

How to Place a Maryland Court eFiling Order

You can eFile with the courts in all 23 Maryland counties and Baltimore City through the portal, for a new case or a case that is already open.

Start here

LOG IN TO THE PORTAL →

Or go to directlegal.legalconnect.com and log in with your email address and password. Use a current version of Chrome, Edge, Firefox or Safari. New to the portal? See our **Creating a New Account** guide.

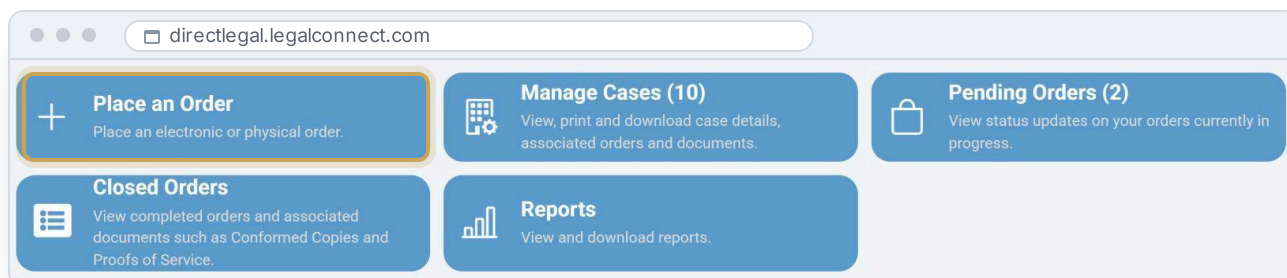
What you will need

- ✓ Your documents as text searchable PDF files, one file per document
- ✓ The county and court where you are filing
- ✓ The case category and case type
- ✓ The names of the parties and attorneys

1

Click Place an Order

Log in to your account. On your dashboard, click **Place an Order**.



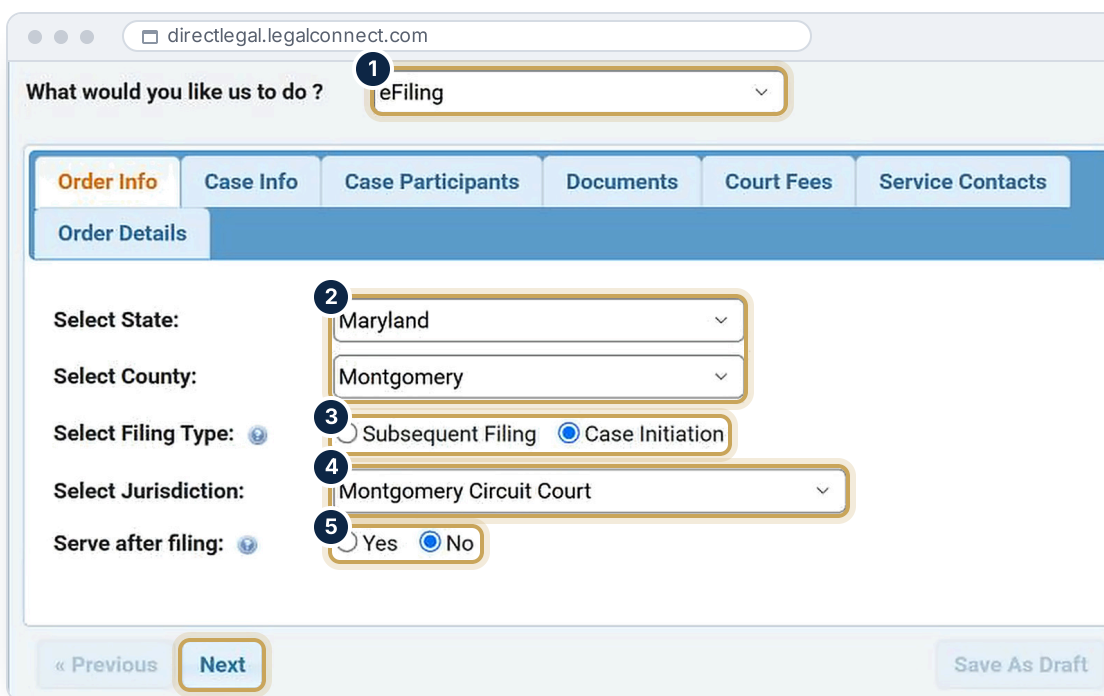
2

Choose eFiling, Maryland and the county

In **What would you like us to do?**, select **eFiling** (1). Under **Select State**, choose **Maryland**, then choose the county or Baltimore City in **Select County** (2).

