How to E-File Failure to Pay Rent Complaints

E-filing technology provides a fast and convenient method of filing Landlord Tenant Complaint Documents while allowing courts to operate more efficiently. Please find the instructions below to utilize this service.

Within a single filing session, you can file one or multiple failure to pay rent cases.

If multiple cases are included in a batch, all cases must contain the same:

- **Case Type:**
  - Failure to Pay Rent _OR_ Failure to Pay Rent – Mobile Home
  - Non-mobile home complaints may not be submitted in the same batch as mobile home complaints.
- **Filing Code:**
  - Complaint/Petition – Landlord Tenant _OR_ Complaint/Petition – Landlord Tenant (Personal Service)
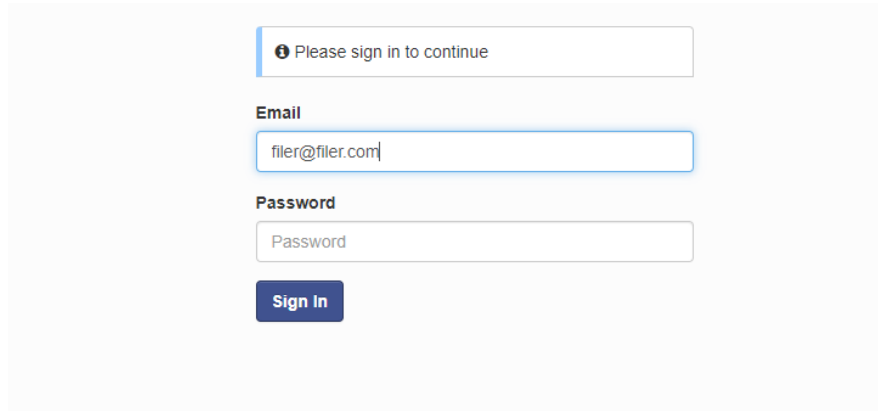
Requirements for e-filing Failure to Pay Rent complaints

1. Register to become an authorized e-filer. In order to e-file, users must first be registered with the Odyssey File and Serve Portal. Registration instructions can be located by following the links below:
   - Registration information for attorneys
   - Registration for non-attorneys

2. Complete a complaint form for each property and save each one as a separate PDF. You will upload the form(s) as you e-file.

3. File the initial Failure to Pay Rent complaint into the Landlord Tenant (LLT) Portal – Your case is created here. Multiple complaints can be submitted together and will be assigned the same hearing date. Complaints filed together must all be personal service by Sheriff/Constable or Private/Personal service that you arrange.

4. File all **subsequent** filings by using the Odyssey File and Serve Portal once your case number is assigned.

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E-File the Initial Complaint into the Landlord Tenant (LLT) Portal

1. Navigate to the Landlord – Tenant Portal. Look for the link that is specific to filing Failure to Pay Rent complaints. Sign in with your Odyssey File and Serve email and password assigned at registration.
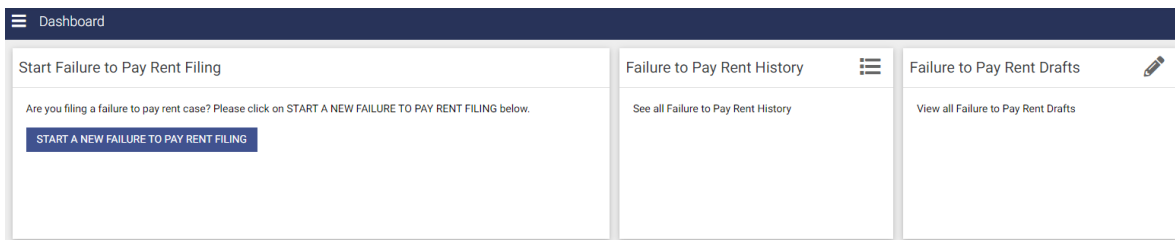

