



File & Serve *Maryland*™

USER GUIDE
eService Inbox

What's Inside

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File & Serve *Maryland* (FSMD) has many resources available to you in order to address your questions and concerns:

- **FSMD Client Support** is available to assist you with technical, ID, functionality and any other questions you may have. You can contact Client Support at 888.529.7587. They are available 24/7/365.
- The **FSMD** website (www.fileandservemaryland.com) contains helpful information for using the FSMD system. The website houses our training registration information, user guides, pricing, and more.

This FSMD User Guide provides a convenient source of information to help you manage your eService notifications in case matters.

IMPORTANT: If you have registered your email address with Maryland Odyssey File and Serve, the same username and password can be used with FSMD.

Before You Begin

1. Refer to the appropriate court rules on electronic filing prior to using FSMD to ensure that you are in compliance with local requirements.
2. Check our minimum system requirements for using FSMD.
3. If you need assistance, call our Client Support line at 1-888-247-2051. They are available to assist 24/7/365.

Logging in to FSMD

File & Serve Maryland™

* Required field.

Email *

Password *

Login

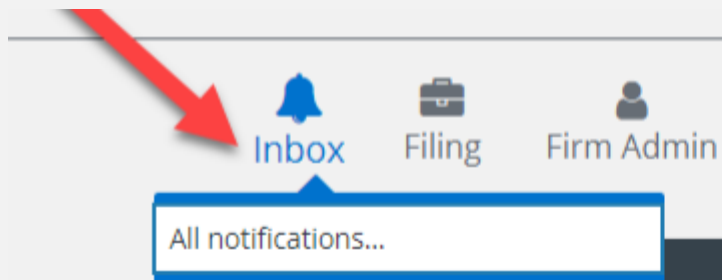
Forgot Password | Register Now

1. Open Chrome, Safari, or Firefox go to www.fileandservemaryland.com
2. Enter your Username and Password and click **Login**.
3. **If you do not have a Username/Password, please contact your Firm Administrator.**

Overview: Users can view eService notifications for which they are served when they log into the application and continue to view them while in the system. The pre-requisites for receiving these notifications are:

1. The user should be a registered user of an EFSP and the user should have at least one submitted filing accepted by the court.
2. They must be a service recipient on the case to receive eService notifications.

A menu item *Inbox* will be available at the top of the application. This icon will display a number indicator for the count of notifications which have been unread by the user.



ESERVICE INBOX (continued)

A drop-down menu will display showing each of the unread notifications by case name. An *All Notifications* menu item will always display at the bottom of the drop-down menu.

Select an unread notification in the drop-down to be directed to the filing details including a link to the document. **Note:** Viewing a line item will also mark the notification as read and it will decrease the count of unread notifications.

Select *All Notifications* to view a paginated list of both read and unread notifications. Screenshots are on the next slides.

The screenshot shows the EService Inboxes interface. On the left, the 'Inbox' icon has a notification count of 15. A dropdown menu is open, listing several case notifications. The 'All notifications...' option is highlighted at the bottom. On the right, a case detail view is shown for Case Number 20181625492. The case details include Jurisdiction, Case Category, Case Type, Case Title, Filing Code, Description, Recipient, and Submitter. Below the case details, a table lists the parties involved in the case.

Party Type	Name	Address
Defendant	FDGDFG FDGDFG	STREET NOT PROVIDED, CITY NOT PROVIDED, IL, 60601-1
Plaintiff	DFG DFGDFG	STREET NOT PROVIDED, CITY NOT PROVIDED, IL, 60601-1

ESERVICE INBOX (continued)

Show 10 notifications per page 1 Search

Envelope Id	Case Name	Case Number	Jurisdiction	Date	Recipient	Document	Action
85004	Azam Vaziri v. USA Athletic Club LLC	18-L-000005	Kane County	09/27/2018	User Thomas	sample.pdf 3	
85004	Azam Vaziri v. USA Athletic Club LLC	18-L-000005	Kane County	09/27/2018	User Thomas	20180927150410853_11499_TESTINGDOCUMENT.pdf	4
84892	BUTTREY FOODS VS. CUNNINGHAM LINDA	2018L005814	Cook County - Law - District 1 - Chicago	09/26/2018	User Thomas	20180926115235554_11491_RTF with white space in between File1.pdf	5
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	test.pdf	
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	gre_research_validity_data.pdf	
85080	CAROLCAROLCAROL CAR VS. EVELYN EVELYN EVEL	20181102225	Cook County - Municipal Civil - District 1 - Chicago	09/28/2018	User Thomas	SampleDOCFile_500kb.pdf	

Showing 10 Notification(s) of 18 6 Previous **1** 2 Next

Please refer to next slide for outline and instructions.

A paginated list of *All Notifications* will default to be sorted by date. All columns are searchable using the *Search* field and sortable except the document and action columns using the column headers.

1. All column headers are searchable using the *Search* field.
2. All columns are sortable using the column headers.
3. Click the document title to view the pdf.
4. Click the *eyeball* icon to view the filing details.
5. Click the + icon to start a subsequent filing into the case.
6. Use *Previous*, the page numbers, and *Next* to move through the pages of notifications.