

Envelope Status

When you e-file a case, a clerk will review the filing. During clerk review, the clerk will decide if the filing is fully accepted, deficient, or will be stricken based on [Rule 20-203](#).

1. If deficient, the clerk will change the filing code to **Deficient Filing** and apply the deficient stamp to the document indicating that the document is deficient, then the clerk will accept the filing. Corrective action is expected within 14 days.
2. If stricken, the clerk will change the filing code to **Rejected/ Stricken Filing** and apply the stricken stamp to the document indicating that the document is stricken, then the clerk will accept the filing. No corrective action is expected.

Note: Once a filing has been accepted by the court, a “FILING REVIEWED” email notification will be sent to the filer. Read the notification to determine if fully accepted, deficient or stricken.

3. In both instances, once filings are deemed deficient or stricken, a notice is sent. Notices will not be sent to unserved parties:

Deficiency Notice

The form is titled "MDEC DEFICIENCY NOTICE". It includes fields for the court (Circuit Court or District Court of Maryland), location, case number, and the names of the filer and respondent. Below these fields is a list of 15 checkboxes detailing various filing errors, such as illegible documents, missing signatures, or incorrect filing codes. At the bottom, there is a section for "ORDER STRIKING DEFICIENT SUBMISSION(S)" with fields for the date and the clerk's name.

Notice of Striking Non-Compliant Submission

The form is titled "NOTICE OF STRIKING NON-COMPLIANT SUBMISSION (Md. Rule 20-203(o))". It contains fields for the court, location, and case number. The main body of the form is a large text area where the clerk would enter the date and title of the submission that has been stricken. At the bottom, there are fields for the date and the administrative clerk's name, and a "Recd" stamp box.

4. If rejected, the clerk will add a comment to the filer of the reason.

NOTE: Filings will only be rejected for technical issues or other jurisdiction issues not contemplated by Title 20 Maryland Rules where the case cannot be processed by the court. Once a filing has been rejected by the court, a “REJECTED” email notification will be sent to the filer. Read the notification to determine reason for rejection.

| | E-Filing Issue | Envelope Status |
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| 1. | Attorney misfiles subsequent Filings not applicable to case. | Accepted. Judge will review. |
| 2. | Documents are missing. | Accepted. Clerk will send a request to the filer to supply supporting documents. |
| 3. | Attorney files a line of appearance and fails to select the optional payment filing to pay the \$10 fee. | Accepted. The clerk will add the optional service fee regardless if fees are assessed. |
| 4. | Case category and/or case type are incorrect for new case. | Accepted. The clerk will review and change the case type based on the filing document, regardless if fees are assessed. |
| 5. | Document security incorrect. | Accepted. The clerk will change the document security as needed. |
| 6. | Filing code incorrect, financial amounts for codes are different. | Accepted. The clerk will correct the filing code even if additional fees are assessed. |
| 7. | Filing code incorrect, financial amounts for codes are the same. | Accepted. The clerk will review the document and change the filing code as necessary. |
| 8. | Filing code is not specific. | Accepted. The clerk will change the filing code to a specific code that best matches the document. |
| 9. | Party Address does not Match Filing Document. | Accepted. The clerk may update the party address or send a request to the filer to provide the correct address. |
| 10. | Party Name in Party Field Does not Match Party Name on Filing Document on Initial Filing. | Accepted. The clerk will update the party name to match what is in the filing document. |
| 11. | Party Type is Incorrect. | Accepted. The clerk will correct the party type. |
| 12. | Document contains confidential information (e.g., social security numbers). | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer if discovered. The clerk will shield the submission from public view until corrected. |
| 13. | Document is hard to read, upside down, etc. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 14. | Important information is missing (i.e., signature). | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 15. | Important information is missing (i.e., certificate of service). | Accepted. The clerk will stamp the document and send a NOTICE OF STRIKING NON-COMPLIANT SUBMISSION (NCNS) to the filer. |
| 16. | Location is incorrect. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. The clerk will accept fees and the attorney must move to transfer case to correct location. |
| 17. | Multiple documents on one filing code. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer, notifying the filer that the documents must be submitted separately with the appropriate filing code. |
| 18. | Party name in party field does not match party name in filing document on subsequent filing. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. |
| 19. | Wrong payment account. | Accepted. The clerk will stamp the document and send a DEFICIENCY NOTICE to the filer. The clerk will request credit card account from the filer. |

Filer Resubmits Filing after Deficiency Notice

1. Filer resubmits filing by refiling the corrected filing(s). Filer is to enter a comment in the “Filing comment” field of “Deficiency Correction for envelope number ...” and submit the filing.
2. Clerk reviews the corrected filing. The original submission date is the File Date.