

You may create an account to view a case in which you a party. When you register to view a case, you will have access to the court docket showing activity in the case, as well as to documents filed in the case.

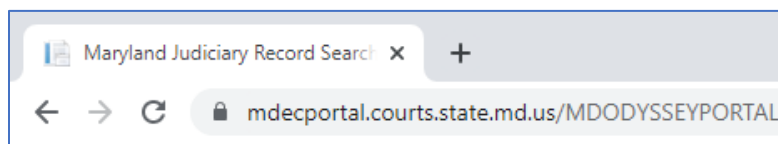
Registering to view a case does not give you the ability to e-file. If you choose to register as an e-filer, you will need to file all documents in all cases electronically going forward. By registering to view only, you are not required to e-file at this time or in the future.

There are two (2) parts to registering to view a case: 1) Register on the website and 2) Submit a signed and notarized application to the court.

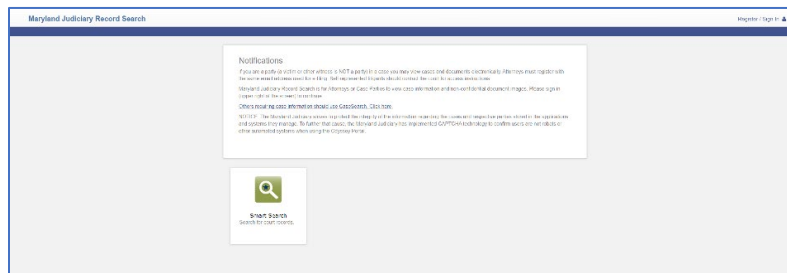


Part 1 – Registering on the Website

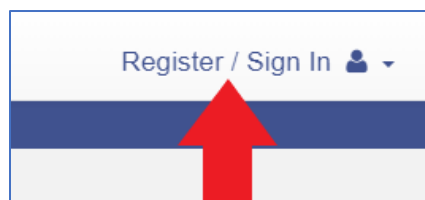
1. Open your web browser and navigate to the **Maryland Judiciary Record Search Portal**. (<https://mdecportal.courts.state.md.us/MDODYSSEYPORTAL>).



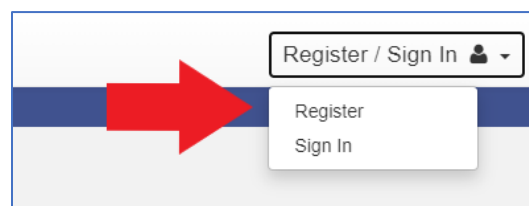
2. You must be a party to a case to view case documents electronically.



3. Click **Register / Sign In** on the top right of the page.




4. Click **Register**.



5. You must provide your personal information to register for an account.

Registration Form

First Name	Last Name
Email Address	Username
Password	Confirm Password
Mobile Phone (Numbers Only)	
Select Service Provider	SMS Correspondence Address
Select Security Question 1	Answer for Security Question 1
Select Security Question 2	Answer for Security Question 2
Select Security Question 3	Answer for Security Question 3
	
Please retype the characters	
Next	Cancel

6. Enter your **First Name**, your **Last Name**, your **Email Address**, a **password**, your **cell phone number**, and your cell phone provider.

Note: Passwords must have at least eight letters, one special character, one uppercase letter, and one number.



Registration Form

First Name	Last Name
Email Address	Username
Password	Confirm Password
Mobile Phone (Numbers Only)	
Select Service Provider	SMS Correspondence Address

7. Choose three (3) security questions and provide answers in their respective fields to the right of each question.

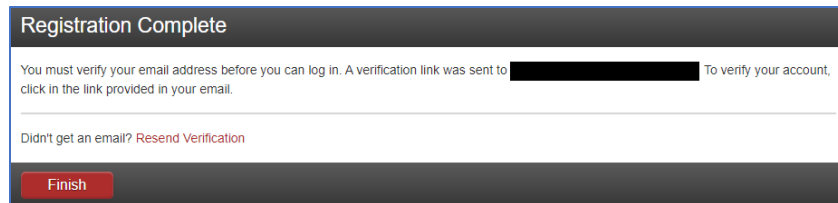
Select Security Question 1	Answer for Security Question 1
Select Security Question 2	Answer for Security Question 2
Select Security Question 3	Answer for Security Question 3