Under **Select Filing Type**, choose **Case Initiation** to open a new case, or **Subsequent Filing** for a case that is already open (3). In **Select Jurisdiction**, choose the court (4). The list shows the county's circuit court and its District Court locations.

Want us to serve the documents after they are filed? Choose **Yes** for **Serve after filing** (5). This creates a filing order and a service order at the same time. Click **Next**.



The screenshot shows the 'What would you like us to do?' form on the directlegal.legalconnect.com website. The form has several sections and tabs. The 'Order Info' tab is selected. The form contains the following fields and options:

- What would you like us to do?**: A dropdown menu with 'eFiling' selected (callout 1).
- Select State:**: A dropdown menu with 'Maryland' selected (callout 2).
- Select County:**: A dropdown menu with 'Montgomery' selected (callout 2).
- Select Filing Type:**: Two radio buttons, 'Subsequent Filing' and 'Case Initiation' (callout 3). 'Case Initiation' is selected.
- Select Jurisdiction:**: A dropdown menu with 'Montgomery Circuit Court' selected (callout 4).
- Serve after filing:**: Two radio buttons, 'Yes' and 'No' (callout 5). 'No' is selected.

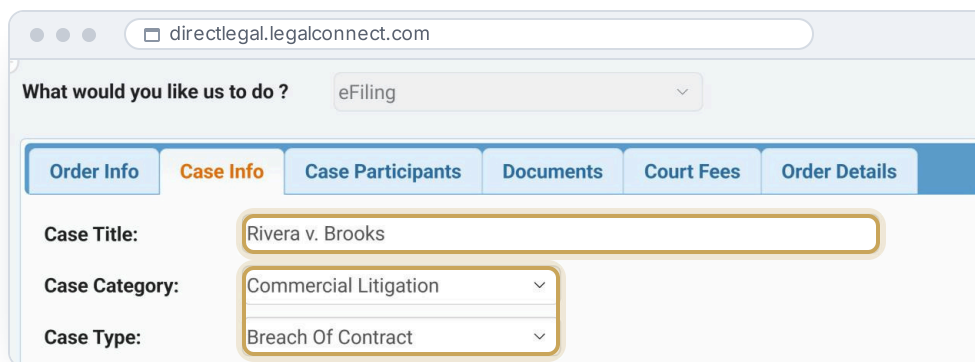
At the bottom of the form, there are three buttons: '« Previous', 'Next', and 'Save As Draft'. The 'Next' button is highlighted with a yellow border.

Filing in an existing case: When you choose Subsequent Filing, the form asks whether to **eServe Case Participants** instead of Serve after filing.

3

Enter the case information

On the **Case Info** tab, enter the **Case Title**. Then choose the **Case Category** and **Case Type**. Click **Next**.



What would you like us to do ? eFiling

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

Case Title: Rivera v. Brooks

Case Category: Commercial Litigation

Case Type: Breach Of Contract

Example screen from an Illinois eFiling. Your screen lists the case categories and case types for the Maryland court you chose.

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Add the case participants

On the **Case Participants** tab, click **Add Party** or **Add Attorney** to add each party and attorney. The portal checks that your filing includes all the parties the court requires.



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

Add Party Add Attorney

Lead Client	Name	Role	Email	Action
☐	Rivera, Ana	Plaintiff		
☐	Brooks, Daniel	Defendant		

