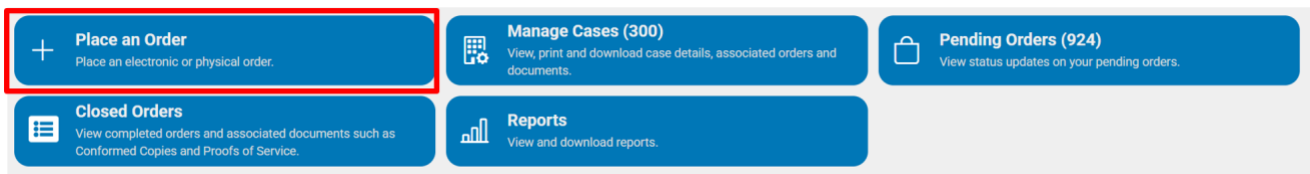


## How to Place a Maryland Court eFiling

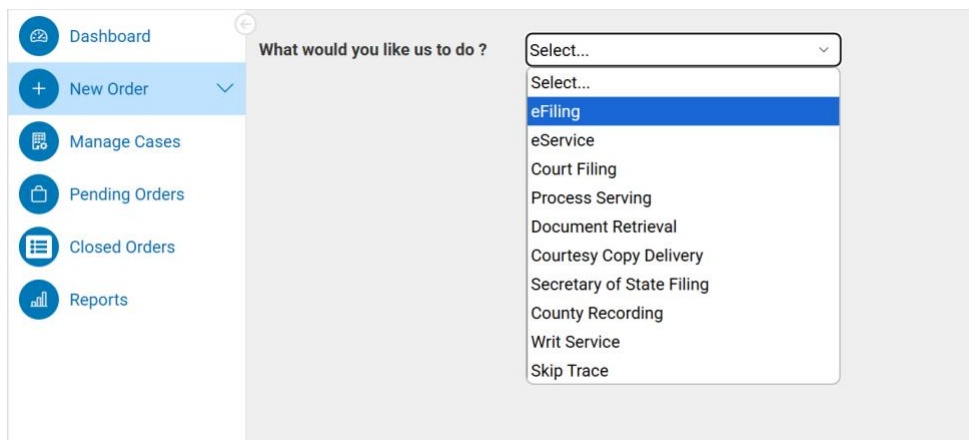
**Rapid Legal offers eFiling in Baltimore City and all 23 Maryland court counties.** Log in to the Rapid Legal portal by entering your email, password and clicking on the “Login” button. *Please note: We recommend using any modern browser for the best experience.*

Once in the portal, complete the following steps:

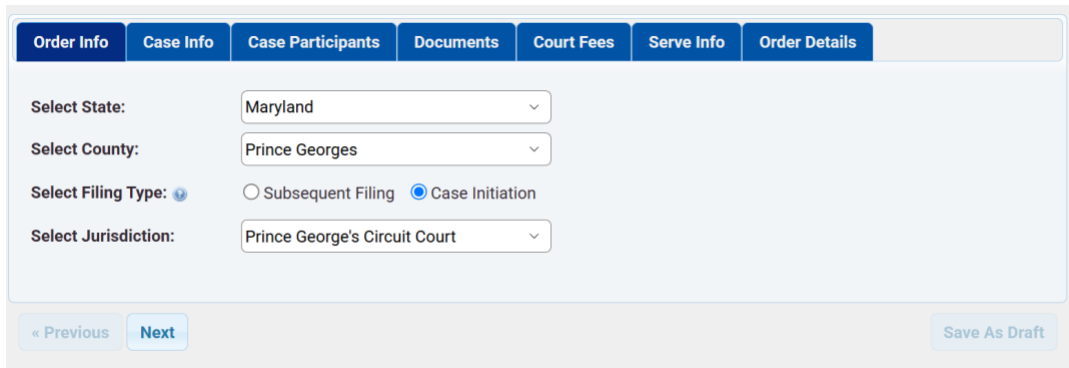
1. Select **Place an Order**.



2. Select **eFiling** in the **What would you like us to do?** drop-down menu.



3. Select **Maryland** under the **Select State** drop-down menu and choose your county in the **Select County** drop-down menu. Then, choose **Subsequent Filing** or **Case Initiation** in the **Select Filing Type** row. Choose the applicable jurisdiction from the **Select Jurisdiction** drop-down menu. Then, select **Next**.



