



**Circuit Court for Montgomery County, Maryland  
50 Maryland Avenue  
Rockville, Maryland 20850**

This process may be used for electronically submitting discovery dispute motions in non-emergency Civil Track 3 matters. Litigants may electronically file motions to compel discovery, motions to quash deposition subpoenas, and motions for protective orders. **Please see Administrative Order issued April 10, 2020 published on the Montgomery County Circuit Court website.**

**Mandatory Guidelines.**

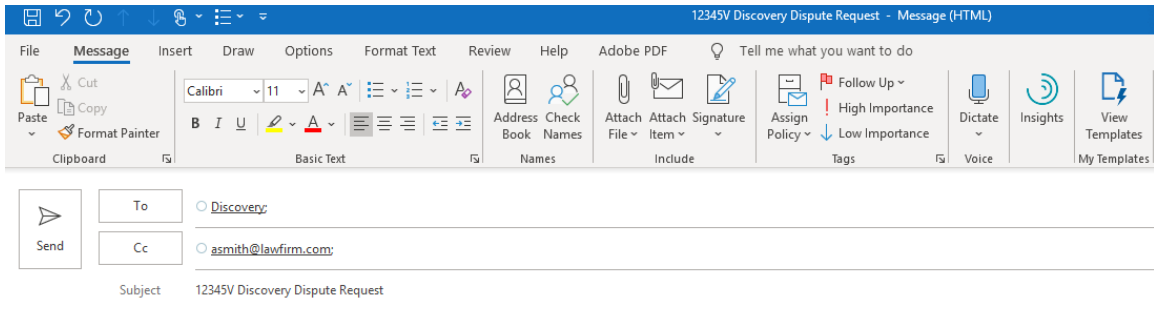
1. Both the motion and opposition must be ready to be electronically filed at the same time. Unless the motion and opposition are filed at the same time, the matter will not be accepted for filing. Counsel are invited to consult with one another so that the non-moving party can properly respond to the motion, and so that the filings can be simultaneous.
2. Motions and oppositions must be filed in .pdf format only. **The documents must be named in the following format:**  
  

Motion:     **12345V Motion to Compel Filed April 9 2020**  
                  [where 12345V is the case number]

Opposition: **12345V Opposition to Motion to Compel Filed April 9 2020**  
                  [where 12345V is the case number]
3. Proposed Orders should not be uploaded with Motions and Oppositions to ShareFile. The Judge will instruct filing parties how to submit proposed orders in Microsoft Word format.
4. Filing parties will receive orders from the Judge and will be bound by those orders, including whatever time limits are ordered in those orders. Paper copies will not be received.
5. Motions that are not accompanied by oppositions, or that are not discovery disputes, or that are not in .pdf format, or that are not titled in the above format will not be accepted for electronic filing. The Judge will notify the parties via email that the Motion and Opposition are not accepted for electronic filing.
6. Litigants who have previously paper-filed discovery dispute motions or oppositions are **not** permitted to withdraw and refile those motions or oppositions electronically.
7. There will be no hearings on these electronically-filed motions.

**To electronically file a Motion or Opposition:**

1. When the Motion and Opposition documents are .pdf files, correctly titled, and ready to be filed, **only one party** will send an email message to [discovery@mccourt.com](mailto:discovery@mccourt.com) copying all other parties on the email, and requesting to electronically file. **YOU DO NOT NEED TO ATTACH THE MOTION, THE OPPOSITION OR PROPOSED ORDERS TO THIS EMAIL MESSAGE.**



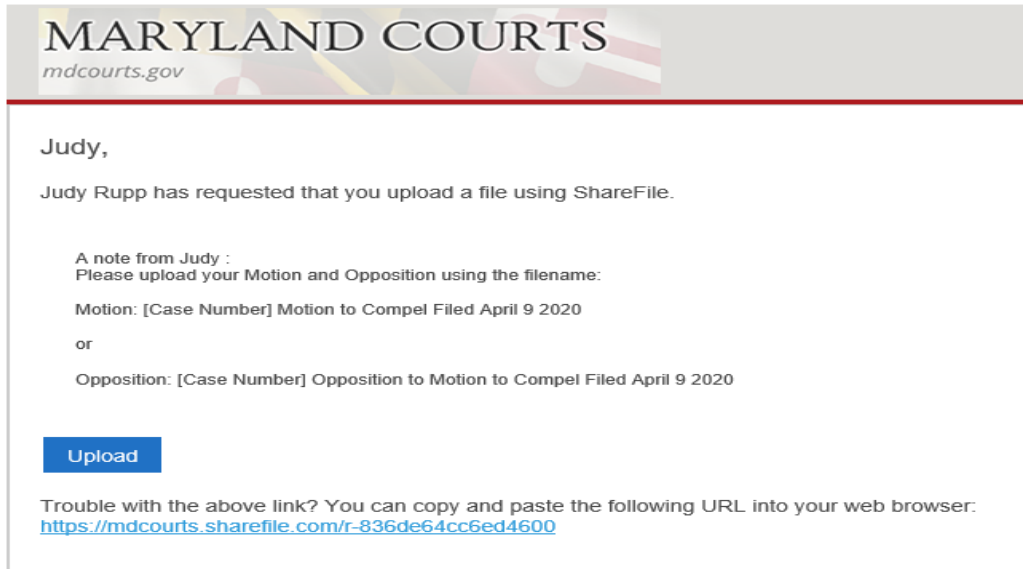
In case 12345V, the parties are ready to file Motion and Opposition documents.

