



- Supported Browsers:
 - Internet Explorer 10 or 11
 - Chrome
 - Firefox
 - Safari
- Connection Requirements:
 - High-speed Internet connection recommended
- Screen Resolution:
 - 1024x768 or better
- Recommended Scanner Settings:
 - DPI 200-300
 - Black and White
 - OCR enabled

Electronic Checks



- Automated Clearing House (ACH) Payments
 - 25 ¢ per envelope
- Supported Credit Card Types
 - Visa
 - MasterCard
 - Discover
 - America Express
- PCI Security Compliance (Payment Card Industry)
- Credit Cards only charged on Acceptance of filings – preauthorization's will happen at time of submission
- Credit Card Convenience fees will be assessed in addition to the court fees (3.5%)



7 Common File & Serve Submission Failure Reasons

- Page size not being **8.5x11 inches**
- A resolution higher than **300dpi**
- Use of unintelligible images
- Unsupported fonts like **ZapfDingbats, Wingdings, Symbols**
- **Password protection** on PDF documents
- URLs or shortcuts included on the document
- PDF Producers other than **Adobe Acrobat** or **Microsoft Word**

If you have questions please contact the Judiciary's Service desk at mdcourts@service-now.com, or the MDEC vendor, Tyler Technologies at 1-800-297-5377.