2. Click the "START A NEW FAILURE TO PAY RENT FILING" button to create a draft filing.

3. Enter the case information for the Failure to Pay Rent filing. Filers can create an optional **Batch Filing Name** to title the batch and distinguish it from other batches that may be filed.
    *   Batch Filing Name – Label created by the filer to easily identify/differentiate the filing
    *   Court Location – Location of property
    *   Case Category – Civil
    *   Case Type – Failure to Pay Rent or Failure to Pay Rent Mobile Home
    *   Filing Code – Complaint/Petition – Landlord Tenant or Complaint/Petition – Landlord Tenant (Personal Service). Note: If you are requesting a **Money Judgment**, select Complaint/Petition – Landlord Tenant (**Personal Service**).
    *   If during your initial File and Serve registration you registered for a Self-Represented Account, you will not see the option to add a Filing Attorney (screenshot #1). If you Registered for a Firm Account, the option to add a Filing Attorney will be required (screenshot #2).
    *   Payment Method – Debit/Credit Card or eCheck on the filing for any related filing fees.

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Screenshot #1 (Filing Attorney Not Required)

Case Information

Failure to Pay Rent Filing Name
LANDLORD TENANT FILING

Court Location *
Prince Georges County District Court - Hyattsville   × ▾

Case Category *
Civil   × ▾

Case Type *
Failure to Pay Rent   × ▾

Filing Code *
Complaint / Petition - Landlord Tenant   × ▾

Payment Method *
Visa Payment Account   × ▾
Click to manage your Payment Accounts in File & Serve ⟳

* *Indicates required field*

[BACK]   [NEXT]

Screenshot #2 (Filing Attorney Required)

Case Information

Failure to Pay Rent Filing Name
LANDLORD TENANT FILING

Court Location *
Prince Georges County District Court - Hyattsville   × ▾

Case Category *
Civil   × ▾

Case Type *
Failure to Pay Rent   × ▾

Filing Code *
Complaint / Petition - Landlord Tenant   × ▾

Filing Attorney *
On behalf of Circuit Court   × ▾

Payment Method *
LLT Testing   × ▾
6 active Payment Method(s) are not listed due to being expired.

* *Indicates required field*

[BACK]   [NEXT]

4. Click Next and continue to the Filer screen where you will enter the name and address of the landlord. Click next to continue.

Filer Group 1   Draft # 521

⊕ Add a Party

Party Type	Person/Entity	Party Name	
Landlord / Plaintiff	Person		Required Party ✎

Party Type *
Landlord / Plaintiff

◉ Person ○ Entity

First Name *   **Middle Name**   **Last Name** *   **Suffix**
                                                                            Select Suffix   ▾
Required   Required

Address Line 1   **Address Line 2**   **City**   **State**   **Zip Code**
                                                                     Select State   ▾

Lead Attorney
Select Lead Attorney   ▾

* *Indicates required field*

[BACK]   [SAVE AND EXIT] [NEXT]

5. If you need to add another party to the filing, select the "Add a Party" button at the top right of the screen under the File Group 1 section. The screenshot below illustrates a landlord's agent party type being added. Property management companies commonly represent landlords as rent agents.

6. Click Next to continue to the Cases screen and select the "Add" button (on the left) to enter the tenant/defendant.

7. If the property has more than one name on the lease, additional tenants can be added by selecting the "Add Tenant" button. Click Close to continue.

Enter Tenant Information

8. If requesting Personal Service by Sheriff or Constable, add the fee from the "Optional Services" tab. If you are using a Private Process Server, do not select a fee from the Optional Services.

9. Upload your Landlord Tenant complaint form. The form must be saved in PDF format before uploading. If you have additional properties to fail against, click the "Add A Case" button and repeat steps 6-9.

10. Continue to the Summary screen and review the case information, filer, cases, and fees sections for errors. A pencil icon is located at the top right corner of each section if any changes need to be made.

Summary

Draft #   521

Case Information

SAMPLE FILING

Court Location	Case Category	Case Type
Prince Georges County District Court - Hyattsville	Civil	Failure to Pay Rent

Filing Code	Filing Attorney	Payment Method
Complaint / Petition - Landlord Tenant	On behalf of Circuit Court	Test Account

Status
Draft

Group 1 - Filer

Party Type	Person/Business	Name
Landlord / Plaintiff	Person	SAMPLE SAMPLE

Address

Group 1 - Cases

Tenants	Address	Optional Services	Fees	Document
TEST TEST	TEST TEST, MD 20772		$20.70	Failure to Pay Rent.pdf
		Total	$20.70	

Fees Grand Total

Fees Grand Total: $20.70

11. After reviewing the filing details, select ALL three submission agreement checkboxes and click Submit. A notice of submission will be sent to your registered email address.

