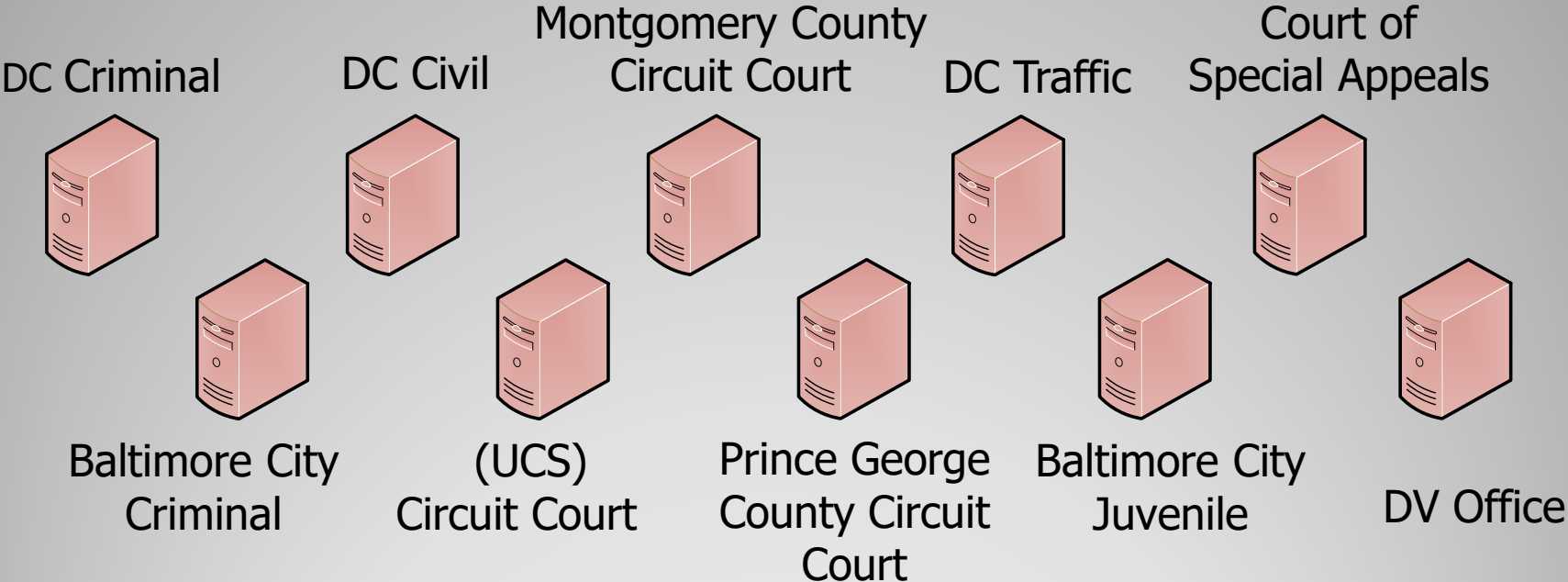


**John P. Morrissey**  
**Chief Judge,**  
District Court of  
Maryland



# MDEC Overview



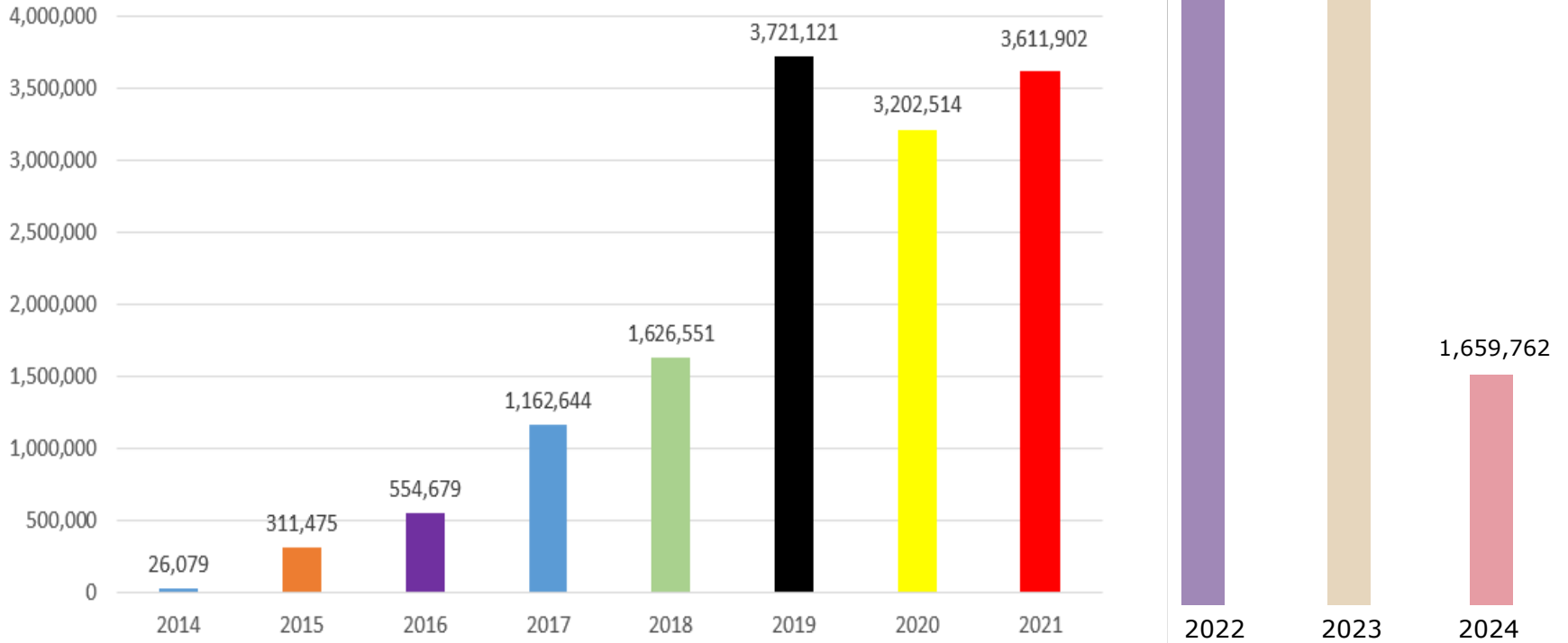
MDEC



Single Integrated System across all 4 levels of courts (District, Circuit, Court of Appeals and Court of Special Appeals)



