Additional resources

- Answers to questions about registering to e-file and e-filing processes: MDEC Policies and Procedures Manual: mdcourts.gov/mdec/pdfs/manualh5.pdf
- The Odyssey File and Serve site has user guides, 3-5 minute online videos, and regularly scheduled web meetings where an attorney can, via their computer, attend remote training sessions: https://maryland.tylerhost.net
- New information, answers to frequently asked questions, and technical updates: Maryland Judiciary e-filing webpage: mdcourts.gov/mdec/efiling.html
- Questions about the e-filing application that are not answered in the manual: contact the MDEC vendor, Tyler Technologies. **800-297-5377**
- Other questions: email a member of the Maryland Judiciary MDEC team: **mdcourts@service-now.com**

Questions about court processes

For questions about court processes, contact the court where the filing is being made.

Contact information for District Court locations and Circuit Courts can be found in the courts directory on the Maryland Judiciary website: **mdcourts.gov/courtsdirectory**

Court of Special Appeals
410-260-1450

Court of Appeals
410-260-1500

General information about MDEC and e-filing is also available on the Maryland Judiciary website: **mdcourts.gov**

2/2017

MDEC
Maryland Electronic Courts and E-FILING

- **What it is**
- **How it works**
- **How to use it**

What is MDEC?

Maryland Electronic Courts (MDEC) is a Judiciary-wide integrated case management system that will be used by all the courts in the Maryland court system.

How it works

MDEC is a paper-on-demand system. Documents are filed and served electronically. Courts collect, store, and process records electronically, and can instantly access complete records. The official court record is the electronic file maintained on the court's servers.

Who has to e-file?

Attorneys must e-file in counties where MDEC has launched. This includes all civil, family, criminal, and traffic filings in the District Court and Circuit Courts, and appellate filings at the Court of Special Appeals and the Court of Appeals that originated in the county where MDEC has launched. Mandatory e-filing for attorneys filing cases in Calvert, Charles, and St. Mary's counties begins on June 12, 2017, when MDEC expands to Southern Maryland.

Please note: Nonpayment of rent cases are exempt from e-filing until further notice. Rule 20-106(b) sets out the circumstances in which a person who is required to file electronically may be excused from doing so. People who are representing themselves can decide to e-file, but once they register to e-file, they then must e-file.

How to use it

MDEC works through the Odyssey File and Serve program, which is a web-based application designed to allow registered users to file documents electronically and serve documents on other registered users.

In order to become a registered user, an individual must maintain a current email address and valid credit card for billing purposes.

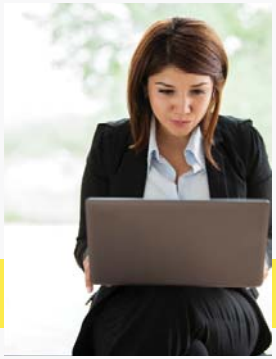
Access to electronic records is also available. Attorneys or parties filing electronically in a case have full access, including remote access, to all case records in that action.

Other things to know

- MDEC accepts the following credit cards for e-filing: Visa, MasterCard, Discover, and American Express. A 3.5% fee is applied for processing by the credit card company.
- If a submission is not filed with the correct filing code, then the court has authority to change and accept the filing code, which may or may not result in additional fees being assessed.
- All submissions must contain an electronic signature, a certificate of service, and a certificate of redaction.

- New criminal and traffic cases are initiated by the court. Parties can electronically file subsequent filings after the case is initiated. For traffic cases, the citation number is the case number.
- In civil/family/juvenile cases: a person may electronically file initial and subsequent filings.
- Pursuant to Maryland Rule 20-106(d)3, the clerk may destroy a paper submission after scanning it and verifying the legibility of the electronic version.

How to start

For more information about registering to e-file, technical requirements, and processes, see:

- Maryland Judiciary e-filing webpage. **mdcourts.gov/mdec/efiling.html**
- *MDEC Policies and Procedures Manual* on the Maryland Judiciary website. **mdcourts.gov/mdec/pdfs/manualh5.pdf**
- *Odyssey File and Serve User Guides* on the Odyssey File and Serve portal. **https://maryland.tylerhost.net/**