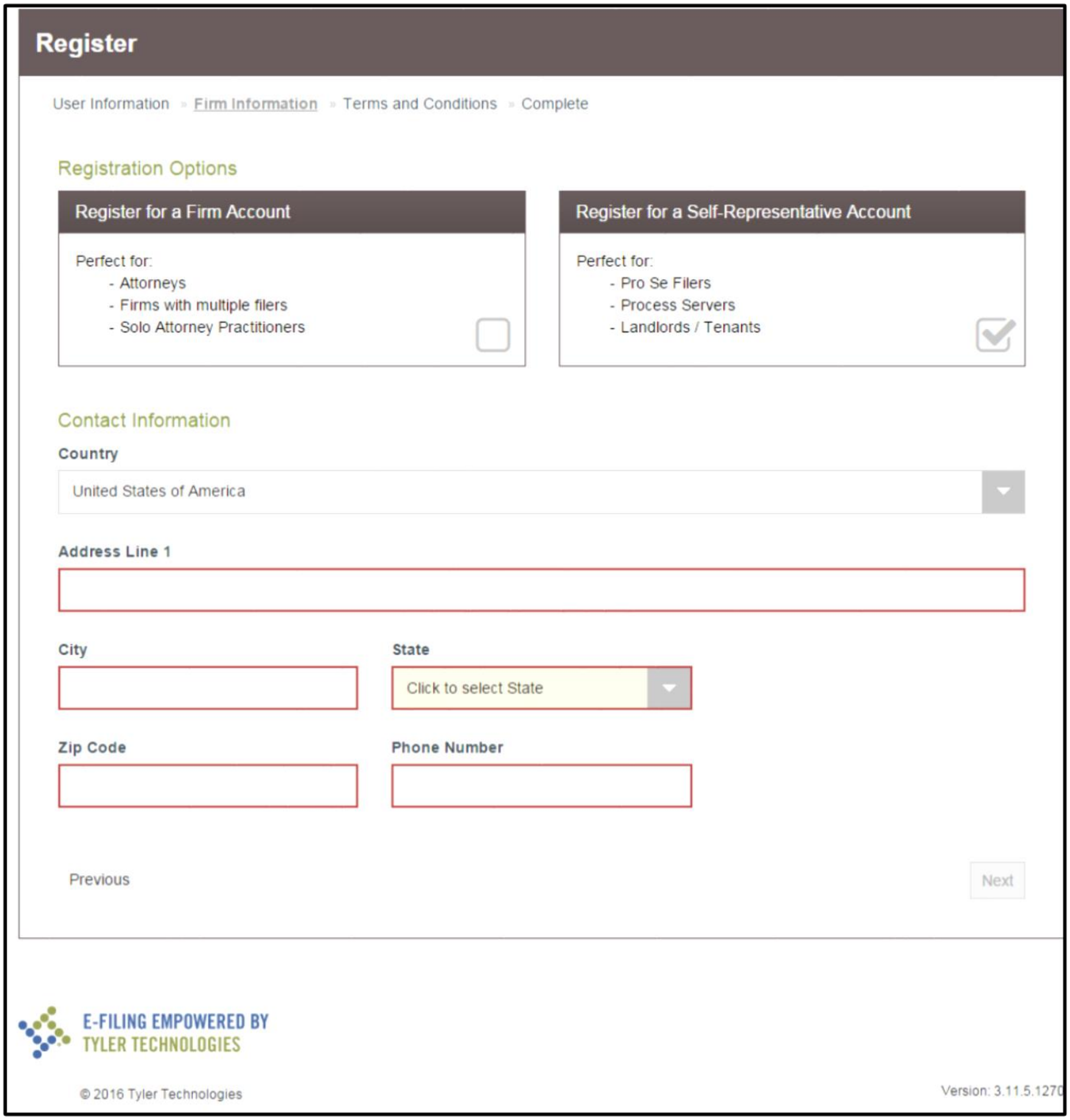
3. Click the “Register” link. A User Information Register window will appear. Please refer to the Individual Filer User Guide.



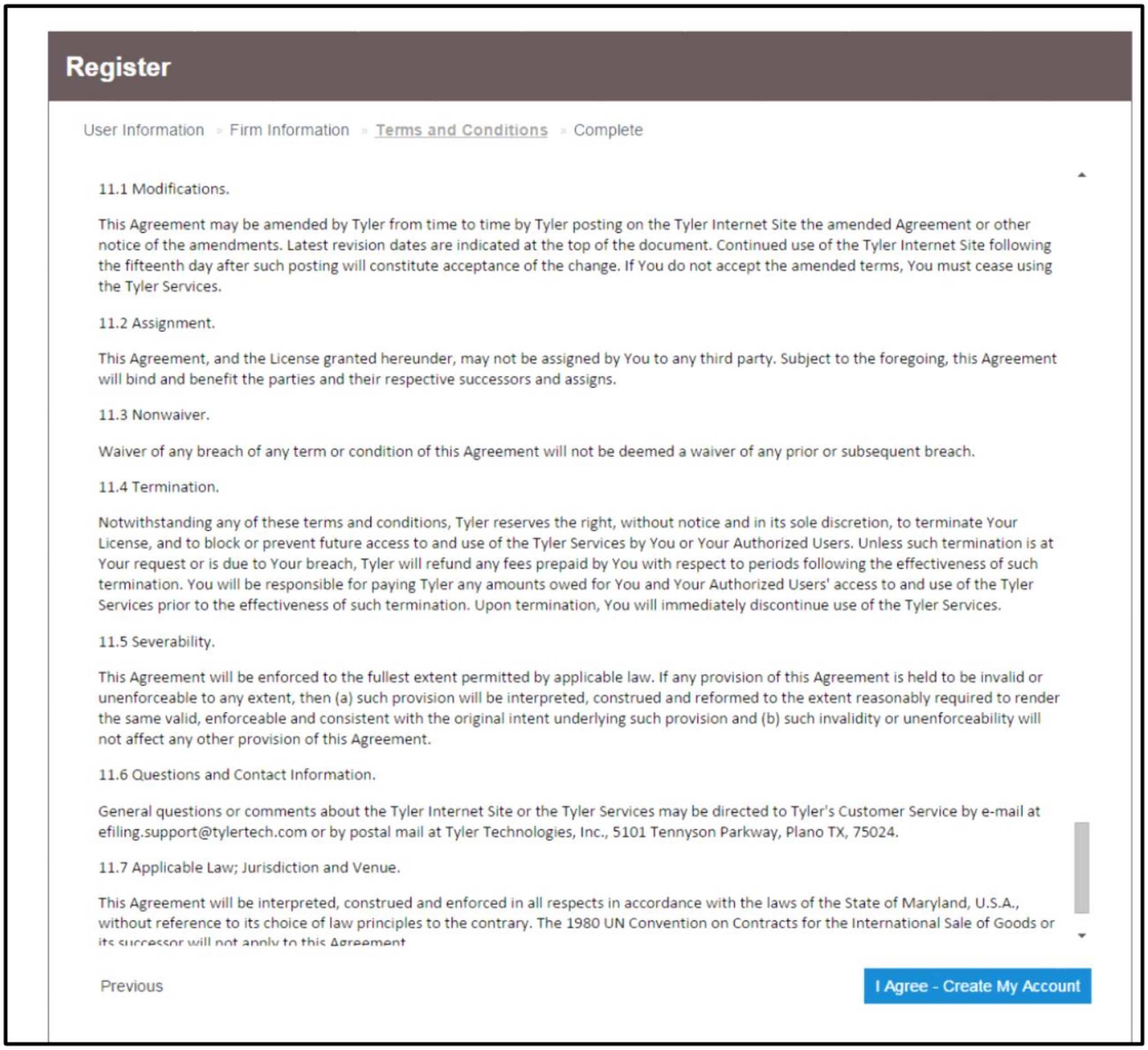
4. Complete the “User Information” screen. Click “Next” to continue with your registration.



5. Select the check box for a "Self- Representative Account."



6. Complete the Contact Information section then click “Next” and the Register screen will appear.



Register

User Information » Firm Information » Terms and Conditions » Complete

11.1 Modifications.

This Agreement may be amended by Tyler from time to time by Tyler posting on the Tyler Internet Site the amended Agreement or other notice of the amendments. Latest revision dates are indicated at the top of the document. Continued use of the Tyler Internet Site following the fifteenth day after such posting will constitute acceptance of the change. If You do not accept the amended terms, You must cease using the Tyler Services.

11.2 Assignment.

This Agreement, and the License granted hereunder, may not be assigned by You to any third party. Subject to the foregoing, this Agreement will bind and benefit the parties and their respective successors and assigns.

11.3 Nonwaiver.

Waiver of any breach of any term or condition of this Agreement will not be deemed a waiver of any prior or subsequent breach.

11.4 Termination.

Notwithstanding any of these terms and conditions, Tyler reserves the right, without notice and in its sole discretion, to terminate Your License, and to block or prevent future access to and use of the Tyler Services by You or Your Authorized Users. Unless such termination is at Your request or is due to Your breach, Tyler will refund any fees prepaid by You with respect to periods following the effectiveness of such termination. You will be responsible for paying Tyler any amounts owed for You and Your Authorized Users' access to and use of the Tyler Services prior to the effectiveness of such termination. Upon termination, You will immediately discontinue use of the Tyler Services.

11.5 Severability.

This Agreement will be enforced to the fullest extent permitted by applicable law. If any provision of this Agreement is held to be invalid or unenforceable to any extent, then (a) such provision will be interpreted, construed and reformed to the extent reasonably required to render the same valid, enforceable and consistent with the original intent underlying such provision and (b) such invalidity or unenforceability will not affect any other provision of this Agreement.

11.6 Questions and Contact Information.

General questions or comments about the Tyler Internet Site or the Tyler Services may be directed to Tyler's Customer Service by e-mail at efiling.support@tylertech.com or by postal mail at Tyler Technologies, Inc., 5101 Tennyson Parkway, Plano TX, 75024.

11.7 Applicable Law; Jurisdiction and Venue.

This Agreement will be interpreted, construed and enforced in all respects in accordance with the laws of the State of Maryland, U.S.A., without reference to its choice of law principles to the contrary. The 1980 UN Convention on Contracts for the International Sale of Goods or its successor will not apply to this Agreement

Previous

I Agree - Create My Account

7. Read the Terms and Conditions before continuing with the registration. Click "I Agree- Create My Account" to accept and agree to the terms.

8. A confirmation page will open as you proceed with the registration process. Also, a verification e-mail labeled "File & Serve new user activation" will be sent to you. Open

9. Access your e-mail and a "File & Serve New User Activation" screen will appear. Click on the "Activate Account" link and a Tyler Technologies notice will appear.

10. This is confirmation that your File & Serve account has been activated. Your registration as an Individual Filer is now complete. Go to the home page and log in with your email address and password as shown below.

ELECTRONIC FILING-GENERAL REQUIREMENTS AND PROCEDURE

General Requirements

1. In order to e-file a submission, the filer must:

- Be authorized by law to file the submission;
- Be a registered user;
- Comply with the requirements of Rule 20-201;
- Comply with the requirements of the MDEC Policies and Procedural Manual, as amended from time to time and posted on the Judiciary Website; and
- Ensure that all submissions filed electronically are in PDF format.

2. Definitions

- “Envelope” – an electronic container in which submissions are filed in a case.
  - An envelope should contain all submissions related to one case that are intended to be filed at one time. For example, a new case envelope might contain the following five submissions in one envelope—1) a complaint, 2) exhibits to the complaint, 3) a request for service, 4) a motion for summary judgment, 5) an exhibit to the motion for summary judgment. In the example above, only one envelope is being filed with the Court although it contains multiple submissions for the same case being filed at the same time. Do not use separate envelopes for each submission in the same case being filed at the same time.

- "Submission"--a single document contained in a single PDF file within an envelope.
  - For a filing, each individual document filed in a case should be a separate submission with its own PDF file. Multiple documents may not be combined in one PDF file. Envelopes are case and filing specific. Multiple submissions filed in the same case at the same

time should be contained in the same envelope. Each envelope may only contain submissions related to one case. Envelopes may not be reused for subsequent filings.

- Each submission must be clearly identified, both within the submission and document description. If a submission is intended to be an exhibit to or relate to another submission, it must be clearly identified as an exhibit, separately numbered and it must refer to the submission to which it relates. For example, a motion for summary judgment may refer to an affidavit as an exhibit.
- In identifying the exhibit, you should use the identification provided in a drop-down menu, but if the drop-down menu does not contain a satisfactory description, you may provide your own.
- If the exhibit is an affidavit or other form of testimony, you must identify the affiant or witness – *e.g.,* [Affidavit] [Deposition Testimony] [Statement] of John Doe.
- If a submission included in the envelope would require payment of one or more fees for the filing of that submission, all such fees, if not waived, must be paid in order to transmit the envelope.
- A proposed order must be in PDF format and filed as a separate submission. See the Proposed Order section in this manual for further details.
- Any required certificate of service and a certificate regarding restricted information may be included as part of the submission for which the certificate is required.
- IF YOU HAVE ANY QUESTIONS REGARDING THESE REQUIREMENTS, CONSULT THE SOURCES NOTED ON PAGE 3 OF THIS MANUAL.

3. The reason for these requirements is to permit more reliable docketing of submissions that are filed electronically as part of a single filing and to permit easier access to those submissions by the judge, by other parties and interested persons, and, for public submissions, by the public at large.

4. If a filing violates any of these requirements, the following procedure, set forth in Rule 20-203 will apply:

   (a) If a submission is not signed as required by Rule 20-107(a)(1), or does not contain a required certificate of service as required by 20-201(e), the clerk is required to strike (reject) the filing.