Order Info Case Info Case Participants Documents Court Fees Serve Info Order Details

Select State: Maryland

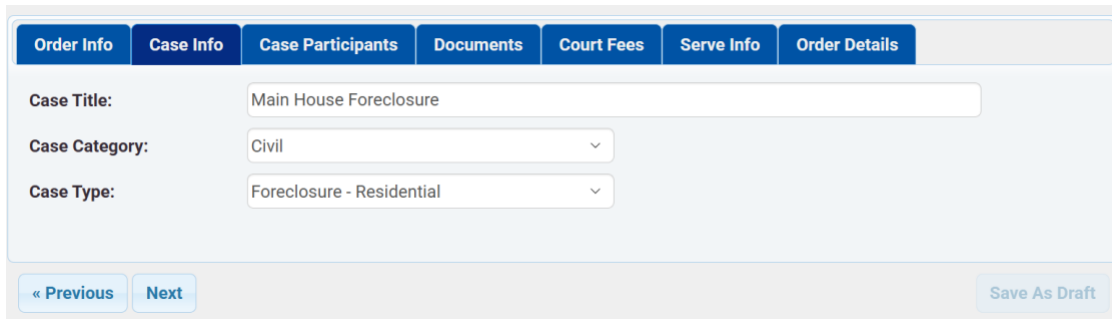
Select County: Prince Georges

Select Filing Type:  Subsequent Filing  Case Initiation

Select Jurisdiction: Prince George's Circuit Court

< Previous Next Save As Draft

4. On the **Case Info** tab, enter the **Case Title**. Use the drop-down menus to select the **Case Category** and **Case Type** for your case. Then, select **Next**.



Order Info Case Info Case Participants Documents Court Fees Serve Info Order Details

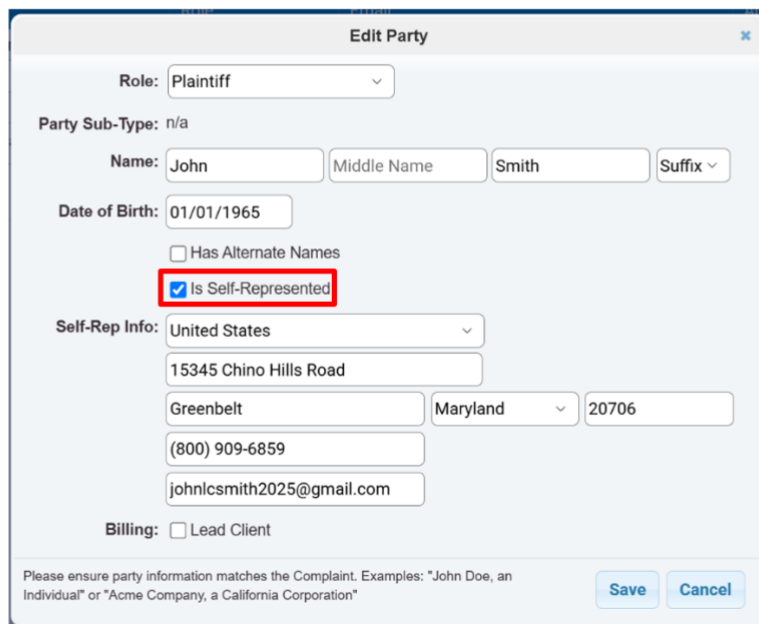
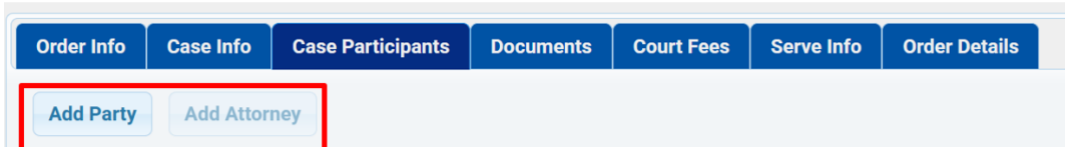
Case Title: Main House Foreclosure

Case Category: Civil

Case Type: Foreclosure - Residential

< Previous Next Save As Draft

5a. On the **Case Participants** tab, add parties to your eFiling by selecting **Add Party** and **Add Attorney**. If you're representing yourself in the case, check the box beside **Is Self-Represented** and enter your information. Then, select **Save**.

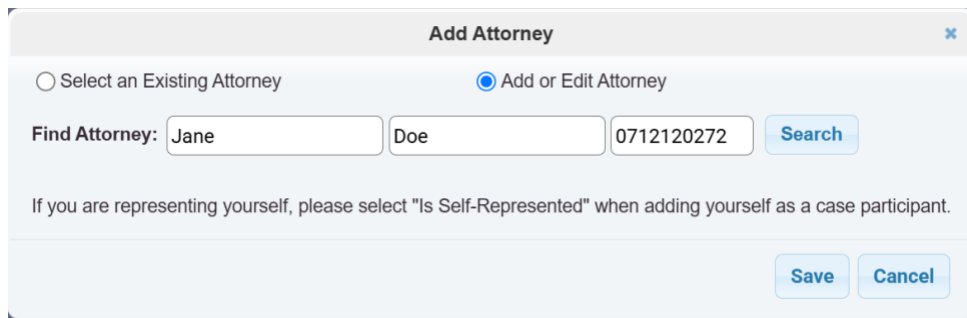


The image shows a 'Edit Party' form with the following fields and options:

- Role: Plaintiff (dropdown)
- Party Sub-Type: n/a
- Name: John (text), Middle Name (text), Smith (text), Suffix (dropdown)
- Date of Birth: 01/01/1965 (text)
- Has Alternate Names
- Is Self-Represented (checkbox, highlighted with a red border)
- Self-Rep Info: United States (dropdown)
- 15345 Chino Hills Road (text)
- Greenbelt (text), Maryland (dropdown), 20706 (text)
- (800) 909-6859 (text)
- johnlsmith2025@gmail.com (text)
- Billing:  Lead Client

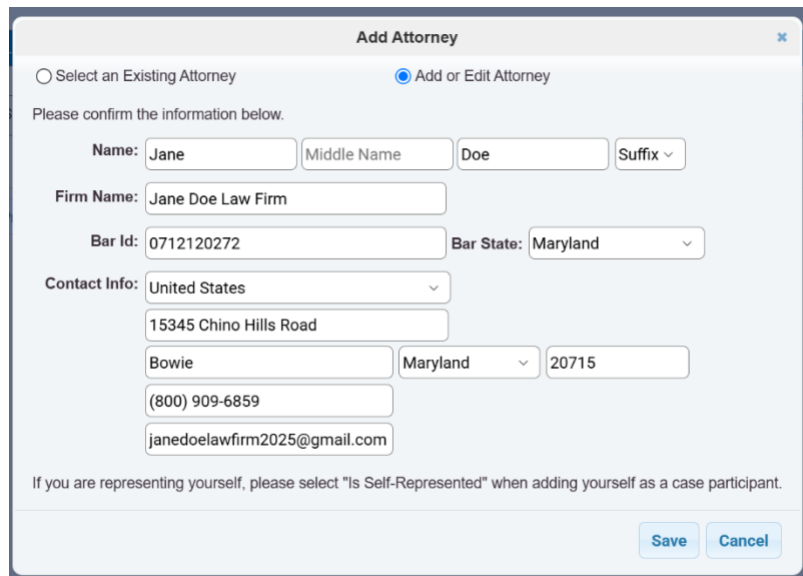
At the bottom, there is a note: "Please ensure party information matches the Complaint. Examples: "John Doe, an Individual" or "Acme Company, a California Corporation". Below the note are 'Save' and 'Cancel' buttons.

5b. If you're an attorney, follow step #5a to add your client as a party first. Then, select **Add Attorney** to enter your name and bar ID. Then, select **Search** to validate your information in the state's database.



The screenshot shows a dialog box titled "Add Attorney" with a close button (X) in the top right corner. It contains two radio buttons: "Select an Existing Attorney" (unselected) and "Add or Edit Attorney" (selected). Below the radio buttons are three input fields for "Find Attorney": "Jane", "Doe", and "0712120272". A blue "Search" button is to the right of these fields. Below the input fields is a note: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." At the bottom right are "Save" and "Cancel" buttons.

You'll receive a prompt to enter the rest of your contact information if you're not already in the state's database. Then, select **Save**.

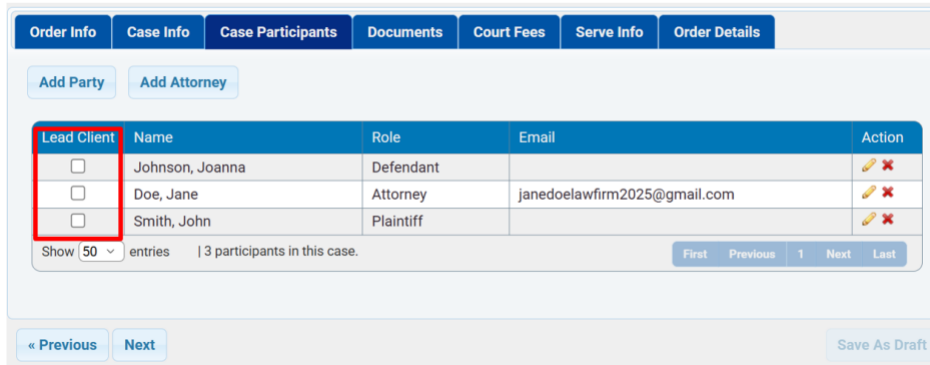


The screenshot shows the "Add Attorney" dialog box with the "Add or Edit Attorney" radio button selected. It prompts the user to "Please confirm the information below." The form includes the following fields:
 

- Name:** Jane (input), Middle Name (input), Doe (input), Suffix (dropdown)
- Firm Name:** Jane Doe Law Firm (input)
- Bar Id:** 0712120272 (input), **Bar State:** Maryland (dropdown)
- Contact Info:** United States (dropdown)
- 15345 Chino Hills Road (input)
- Bowie (input), Maryland (dropdown), 20715 (input)
- (800) 909-6859 (input)
- janedoelawfirm2025@gmail.com (input)

 A note at the bottom reads: "If you are representing yourself, please select 'Is Self-Represented' when adding yourself as a case participant." "Save" and "Cancel" buttons are at the bottom right.

