When you e-file a case, a clerk will review the filing. During clerk review, the clerk will decide if the filing is accepted, deficient, stricken, or rejected.

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 **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 is accepted, an "ACCEPTED" email notification will be sent to the filer. Read the notification to determine status.

3. If rejected, the clerk will select the appropriate reject reason.

4. Once filings are deemed deficient, stricken, or rejected, a notice is sent. Notices will not be sent to unserved parties:

   - *Deficiency Notice (CC-DC-094)*
   - *Notice of Striking Non-Compliant Submission (CC-DC-101)*
   - *Notice of Rejected Submission (MDJ-002)*

NOTE: Filings will be rejected if a submission does not relate to the case in which it was filed, for failure to submit a separate Notice of Restricted Information form for multiple submissions in a envelope when required, for technical issues, or for other jurisdiction issues not contemplated by Title 20 Maryland Rules, where the court cannot process the case. Once the court has rejected a filing, a "REJECTED" email notification will be sent to the filer. Read the notification to determine reason for rejection.

	E-Filing Issue	Envelope Status
1.	Documents are missing.	**Accepted.** Clerk will send a request to the filer to supply supporting documents.
2.	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.
3.	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.
4.	Document security incorrect.	**Accepted.** The clerk will change the document security as needed.
5.	Filing code incorrect, financial amounts for codes are different.	**Accepted.** The clerk will correct the filing code even if additional fees are assessed.
6.	Filing code incorrect, financial amounts for codes are the same.	**Accepted.** The clerk will review the document and change the filing code as necessary.
7.	Filing code is not specific.	**Accepted.** The clerk will change the filing code to a specific code that best matches the document.
8.	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.
9.	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.
10.	Party Type is Incorrect.	**Accepted.** The clerk will correct the party type.

	E-Filing Issue	Envelope Status
11.	Document is hard to read, upside down, etc.	**Accepted.** The clerk will stamp the document and send a **DEFICIENCY NOTICE** to the filer.
12.	Important information is missing (i.e., signature, certificate of service).	**Accepted.** The clerk will stamp the document and send a **NOTICE OF STRIKING NON-COMPLIANT SUBMSISSION (NCNS)** to the filer.
13.	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.
14.	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.
15.	Multiple documents for the same case in separate envelopes	**Accepted.** The clerk will stamp the document and send a **DEFICIENCY NOTICE** to the filer - unless the documents exceed the 35MB a single envelope can hold, then additional envelopes may be used.
16.	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.
17.	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.
18.	A confidential document and a Notice of Restricted Information form are submitted in one PDF.	**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.
19.	Multiple documents are submitted with one Notice of Restricted Information form.	**Rejected.** The clerk will reject the submission, generate a Notice of Rejected Submission for each document that is rejected, and make an entry on the docket that a submission was received but was rejected for non-compliance with [Rule 20-201.1](#).
20.	A submitted envelope has multiple submissions filed and contains confidential/restricted information but form MDJ-008 Notice Regarding Restricted Information is not submitted for each filing.	**Rejected.** The clerk will reject the submission, generate a Notice of Rejected Submission for each document that is rejected, and make an entry on the docket that a submission was received but was rejected for non-compliance with [Rule 20-201.1](#).
21.	A submission does not relate to the case which it was filed.	**Rejected.** The clerk will reject the document and send the filer a Notice of Rejected Submission. [Rule 20-203(a)(2)](#).

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.