### Maryland E-filings





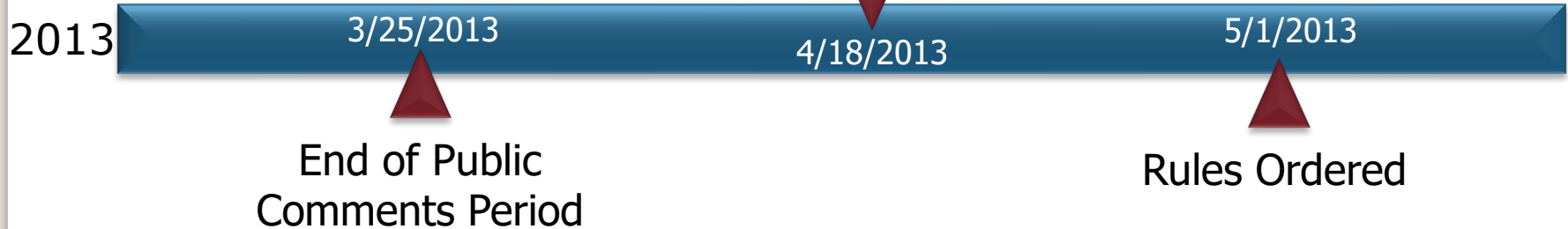


## Title 20 (Electronic Filing and Case Management)

<http://www.mdcourts.gov/rules/rodocs/ro176.pdf>



Court of Appeals  
Rules Hearing



**Rule 20-106** Requirement for Mandatory eFiling

**Rule 20-107** Definition Electronic Signatures

**Rule 20-109** Electronic Access to Records

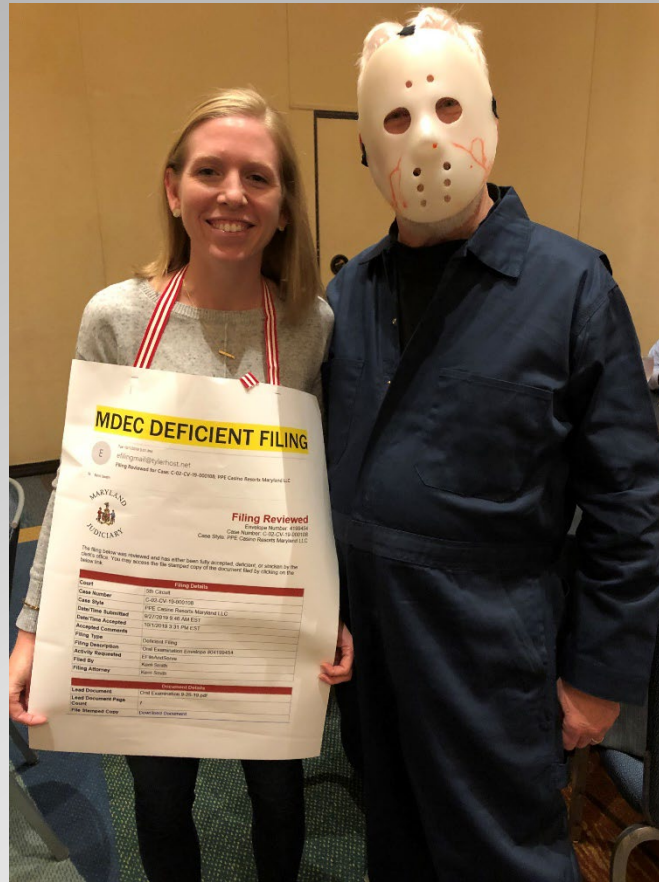
**Rule 20-201** Requirements for eFiling

**Rule 20-203** Clerk Review of eFilings

**Rule 20-301** Definition of Official Record

# Major Projects Committee and Rules Committee

- The MPC handles MDEC policy related questions
- The Rules Committee has been very active
- User Groups





# DEFICIENT FILINGS




- File and Serve allows filing from a computer, laptop or even a phone.
- Can file at night and on weekends.
- Demonstration will show you how to file.
- Attorney Portal allows parties and attorneys of record to remotely view the entire case, including documents.
- Working on a new version of the Portal targeted for the end of 2025.

## **File and Serve and Attorney Portal**

MISSION & VISION JOBS SITE INDEX ACCESSIBILITY  English 

**MARYLAND COURTS**  
*Fair, Efficient, & Effective Justice For All*

ENHANCED BY Google  Opinions Search Search Tips

**COURTS COURT HELP E-SERVICES LAWYERS MEDIA COMMUNITY**

YOU ARE IN:  
MDEC - Maryland Electronic Courts

About  
Committee  
E-filing and Landlord Tenant  
E-filing  
E-filing - Attorneys  
E-filing - Self-Represented Litigants  
E-filing - State Agencies  
Attorney FAQ:  
E-filing FAQ  
General MDEC FAQ  
General Info FAQ: Public  
State Court Administrator Policies  
Publications/Resources

## E-filing - Attorneys

**Attorneys: E-Filing is mandatory for attorneys filing into all Maryland Courts with the exception of Baltimore City. Baltimore City attorneys are scheduled to begin e-filing on May 6, 2024.**

**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.**

**E-File Here**

E-file using the Odyssey File and Serve tool provided by Tyler Technologies

**View Documents Here**

Pursuant to Rule 20-109, parties to and attorneys of record in an MDEC action shall have full access to all case records in that action

**E-Filing Service Providers**

Choose from any of the certified electronic filing service providers

**How to Register**

You must be registered before you can e-file or access documents

**How to E-Serve**

E-filers are responsible for adding their own service contacts for receipt of service