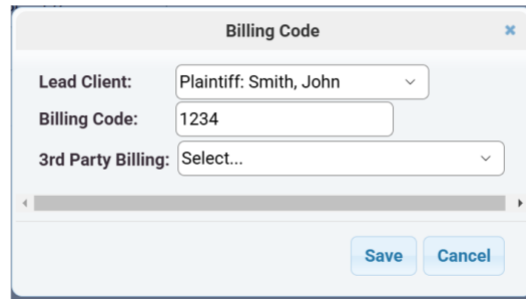
6. All cases must have a Lead Client. Check the box next to the **Lead Client**. Then, enter the applicable Billing Code in the pop-up module and select **Save**. Then, select **Next**.



Lead Client	Name	Role	Email	Action
<input type="checkbox"/>	Johnson, Joanna	Defendant		
<input type="checkbox"/>	Doe, Jane	Attorney	janedowlawfirm2025@gmail.com	
<input type="checkbox"/>	Smith, John	Plaintiff		

Show 50 entries | 3 participants in this case.

« Previous Next Save As Draft



**Billing Code**

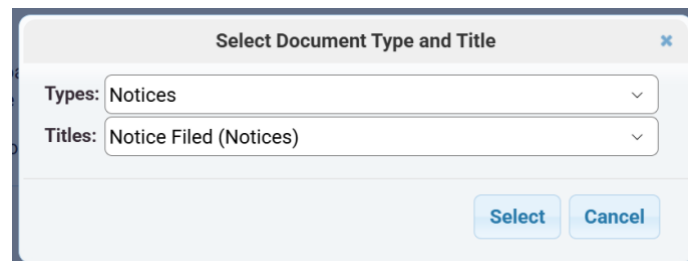
Lead Client: Plaintiff: Smith, John

Billing Code: 1234

3rd Party Billing: Select...

Save Cancel

7. Attach your supporting documents to the eFiling. You may search by **Document Type** or select **Pick from list** to view available documents. Choose the appropriate **Document Type** and **Title** from the drop-down menus. Then, choose **Select**.



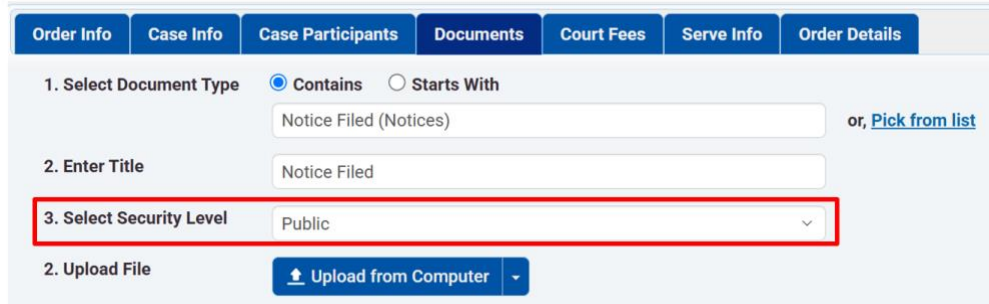
**Select Document Type and Title**

Types: Notices

Titles: Notice Filed (Notices)

Select Cancel

8. Mark the document as a **Public**, **Confidential**, or for **Judges/Courthouse Personnel Only** using the **Select Security Level** drop-down menu. Then, select **Upload from Computer** to add your document.

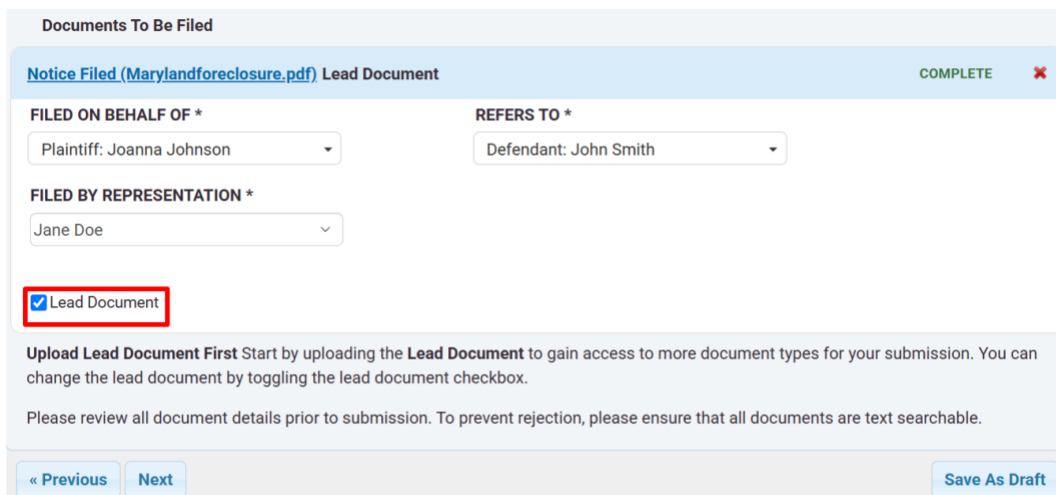


The screenshot shows a web interface with several tabs: Order Info, Case Info, Case Participants, Documents, Court Fees, Serve Info, and Order Details. The 'Documents' tab is active. Below the tabs, there are three main sections:

- 1. Select Document Type:** Includes radio buttons for 'Contains' (selected) and 'Starts With'. A text input field contains 'Notice Filed (Notices)' and a link 'or, Pick from list'.
- 2. Enter Title:** A text input field contains 'Notice Filed'.
- 3. Select Security Level:** A dropdown menu is highlighted with a red box, showing 'Public' as the selected option.