(b) If the violation pertains to the form and language of the proposed docket entry for a submission and is easily correctable by the clerk, the clerk may correct it pursuant to Rule 20-203(b)(1) and docket the submission as corrected. The clerk's correction is the official docket entry for the submission.

(c) If the violation cannot be corrected by the clerk under Rule 20-203(b)(1) or is not subject to being stricken under Rule 20-203(c), but materially violates a provision of Title 20 or a published policy or procedure established by the State Court Administrator, the clerk will accept and docket the filing and:

(1) The clerk will promptly send a deficiency notice to the filer and other parties entitled to be served.

(2) The deficiency notice will explain the nature of the violation, what must be done to correct it, and warn that, if not corrected in 10 days, a judge shall strike the submission.

If the filer believes that the filing complies with the Title 20 and the published policies and procedures adopted by the State Court Administrator, the filer may file a request that the Administrative Judge, or a judge designated by the Administrative Judge, direct the clerk to withdraw the deficiency notice.

Review by Clerk

1. MDEC will record the date and time the submission was received.

2. As soon as practicable after receiving the e-filing, the clerk reviews the submission to make sure that:

    - It is signed in accordance with Rule 20-107;
    - Any required fee has been paid or waived; and
    - It complies with the published Policies and Procedures of the State Court Administrator.

3. If the submission is not signed, the clerk will strike the submission, notify the parties, and enter on the docket that the submission was stricken and why.

4. Otherwise, unless the filer is seeking an order of court waiving prepayment of prepaid fees, the clerk will docket the submission and the date MDEC received the submission will be the docket date. For docketing dates concerning requests to waive prepayment of prepaid fees, see Rules 1-325 and 20-201(i).

Deficiency Notice

5. If the submission is not subject to being stricken by the clerk but otherwise violates the Title 20 Rules or the State Court Administrator's Policies and Procedures, the clerk will send a deficiency notice to the filer and other parties describing the nature of the violation.

    - If not corrected in 10 days after the date of notice, the Judge shall strike the submission.
    - The clerk may act in accordance with the Electronic Filing General Requirements section of this manual.

6. If, after filing, the submission is found to contain restricted information, the clerk will issue a deficiency notice and shield the submission from public access until the deficiency is corrected. Rule 20-203.

- If the filer has filed a redacted and un-redacted version, the clerk will docket both and shield the un-redacted version from public access.
- Any party and any person who is the subject of restricted information in the un-redacted submission may move to strike the un-redacted version.

Proposed Orders

- Should be filed as a separate document in pdf format with its own filing code. Both the description and the document should reference the corresponding motion/pleading.

Original Documents

If an original document must be filed with the court, the filer shall scan and electronically file the original document. Examples of original documents are birth certificates, death certificates, marriage certificates, wills, etc. Rule 20-106 (c)(3).

- The filer must retain the original document containing the original signatures and official seal pursuant to Rule 20-302.
- The filer must present original documents in open court or other judicial proceedings when directed by the court to do so / or required by the rules of evidence.

Fees; Pre-payment Waivers

1. If a prepaid fee is required for a submission, the fee, unless waived, must be paid in the manner specified in the Policies and Procedures of the State Court Administrator.

2. If the filer seeks a waiver of the fee by the clerk pursuant to Rule 1-325(c), the submission must include the information required by that section.

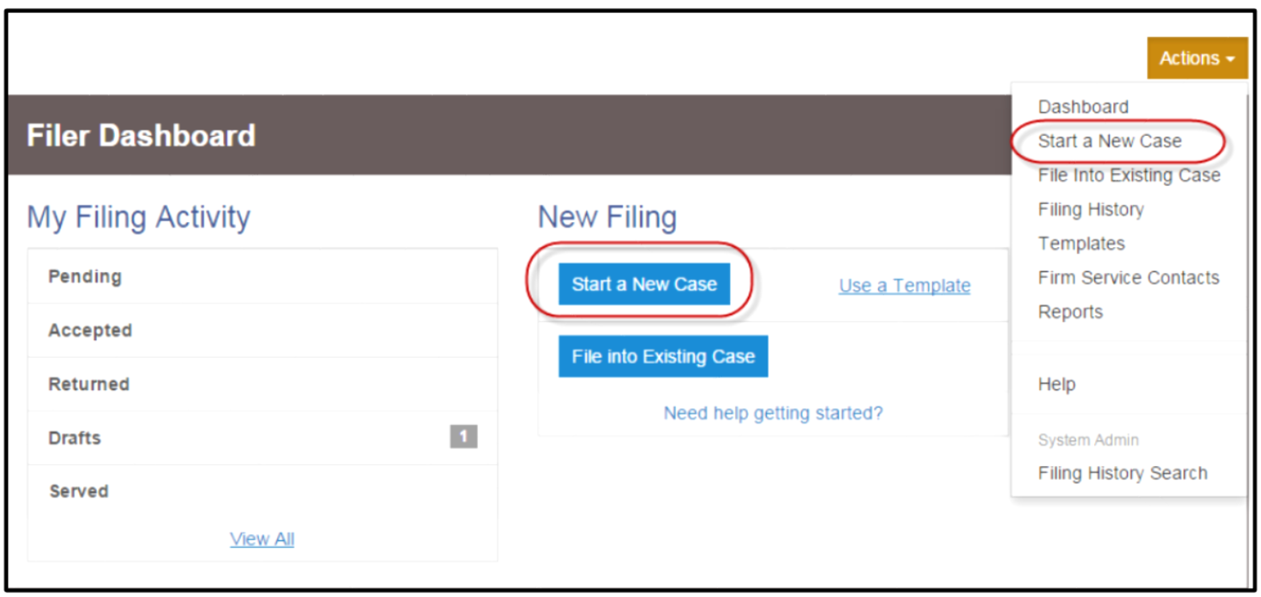
3. If the filer seeks a waiver of the fee by the court pursuant to Rule 1-325(d), the submission must include the information required by that section, as well as the proposed Order.

4. When submitting a waiver of prepayment of costs the first filing uploaded should be the “Request for Prepay Waiver – New Case (RPWNC)” OR “Request for Prepay Waiver – Subsequent Filing (RPWSF), depending on the circumstances of the case. Any affidavits or statements in support of the Request for Prepayment Waiver should be uploaded with its own filing code and be a lead document within the submitted envelope. The filing that is the subject of the request should be uploaded as a SEPARATE lead document filing within the same envelope. Once the documents are uploaded the filer should submit using the “waiver” payment account for consideration by the court.

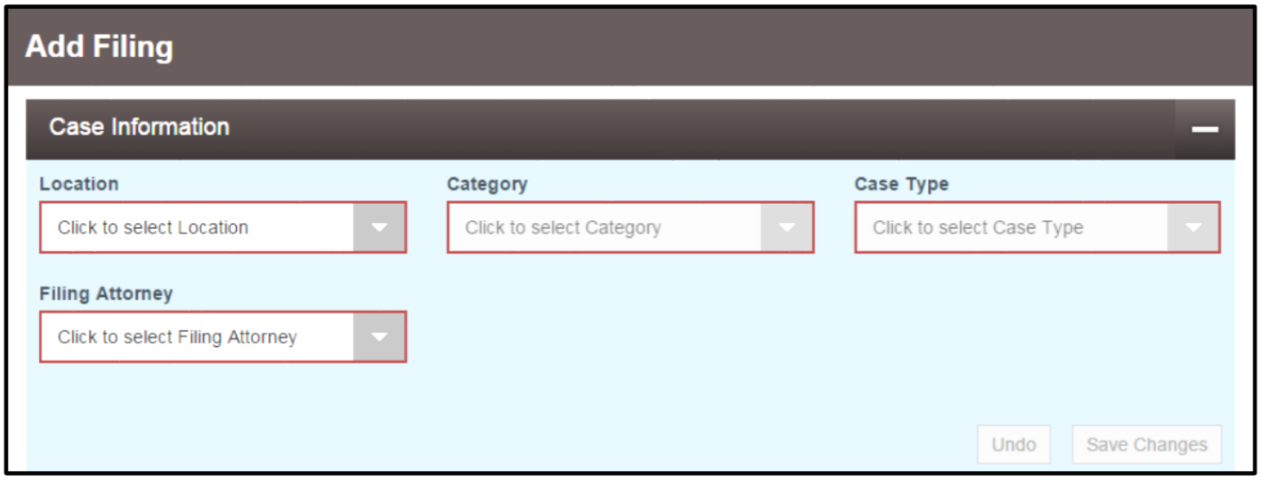
E-Filing Process

New Case Initiation

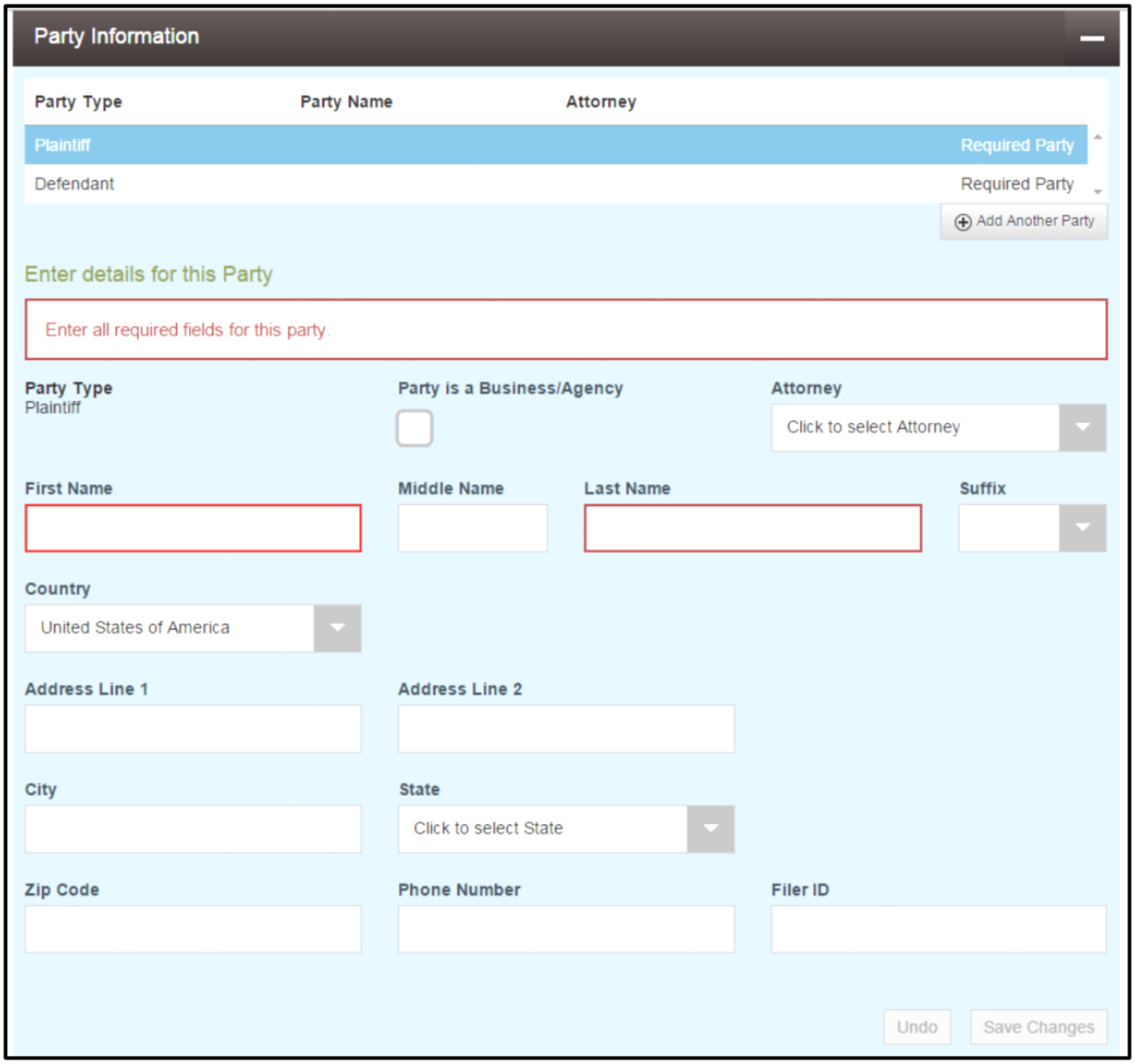
1. Initiate a new case from the “Actions” drop-down list, or initiate a new case from the “Filer Dashboard.”