**E-FILING RESOURCES**

- Attorney e-Filing Codes
- E-filing Attorney FAQs
- E-filing Brochure
- E-filing in the Appellate Court of Maryland
- E-filing System Requirements
- E-Service
  - E-Service Guide
  - Serving the State's Attorney Office
- File & Serve (OFS) Envelope Status for Filers
- Law Librarian E-filing Support
- MDEC Acronyms
- MDEC Address Change Form
- MDEC E-filing Checklist for Attorneys
- MDEC Policies and Procedures Manual
- MDEC Rules - Overview
- Record Search Portal Registration Steps-Attorneys
- State Court Administrator Policy - Best Practices For Attorneys - How to Avoid Deficiencies

- Registration instructions at [www.mdcourts.gov](http://www.mdcourts.gov)
- Each firm/agency should have at least two “firm administrators” who will first register the firm with the proper information & then invite the rest of the staff to join the firm via an email link



## Tutorial Videos – On Demand



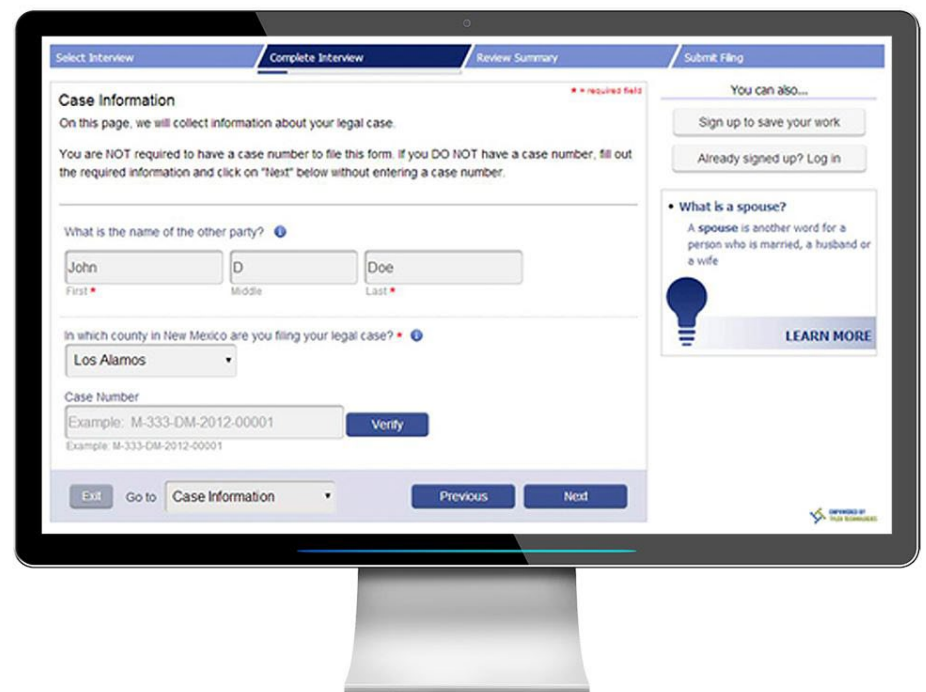
## Training Manuals – On Demand

For general e-filing questions/technical difficulties please call Tyler Technologies (8:00 a.m. – 8:00 p.m.): **1-800-297-5377**

For Maryland-specific technology questions please contact Maryland Judiciary's Service Desk: 410-260-1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com)

- Created interviews that ask a series of questions similar to “Turbo Tax”
- End result is a printable filled out court form that can be printed or e-filed into MDEC

## Guide and File



The screenshot shows a web-based legal case filing interface on a computer monitor. The interface is titled "Case Information" and is part of a multi-step process with tabs for "Select Interview", "Complete Interview", "Review Summary", and "Submit Filing".

**Case Information** \* required field

On this page, we will collect information about your legal case.

You are NOT required to have a case number to file this form. If you DO NOT have a case number, fill out the required information and click on "Next" below without entering a case number.

