

MDEC Attorney Codes  
USER GUIDE

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**Note:**

If you are having trouble *using Internet Explorer*, i.e., seeing a blank page, etc. please open in **Google Chrome** or make it compatible with the web browser **IE11**.To **verify your browser** and make **compatible** with the web browser **IE11** please refer to **page 7**.

If you encounter with fatal error, please **close** the application and try again or email **efilinginfo@mdcourts.gov**.

This application can only be **used once** to create your attorney information for **MDEC**.

To access the 'MDEC Attorney Codes' application go to <https://iportal.mdcourts.gov/>

Following **MARYLAND PORTAL** screen will appear:

### 1. MARYLAND PORTAL SCREEN

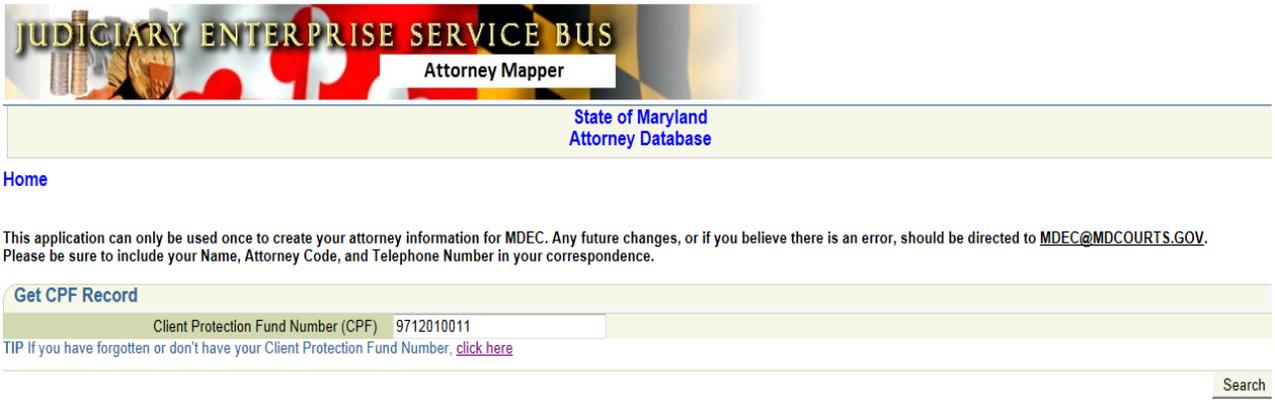


#### User Step 1:

- Click on 'MDEC Attorney Codes' tab.

Following **SEARCH** screen will appear:

### 2. SEARCH SCREEN



#### Search Option 1

#### User Step 2:

- Enter your 'Client Protection Fund Number' (CPF #) and click the 'Search' button.
  - If you don't know your CPF #, please go to **Search Option 2** on page #6.

Following **HOME** screen will appear:

### 3. HOME SCREEN

**CPF Record**

CPF ID 9712010011  
 Last Name SMITH  
 First Name JOHN  
 Middle Name S  
 Suffix

Provide an address for court correspondence  
 Line 1\* 123 Main Street  
 Line 2 Suite 201  
 Line 3  
 City\* Annapolis State \* MD Zip\* 21401

Keep your address confidential  
 Work Phone # 410-000-0000 Ext 1234  
 Fax # 410-000-1111  
 Cell Phone # 410-111-0000

Provide an email for electronic court correspondence\*  
 E-Mail J.S@law.com  
 Check if your preference is to have electronic notification

Do you practice in District Court Civil?  
 No  Yes  
 If yes, please find and verify your District Court Civil Attorney Code

Do you practice in Circuit Court?  
 No  Yes  
 If yes, please find and verify your Circuit Court information

**User Step 3:**

- Enter your current court correspondence address.
- Check if your preference is to keep your address confidential
- Enter electronic court correspondence E-Mail address for MDEC.
- Check if your preference is to have electronic notification.
- Verify whether or not you practice in District Court civil.
- Verify whether or not you practice in Circuit Court.
- Click the 'Continue' button.

If your answer is "Yes" to practice in District Court Civil or Circuit Court, following **ATTORNEY CODES** screen will appear:

### 4. ATTORNEY CODES SCREEN

**Get JIS Record**

Match by  Last Name and First Name  
 Last Name

**JIS Record**

Select All | Select None

Select	SYSTEM	Attorney Code	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	ADDRESS	CITY	STATE	ZIP
<input checked="" type="checkbox"/>	DCC	003813	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
<input checked="" type="checkbox"/>	UCS	0808981	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
<input checked="" type="checkbox"/>	UCS	0808010	SMITH	JOHN	S		9877 SPRING AVE	SILVER SPRING	MD	20902
<input type="checkbox"/>	UCS	0080457	SMITH	JOHN		JR	478 GATES AVENUE	ANNAPOLIS	MD	21401

**User Step 4:**

- Verify your MD District Court Civil (DCC) attorney code.
- Verify your MD Circuit Court (UCS) attorney code.
- If you see multiple codes with your name and address, please select all.
- Click the 'Continue' button.