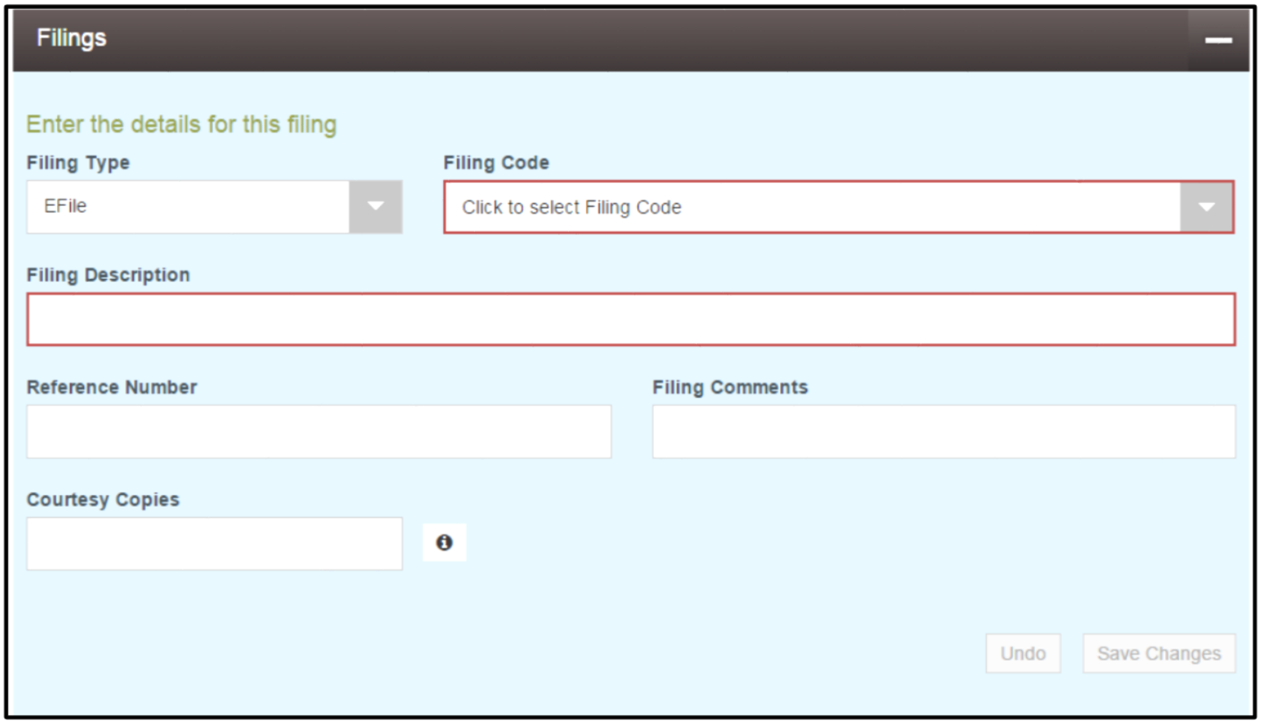
2. Click on “Start a New Case.” The “Add Filing” screen will appear.

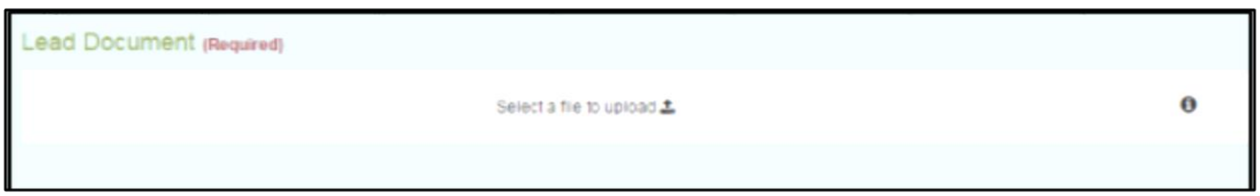


3. Select your location, category, case type and the filing attorney. A red box around the fields indicates a required field. Then click on Save Changes and proceed to the Party Information section.



4. Enter the details for the highlighted party type and all required fields.
   - Indicate whether the party is a business by selecting “Party is a Business/Agency.”
   - Select an attorney from the drop-down list.
   - Enter the party’s name, address, phone number and filer ID if known.
   - Click on Save Changes and complete the party information for the other party. Proceed.
   - Click “Add Another Party” to add additional parties.
   - Then click on Save Changes and proceed to the Filing section.

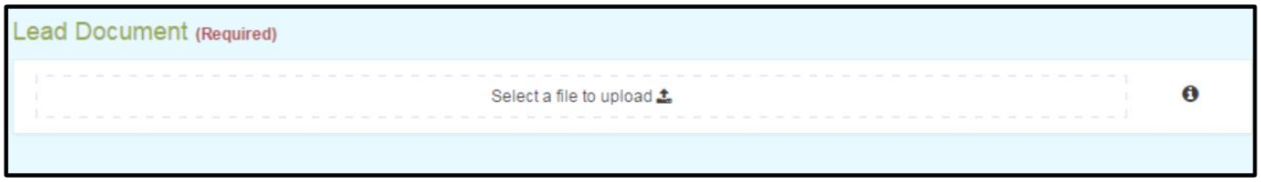




5. Enter the filing details for all required fields.
   - Select a Filing Code from the drop-down menu.
   - Click on “Filing Description” and enter the appropriate description of the submission.
   - In the box for “Reference Number,” enter a reference number or name of your choice so you can refer back to this filing.
   - In the box for “Filing Comments,” enter any relevant information. Comments will not be part of the court’s docket. This is only communication to the clerk.
   - In the box for “Courtesy Copies,” enter a recipient’s email address if you wish for another party to receive a courtesy copy of the filing.
   - Then click on Save Changes and proceed to the Filing section.

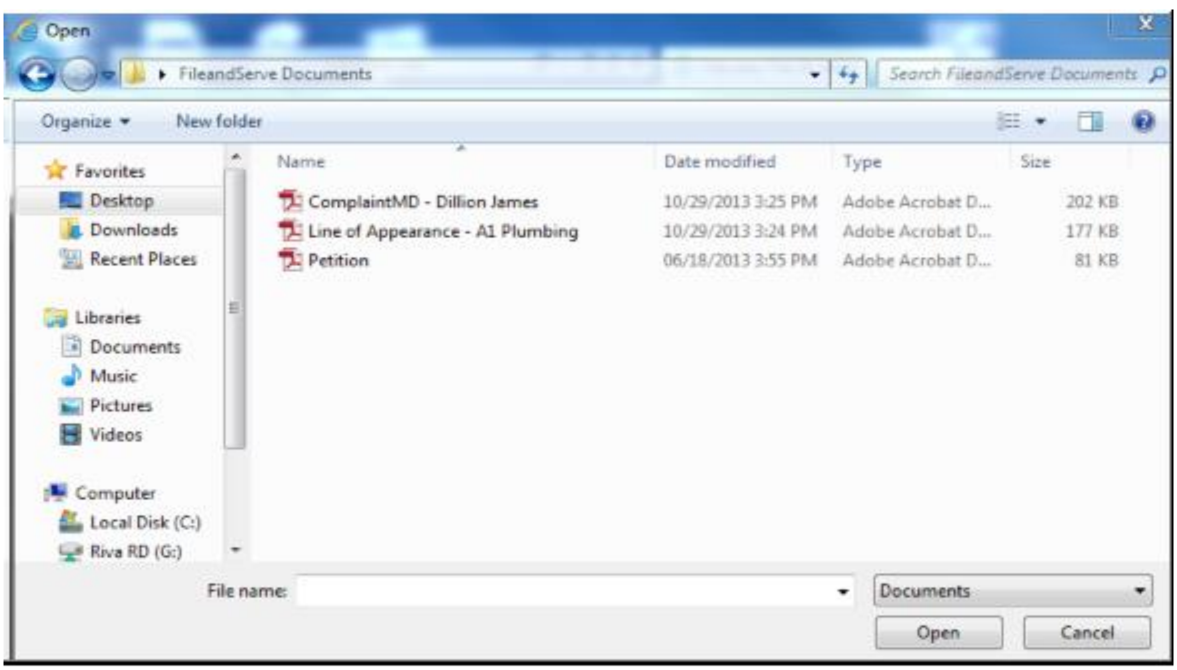
- Click on "Select a file to upload" to select and attach the "Lead Document." See (Attaching PDF's) below.

Attaching PDF's



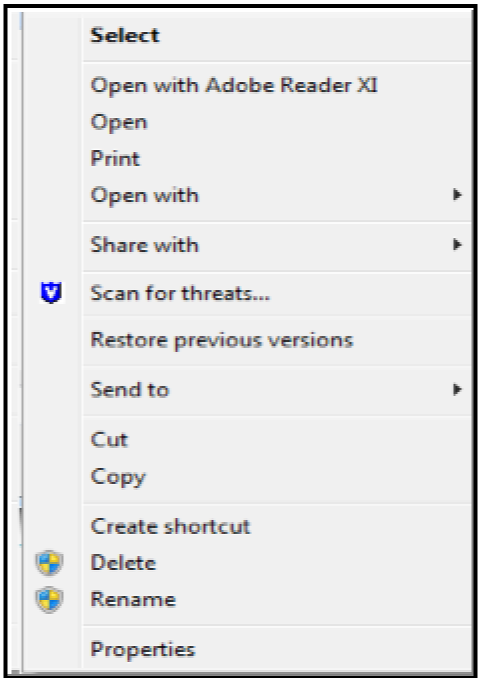
A. To attach a lead document:

6. Click the "Select a file to upload" to select the lead document. The system will display the Open window as shown below.



7. Navigate to and select the PDF file you want to attach.

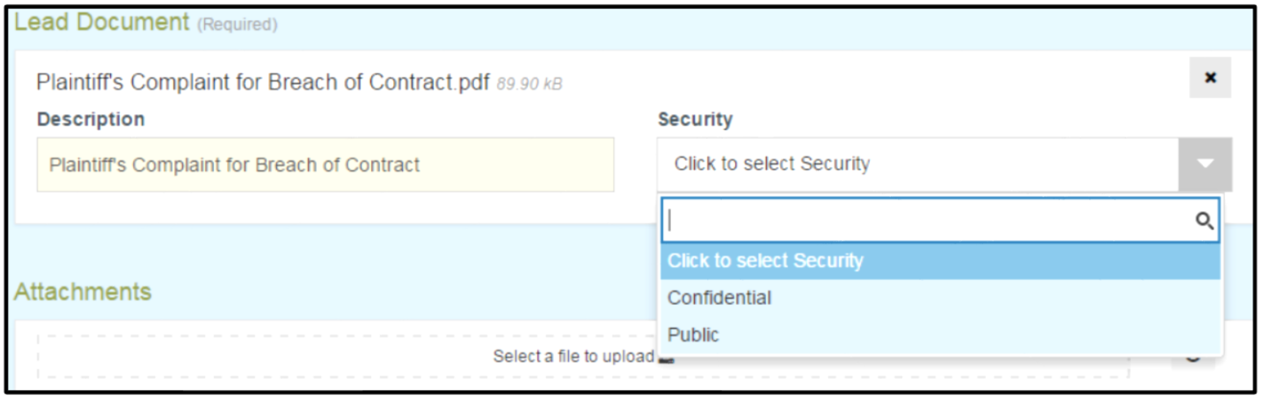
8. Right click on the file name to view the document and to verify it is the correct document before attaching. A menu will open. Click either "Open" or "Open with Adobe Reader" as shown below.



9. This will cause the system to launch Adobe Reader and display the document. Close Adobe Reader by clicking the X in the upper right corner. This will return you to the Open window.

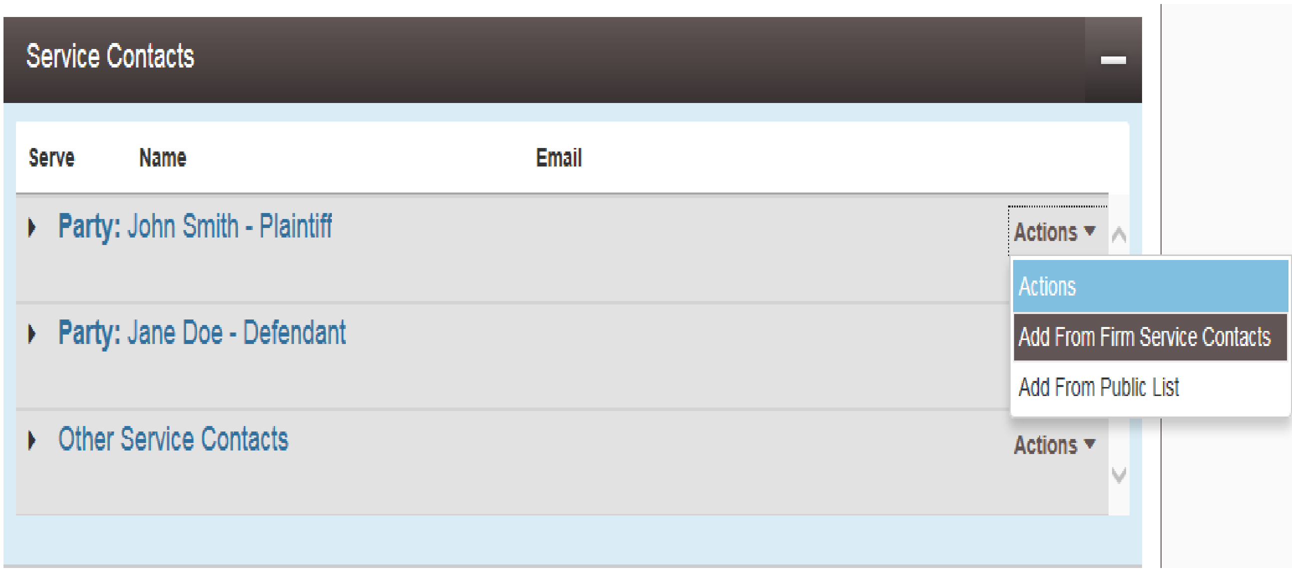
10. Once you have located the correct document, click the Open button in the lower right corner of the Open window. The system will then insert the file name in the "select a file to upload" field. Proceed to step 12.

    Note: The file name is very important and should refer to who is filing and what it specifically is. Unless the clerk renames the document, what the attorney calls the document is the name the judge would see. Examples – Defendant Smith's Motion for Summary Judgment", "Plaintiff's Second Motion to Extend Time to Respond to Interrogatories," etc.

