

There are two portals to access when filing into the Maryland Judiciary's Electronic Court system (MDEC). One is File & Serve, where you electronically file and the other is the Maryland Judiciary Record Search Portal, where you view documents within a case. **Note: You must register for both portals to have access to MDEC.**

MDCOURTS.GOV/EFILING – <http://mdcourts.gov/mdec/efiling.html>. Visit this site to learn how to get started and to access e-filing resources including user guides and webinars.

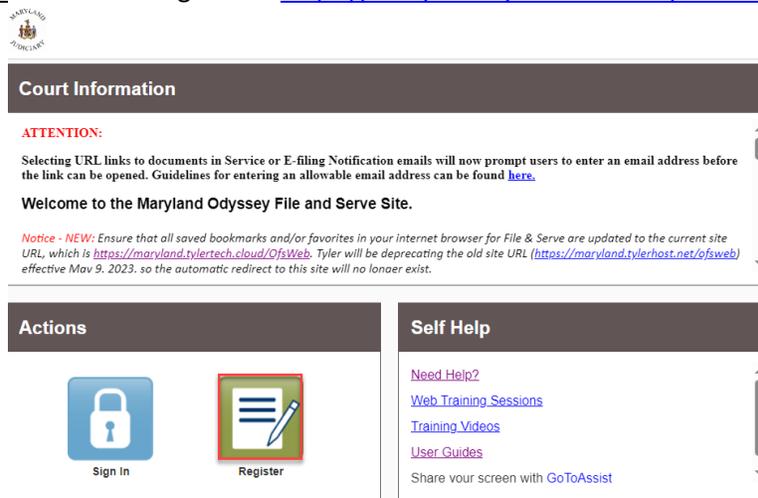


The screenshot shows the Maryland Courts website with a navigation menu (COURTS, COURT HELP, E-SERVICES, LAWYERS, MEDIA) and a sidebar menu. The main content area is titled "E-filing - Attorneys" and includes the following information:

- Attorneys: E-Filing is mandatory for attorneys filing into all Maryland Courts with the exception of Baltimore City.**
- E-file here: Odyssey File and Serve site or alternative electronic filing service provider**
- Form for filing confidential documents (effective 10-1-2020, Rule 20-201.1)**
- You must register before you can e-file or view documents.
- Need to add/change your name, address, telephone number or email in MDEC? Use this form.**

At the bottom, there are three buttons: "E-File Here", "View Documents Here", and "E-Filing Service Providers".

MDEC FILE & SERVE – You must register! – <https://maryland.tylertech.cloud/ofswb>.



The screenshot shows the Maryland Odyssey File and Serve Site. It features a "Court Information" section with an "ATTENTION:" notice regarding URL links in Service or E-filing Notification emails. Below this is a "Welcome to the Maryland Odyssey File and Serve Site" message and a "Notice - NEW" about the site's URL change. The page is divided into "Actions" and "Self Help" sections. The "Actions" section includes "Sign In" and "Register" buttons. The "Self Help" section includes links for "Need Help?", "Web Training Sessions", "Training Videos", and "User Guides", along with a "Share your screen with GoToAssist" option.

Please review this section when registering to e-file on [MDEC File & Serve Portal](#). (See Managing the Firm Account (Firm Administrator) on page ten of the [Policies and Procedures Manual](#)).

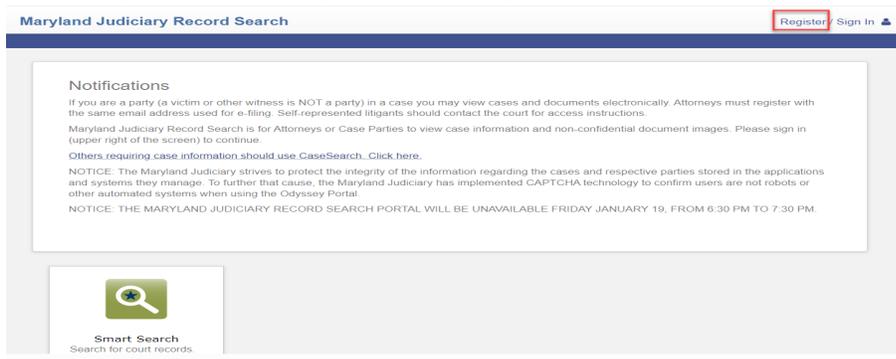
1. Attorneys and support staff must register. Identify at least two Firm Administrators.
2. The Firm Administrator registers the agency and performs the following tasks:
 - a. Send email invite to firm users (agency/group) including all attorneys and support staff:
 - Click **Actions, Firm Users**, copy link from **Join My Firm** and place in body of email.
 - **Send** to staff.
 - Repeat for onboarding of new employees.
 - b. Set up **Waiver** account for your agency to use:
 - Click **Actions, Payment Accounts, Add Payment Account**.
 - Enter **Payment Account Name**, select Payment Account Type **Waiver**.

- Save Changes.
- c. Add SAO attorneys to Firm:
 - Click **Actions, Firm Attorneys, Add Firm Attorney**.
 - Enter **10-digit attorney number, Verify**. Attorney’s name will populate.
 - **Save Changes**.
 - Repeat for onboarding of new attorneys.
- 3. It is generally recommended that SAO create an administrative email(s) for e-service. Provide generic email address(es) for electronic service to the JIS Support Manager at mdcourts@service-now.com (Note: include “Attention File & Serve Support” in the email subject line).
 - a. Add generic email address to File & Serve as a service contact:
 - Click **Actions, Firm Service Contacts, Add Service Contact**.
 - Enter Firm Name to fit in the First Name/Last Name fields (Ex. First Name: **Caroline County** Last Name: **SAO**).
 - Enter the generic email address in the Email field and select **Make This Contact Public**.
 - **Save Changes**.
- 4. Add the above service contact to each case where the generic email address is applicable when e-filing. (See page twenty-two of the e-filing process in the [Policies and Procedures Manual](#)).

E-filing Assistance:

Call 800-297-5377, Monday – Friday (8 a.m. – 8 p.m. EST) or email mdcourts@service-now.com.

MARYLAND JUDICIARY RECORD SEARCH PORTAL – You must register! – <https://mdecportal.courts.state.md.us/mdodysseyportal>



Please review this section when attorneys register to view documents on the search portal. (See <https://www.mdcourts.gov/sites/default/files/import/mdec/pdfs/stateofmarylandrecordsearch.pdf>)

1. Attorneys must register and request elevated access. *How do you request elevated access?* Once registered, sign in and request access by selecting State’s Attorney Role and entering Client Protection Fund Number (CPF).

Maryland Judiciary Record Search

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role
Portal.State.Attorney

What's Included
Smart Search Portlet

Complete the Following
Client Protection Fund #

[Home](#) [Submit](#)

(Note: Please register and request before the go-live date as it can take up to a week for the JIS Support staff to process).

Access: This portal provides secure access to all case information, including document images, to all authorized parties in a case in accordance with Title 20 of the Maryland Rules of Practice and Procedure that govern electronic filing and access to those records. The Users **cannot** see sealed indictment cases or protected arrest warrant cases.