**Note:** You may recognize your DC attorney codes but UCS codes will be picked by your name and address. *You may also search by **Last Name** to find your Attorney Code. Already confirmed attorney codes will not display on this screen. If you believe there is an error, or your attorney codes are not displayed send an email to MDEC@MDCOURTS.GOV. Please be sure to include your Name, CPF#, Attorney Code, and Telephone Number in your correspondence.*

Following **CONFIRM/EDIT** screen will appear:

### 5. CONFIRM/EDIT SCREEN

**CPF Record**

CPF ID 9712010011  
 Last Name SMITH  
 First Name JOHN  
 Middle Name S  
 Suffix

**Court correspondence Address**

Provide an address for court correspondence

Line 1\* 123 Main Street  
 Line 2 Suite 201  
 Line 3  
 City\* Annapolis State \* MD Zip\* 21401  
 Keep your address confidential  
 Work Phone # 410-000-0000 Ext 1234  
 Fax # 410-000-1111  
 Cell Phone # 410-111-0000  
 Provide an email for electronic court correspondence\*  
 E-Mail J.S@law.com  
 Check if your preference is to have electronic notification

Note: This court correspondence address does not affect your address with the Client Protection Fund.

**Court Information** [Edit](#)

SYSTEM	Attorney Code	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	ADDRESS	CITY	STATE	ZIP
DCC	003813	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
UCS	0808981	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
UCS	0808010	SMITH	JOHN	S		9877 SPRING AVE	SILVER SPRING	MD	20902

**User Step 5:**

- Confirm or edit your information and click the 'Confirm' button.

Following **CONFIRMATION** screen will appear:

### 6. CONFIRMATION SCREEN

**Information**

1. Records successfully matched: 3  
 2. Record successfully saved.

**CPF Record**

CPF ID 9712010011  
 Last Name SMITH  
 First Name JOHN  
 Middle Name S  
 Suffix

Address for court correspondence 123 Main Street Suite 201 Annapolis, MD-21401  
 Keep your address confidential Yes  
 Work Phone # 410-000-0000 Ext# 1234  
 Fax # 410-000-1111  
 Cell Phone # 410-111-0000  
 Email for electronic court correspondence  
 E-Mail J.S@law.com  
 Check if your preference is to have electronic notification Yes

Note: This court correspondence address does not affect your address with the Client Protection Fund.

**Court Information**

SYSTEM	Attorney Code	LAST NAME	FIRST NAME	MIDDLE NAME	SUFFIX	ADDRESS	CITY	STATE	ZIP
DCC	003813	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
UCS	0808981	SMITH	JOHN	S		123 MAIN STREET, SUITE 201	ANNAPOLIS	MD	21401
UCS	0808010	SMITH	JOHN	S		9877 SPRING AVE	SILVER SPRING	MD	20902

**User Step 6:**

- Click 'Print' button.



## Search Option 2

If you don't know your Client Protection Fund Number click on [click here](#) link.

Following **FORGOTTEN CPF#** screen will appear.

### 2a. FORGOTTEN CPF# SCREEN

#### User Step 2a:

- Enter the last 2 digits of the year you were admitted to the bar, then 2 digit month admitted to the bar and your last name (all these three are required fields).
- Click the 'Search' button.

Following **CPF LOOKUP LIST** screen will appear:

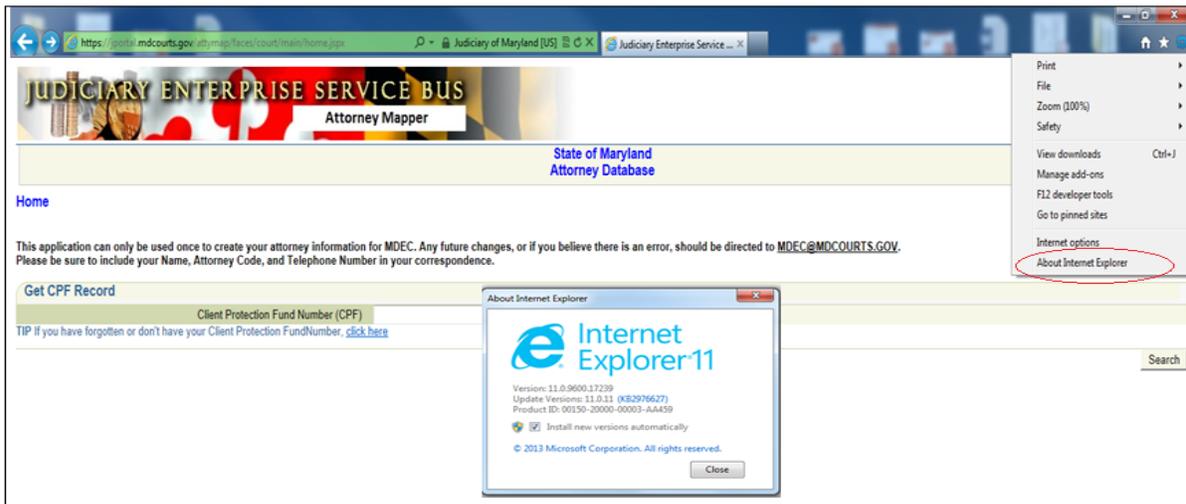
### 2b. CPF # LOOKUP LIST SCREEN

#### User Step 2b:

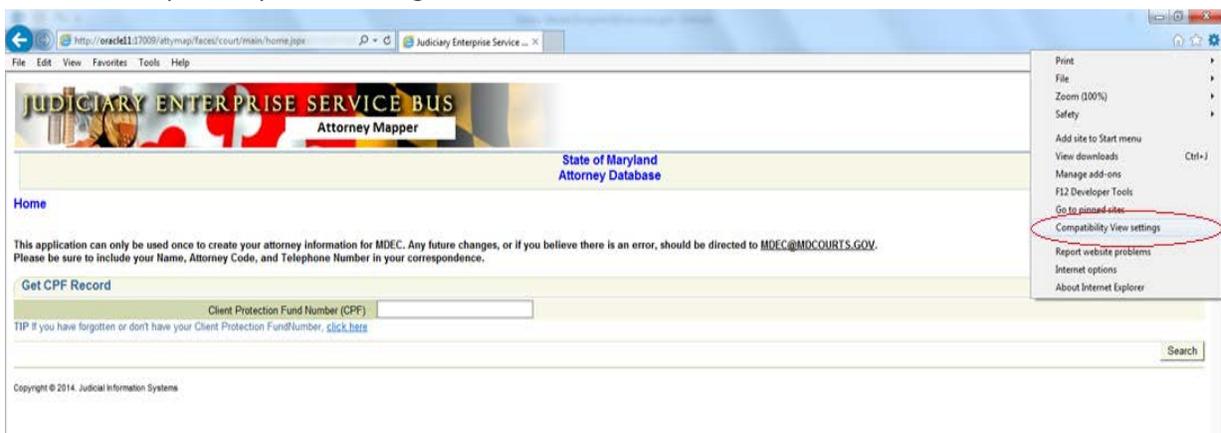
- Select your CPF # and click the 'Continue' button.
- Follow rest of the steps 3-6 from **Option 1**

## BROWSER COMPATIBILITY

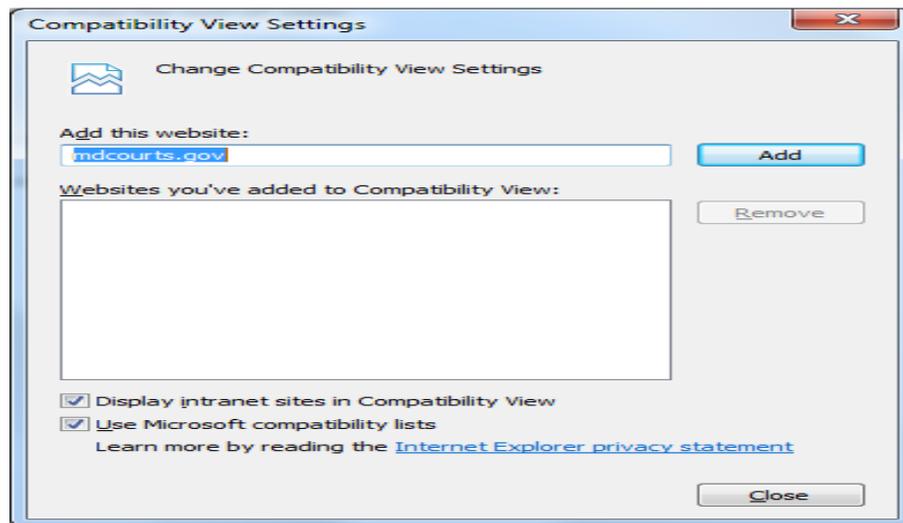
1. Got to Tools.
  - a. Click on 'About Internet Explorer' to verify browser version.



2. Click on 'Compatibility View Settings'



- a. The 'Compatibility View Settings' window will open.



- b. In the 'Add this website' field type **mdcourts.gov** click 'Add' and to finish click 'Close'.