At the bottom, there is a section for '2. Upload File' with a button labeled 'Upload from Computer'.

9. After your document has been successfully uploaded, use the drop-down menus to select the parties to whom the document applies (i.e., Filed on Behalf Of, Filed by Representation, Refers To). Check the **Lead Document** box to mark your first uploaded file as the Lead Document. If you have additional documents to upload, repeat steps 8 and 9. Once you've uploaded all your case documents, select **Next**.



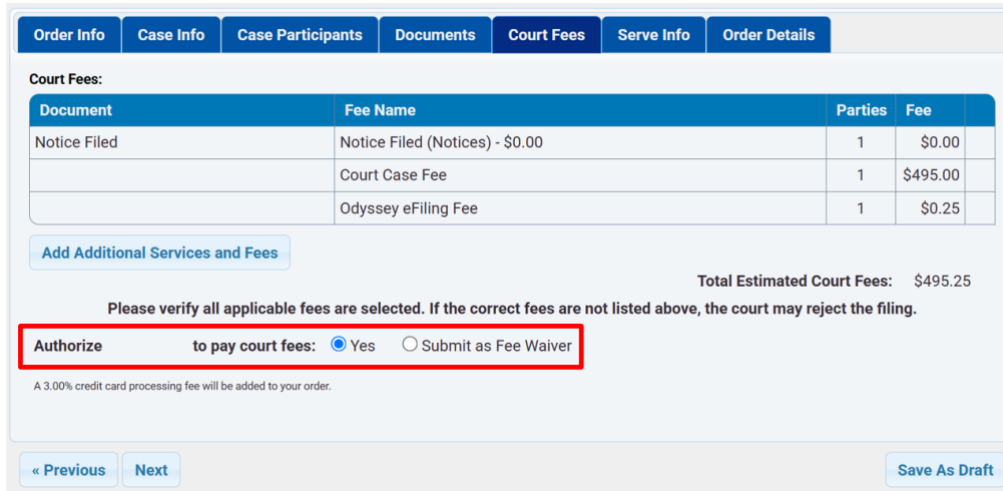
The screenshot shows a form titled 'Documents To Be Filed'. At the top, it displays the document name 'Notice Filed (Marylandforeclosure.pdf)' and 'Lead Document' with a 'COMPLETE' status and a close icon. Below this, there are three dropdown menus:

- FILED ON BEHALF OF \*:** Set to 'Plaintiff: Joanna Johnson'.
- REFERS TO \*:** Set to 'Defendant: John Smith'.
- FILED BY REPRESENTATION \*:** Set to 'Jane Doe'.

The 'Lead Document' checkbox is checked and highlighted with a red box. Below the form, there is a note: 'Upload Lead Document First Start by uploading the Lead Document to gain access to more document types for your submission. You can change the lead document by toggling the lead document checkbox. Please review all document details prior to submission. To prevent rejection, please ensure that all documents are text searchable.'

At the bottom, there are navigation buttons: '« Previous', 'Next', and 'Save As Draft'.

10. A summary will be generated to provide you with the **Total Estimated Court Fees** based on the type of documents you selected. Select the **Yes** bubble to authorize the EFSP to pay the court fees or select **Submit as Fee Waiver** if applicable. Then, select **Next**.



**Court Fees:**

Document	Fee Name	Parties	Fee
Notice Filed	Notice Filed (Notices) - \$0.00	1	\$0.00
	Court Case Fee	1	\$495.00
	Odyssey eFiling Fee	1	\$0.25

**Total Estimated Court Fees:** \$495.25

Please verify all applicable fees are selected. If the correct fees are not listed above, the court may reject the filing.