8. Enter the letters and numbers you see in the field below. Click **Next**.

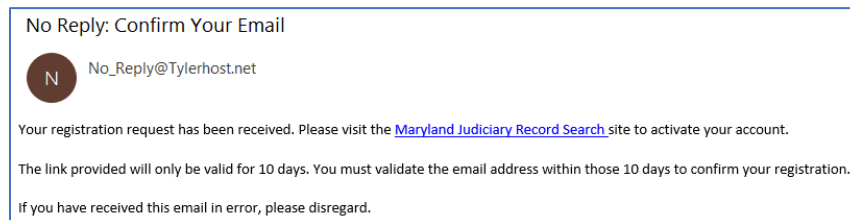
Note: Sometimes, the CAPTCHA is difficult to read. Click  to load a new CAPTCHA. Click  to have the computer read the CAPTCHA aloud.



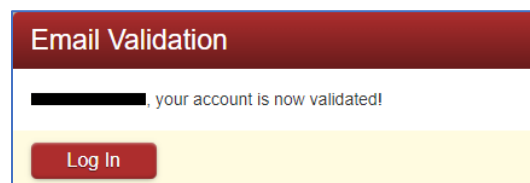
9. Registration is not complete until you verify your email address. The system will send you an email for you to confirm your email address.



10. Click the **Maryland Judiciary Record Search** link within the email to verify your email address.




11. Your account is now validated.



Part 2 - Submitting a Signed and Notarized Application to the Court

12. Download and complete the Application for Party Access to MDEC Cases (MDJ-004).

Note: If you need to view cases in more than one court, you will need a new form for each court.



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

*NOTE: The term party means plaintiff, defendant, counter, cross and third party plaintiff and defendant, petitioner and respondent, show cause respondent, the State of Maryland in a criminal case, respondent's attorney in an ERPO case. Victims and other witnesses are NOT parties.
For access to a guardianship of the person and/or property case under Md. Code, Estates & Trusts Article, use form MDJ-004AG.*

- Date of Application: _____
- First Name: _____
- Last Name: _____
- Home Address: _____
- Work Address: _____
- Telephone Numbers: Home: _____ Work: _____ Cell: _____
- Registered E-mail Address: _____
- 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 this document are true to the best of my knowledge, information, and belief.

Signature

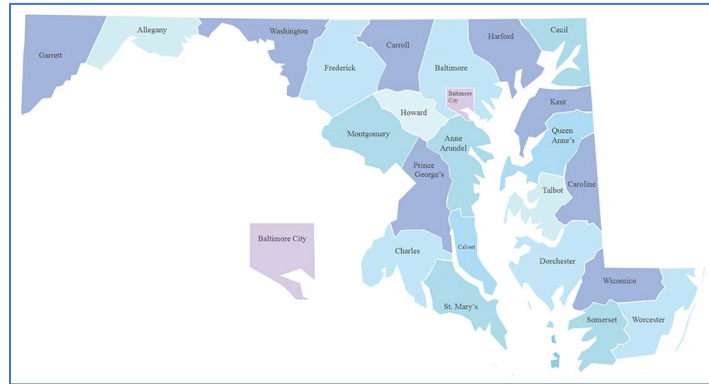
13. The [Application for Party Access to MDEC Cases \(MDJ-004\)](#) requires notarization from a notary before you may submit it to the court. Find a notary via the Secretary of State here: <https://mdsos2.my.site.com/s/search-notary-database>.

State of Maryland
County of _____ (or City of Baltimore) _____
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)

14. Submit in person or by mail your completed and notarized [Application for Party Access to MDEC Cases \(MDJ-004\)](#) to the court in which you would like to view a case. Find the address of the court in the directory here: <https://www.mdcourts.gov/courtsdirectory>.



15. If your application is **approved**, you will be notified by email and then you can remotely access documents in the case requested. If your application is **denied**, you will not have online access, and you will be notified by email of the reason.

To appeal a denied application, you may file a motion in the case to which you were seeking remote access. For help filing a motion, contact a Maryland Court Help Center here: <https://www.mdcourts.gov/helpcenter>.

From: noreply@mdcourts.gov
Date: September 16, 2021 at 10:46:05 AM EDT
Subject: No Reply: Your Portal Access request Was Denied
Reply-To: noreply@mdcourts.gov

William Noble,

Your Maryland Judiciary Record Search access request has been denied.

Reason for denial:

You are not a party to this case.

Please do not reply to this email. If you have received this email in error, please disregard.