



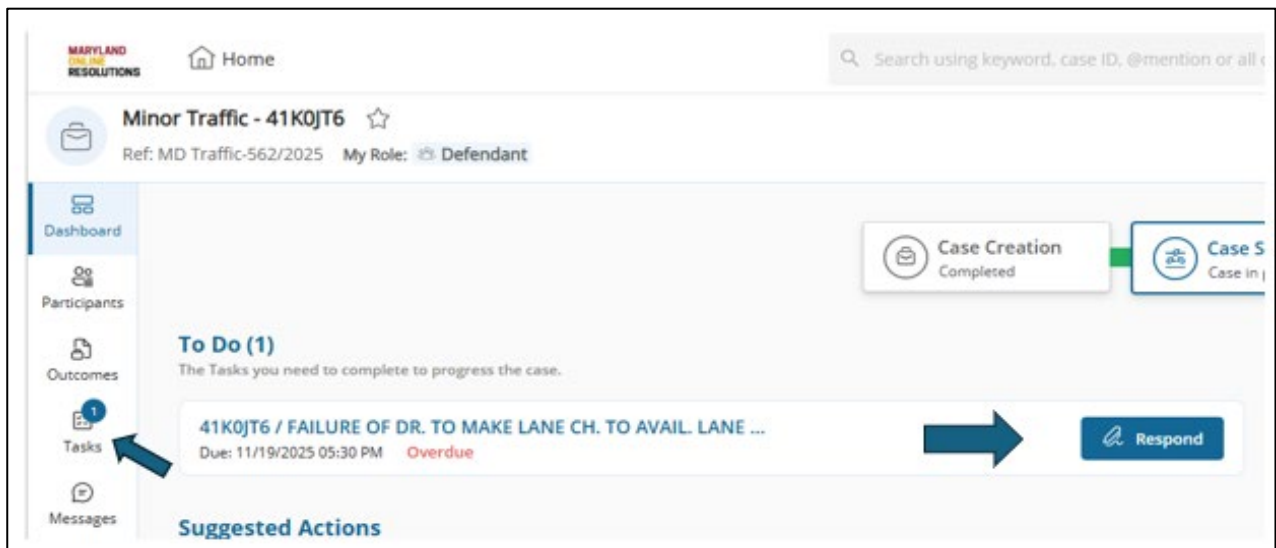
## Filling Out Your Plea Template – Step-by-Step Instructions

This guide will help you fill out your plea template. Your screen may look slightly different depending on your device (laptop, phone, or tablet). Some plea types, like 'Guilty with an Explanation,' will include an extra text box for your explanation.

### Step 1: Accessing Your Template

You can open your plea template in two ways:

- The fastest way is to click the **Respond** button under your “To Do” section.
- You can also go to the **Tasks** tab and click the link under the title section.



### Step 2: Read Carefully

Take your time to read all the information on the screen. Once you submit your plea, it cannot be changed or edited.

### Step 3: Enter Your Address

Scroll down to the address text box. Type your **current address** including city, state, ZIP code, and apartment or unit number (if you have one).



**DISTRICT COURT OF MARYLAND**

**IMPORTANT:** Once you submit this template, it will be sent to the judge for review, and you will NOT be able to make any changes. Please review all information carefully before submitting.

Defendant Name: **John Doe**

Citation Number: SYM082Y

Charge: EXCEEDING POSTED MAXIMUM SPEED LIMIT: 49 MPH IN A POSTED 45 MPH ZONE

**Address:** Please type your current address in the text box below. Be sure to include the city, state, ZIP code, and any apartment or unit number if you have one. This helps make sure we send your mail to the right place.

1208 Sullivan Street, Annapolis, MD 21401

Is this address different than what is listed on your citation: ☒ Yes ☐ No

Plea:

☒ Guilty with an explanation - I want to plead guilty and provide an explanation without having to appear in the District Court. I agree to submit my explanation electronically, and I waive my appearance at the hearing. I understand that the judge will review my

#### Step 4: Check the Citation Address Question

You'll see a question asking if the address on your citation is different from the one you entered. Check **Yes** if it's different or **No** if it's the same.

Note: Sometimes officers write an old address on your citation. Entering your current address helps make sure mail goes to the right place.

#### Step 5: Verify Your Plea

You'll see your plea type from the first page. Make sure the box next to the correct plea is checked.

#### Step 6: Write Your Explanation (Only needed if pleading Guilty with an Explanation)

If your plea type includes an explanation text box, type your explanation in that text box. There is a character limit, and you won't be able to type more once you reach it. Keep your explanation short and focused so the judge can review it easily.

Plea:

☒ Guilty with an explanation - I want to plead guilty and provide an explanation without having to appear in the District Court. I agree to submit my explanation electronically, and I waive my appearance at the hearing. I understand that the judge will review my submitted explanation to decide the outcome of my citation.

Explanation:

This is where you will write your explanation.

**NOTE:** After you submit this template, it may take a few days to several weeks to receive the judge's decision. You'll get an email when it is ready. Sign back in to your MDOR account to view it and complete any required tasks.

### Step 7: Add Attachments (Optional)

If you have evidence (like pictures or documents) you want the judge to see, add them here. You can drag and drop files into the attachment box. When uploaded, you will see the file name appear.

If you don't have attachments, you can skip this step.


### Step 8: Sign and Submit

Check the box confirming you understand. Everything you submit is your sworn statement. Then, sign using your account password — this is your electronic signature.

The screenshot shows a web interface for document signing. At the top, there's an 'Attachments (optional)' section with a drag-and-drop area and a list of files, including 'MOOR Test.pdf'. An arrow labeled 'Step 7' points to this section. Below the attachments, there's a red-bordered box containing a checkbox with the text 'I understand that electronically signing this document my intention to be bound by its contents.' and a password entry field with a 'Forgot password?' link. An arrow points to the password field. To the right, an arrow labeled 'Step 8' points to the 'Sign Document' button at the bottom right of the interface.

### Optional: Download or Print a Copy

To save a copy of your submitted template:

1. Go back to the **\*\*Tasks\*\*** tab and click the link again.
2. You'll see your completed template. The template **CANNOT** be edited.
3. Scroll to the **\*\*Attachments\*\*** section above the template.
4. Click the **eye**  icon to view the full document or click the **down arrow** to download it.

The screenshot shows a document viewing interface. At the top, there's an 'Attachments' section with a list of files, including 'Fill Information and Sign.pdf'. An arrow points to the 'eye' icon next to the file name. Below the attachments, there's a large white box containing the text 'DISTRICT CO' and 'IMPORTANT: Once you submit this template, it will be sent to the court. Please review all information carefully before submitting.'

## Tips & Reminders

- ☒ Double-check your address before submitting.
- ☒ Keep your explanation short and clear.
- ☒ Only upload files you want the judge to review.
- ☒ You cannot edit the template after submission.