What is the name of the other party? ⓘ

John  D  Doe

First \* Middle \* Last \*

In which county in New Mexico are you filing your legal case? ⓘ

Los Alamos

Case Number

Example: M-333-DM-2012-00001

Example: M-333-DM-2012-00001

Go to Case Information

**You can also...**

**What is a spouse?**

A spouse is another word for a person who is married, a husband or a wife

NEW MEXICO  
DEPARTMENT OF REVENUE

- Multi unit landlords to bulk e-file 200-300 cases at a time
- Streamline system and process more efficiently
- Intermediate User Interface
- Move toward all landlord-tenant cases digitally stored and managed
- Bill requires data be published and available each month
- Bill created Access to Counsel in Evictions program
- Now live in 23 jurisdictions as of January 2, 2024

## **Bulk E-Filing Landlord-Tenant Solution**





# Courthouse Kiosks



# ARTIFICIAL INTELLIGENCE Bots & Redaction software

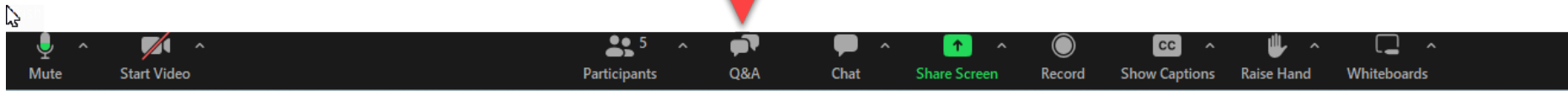
**Karen Lista**

**Alicia Shellem**

**Porsha Hodge**

**Chelsea Reynolds**





- This meeting is being recorded.
- Attendees are muted.
- If your video is enabled, you may be seen on the recorded video.
- Submit questions through chat.
- Questions will be answered during the training or at the end of the session.

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# AGENDA

Intro

File and Serve

Maryland  
Judiciary Records  
Search

References/Supp  
ort



# TERMINOLOGY

- **Odyssey**
- **Odyssey File and Serve (OFS)**
- **Maryland Record Search Portal**
- **Public Kiosk**
- **Firm Administrator**
- **E-Service**
- **Service Contact – firm contact vs. public contact**
- **Envelope**
- **Tyler Technologies**
- **Title 20**  
MDEC: BALTIMORE CITY



# MARYLAND RULES

## Spotlight on Title 20 Rules

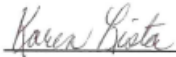
- **20-109**  
Parties to and attorneys of record have full remote access to case records
- **20-201 (d)**  
If, under Rule 1-311, the signature of the filer is required, the submission shall be signed in accordance with Rule 20-107
- **20-201 (f)**  
A registered user must enter service contact email address
- **20-201 (i)**  
The file name shall relate to the submission
- **20-201.1**  
If a submission contains restricted information, it shall be accompanied by a Notice Regarding Restricted Information form.

# SIGNATURES

- **20-107 (a)**

(1) include the filer's signature on the submission, and

(2) provide the following information below the filer's signature:  
the filer's **address**, **e-mail address**, and **telephone number**, and  
if the filer is an attorney the attorney's identifying **attorney number**



Karen Lista

189 Harry S. Truman Parkway

Annapolis, MD 21401

[Karen.Lista@mdcourts.gov](mailto:Karen.Lista@mdcourts.gov)