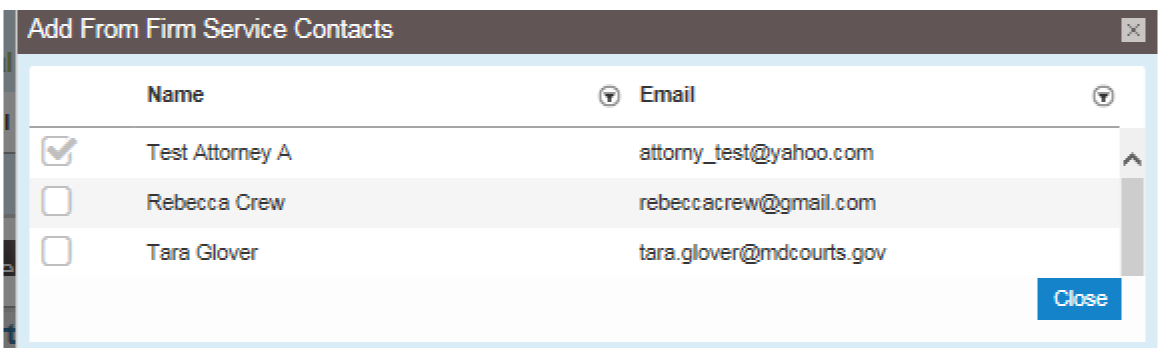


B. To include multiple documents in a single filing:

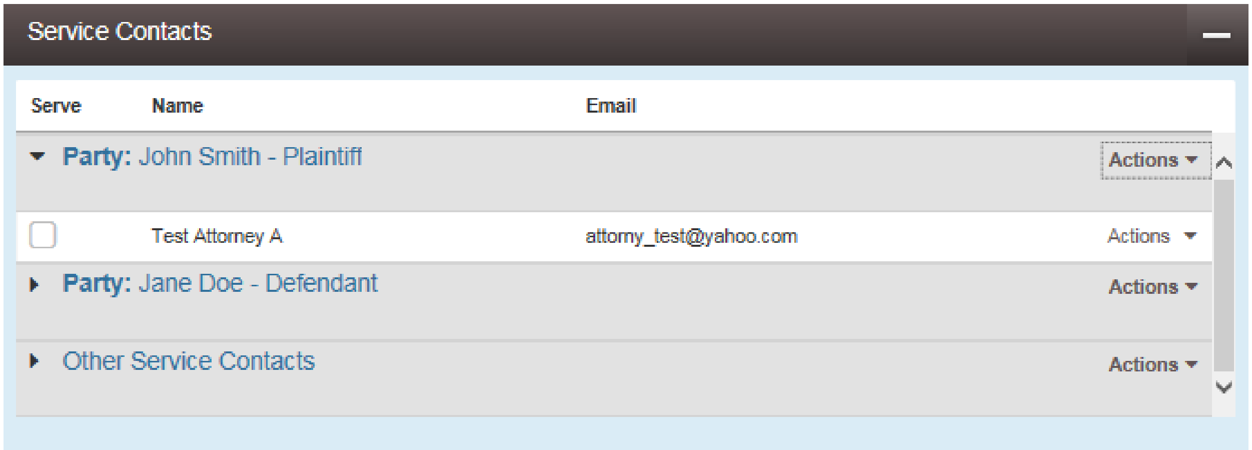
11. If you want to include multiple documents in a single envelope you need to treat each document as a lead document with its own filing code.
12. In the Description field type a name for the lead document. The document file name and description should clearly identify the document.
13. Select a security option for each lead document by selecting either "confidential" if you are filing restricted information or "public" from the drop-down menu.
14. Click on Save Changes and proceed to the Service Contacts section.



15. Enter your service contact for the designated party. From the Actions drop-down, select “Add From Firm Service Contacts” to add your service contact to this case.



16. Select your service contact by placing a check in the check box. Then click on Close to exit this screen.

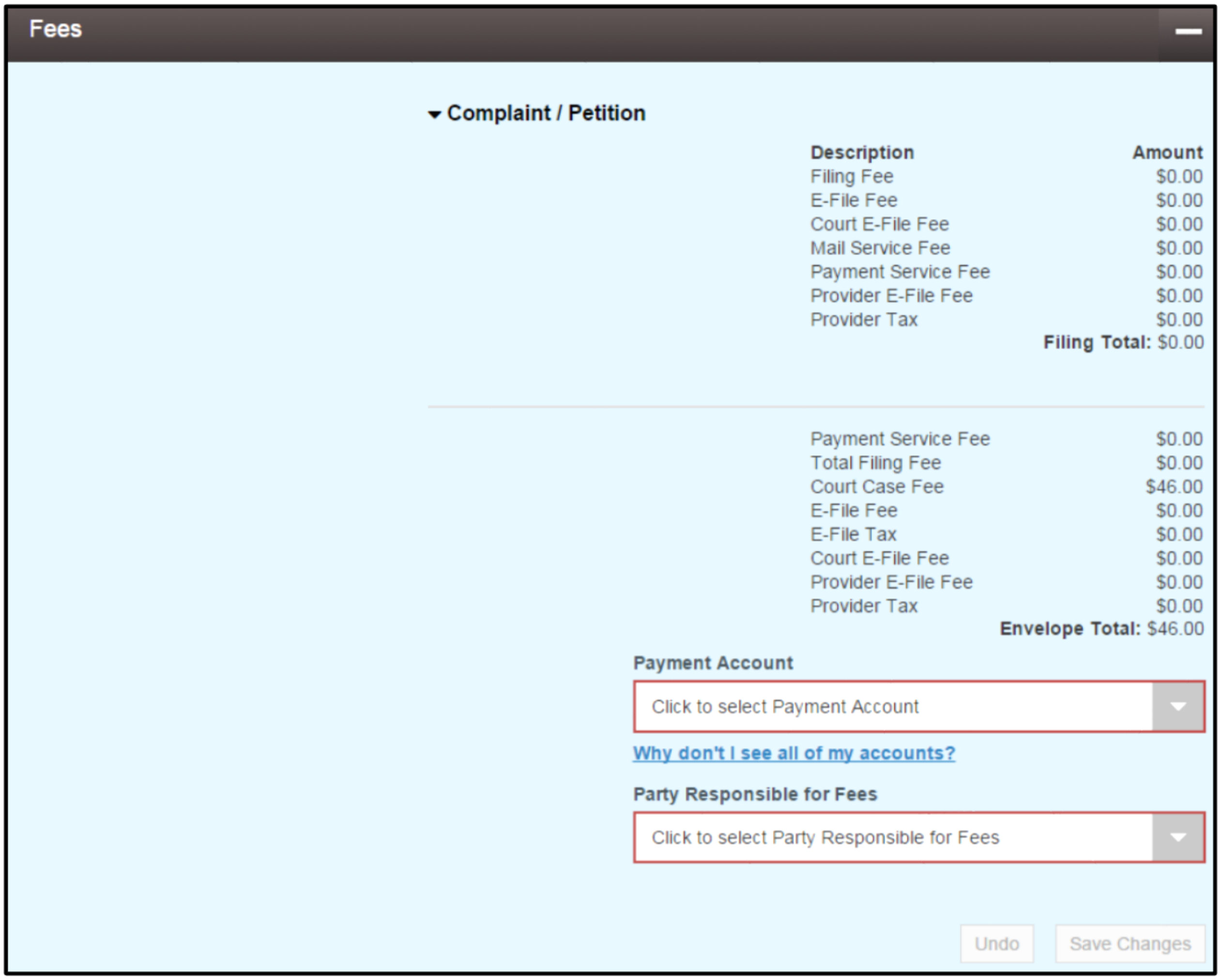


17. Your service contact information for the particular case will now display for the party with whom you are associated.

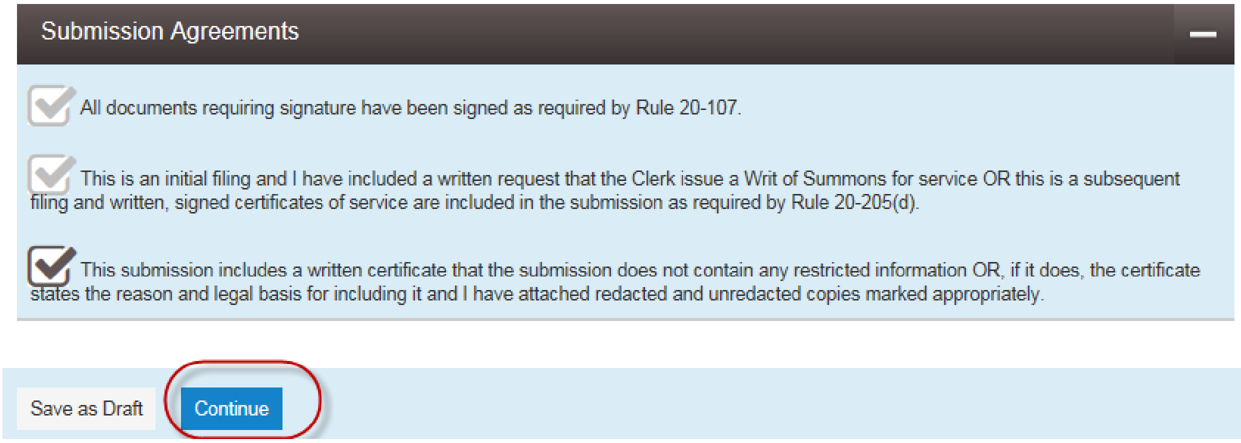
18. If you fail to add your service contact to the case, it will now default to the filers, i.e., persons who are accessing the MDEC system for the purpose of filing a submission and will display as such once the envelope is submitted.

NOTE: You must designate a service contact for all cases in which you are involved. Failure to do so will automatically add, for the filer, a service contact which will display under "Other Service Contacts."

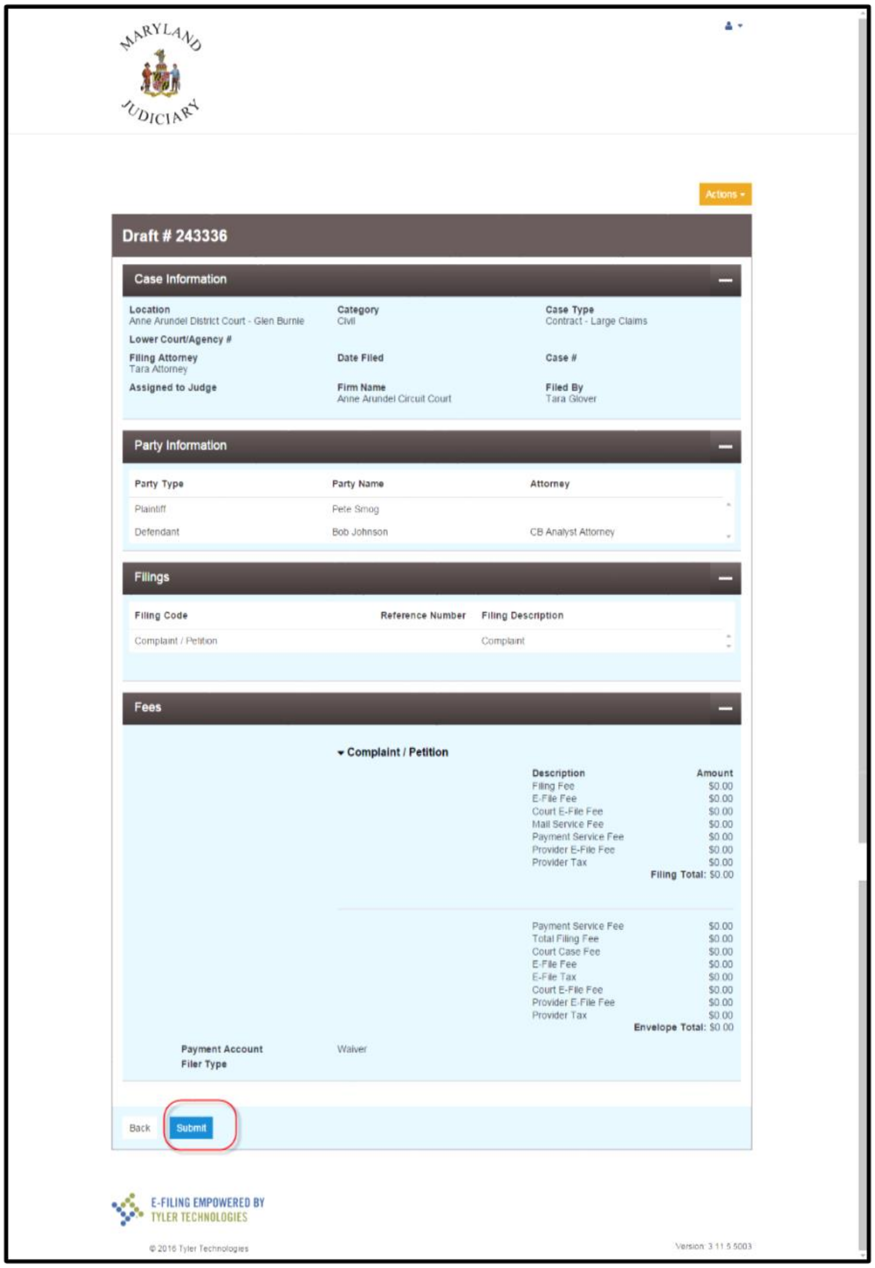
19. Proceed to the Fee section.



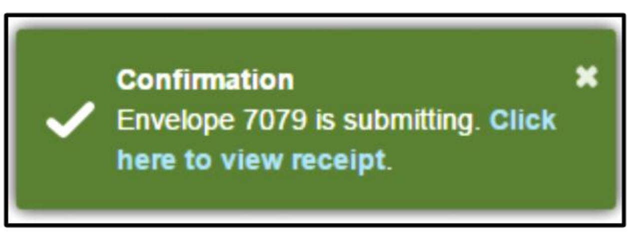
20. Enter the filing details for all required fields.
    - Select a “Payment Account” from the drop-down menu to pay the filing fees.
    - Select the “Party Responsible” for the filing fees.
    - Click on Save Changes and proceed to the Submission Agreement section.