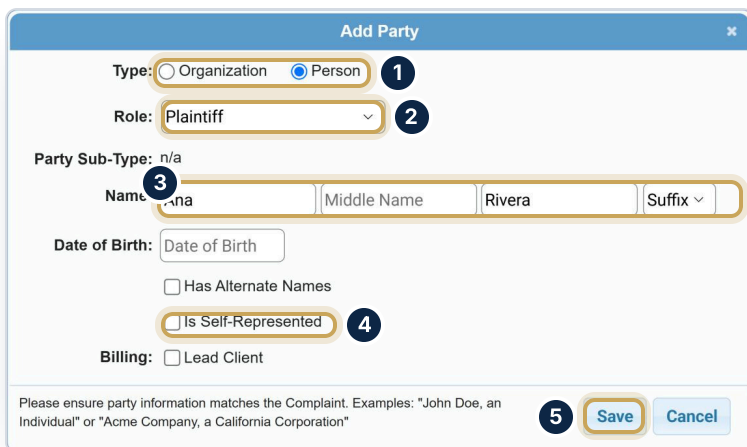
Show 50 entries | 2 participants in this case. First Previous 1 Next Last

« Previous Next Save As Draft

4A

Enter each party

In the **Add Party** window, choose **Organization** or **Person** (1) and the **Role** (2), and enter the **Name** (3). Make sure the party information matches the complaint. If the party has no attorney, check **Is Self-Represented** (4) and enter their address, phone number and email address. Click **Save** (5).



The screenshot shows the 'Add Party' window with the following fields and callouts:

- 1**: Type: ☐ Organization ☒ Person
- 2**: Role:
- 3**: Name: Middle Name: Suffix:
- 4**: ☒ Is Self-Represented
- 5**:

Other fields include: Party Sub-Type: n/a, Date of Birth: , ☐ Has Alternate Names, Billing: ☐ Lead Client.

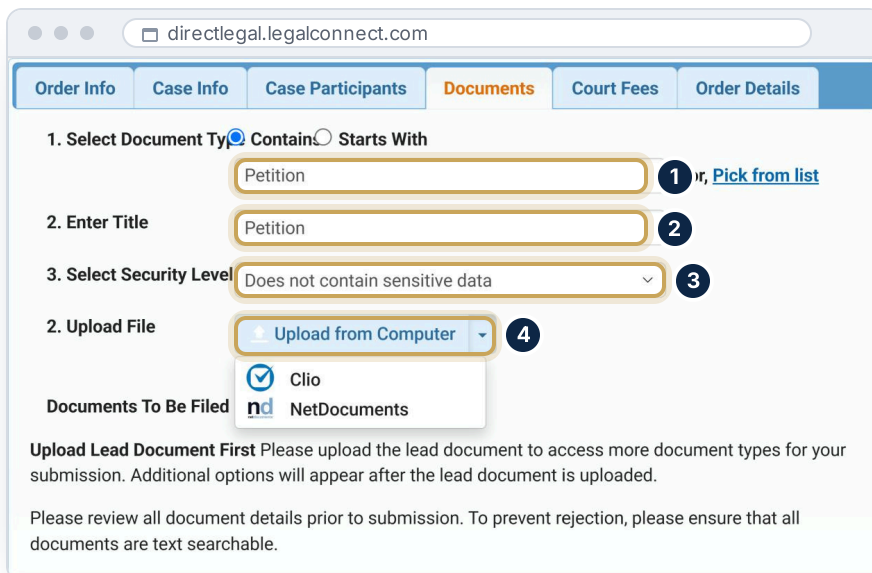
Please ensure party information matches the Complaint. Examples: "John Doe, an Individual" or "Acme Company, a California Corporation"

Attorney or self-represented party: The court needs at least one attorney or one self-represented party on the case.

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Attach your documents

On the **Documents** tab, search for the document type, or click **Pick from list** to see the available documents (1). Check the **Title** (2) and, if the court asks for one, choose a **Security Level** (3). Then click **Upload from Computer** and choose the file (4). Repeat for each document.

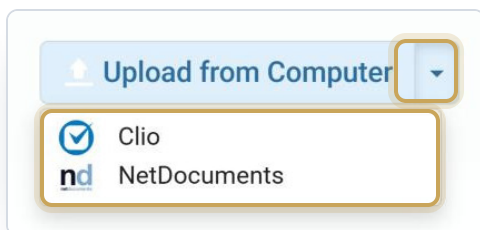


Example screen from a Texas eFiling. Your screen lists the document types for the Maryland court you chose.

Upload the lead document first: Upload the main document in the filing, such as the complaint, before the others. More document types appear in the list once the lead document is uploaded.

