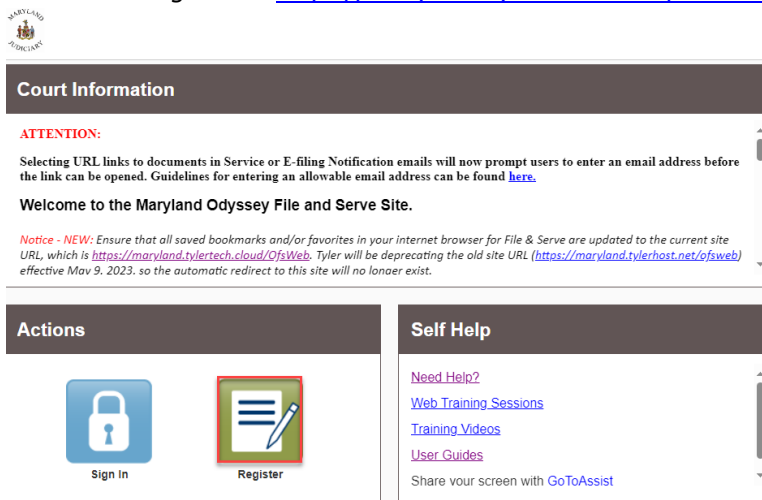


There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you view documents within a case. **Note: You must register for both portals to have access to MDEC.**

MDCOURTS.GOV/EFILING – <http://mdcourts.gov/mdec/efiling.html>. Visit this site to learn how to get started and to access important e-filing resources including user guides and webinars.



MDEC FILE & SERVE – *You must register!* – <https://maryland.tylertech.cloud/ofswb>.



Please review this section when registering to e-file on [MDEC File & Serve Portal](#). (See Managing the Firm Account (Firm Administrator) on page ten of the [Policies and Procedures Manual](#)).

1. Attorneys and support staff must register. Identify at least two Firm Administrators.
2. The Firm Administrator registers the agency and performs the following tasks:
 - a. Send email invite to firm users (agency/group) including all attorneys and support staff:
 - Click **Actions, Firm Users**, copy link from **Join My Firm** and place in body of email.
 - **Send** to staff.
 - Repeat for onboarding of new employees.
 - b. Set up **Waiver** account if you are a STATE agency: (If not skip this step and proceed to c).
 - c. Set up **Credit Card** account if you are a law firm:

- Click **Actions, Payment Accounts, Add Payment Account**.
- Enter **Payment Account Name**, select Payment Account Type **Credit Card, Waiver, or eCheck**.
- **Save Changes**.
- d. Add attorneys to Firm:
 - Click **Actions, Firm Attorneys, Add Firm Attorney**.
 - Enter **10-digit attorney number, Verify**. Attorney's name will populate.
 - **Save Changes**.
 - Repeat for onboarding of new attorneys.
- 3. Add Attorney's email addresses to File & Serve as service contacts:
 - Click **Actions, Firm Service Contacts, Add Service Contact**.
 - Enter attorneys First Name/Last Name, and email address and select **Make This Contact Public**.
 - **Save Changes**.
- 4. Add the above service contact to each case where the attorney represents when e-filing. (See page twenty-two in the [Policies and Procedures Manual](#)).

E-filing Assistance:

Call 800-297-5377, Monday – Friday (8 a.m. – 8 p.m. EST) or email mdcourts@service-now.com.

MARYLAND JUDICIARY RECORD SEARCH PORTAL – *You must register!* –

<https://mdportal.courts.state.md.us/mdodysseyportal>



Please review this section when attorneys register to view documents on the search portal. (See <https://www.mdcourts.gov/sites/default/files/import/mdec/pdfs/stateofmarylandrecordsearch.pdf>)

1. Attorneys must register with the same email address used on the e-filing system to view cases and documents electronically.
2. All users must be associated with specific cases in the MDEC system.
3. *How do you request elevated access?* Once registered, sign in and request access by selecting user's role (Attorney) and entering Client Protection Fund Number (CPF). After access request is reviewed, user will get an email notifying him/her of access approval or denial.

Maryland Judiciary Record Search

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

Attorney

What's Included

Smart Search Portlet

Complete the Following

Client Protection Fund #

Terms and Conditions

- ☐ I agree to the Terms and Conditions
- ☐ Email me a copy

I understand that per Rule 20-109, I must be a registered e-filer to be provided remote access to my case files. I must use the same e-mail address to register for this site as I did when I registered to e-file. I will be given basic case information to all cases, based on public access rules. Elevated access to documents in a case will be limited to cases that I am the attorney of record. Secure and/or confidential documents will not be displayed on this site. Any questions should be directed to MDEC@mdcourts.gov

[Home](#)

[Submit](#)

(Note: Please register and request before the go-live date as it can take up to a week for the JIS Support staff to process).

Access: This portal provides 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. The Users **cannot** see sealed indictment cases or protected arrest warrant cases.