Submission Agreements

☑ This submission does not contain any restricted information OR, if it does, I have filed (1) a Notice of Restricted Information and, (2) if applicable, a redacted and unredacted version of the submission per Rule 20-201.1(c).

☑ This is an initial filing and I have included a written request that the Clerk issue a Writ of Summons for service OR this is a subsequent filing and written, signed certificates of service are included in the submission as required by Rules 20-201(g)(1) and 20-205(d).

☑ All documents requiring signature have been signed by Rule 20-107.

BACK   SUBMIT

A filing remains in "draft" status until you select ALL three submission agreement checkboxes and clock Submit. After a filing session is complete and the filing(s) has been submitted, a system-generated batch number is assigned to the submission for identification purposes.

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E-File into an Existing Case

1. If you have an existing Failure to Pay Rent case, you can file into it using the Odyssey File and Serve Filer Portal. After you sign in, you will use the "File into Existing Case" option.
2. Review the "File into Existing Case" section of the MDEC Policies and Procedures Manual for further instruction.
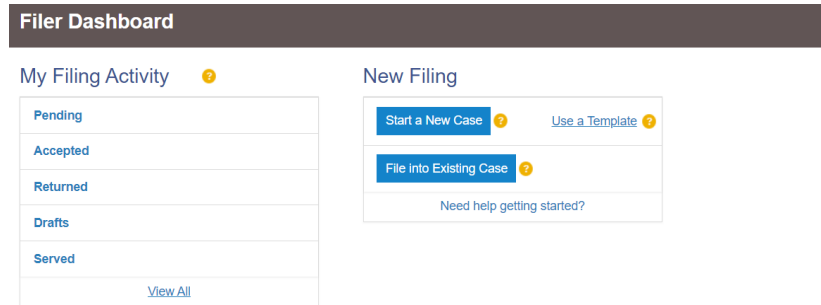
Batch History

The Batch History screen can be located under the hamburger icon (three stacked horizontal lines) on the top left of the homepage. The drop-down menu displays a history of all previous batches submitted by the filer. The history screen has a search function allowing filers to filter results based on specific criteria such as filing status and date. If you have a filing in "draft" status, you can find it here and resume your draft.
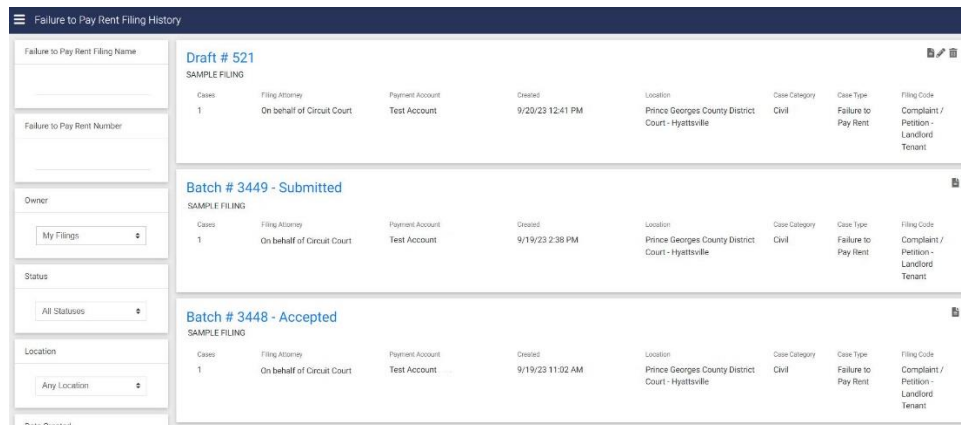
Support

For technical support, contact the Maryland Judiciary Service Desk at (410) 260-1114 or mdcourts@servicenow.com.

For assistance with case information or direction on which documents need to be filed, contact the District Court at the location of the property.