21. Complete the “Submission Agreements” by selecting all three check boxes.
22. You will not be able to continue your filing if you do not make the above selections.
23. Click Continue and proceed to view a Summary of your draft.



24. Verify all information and click “Submit” to complete your filing.



25. A ‘Confirmation” window displaying your Envelope # will appear at the top.

26. After you initiate a case you MUST return to the envelope on the Dashboard Click on the *Service Contacts* icon to add yourself as a contact to receive electronic service of submissions.

Lead Documents and Exhibits

Each document should be regarded as a separate lead document with its own filing code.

Example: To file a Motion and a request for Certified Mail Service, complete the following steps on the 'Enter Filing Details' window.

Enter / Upload the Motion

1. Select Filing Code – click the drop down menu, scroll, and select the applicable Filing Code.
2. Filing Description – type a specific description of the Motion.
3. Reference Number (optional)
4. Lead Document – Select a file to upload, select the Motion, and upload submission.

Enter / Upload Certified Mail Service:

1. Click ADD ANOTHER FILING.
2. Select Filing Code – click the drop down menu, scroll, and select the applicable Filing Code (e.g. Certified Mail Requested).
3. Filing Description – type a specific description of the request.
4. Reference Number (optional)
5. Lead Document – Select a file to upload, select the document that details the request for certified mail request, and upload submission.
6. Repeat Steps 1 thru 5 for each additional document.

****

Example: To file a document with exhibits, complete the following steps on the 'Enter Filing Details' window.

Enter / Upload the lead document (e.g., Complaint/Petition, Motion, etc.)

1. Select Filing Code – click the drop down menu, scroll, and select the applicable Filing Code.
2. Filing Description – type a specific description of the lead document.
3. Reference Number (optional)
4. Lead Document – Select a file to upload, select the lead document, and upload it.

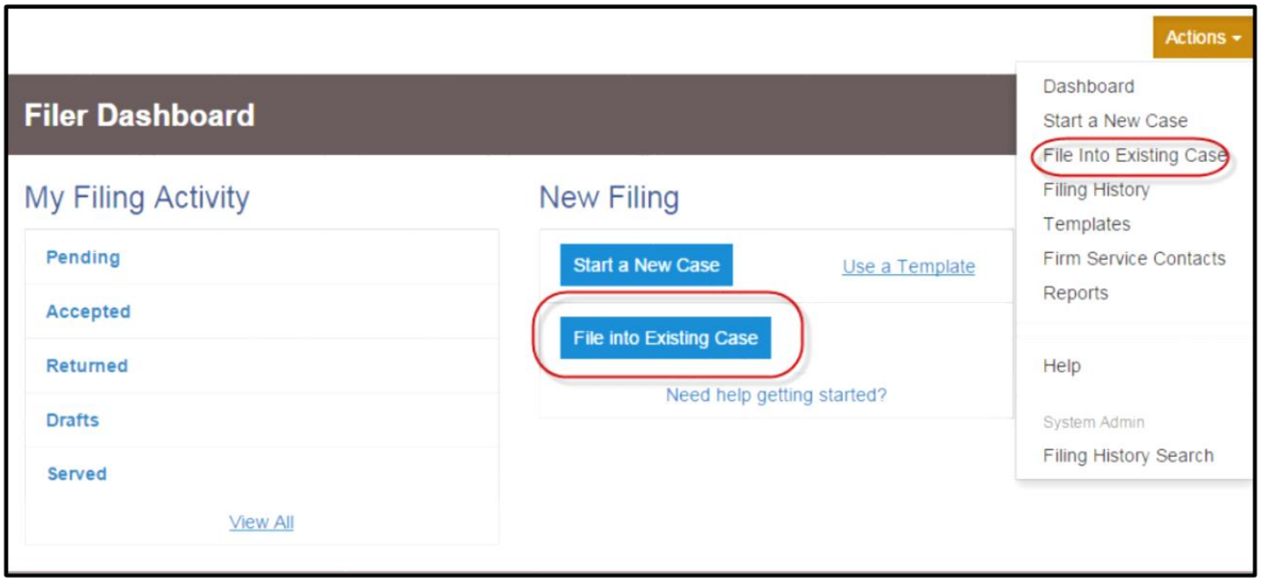
Note: Since you are adding one or more exhibits to this filing please ensure that the lead document references each exhibit by number.

Enter / Upload corresponding Exhibit(s)

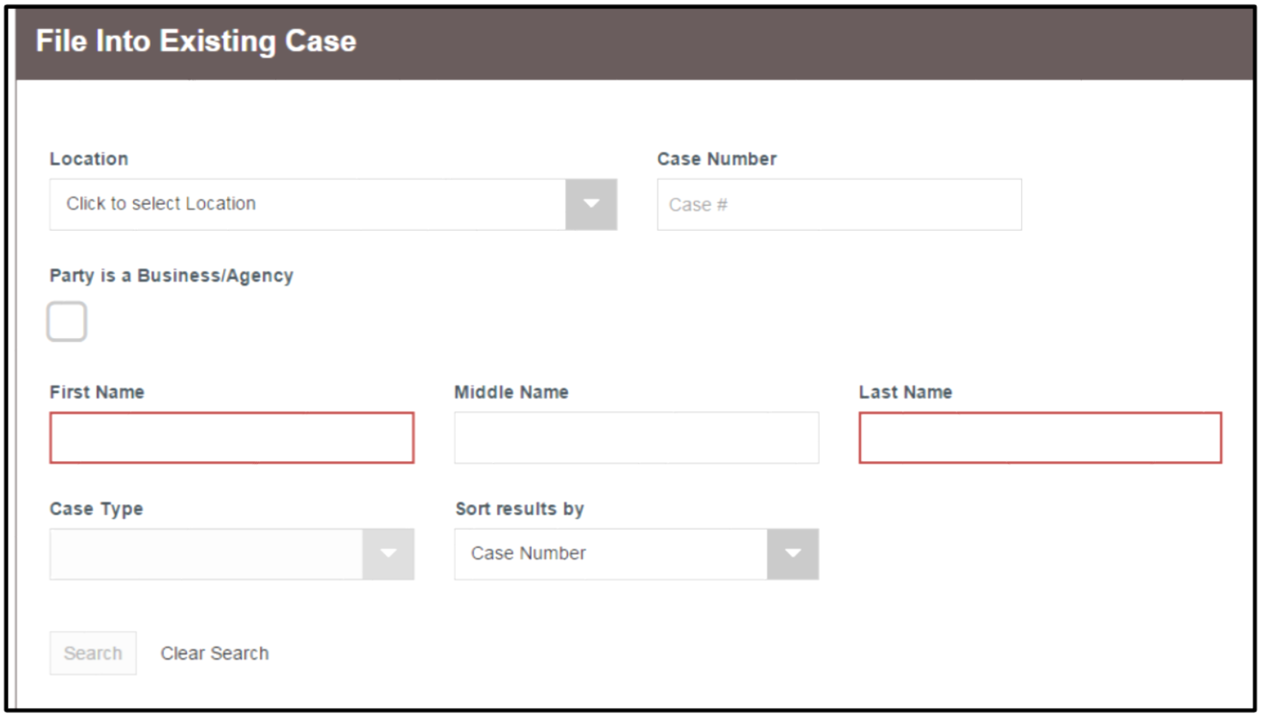
1. Click ADD ANOTHER FILING
2. Select Filing Code – click the drop down menu, scroll, and select the applicable Filing Code (*e.g.* Deed)
3. Filing Description – type a specific description of the exhibit (*e.g.* Exhibit 1 – Deed)
4. Reference Number (optional)
5. Lead Document – Select a file to upload, select the Deed, and upload submission.
6. Repeat Steps 1 thru 5 for each additional exhibit.

Subsequent Filing

1. File into an existing case from the “Actions” drop-down list, or from the “Filer Dashboard.”



2. Click on “File into Existing Case.” The “File Into Existing Case” screen will appear.



1. Search by selecting your location and entering the case number, or search by entering the party's first and last name. Click Search to proceed to file into existing case.

2. Select "File Into Case" from the actions drop-down and then proceed to the Filing section. Refer to [Step 5 of the New Case Initiation] section to complete your subsequent filing.

Templates – Foreclosure

Templates can be created in Odyssey File and Serve. Users can create the foreclosure envelope template to save time. The proper foreclosure docket sequence when creating an initial filing for a foreclosure case increases the efficiency rate that filings are processed. Each pleading should have its own filing code and be a lead document within the submitted envelope. Please use the following filing codes and the docket sequence:

1. Order to Docket Suit
2. Attorney Appearance - Fee
3. Deed of Trust
4. Affidavit – Deed of Trust Debt
5. Assignment of Deed of Trust
6. Affidavit
7. Note – Lien Instrument
8. Affidavit – Certifying Ownership of Debt Instrument
9. Deed of Appointment of Substitute Trustee
10. Affidavit
11. Attorney Certification under Rule 1-313
12. Affidavit – Non-Military
13. Affidavit – Military
14. Statement of Debt
15. Statement – Rule 14-207 (b) (6)
16. Affidavit
17. Affidavit – Notice to Occupants Mailed
18. Affidavit Notice of Intent to Foreclose Mailed
19. Affidavit – Preliminary Loss Mitigation
20. Affidavit – Final Loss Mitigation Analysis
21. Declaration of Substitution of Trustee
22. Bond – File and Approve

ELECTRONIC SERVICE – GENERAL REQUIREMENTS

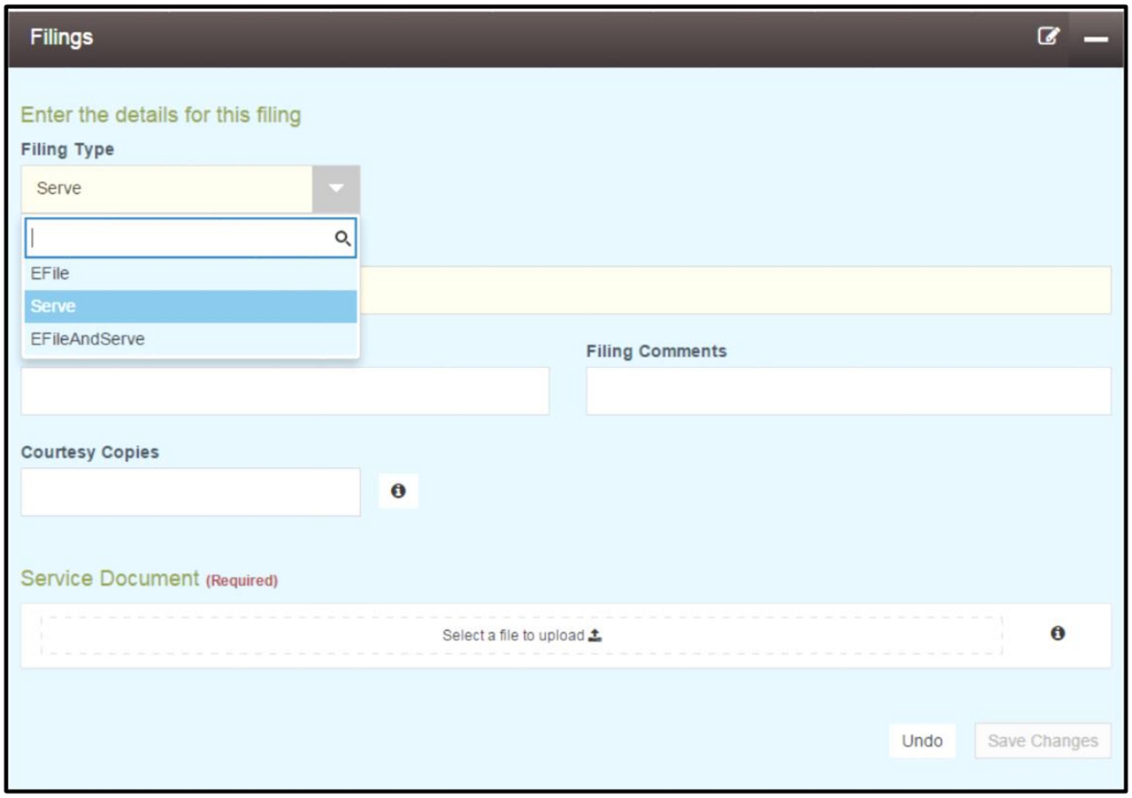
General Requirements

1. In order to e-serve a submission, the filer must:

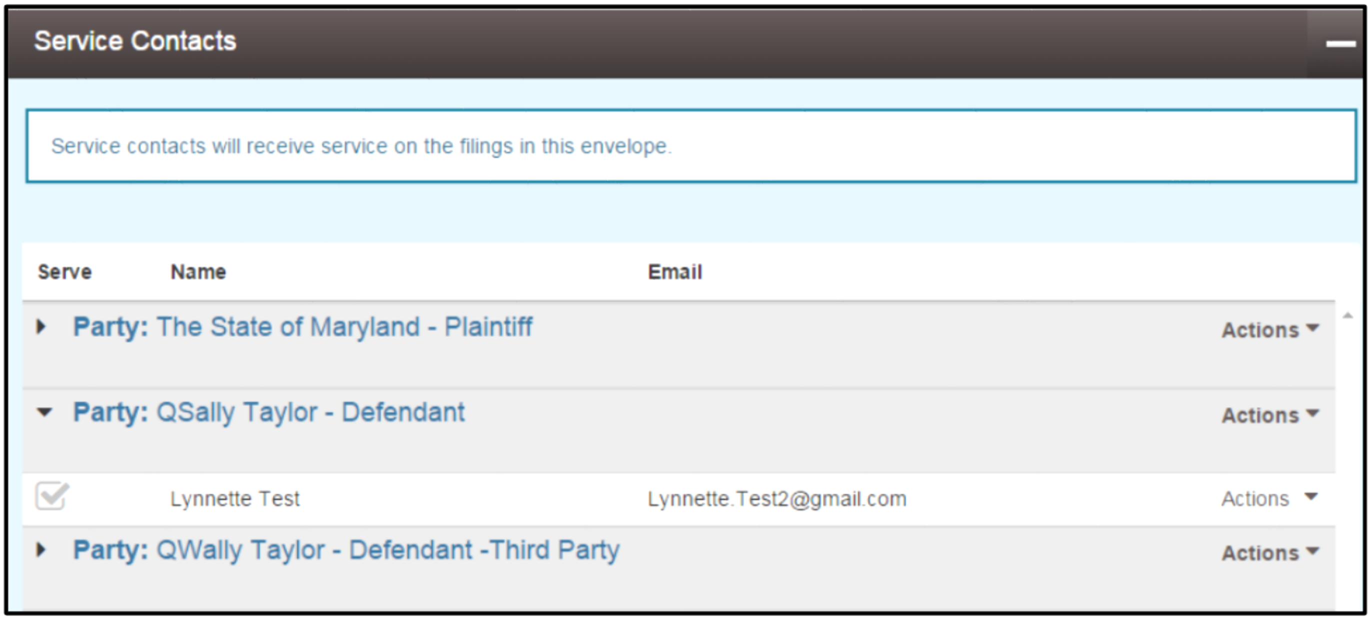
    - Be authorized by law to file the submission;
    - Be a registered user;
    - Comply with the requirements of Rule 20-205; and
    - Make available electronic mail addresses to ensure you are receiving notification of submissions.