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Or upload from Clio or NetDocuments



If your firm keeps its files in **Clio** or **NetDocuments**, you can attach the document from there instead of from your computer. Click the arrow next to **Upload from Computer** and choose **Clio** or **NetDocuments**. Sign in if asked, then pick the file.

For the full steps, see [Using Clio with Direct Legal Support](#) or [Using NetDocuments with Direct Legal Support](#).

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Fill in the document details

Your files are listed under **Documents To Be Filed**. For each document, fill in the fields marked with an asterisk, such as **FILED ON BEHALF OF** and **REFERS TO**. If the court needs more information about a document, you are asked for it here.

Check **Lead Document** on the main document in the filing. Click **Next**.

Documents To Be Filed

Petition (Petition.pdf) Lead Document

COMPLETE ✕

FILED ON BEHALF OF *

REFERS TO *

Plaintiff: Ana Rivera

Defendant: Daniel Brooks

☒ Lead Document

Upload Lead Document First Please upload the lead document to access more document types for your submission. Additional options will appear after the lead document is uploaded.

Please review all document details prior to submission. To prevent rejection, please ensure that all documents are text searchable.

Avoid a rejection: Review all the document details before you submit, and make sure every document is text searchable.

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Review the court fees

The **Court Fees** tab lists the fees for the documents you selected, including the eFiling system's fee, and the **Total Estimated Court Fees** (1). Make sure every fee that applies is selected, because the court may reject the filing if the correct fees are not listed. Click **Add Additional Services and Fees** to add one (2).

Under **Authorize Direct Legal Support to pay court fees**, choose **Yes**, or choose **Submit as Fee Waiver** (3). Click **Next**.



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

1 Court Fees:

Document	Fee Name	Parties	Fee
Petition	Petition (Case Initiation) - \$0.00	1	\$0.00
	Court Case Fee	1	\$350.00
	Odyssey eFiling Fee	1	\$10.12

2 Add Additional Services and Fees

Total Estimated Court Fees: \$360.12

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

3 Authorize Direct Legal Support to pay court fees: ☒ Yes ☐ Submit as Fee Waiver

Example screen from a Texas eFiling. Your screen lists the fees for the Maryland court you chose.

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Choose the service contacts

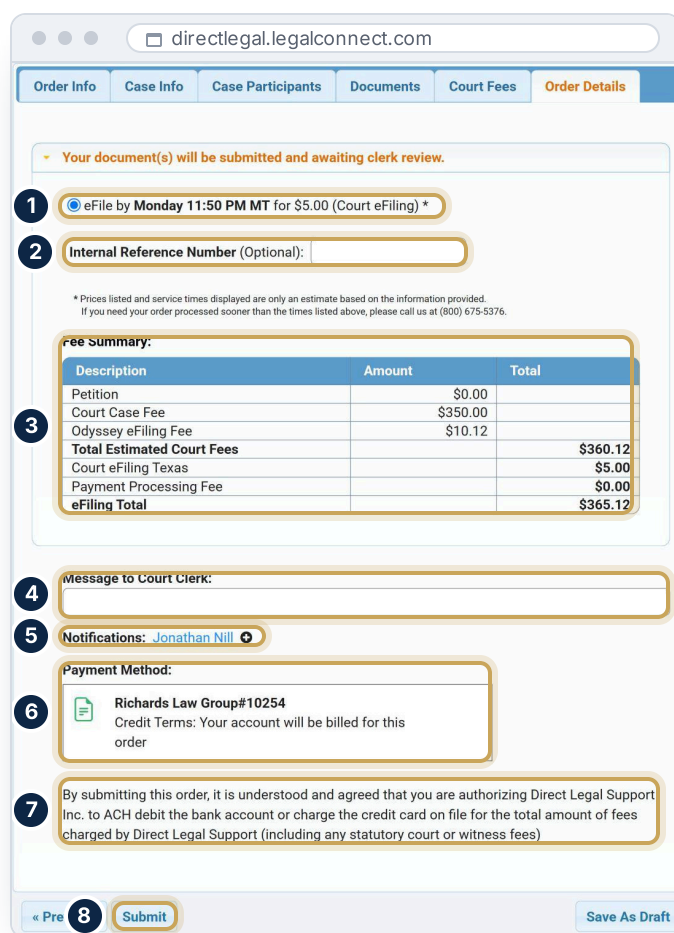
Maryland orders have a **Service Contacts** tab after Court Fees. Choose anyone who should be served electronically through the court's eFiling system, then click **Next**.

