

E-FILING WALKTHROUGH - COSA

To file a document in the Court of Special Appeals do the following:

MARYLAND JUDICIARY

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome [redacted]

NEW CASE [dropdown menu] Case Number [input field] Go Advanced Search

FILINGS BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

My Filings [dropdown] All Statuses [dropdown] All Locations [dropdown] From mm/dd/yyyy [calendar] To mm/dd/yyyy [calendar] Case or Envelope Filter Export ?

No filings found. Start a new case or search for an existing case to begin a new filing.

1. In the first box circled above select “Court of Special Appeals” from the drop down menu.
2. Then enter your case number (see the question above about case numbers).
3. DO NOT click “NEW CASE” (that is reserved for initial pleadings – i.e. complaints – in the circuit court.)
4. Click “GO”
5. Your screen will look like this (without the blackouts and red pen of course):

MARYLAND JUDICIARY

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome [redacted]

NEW CASE Court of Special Appeals [dropdown] -REG-1648-2014 [input field] Go Advanced Search

Searching for:
As: Case Number

Case Number	Location	Description	Case Type	Actions
CSA-REG-[redacted]-2014	Court of Special Appeals	[redacted] v. [redacted]	Appeal of Civil Ca	[folder icon] [document icon] [person icon]

6. To add a document click the folder circled in red.
7. The next screen will look like this (again without the blackouts):

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome

Case CSA-REG-2014 v. et al Court of Special Appeals - Appeal of Civil Case

1 Parties 2 Filings 3 Summary

Enter the Details for the Parties Involved in this Case

Required fields are bold and have an asterisk (*).

Party Type	Name	Attorney
Appellant		
Appellee		
Appellee		
Appellee		

ADD PARTY

Party Type: Appellant Attorney

Party Name: Address:

Exit Filings

8. Confirm that the parties are correct and then click “Filings” button in the lower right corner.
9. The next screen will look like this:

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome [REDACTED]

Case CSA-REG: [REDACTED] 2014 [REDACTED] v. [REDACTED] et al Court of Special Appeals - Appeal of Civil Case

1 Parties 2 Filings 3 Summary

Enter Filing Details

[Add Another Filing](#)

Select Filing Code* E-File Service

Filing Description*

Reference Number

Documents

Filing Comments

Courtesy Copies ⓘ

Fees

Envelope Total \$0.00

Payment

Payment Account*

Party Responsible for Fees*

Filing Attorney*

Parties Summary

10. Fill in the following:

- a. "Select Filing Code" - Use the drop down menu to find the type of paper you are filing (e.g. Motion, Stipulation, Civil Information Report).
Once you select this, a click and browse box will open under "Documents" – this is where you will load your document(s). "Lead Document" is the motion, etc. that you are filing. Any attachments, proposed orders etc. can be loaded as attachments.
- b. "Filing Description" – This is free text to further describe the type of paper you are filing.
- c. "Reference Number" – Your internal client file number.

- d. “Payment Account” – select the account you will be drawing on.
- e. “Party Responsible for Fees” – normally your client.
- f. “Filing Attorney” – is the attorney filing the document, or the attorney on behalf of whom you are filing.

11. Click “Summary” button to confirm all of the details and submit.
12. In your “Workspace” you will see the new filing and its status.