2. A certificate of service in compliance with Rule 1-323 must be included with all submissions that are to be served pursuant to Rule 20-205(d)(2).
3. The filer is responsible to serve on persons entitled to receive service of submissions who are not registered users and registered users who have not entered an appearance.

4. Perform the following to e-serve a submission:



- Select “Serve” or “EfileAndServe” from the Filing Type drop-down.
- If “EfileAndServe” is selected you will need to select a Filing Code. If “Serve” is selected you will not.
- Enter the following: Reference Number, Filing Comments and Courtesy Copies as explained in Step 5 of the New Case Initiation section and the “Service Contacts” screen will appear.



5. Select the name of the service contact(s) to receive electronic notice. Service contacts mean each person to be served electronically.

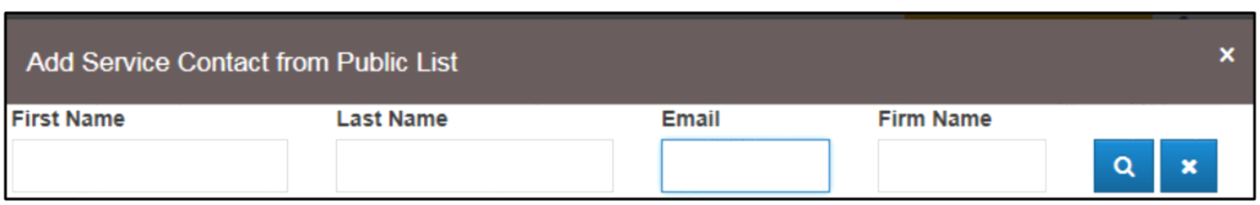
6. **Note:** Serving the State's Attorney's Offices

   Each firm and/or agency is set up differently. Some firms, particularly agencies, have specific generic email addresses set up to receive e-service. Therefore, please **do not** add individual users outside of your office as service contacts for cases. Please refer to the email addresses listed here when attempting to e-serve the State's Attorney's Offices in MDEC counties.

   - Anne Arundel County SAO - Circuit Court: saCircuitCourt@aacounty.org
   - Anne Arundel County SAO - District Court: saadc@aacounty.org
   - Anne Arundel County SAO - Glen Burnie District Court:sagbdc@aacounty.org
   - Anne Arundel County SAO – Juvenile Court: sajuvenile@aacounty.org
   - Caroline County SAO - Circuit Court: ccsaoCirCt@carolinemd.org
   - Caroline County SAO - District Court: ccsaoDistCt@carolinemd.org
   - Cecil County SAO - Scecilcounty@ccgov.org
   - Kent County SAO- Circuit Court: kcsaocircuitcourt@kentgov.org
   - Kent County SAO - District Court: kcsaodistrictcourt@kentgov.org
   - Queen Anne's County SAO - Circuit Court: qacmdeccc@qac.org
   - Queen Anne's County SAO - District Court: qacmdecdc@qac.org
   - Talbot County SAO - Circuit Court: circt@talbotcountysao.org
   - Talbot County SAO - District Court: distct@talbotcountysao.org
   - Dorchester County SAO – statesattorney@docogonet.com

- Somerset County SAO – somersetsao@gmail.com
- Wicomico County SAO – District Court: wcsaodc@wicomicocounty.org
- Wicomico County SAO – Circuit Court: wcsaocc@wicomicocounty.org
- Wicomico County SAO – Juvenile Court: wcsaojc@wicomicocounty.org
- Worcester County SAO – Circuit Court: saocircuitcourt@co.worcester.md.us
- Worcester County SAO – District Court: saodistrictcourt@co.worcester.md.us
- Worcester County SAO – Juvenile Court: saojuvenile@co.worcester.md.us
- Calvert County SAO – Circuit Court: CalvertSAOCircuit@co.cal.md.us
- Calvert County SAO – District Court: CalvertSAODistrict@co.cal.md.us
- Calvert County SAO – Juvenile Court: CalvertSAOJuvenile@co.cal.md.us
- Calvert County SAO – Child Support: CalvertSAOChiildSupport@co.cal.md.us
- Charles County SAO – Circuit Court: saocircuitcourt@charlescountymd.gov
- Charles County SAO – District Court: saodistrictcourt@charlescountymd.gov
- Charles County SAO – Juvenile Court: saojuvenilecourt@charlescountymd.gov
- St. Mary's Count SAO - CircuitSAO@stmarysmd.com

7. If the service contact is missing for the State of Maryland party, locate the party on the above list, and from the Actions drop-down list select "Add From Public List."



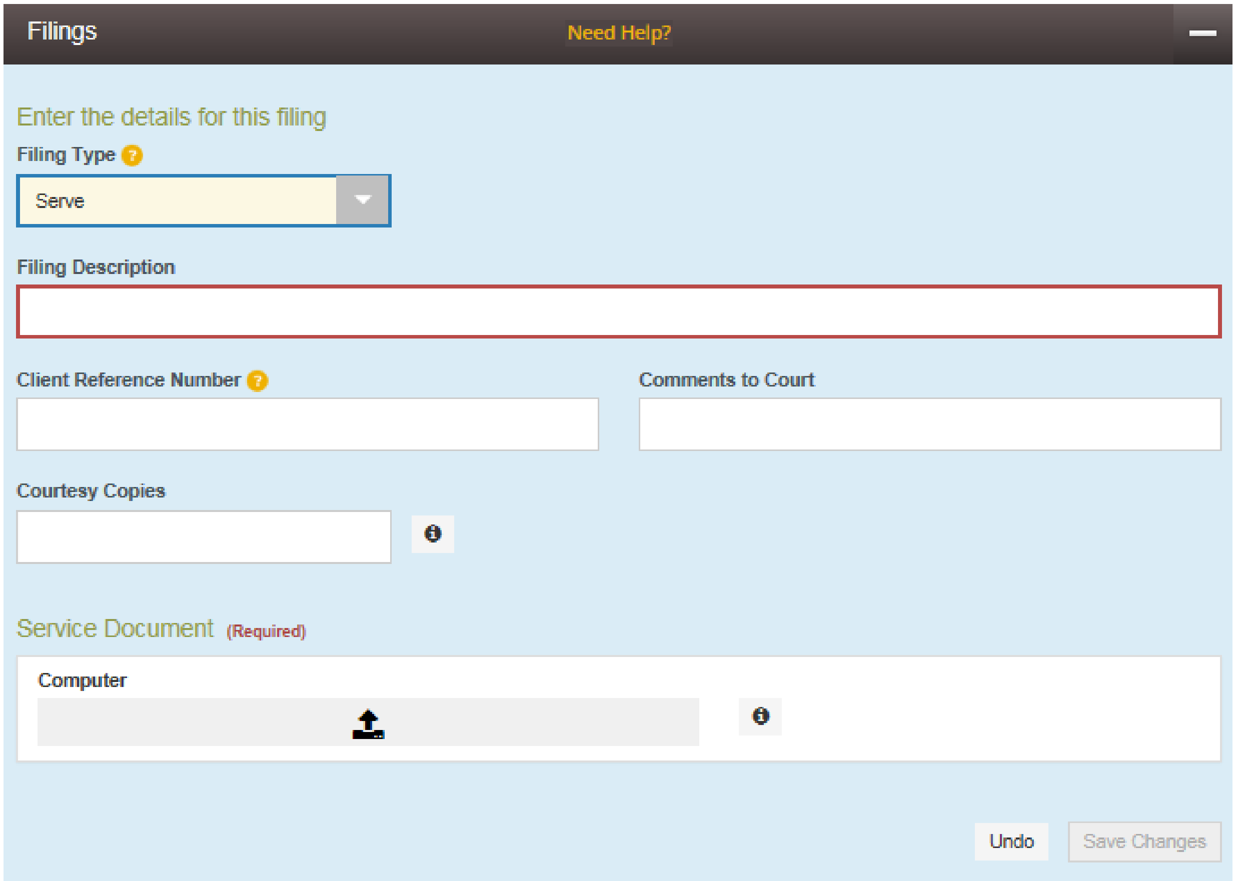
8. To locate the State's Attorney's Office generic email address, search in the email field.

Service by Clerk

1. The Clerk will continue to serve court orders and communications in accordance with Rule 20-205(c).

Discovery Material

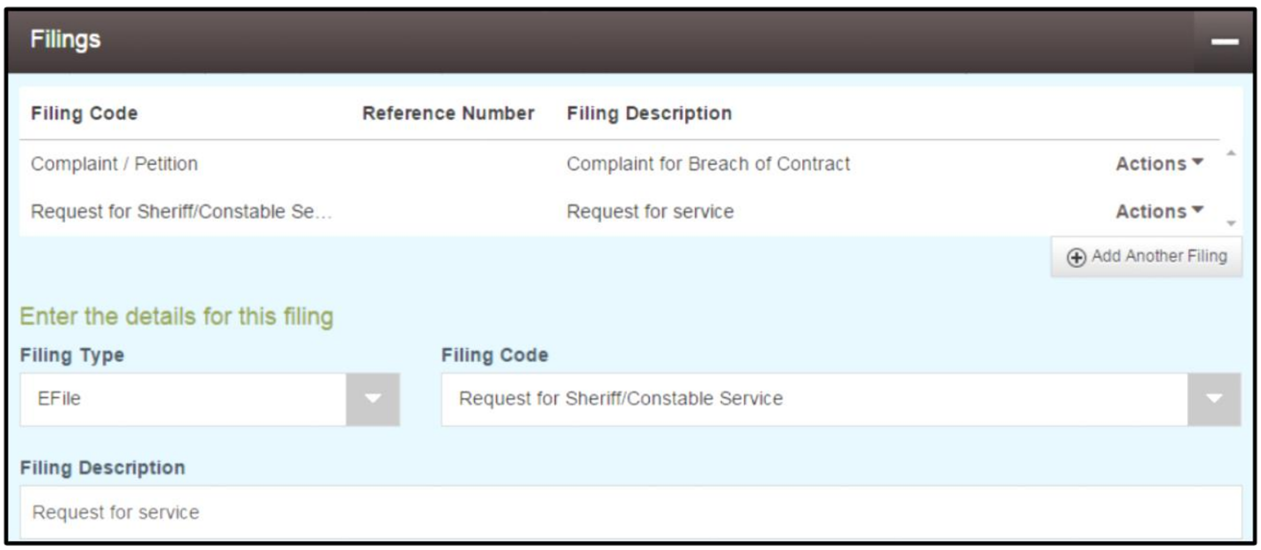
2. Discovery Material is for service only. See Rules 2-401 (d)(2), 2-262(k) and 4-263(k)(4).

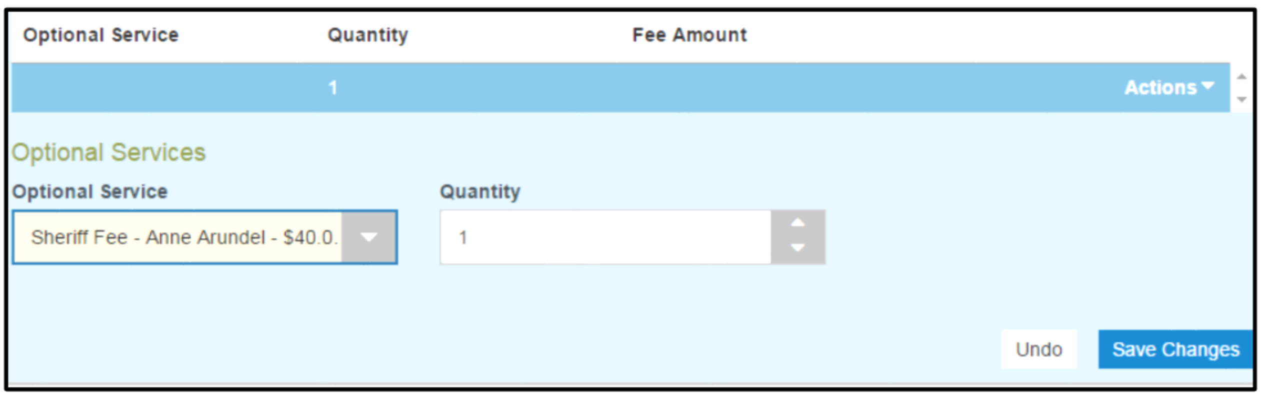


- Select the “Service Only” filing type.
- Enter the filing description of your document.
- Client Reference Number (optional)
- Leave comments to court blank – document is not being filed.
- Enter email addresses for courtesy copies (optional)
- Service Document – Select a file to upload and to electronically serve.