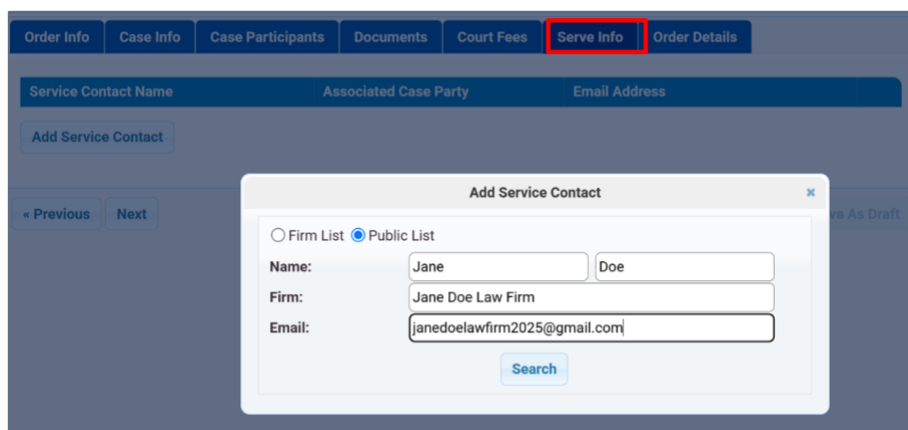
**Authorize to pay court fees:**  Yes  Submit as Fee Waiver

A 3.00% credit card processing fee will be added to your order.

11. If you want to keep parties updated about this case via eService, you can do so in the **Serve Info** tab. Select **Add Service Contact**, and enter their name, firm (if applicable), and email address. Then, select **Search**.

**Note #1:** This step is optional. This tab’s data will auto-populate for subsequent eFilings.

**Note #2:** The Serve Info tab is **not the same** as Service of Process. The Serve Info tab is to provide parties with electronic updates related to the case.



**Serve Info**

Service Contact Name	Associated Case Party	Email Address
Add Service Contact		

**Add Service Contact**

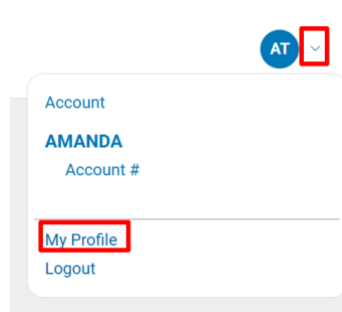
Firm List  Public List

Name:

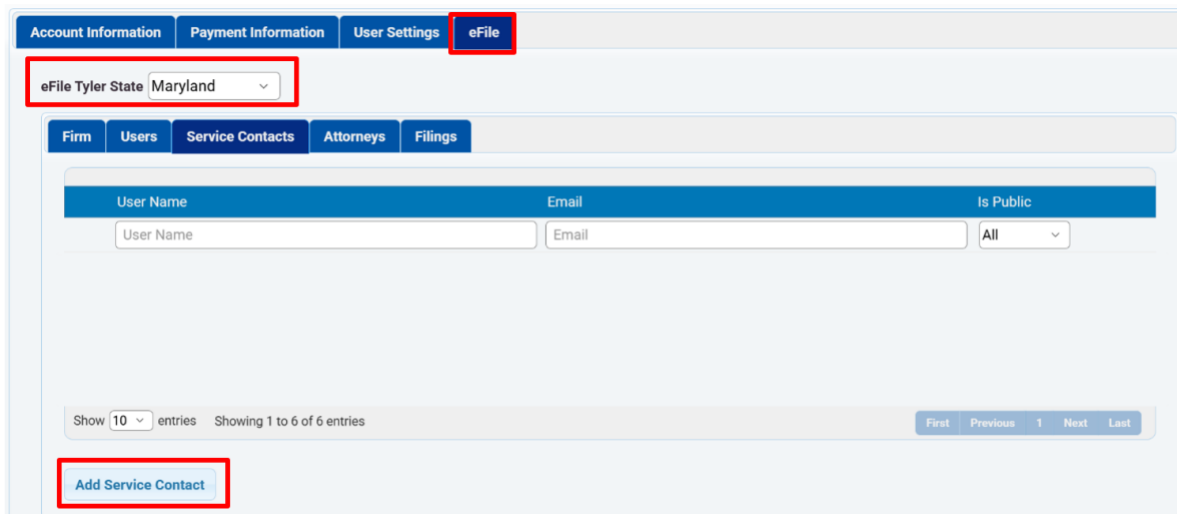
Firm:

Email:

11a. If the Contact does not appear in the Firm List or Public List searches, you can manually add them as a Service Contact. To manually add a Service Contact, click the downward pointing arrow that's next to your account initials in the top right corner on the screen. Then, select **My Profile**.

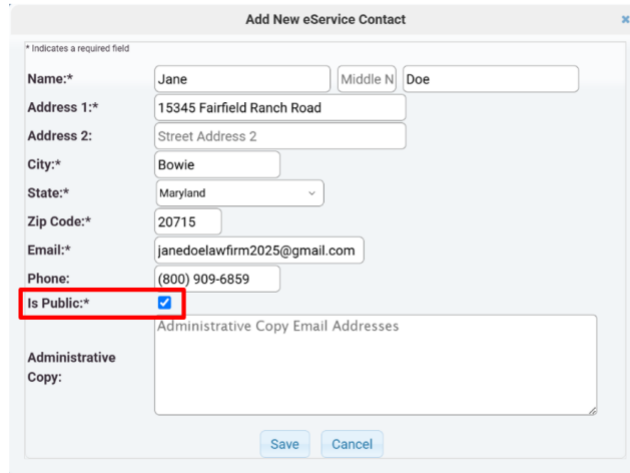


11b. Select the **eFile** tab. Then, choose **Maryland** from the **eFile Tyler State** drop-down menu. Select **Add Service Contact** to add the party's information.