410-260-1031

Attorney ID: 1234567890

/s/ Karen Lista

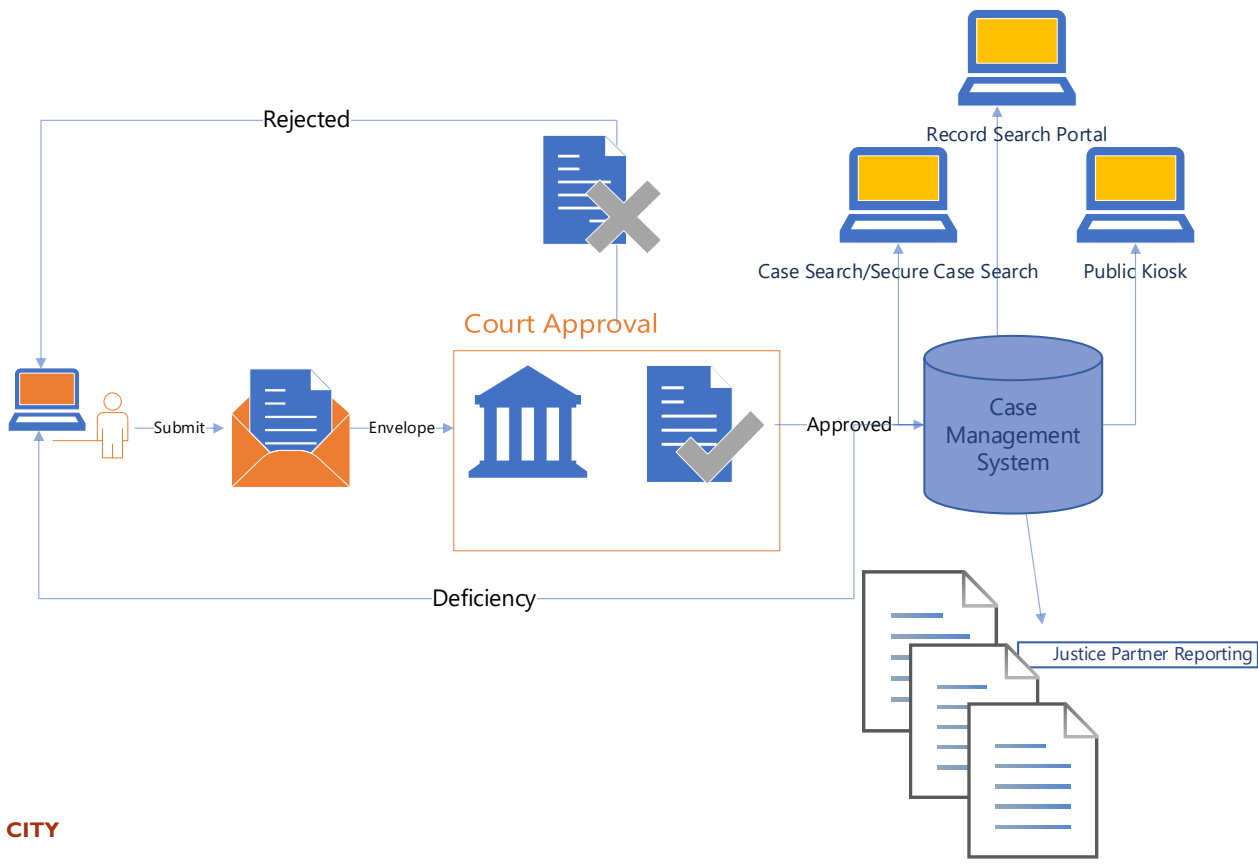
189 Harry S. Truman Parkway

Annapolis, MD 21401

[Karen.Lista@mdcourts.gov](mailto:Karen.Lista@mdcourts.gov)

410-260-1031

Attorney ID: 1234567890



# E-FILING TOOL REQUIREMENTS

## FILINGS

- PDF format
- 25 MB (250 pages)
- Filings/Pleadings must be scanned or created individually
- File, Serve or File and Serve

## ENVELOPE

- Number assigned to the submission
- All submissions related to one case can be filed in the same envelope
- 35 MB (300 pages) size limit

## CASE

- All accepted filings will become part of the case record
- Once filing is accepted, it will be available in the Portal/Kiosk/Case Search



# AVOID DEFICIENCIES

1. Ensure the case number on your document is the case you are e-filing
2. Review party names before filing
3. The submission must be legible
4. Remember to file the Notice of Restricted Information – Note: the last four digits of SSN are restricted
5. Remember to sign documents according to Rule **20-107 (a)**
  - Attorneys – include AIS number in signature
6. Filing Fees – keep payment card up-to-date



# ATTORNEY RECORDS

## Attorney Information System (AIS)

- AIS – yearly compliance
- Maryland Rule 19-802(d) requires you to update your AIS account within 30 days after becoming aware of a change in the information.
- Contact information is used to populate the online Maryland Attorney Listing

## MDEC

- Case management system
- Name and address changes submitted via MDEC Attorney Update Form
- ALL cases are updated unless specified

## MD RECORD SEARCH PORTAL

- Remote access for attorneys of record, parties to the case or government access
- Register for the Portal and **log in** to activate
- You must sign in to see documents. If you are signed in and you do not see documents contact JIS. 410-260-1114 or [mdcourts@service-now.com](mailto:mdcourts@service-now.com)



DEMO