OPTIONAL SERVICES

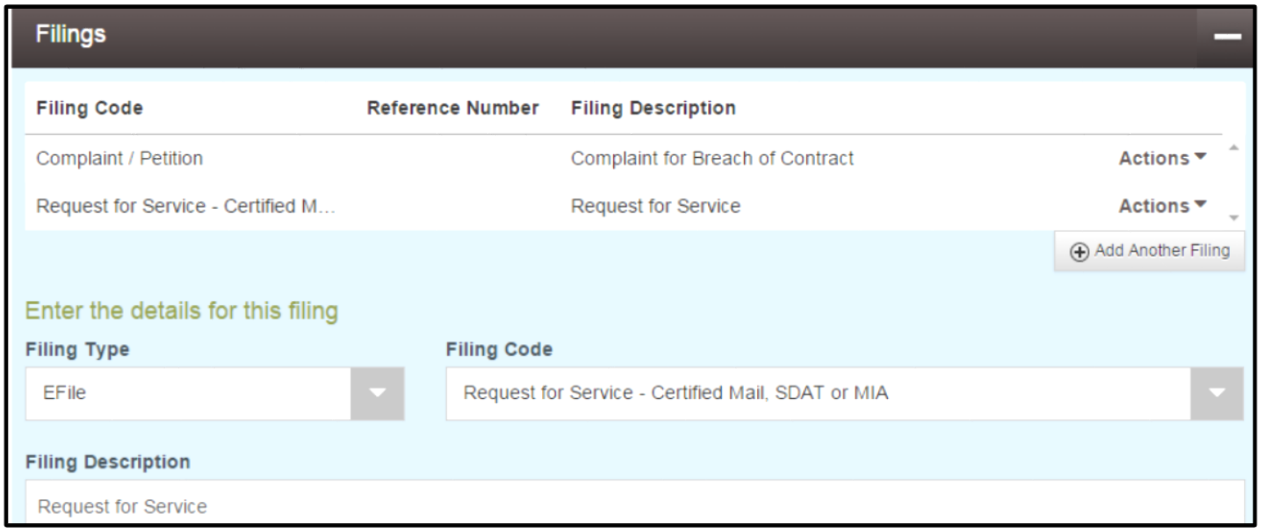
1. When **requesting sheriff or Baltimore County Constable or certified mail service** (District court only):
    - Filer *must* docket and attach the filing document/submission that is to be filed with the court and then select "Add Another Filing;"
    - Filer *must* docket the *Request for Sheriff/Constable Service* and/or *Request for Service – Certified Mail, SDAT or MIA* and include a separate lead document with its own filing code dictating service instructions, i.e., what party needs to be served and how.
2. On the **Request for Sheriff Service** filing the optional services functionality will be used to collect monies for the correct sheriff's department. (See below).

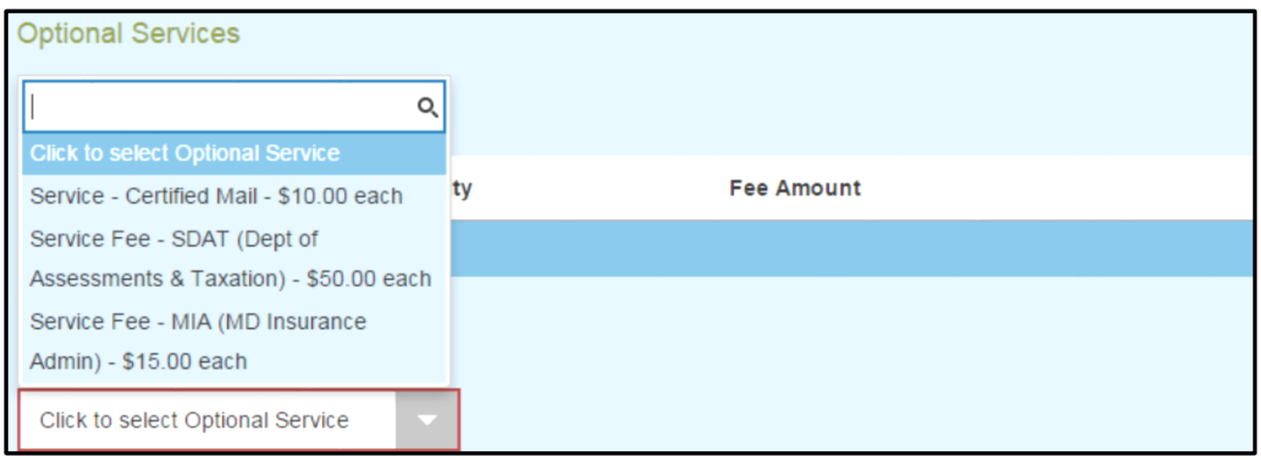




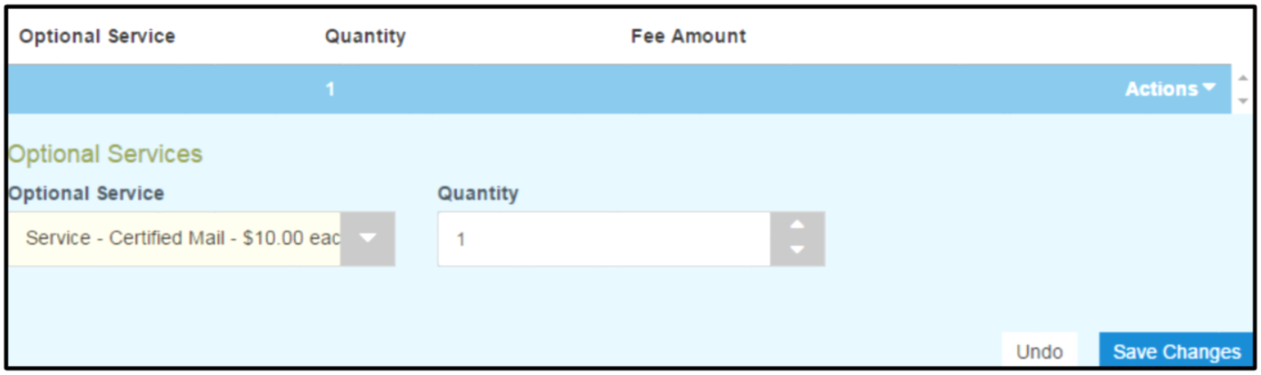
- Select a service from the Optional Services drop-down, i.e., constable service or sheriff fee.
- Each optional service will prompt for the number of parties to be served. Enter a quantity and click Save Changes.

3. On the **Request for Service – Certified Mail, SDAT or MIA** filing the optional service will prompt for the number of parties to be served. If a filer is requesting multiple services for one or more parties the filer should indicate this on a separate document for clarity to the clerk and add the appropriate number of service fees. This document will be regarded as a separate lead document with its own filing code. (See below).





- Select a service in the Optional Services drop-down, i.e., certified mail.



- The "Service –Certified Mail - $10.00 each" will prompt for the number of parties to be served. Enter a quantity and click Save Changes.

REOPENING A CASE

Rule 20-102 (a) (2)(iii) references the reopening of cases on MDEC. In order to reopen a case on MDEC an individual must:

- Search for existing case, i.e., a closed case on MDEC and follow steps to complete a subsequent filing. See (Subsequent Filing).

APPEALS

Requirements for electronic filing of documents in an appeal is covered by Rule 20-401 through Rule 20-405.

Record Extract or Appendix

1. The registered user will be required to file the record extract or appendix electronically.
2. In addition to the electronic filing, the registered user will be responsible to file eight copies of the record extract or appendix in paper form.
3. In addition to the electronic service, the registered user will be responsible to serve two paper copies of the extract or appendix on each party.

4. The lower court will transmit in electronic format that portion of the record filed electronically.

Briefs

5. The registered user will be required to file all briefs electronically.
6. In addition to the electronic filing, the registered user will be responsible to file eight copies of the brief in paper form.
7. In addition to the electronic service, the registered user will be responsible to serve two paper copies of the brief on each party pursuant to Rule 1-321.

Other Submissions

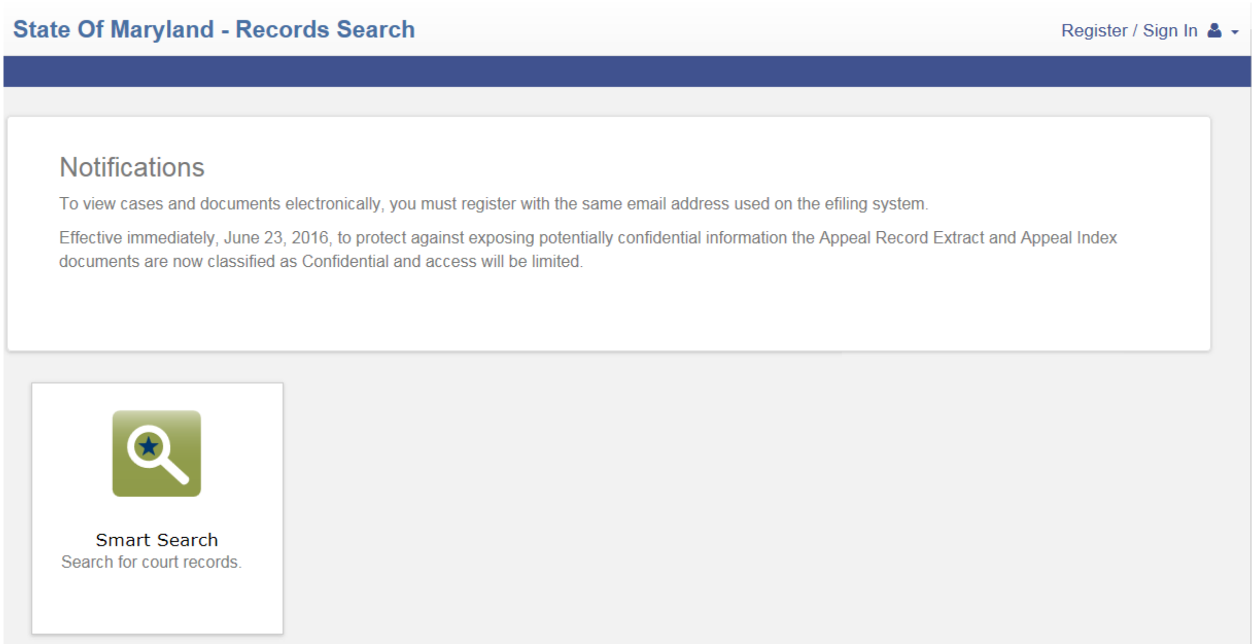
8. The registered user will be required to file all other submissions electronically and submit eight copies of the submission in paper form.

Opinions

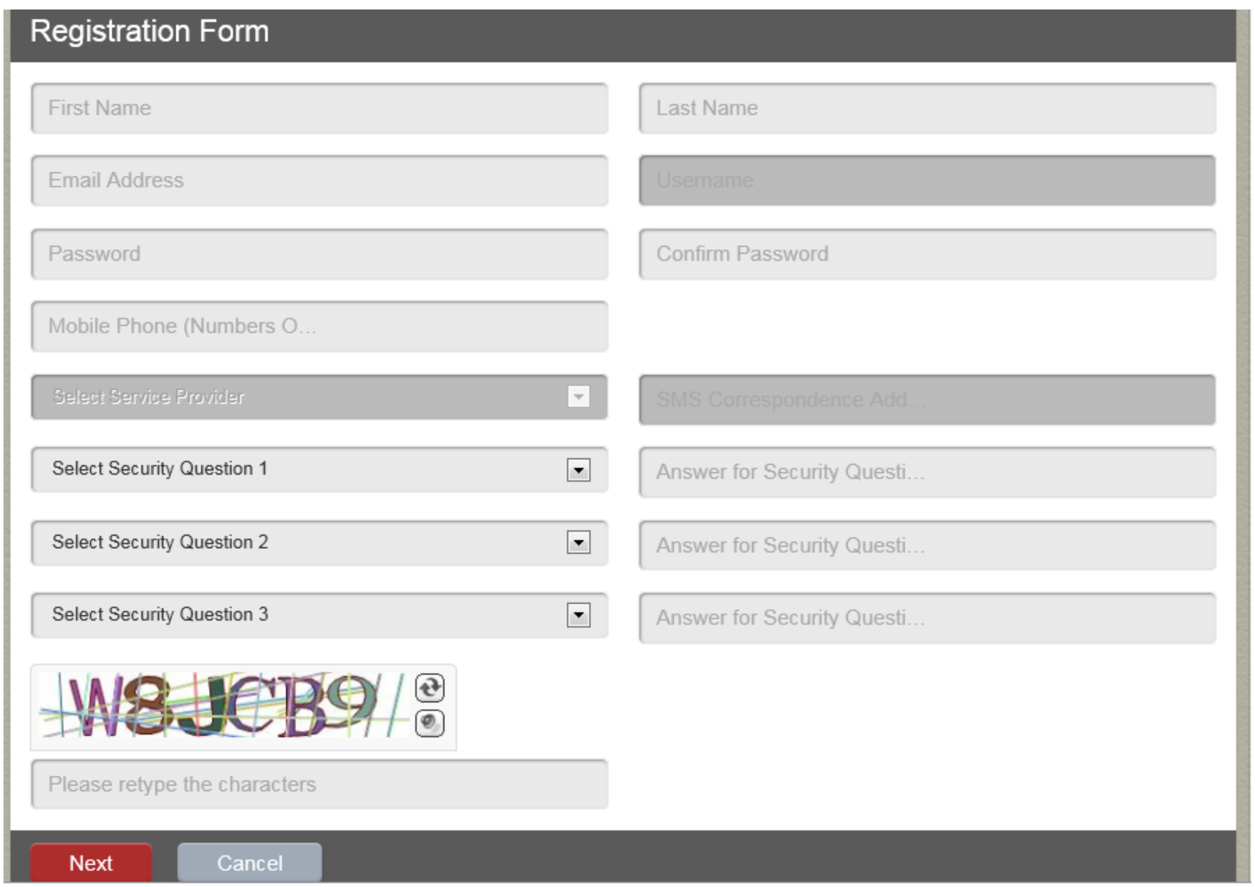
9. Opinions will be filed in electronic format.