11c. Enter the party's contact information in the **Add New eService Contact** pop-up module. Check the box by **Is Public** if you want the contact's details added to Maryland's Public List. Then, select **Save**.



**Add New eService Contact**

\* Indicates a required field

Name:\* Jane Middle N Doe

Address 1:\* 15345 Fairfield Ranch Road

Address 2: Street Address 2

City:\* Bowie

State:\* Maryland

Zip Code:\* 20715

Email:\* janedoelawfirm2025@gmail.com

Phone: (800) 909-6859

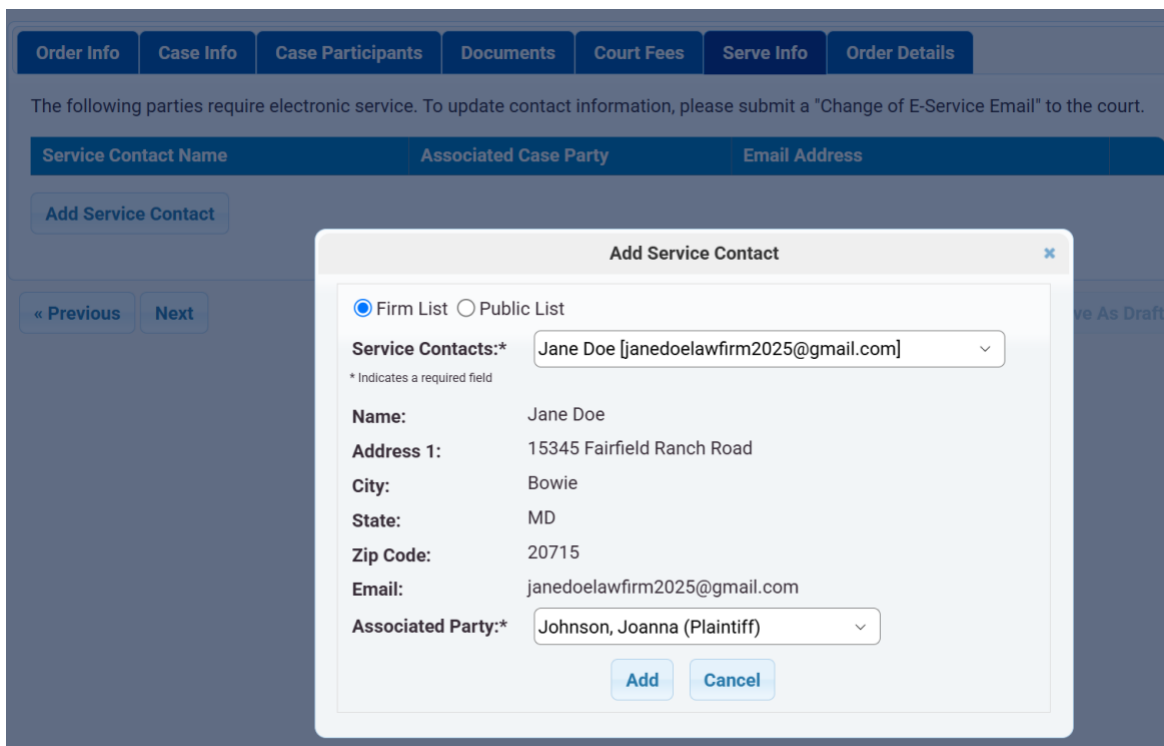
**Is Public:\***

Administrative Copy Email Addresses

Administrative Copy:

Save Cancel

11d. Return to your eFiling order's **Serve Info** tab and select **Add Service Contact**. Your newly added contact should appear in your **Firm List** or **Public List**. Use the **Service Contacts** drop-down menu to choose the correct contact. Choose the applicable party from the **Associated Party** drop-down menu. Then, select **Add**.



Order Info Case Info Case Participants Documents Court Fees **Serve Info** Order Details

The following parties require electronic service. To update contact information, please submit a "Change of E-Service Email" to the court.

Service Contact Name	Associated Case Party	Email Address
<a href="#">Add Service Contact</a>		

« Previous Next

**Add Service Contact**

Firm List  Public List

**Service Contacts:\*** Jane Doe [janedoelawfirm2025@gmail.com]

\* Indicates a required field

Name: Jane Doe

Address 1: 15345 Fairfield Ranch Road

City: Bowie

State: MD

Zip Code: 20715

Email: janedoelawfirm2025@gmail.com

**Associated Party:\*** Johnson, Joanna (Plaintiff)

Add Cancel

11e. Once you have added all contacts to send eService notices related to the case's updates, select **Next**.

