

Maryland

eFiling and eService Guide



Last Updated: September 2025

Please consult [the Maryland Courts Website](#) for the most up-to-date information.

Table of Contents

Helpful Links	3
eFiling Deadline and Availability	4
Signature and Formatting Requirements	4
eFiling System Requirements	4
eFiling for General and Civil Procedures	5
If eFilings Are Returned or Deficient	6
Maryland Court Contact Information	7
eFiling Tools and Training	7
Wondering How Rapid Legal Can Help?	8



Helpful Links



- [Maryland Electronic Courts \(MDEC\) eFiling Page](#)
- [MDEC Policies & Procedures Manual](#)
- [MDEC eFiling Brochure](#)
- [Maryland Rules \(Title 20\) – Electronic Filing and Case Management](#)
- [MDEC eFiling FAQs & Support](#)



eFiling Deadline and Availability

System Access: 24/7, including weekends and holidays.

Filing Deadline: Any document submitted **before 11:59 p.m.** [is filed on that date.](#)

Clerk Review: Occurs [during business hours](#). Accepted filings retain the timestamp date.

► [Scope of MDEC](#) (as of May 6, 2024):

- Mandatory for attorneys in all courts statewide.
- Applies to civil, family, criminal, and traffic filings in District Courts.
- Covers appellate filings in both the Appellate Court of Maryland and the Supreme Court of Maryland.

► [Exemptions \(see Rule 20-106\)](#):

- Unexpected events preventing eFiling (with affidavit).
- Temporary allowance by Administrative Judge for good cause.
- Oversized documents, items offered in open court, and physical evidence.

Signature and Formatting Requirements

- Signatures: Electronic or scanned signatures are permitted ([Rule 20-107](#)).
- Proposed Orders: Must be submitted in [editable text format](#).
- All Filings [Must Include](#): MDEC signature and certificate of service.

eFiling System Requirements

- Platform: Odyssey File & Serve (MDEC) and Judiciary Record Search Portal.
- Registration: [Mandatory for attorneys](#); optional for self-represented litigants.
- File Format: PDFs only. Exhibits must be separated but included in one filing envelope.
- Payment: Credit card payments accepted ([standard transaction fee applies](#)).
- Security: Compliant with [state/federal regulations](#) and PCI standards.

Quick Reference – General Procedures

Requirement	Key Rule
Authenticated Documents	Required
Consent to Electronic Service	Mandatory
Courtesy Copies	Paper copies may be requested
Document Margins	Must follow Rule 20 formatting
Filing Errors	May be corrected; clerk may issue deficiency notice
Privacy	Redaction of sensitive information required
Updating Attorney Contact Info	Must be current in MDEC

Quick Reference – Civil Procedures

Civil Filing Type	Requirement
Case Opening	Must follow MDEC civil events list
Amended Docs	File as separate entry
Appeals	eFiled via MDEC
Cross-claims / Counterclaims	Filed under case events
Discovery	All discovery requests/responses eFiled
Motions / Responses	Must include certificate of service
Sealed Documents	Filed under seal with motion
Proposed Orders	Submitted in editable text
Pro Hac Vice	Motion filed electronically

If eFilings Are Returned or Deficient

- Clerk Review: Conducted promptly per [Rule 20-203\(a\)\(2\)](#).
- Minor Errors: May be corrected without rejection.
- Material Errors: Deficiency notice issued; corrections required.
- Rejections: Confidential or non-case filings [may be stricken](#).

