

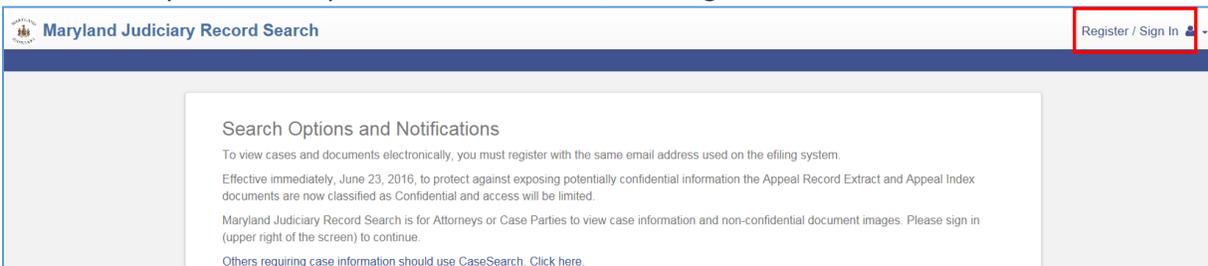
Don't have lawyer?

If you are a party¹ in a case and want to access your case online, you must:

- 1) Register for the Maryland Judiciary Search portal (*registration is free*); **and**
- 2) Submit a signed and notarized application to the court.

1) Register for Access to the Maryland Judiciary Search Portal

1. Open a web browser, type <https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL> in the address bar and press **Enter**.
2. At the Maryland Judiciary Record Search screen, click **Register**.



3. Complete the fields on the Registration Form. Enter **First Name, Last Name, Email Address**, create your **Username, Password** (*must be at least eight characters, one special character, one uppercase character, and one number*), **Confirm Password, Mobile Phone, Select Service Provider** and **SMS Correspondence Address** will autofill. Select **Security Questions** and enter **Security Answers**. Retype the characters shown in the **Captcha** window, then click **Next**.

4. You will receive an email with a link to verify your email address. Click the link, and then click **Finish**.

¹ **Definition of a Party:** Party means a named party whose legal rights and obligations will be determined by the litigation. This includes the plaintiff, defendant, cross and third party plaintiffs and defendants, petitioner and respondent, and show cause respondent. An interested person is not a party until they file a response with the court. Victims are never parties. Persons seeking to intervene are not parties until the motion is granted.

2) Complete the Application

1. Print and complete the [Application for Party Access to MDEC Cases \(MDJ-004\)](#). *The application must contain an original signature and notary seal.*
2. Submit the application to the court clerk in person or by postal mail to the clerk's office. *If you have several active cases in different courts, submit **one form per court**.*

Form MDJ-004: <http://www.courts.state.md.us/district/forms/mdj/mdj004.pdf>



APPLICATION FOR PARTY ACCESS TO MDEC CASES
Md. Rule 20-109(b)

1. Date of Application: _____
2. First Name: _____
3. Last Name: _____
4. Home Address: _____
5. Work Address: _____
6. Telephone Numbers: Home: _____ Work: _____ Cell: _____
7. Registered E-mail Address: _____
8. Cases to which you are requesting access:

CASE NUMBER	PARTY STATUS
a. _____	<input type="checkbox"/> I am a named party in this case.
b. _____	<input type="checkbox"/> I am a named party in this case.
c. _____	<input type="checkbox"/> I am a named party in this case.
d. _____	<input type="checkbox"/> I am a named party in this case.
e. _____	<input type="checkbox"/> I am a named party in this case.

I solemnly affirm under the penalties of perjury that the contents of the foregoing paper are true to the best of my knowledge, information, and belief.

Signature

State of Maryland _____
County of _____ (or City of Baltimore) _____
place where acknowledgment is taken

On this _____ day of _____, 20____, before me, the undersigned officer, personally appeared _____
name(s) of person(s) who make acknowledgment
known to me (or satisfactorily proven) to be the person(s) whose name(s) is/are subscribed to within the instrument and acknowledged that he/she/they executed the same for the purposes therein contained.

In witness hereof I hereunto set my hand and official seal.

Signature of Notary Public
Name of Notary Public typewritten or printed
Notary Public
My Commission expires: _____

(Notary Seal)

(Court Use Only)

Verified Applicant's: Party status

Application is: Approved Denied, status as a party not satisfactorily established

Date Clerk

Clerk to send approved application to ServiceNow (<https://mdcourts.service-now.com>)

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After Application is received by Clerk

- **Approval.** If your application is **approved**, you will be notified by email and then you can remotely access documents in the case requested.
- **Denial.** If your application is **denied**, (you are not a party to the case), you will not have online access, and the application will be returned to you.

Appeal of denial. To appeal a denied application, you may file a motion in the case to which you were seeking remote access.