The Motion filename will be:  
12345V Motion to Compel Filed April 9 2020

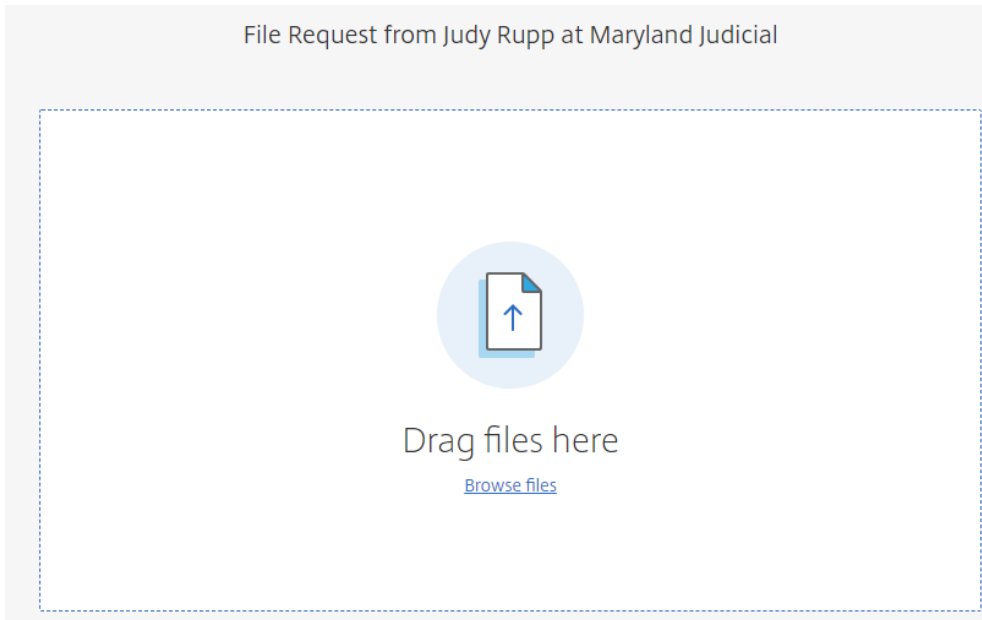
The Opposition filename will be:  
12345V Opposition to Motion to Compel Filed April 9 2020

Thank you.

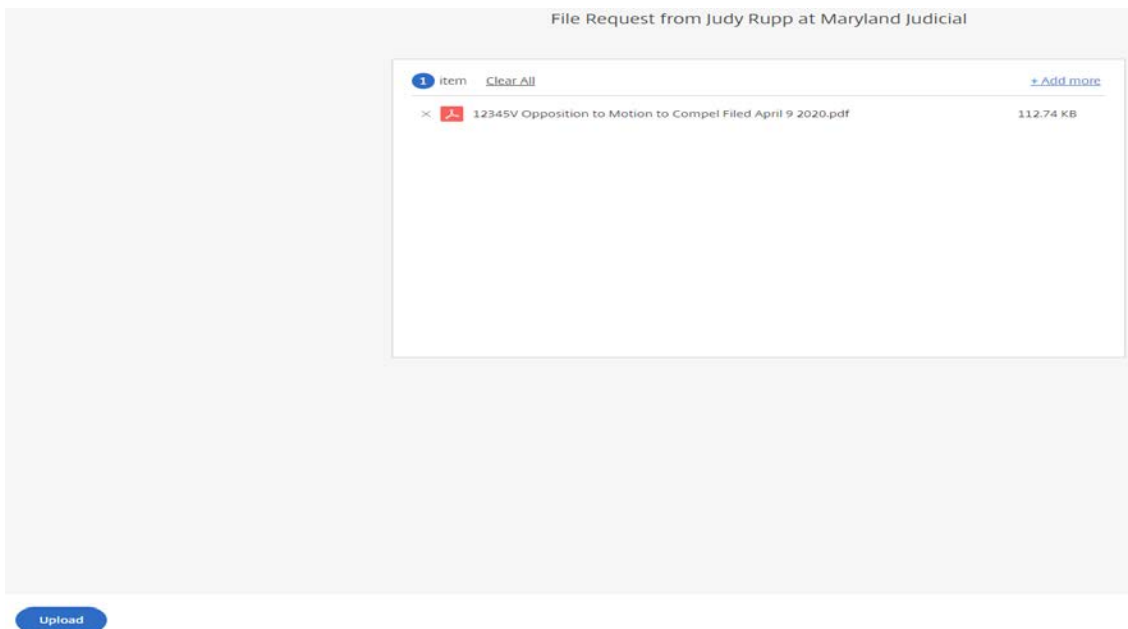
2. In response, you will receive an electronic message from a Judge containing a link to upload your documents using ShareFile.