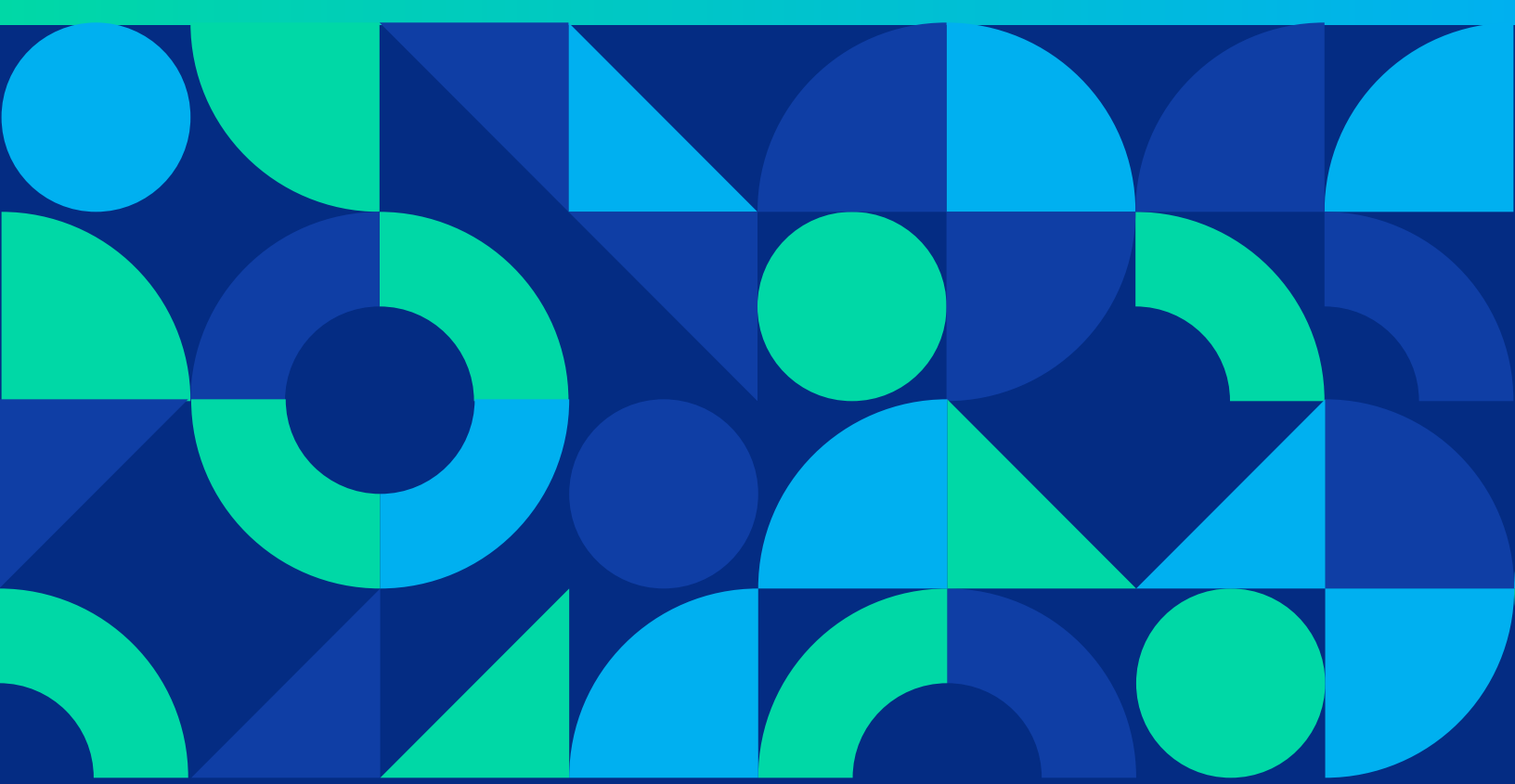
Maryland Court Contact Information

- MDEC Help Desk (Tyler):
 - (800) 297-5377
 - Hours: 8 a.m.–8 p.m. EST
- Judiciary Support:
 - (410) 260-1114
 - mdcourts@service-now.com
 - Hours: 8 a.m.–5 p.m. EST
- [Court Locations](#)
- [District Courts](#)

eFiling Tools and Training

- [How to Register to eFile](#)
- [How to eFile \(Maryland\)](#)
- [Preparing to eFile](#)
- [Guide & File \(form completion\)](#)
- [Maryland Judiciary Record Search](#)





Wondering How Rapid Legal Can Help?

Get off on the right foot when you eFile in Maryland. Put Rapid Legal's industry-leading team and technology to work for your firm.

We offer:

- eFiling in [Maryland](#), [Indiana](#), [Illinois](#), [Texas](#), and [California](#).
- Nationwide [process serving](#).
- Dedicated account management and support.

[Book a demo or schedule a call](#) with a Rapid Legal account manager today.