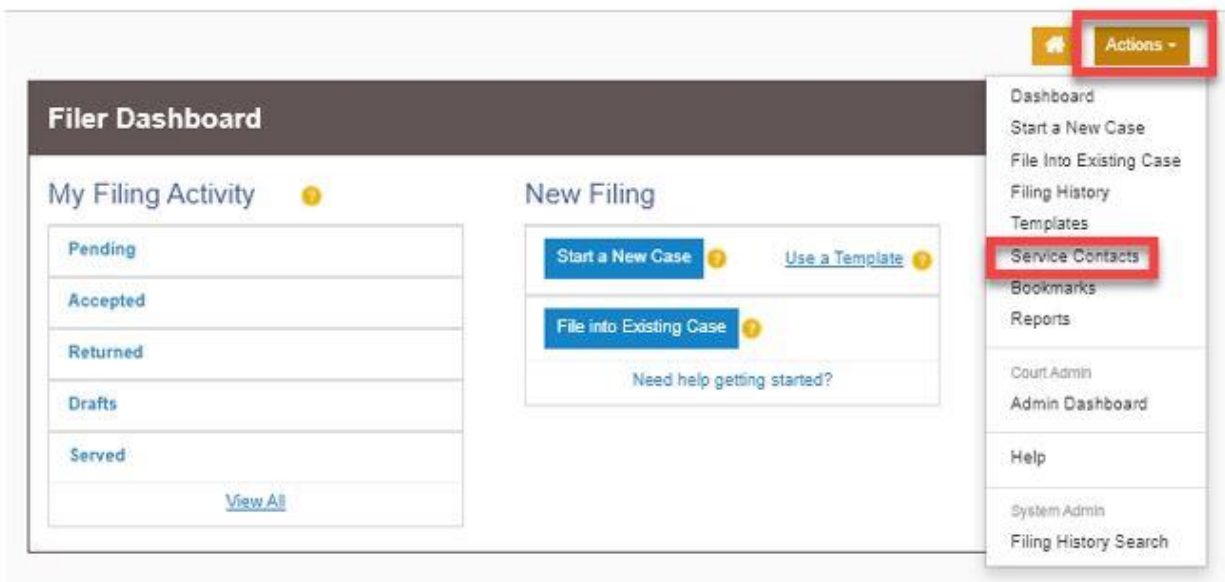


Important Information Regarding E-Service

Electronic Service (E-Service)

E-service is used to electronically serve documents to case parties. Beginning April 1, 2022, and pursuant to Maryland Rule 20-205, the Courts will use e-service to communicate notices, orders, writs, and other important filings.

As a reminder, all filers are responsible for adding one or more service contact(s) to their cases for receipt of e-service. To enable e-service for your firm, you must enter at least one attorney in the Service Contacts section of the Filer Dashboard by using the "Actions" drop down box.



Pursuant to Maryland Rule 20-201(f), if the "Actions" drop-down box is not used to provide service contact information when an initial submission is filed in an action, the default e-mail address for subsequent notifications and service of other parties' submission in the action will be the e-mail address that the filer used when transmitting the initial submission in the action.

It is important to mark each contact as PUBLIC so that your service contact can be selected from the public list. If you enter a contact but neglect to mark the contact as PUBLIC, the contact information will not be available to other e-filers; consequently, paper service will be provided and will delay service.

Service Contacts

Search by first or last name + Add Service Contact

Name			Email
First Name	Middle Name	Last Name	
Greta		Green	
Firm Name	Email	Administrative Copy	
Country	United States of America		
Address Line 1	Address Line 2	City	
123 Test Street	Limit your entry to 64 characters	Annapolis	
State	Maryland		
Zip Code	Phone Number		
21401			

1 - 0 of 0 items

Make This Contact Public

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In addition to establishing your firm's public contact information, you should ensure that you have one or more of your firm's service contacts added to each case. To confirm that you have a service contact on a case, select the case you are filing into and then view the service contacts from the "Actions" drop-down box. Ensure that there is at least one service contact from your firm added to the case. If you are removed from a case, it is important to have your service contact name removed from the case or you will continue to receive service notifications.

For guidance on entering or reviewing service contacts, see the [MDEC Electronic Service Reference Guide](#).

For additional information on electronic service, see the [MDEC Policies and Procedures manual](#) (page 32) or this e-service reference: <https://mdcourts.gov/sites/default/files/import/mdec/pdfs/mdecelectronicsservice.pdf>.

E-Serving State's Attorneys

It is important to remember to serve the state's attorneys and other parties required by MD Rule 1-321 and 20-205. The State's Attorney's Offices have generic email addresses set up to receive e-service. Please refer to [the list of generic State's Attorney's email addresses](#) when attempting to e-serve the State's Attorney's Offices in MDEC counties.

Whitelisting Service Email Address

E-served documents are sent from the following Tyler Technologies email address: no-reply@efilingmail.tylertech.cloud.

Occasionally, your email provider may block this email address by identifying the email as spam or "junk" mail. If this block should occur and you do not receive e-filing notifications, you will need to identify the Tyler email address as safe by "whitelisting" the email address.

For example, if you are using Microsoft Outlook, you will follow their [instructions](#) for whitelisting Tyler's email address. Each emailing service provider will have their own set of instructions for whitelisting. Please contact your service provider for details.

Technical Support

For technical support, you can reach Judicial Information Systems E-Filing Support at 410-260-1114 or mdcourts@service-now.com (8:00 am – 5 pm). Tyler Technologies Support may be reached from 8 am – 8pm at 800-297-5377.