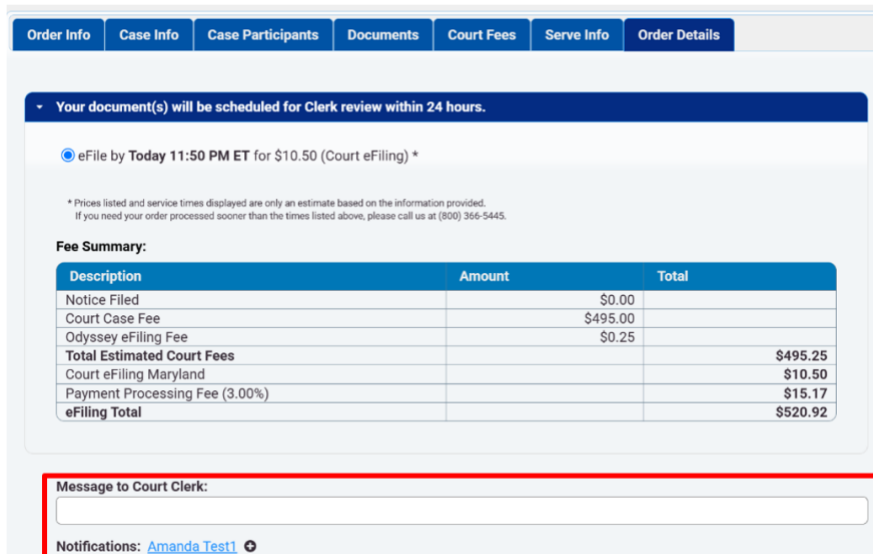


Service Contact Name	Associated Case Party	Email Address	
Jane Doe	Johnson, Joanna - Plaintiff	janedoelawfirm2025@gmail.com	✖

[Add Service Contact](#)

« Previous   Next   [Save As Draft](#)

12. Review your order details. You may provide special instructions to the court clerk in the **Message to Court Clerk** box. Select the person you want to notify about this order in **Notifications**. Then, select **Submit** to complete your order.



Your document(s) will be scheduled for Clerk review within 24 hours.

eFile by **Today 11:50 PM ET** for \$10.50 (Court eFiling) \*

\* Prices listed and service times displayed are only an estimate based on the information provided.  
If you need your order processed sooner than the times listed above, please call us at (800) 366-5445.

**Fee Summary:**

Description	Amount	Total
Notice Filed	\$0.00	
Court Case Fee	\$495.00	
Odyssey eFiling Fee	\$0.25	
<b>Total Estimated Court Fees</b>		\$495.25
Court eFiling Maryland		\$10.50
Payment Processing Fee (3.00%)		\$15.17
<b>eFiling Total</b>		<b>\$520.92</b>

**Message to Court Clerk:**

Notifications: [Amanda Test1](#) ⌵

13. Once the **Thank you for your order(s)** screen appears, you have successfully submitted your Maryland court eFiling order.

Order Info	Case Info	Case Participants	Documents	Court Fees	Serve Info	Order Details	Order Summary
<p style="text-align: center;"><b>Thank you for your order(s)</b></p> <p>Your order number(s): <b>2287164</b></p> <p>You can print the Order Confirmation and/or Routing Pages by clicking the appropriate Print button.</p> <p>If you would like further assistance, please contact our Customer Support at (800) 366-5445 Monday - Friday between the hours of 8:00 AM - 5:30 PM Pacific.</p> <p style="text-align: center;"><a href="#">Print Confirmation(s)</a>   <a href="#">Back to Manage Cases</a></p> <p><a href="#">&lt; Previous</a>   <a href="#">Submit</a>   <a href="#">Save As Draft</a></p>							<p><b>eFiling (New Case)</b></p> <p><b>State:</b> Maryland <b>County:</b> Prince Georges <b>Jurisdiction:</b> Prince George's Circuit Court</p> <p><b>Case Info:</b> Case Category: Civil Case Type: Foreclosure - Residential</p> <p><b>Case Participants:</b> Johnson, Joanna, Plaintiff (Client) Doe, Jane, Attorney Smith, John, Defendant</p> <p><b>Document(s):</b> Notice Filed</p> <p><b>eService Info:</b></p> <p><b>Order Details:</b> Notify: Amanda Test1 Special Instructions:</p>

## **Frequently Asked Questions**

### **1. What eFiling types are supported?**

Both case initiation and subsequent eFilings are available.

### **2. What case categories/types are available?**

Maryland eFilings will support the following categories (varies by county):

- Appellate
- Civil
- Domestic
  - Family
  - Probate
  - Mental Health

### **3. Which courts are supported?**

eFiling is available in all Baltimore and all Maryland county courts.

### **4. Will Expert Review be available by Rapid Legal?**

No, Expert Review is currently only available for California courts.

### **5. Can I eFile and serve in Maryland?**

No. Using the Rapid Legal portal, customers cannot submit eFile and serve in the same order in Maryland. However, a service of process order can be placed separately.