

February 15, 2023

Dear Registered Users,

An additional e-filing deficiency has been identified by the State Court Administrator. An attorney entering an appearance as a victim's attorney or attorney for the victim's representative must file the [MDJ-009 - Notice of Entry of Appearance by Attorney for Victim or Victim's Representative](#). Without this form, your filing will be returned as a deficiency.

The Maryland Rules authorize the State Court Administrator to publish policies regarding deficiencies under [Rule 20-203\(d\)](#). To avoid receiving a deficiency notice, follow these best practices:

- **Consolidated Cases:** Where a judge has issued an order consolidating cases and designates a lead case, all subsequent submissions must be made in the lead case. A submission into a subcase is deficient.
- **Electronic Filing Prohibited:** A submission should not be filed electronically if prohibited. [Rule 20-106\(c\)\(2\)](#).
- **Entry of Appearance for Attorney for Victim/Victim's Representative:** An attorney entering an appearance as an attorney for the victim or victim's representative in a case must do so by using form [MDJ-009 - Notice of Entry of Appearance by Attorney for Victim or Victim's Representative](#).
- **Fees:** All required fees must be paid at the time of the filing. [Rule 20-201\(k\)](#).
- **File Names:** The electronic file name for each submission must relate to the title of the submission. [Rule 20-201\(i\)](#).
- **Filing Codes:** Select the correct filing code. If you cannot find a code that exactly matches your submission, use the one that most closely matches it.
- **Legibility and Orientation:** The submission must be completely legible and must be scanned with the proper orientation. If it is upside down, sideways, blurry, or contains blank pages, the filing will be deficient and returned.
- **Multiple Submissions:** Multiple submissions (including proposed orders) related to a particular action and filed together at one time must be submitted in the same envelope. [Rule 20-201\(e\)](#).
- **Non-Registered User:** A registered user may file a submission in MDEC only for that registered user, or, if the registered user is an attorney (paralegal, assistant, or other staff member in the attorney's office), for the attorney's client(s). A registered user may not file a submission in MDEC for any other person or entity.
- **Party Names:** Each party should be identified in the exact same way every time (spelling, first name, middle name(s), last name(s), initial(s), and other identifiers).
- **Proposed Order:** Each order submitted to be signed by a judge or judicial appointee must be identified as a proposed order and identified as a motion or other request for court action. The file name must indicate that it is a proposed order. [Rule 20-201\(k\)](#).
- **Relation to Case:** A submission must relate to the case in which it was filed.
- **Restricted Information:** A submission must not contain restricted information. If a submission is required to contain restricted information, a redacted copy must be submitted. [Rule 20-201\(h\)](#).

NOTE: If the filer fails to file a completed Notice of Restricted Information as required, the clerk shall reject the submission without prejudice to refile the submission accompanied by the Notice. [Rule 20-201.1 \(a\)\(2\)](#).

- **Signatures and Related Information:**
 - A signature consists of the signer's typewritten name followed by a visual image of the signer's handwritten signature or by the symbol /s/. [Rule 20-101\(u\)](#).

- A signature under oath, affirmation, or with verification must be hand-signed and scanned per [Rule 20-107\(d\)](#).
- The following information, although not part of the signature, must appear below the signature: the filer's address, email address, telephone number and, if the filer is an attorney, the attorney identification number registered with the Maryland Attorney Information System. [Rule 20-107\(a\)\(2\)](#).



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