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Review your order and submit

On the **Order Details** tab, a notice says your documents will be submitted and awaiting clerk review. Choose the service level (1) and, if your firm tracks orders with its own number, enter it in **Internal Reference Number** (2). The **Fee Summary** lists the court fees, the eFiling system's fee, our eFiling fee and the total (3).

Type any **Message to Court Clerk** (4). **Notifications** shows who gets status updates about this order (5), and **Payment Method** shows how the order will be paid (6). By submitting, you authorize Direct Legal Support to charge the fees for the order to your account's payment method on file (7). Click **Submit** to place your order (8).



directlegal.legalconnect.com

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

▼ Your document(s) will be submitted and awaiting clerk review.

1 eFile by **Monday 11:50 PM MT** for \$5.00 (Court eFiling) *

2 Internal Reference Number (Optional):

* 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) 675-5376.

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Description	Amount	Total
Petition	\$0.00	
Court Case Fee	\$350.00	
Odyssey eFiling Fee	\$10.12	
Total Estimated Court Fees		\$360.12
Court eFiling Texas		\$5.00
Payment Processing Fee		\$0.00
eFiling Total		\$365.12

4 Message to Court Clerk:

5 Notifications: Jonathan Nill 

6 Payment Method:  **Richards Law Group#10254**
Credit Terms: Your account will be billed for this order

7 By submitting this order, it is understood and agreed that you are authorizing Direct Legal Support Inc. to ACH debit the bank account or charge the credit card on file for the total amount of fees charged by Direct Legal Support (including any statutory court or witness fees)

8

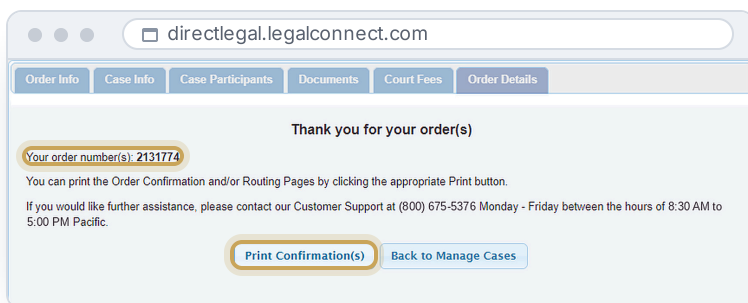
Example screen from a Texas eFiling. Your screen lists the fees and service levels for the Maryland court you chose.

Notifications: You are listed by default. To add others, click the + icon next to the name, open the list and check each person who should get status updates.

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Get your confirmation

Your order number appears to confirm that the order was placed. Click **Print Confirmation(s)** to keep a record of your order.



Maryland eFiling questions

Can I file in new and existing cases?

Yes. Choose **Case Initiation** to open a new case, or **Subsequent Filing** for a case that is already open.

Which courts can I file with?

All 23 Maryland counties and Baltimore City. After you choose the county, **Select Jurisdiction** lists its courts, for example Montgomery Circuit Court, or the Montgomery County District Court in Rockville or Silver Spring.

What does Serve after filing do?

Choosing **Yes** creates a filing order and a service order at the same time, so we can serve the documents after they are filed.

Why do some screens in this guide look different from mine?

The Order Info screen in step 2 is from a Maryland order. The screens in the later steps are examples from other states' eFilings (Illinois for the Case Info tab, Texas after that), so the case types, document types and fees on your screen match your Maryland court instead.

After you order

- ✓ Follow your eFiling under **Pending Orders** on your dashboard
- ✓ Find completed orders and their documents under **Closed Orders**

Good to know

Maryland rules and rates: see directlegal.com/maryland-court-efiling.

Need it sooner than the times shown? Call us at [\(800\) 675-5376](tel:8006755376) before you place the order.

Questions? We're here to help.

Call our Litigation Division Monday to Friday, 8:30 a.m. to 5:00 p.m. Pacific, or email info@directlegal.com. Ready to order? [Log in to the portal](#).

(800) 675-5376