State of Maryland Records Search

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 that they registered to efile.
3. All users of the portal must be registered and associated with specific cases in the MDEC system.
4. The web address for the Secure Portal is https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL

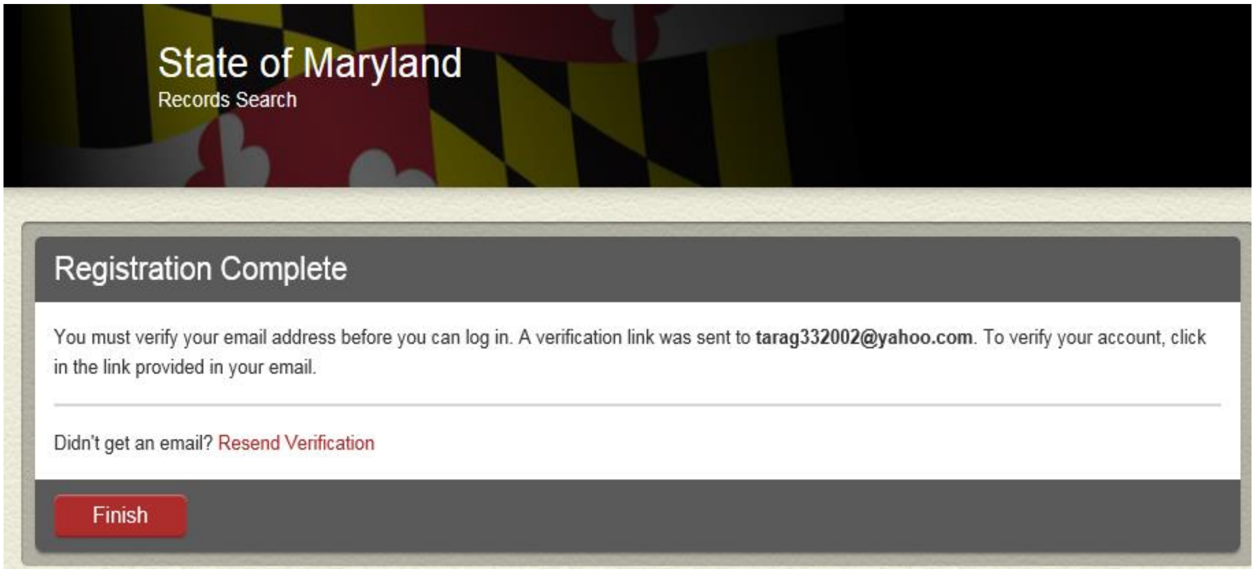


5. Click the “Register” button located at the top right corner of the page and a (Registration Form) window will appear.



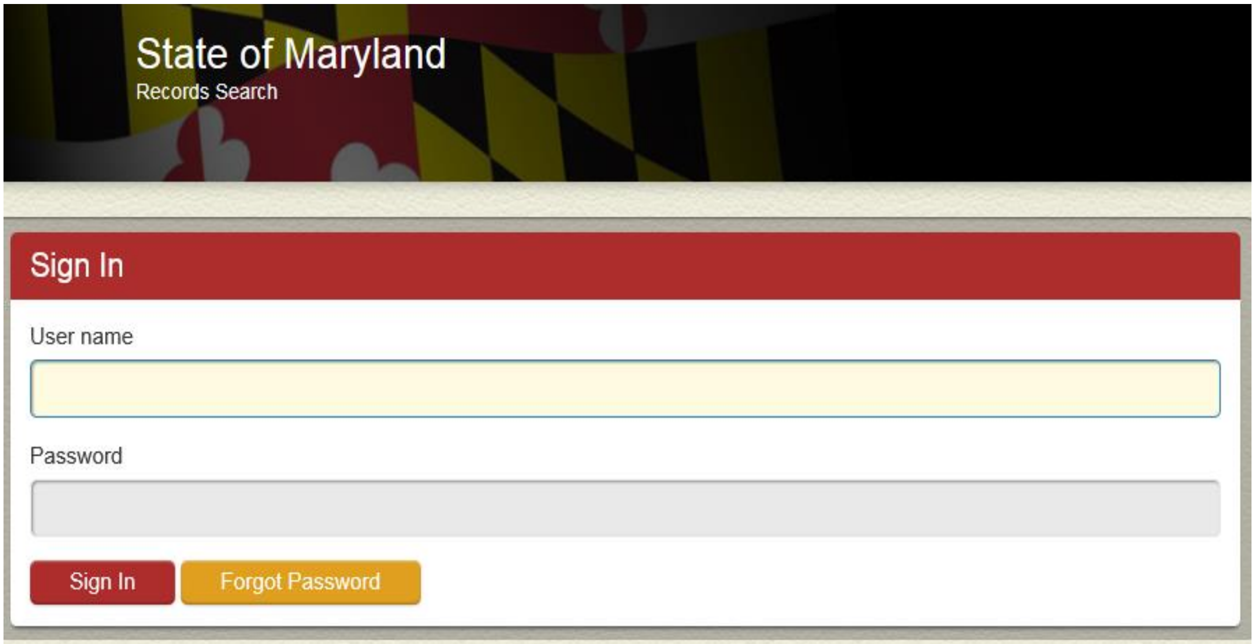
6. Remember to register with the same efiling email address in order to gain access.

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.

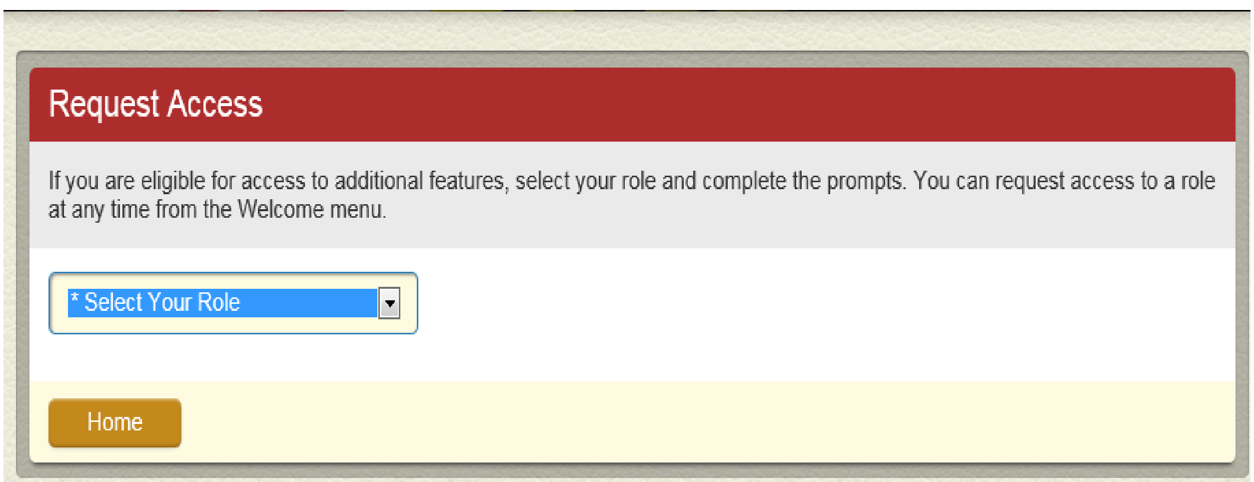


8. Click "Finish" to complete the registration.

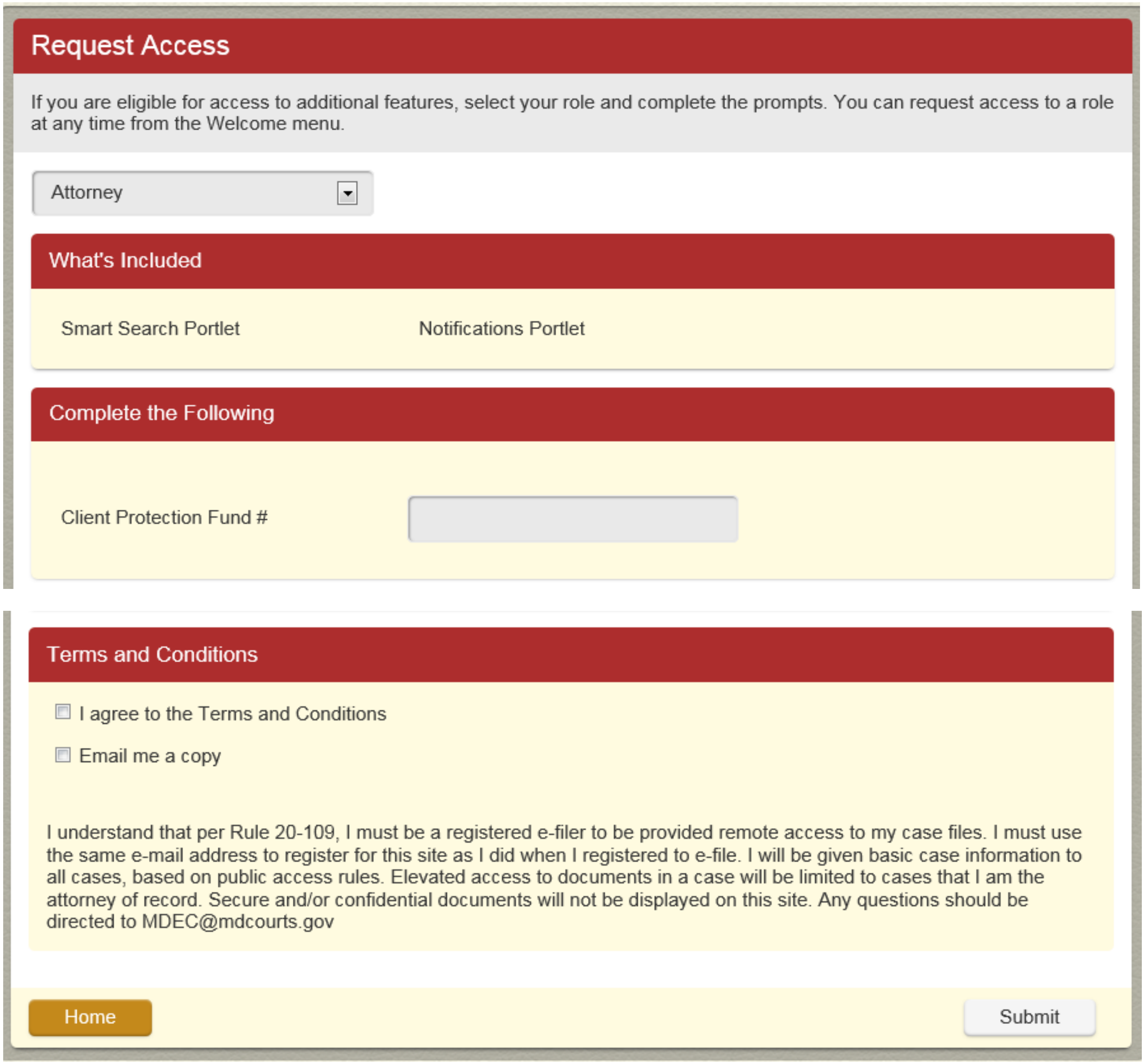
9. Access your email and a Tyler Online Portal Account Verification link will appear. Click on the Tyler Portal link.



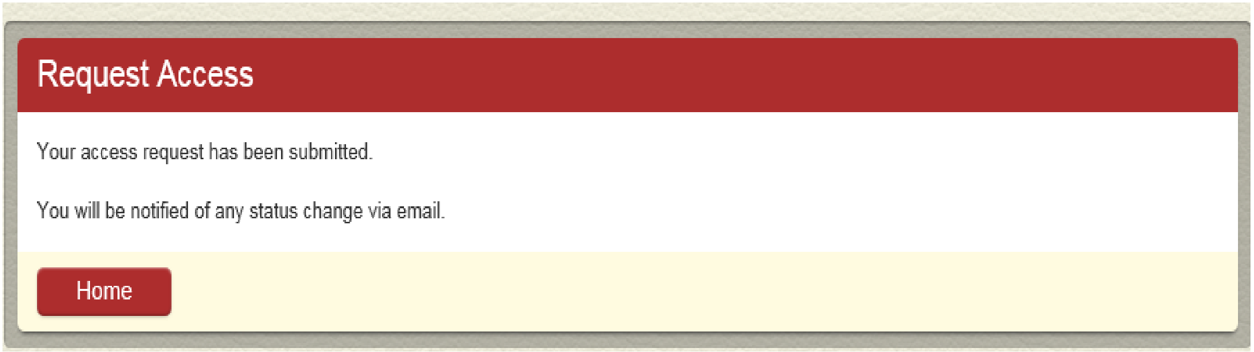
10. Your registration is now complete.
11. Enter your username and password.
12. Click "Sign In" and the (Request Access) window will appear.



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. Access your email and a ‘Your Portal Access Request Received’ from the ‘noreply@mdcourts.gov’ address will appear.
21. Click “Home” to return to the home page and log in with your email address and password.