JUDICIARY CONTRACTOR'S APPLICATION FOR ELEVATED ACCESS TO MDEC CASES
Md. Rule 20-109(b) and 20-109(e)

1. Date of Application: _____

2. First Name: _____

3. Last Name: _____

4. Address: _____

5. Telephone Numbers: Work: _____   Cell: _____

6. Registered E-mail Address: _____

7. ☐ I am requesting access to records required to perform work under Contract Number: _____
    OR

    ☐ I am requesting access to the following cases:

CASE NUMBER	DATE RETAINED AS JUDICIARY CONTRACTOR	DATE THAT ASSIGNMENT IS EXPECTED TO BE CONCLUDED
a.		
b.		
c.		
d.		
e.		
f.		
g.		
h.		

9.   CONFIDENTIALITY. READ CAREFULLY AND INITIAL. I understand and agree that the attached confidentiality agreement, which I have executed, is part of this application and I agree to be bound thereby. Applicant's initials: _____

10.   **DUTY UPON CONCLUSION OF WORK ASSIGNMENT:** I understand and agree that upon the conclusion of the work to be completed in a case, I must file a notice with the clerk of court indicating that my assignment in the case has concluded and requesting the clerk to terminate the enhanced access to the case file. I acknowledge and agree that failure to do so could result in denial of future access applications and disqualification from performing work for the Maryland Judiciary in the future.

I solemnly declare and affirm under the penalties of perjury that the contents of this document are true to the best of my knowledge, information, and belief.

_____
Signature

(Court Use Only)

☐ Verified applicant's status

Application is: ☐ Approved in full ☐ Denied in full   ☐ Approved as to case(s) _____;

Denied as to case(s) _____ because applicant is not a Maryland Judiciary contractor in the listed case(s).

_____   _____
Date   Clerk/State Court Administrator

Clerk to send approved application to ServiceNow (mdcourts.service-now)

Remote Party Access Policy and Procedure

(a) Purpose and scope

    (1) The purpose of this policy is to define an application process for parties requesting remote access to electronic case documents.

    (2) This policy applies to any party applicant (applicant) who is seeking to access electronic documents remotely.

        Note: every case may not have electronic documents available.

(b) Requirements

Submission of application: One form must be submitted per court. If an applicant has active cases in District Court and Circuit Court, one form must be submitted to each court.

(c) Application review

    (1) Upon receipt of the application, the clerk's office shall review the application and ensure that the application complies with all requirements.

(d) Notification on application

    (1) Approval

        (A) If the party's application is approved, the clerk shall forward the original application and approval to Judicial Information Systems (JIS). Upon receipt, JIS will elevate the Portal access privileges of the applicant's account. JIS will then notify the applicant, via email, that their application is approved and they are now able to remotely access documents in the case requested.

    (2) Denial

        (A) If the clerk determines that the applicant is not a party to the case, the clerk shall deny the application. The clerk shall return the original application to the applicant and send a copy of the denied application to JIS.

(e) Appeal of denial

    (1) Any appeal of a denied application should be made by filing a motion in the case in which the applicant is seeking remote access.

(f) Record keeping

    (1) JIS shall retain a copy of all applications. An application for remote access shall not be attached as a record in a case.