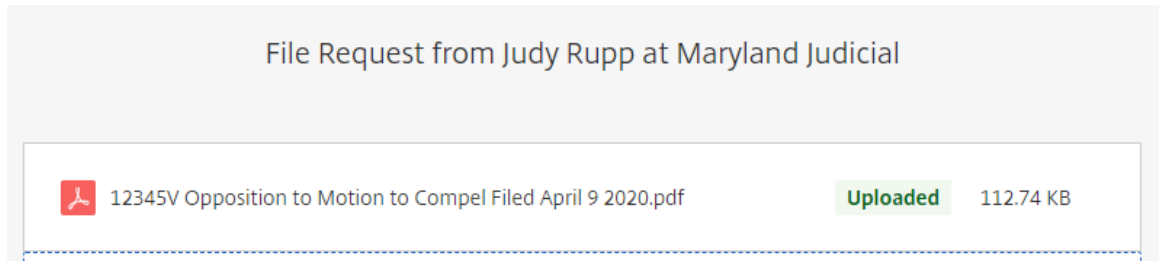
3. Click the blue **Upload** document to be presented with the following screen:



4. Either drag your file to the document icon or click the **Browse files** link to locate your .pdf Motion or Opposition document. Select the document to be uploaded.
5. When your document is displayed in the white box, click the blue **Upload** button located on the bottom left of your screen.



- When the green word **Uploaded** appears, your document has been received and you may close your browser.



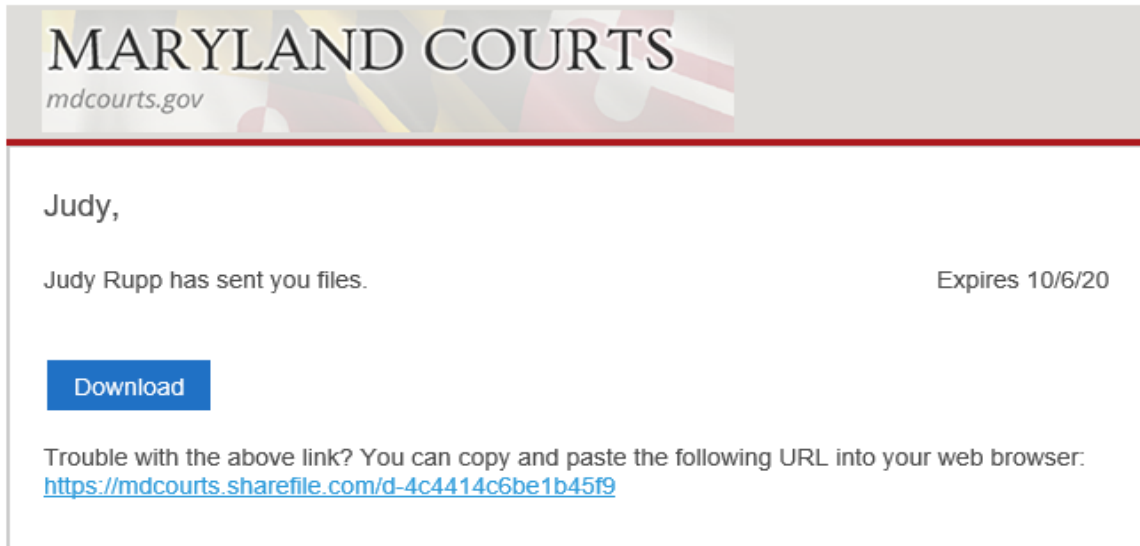
You will receive an email message confirmation with the date and time you uploaded your Motion or Opposition.



- If you have questions regarding uploading discovery dispute documents, you may call Montgomery County Circuit Court Technical Services at 240-777-9199.

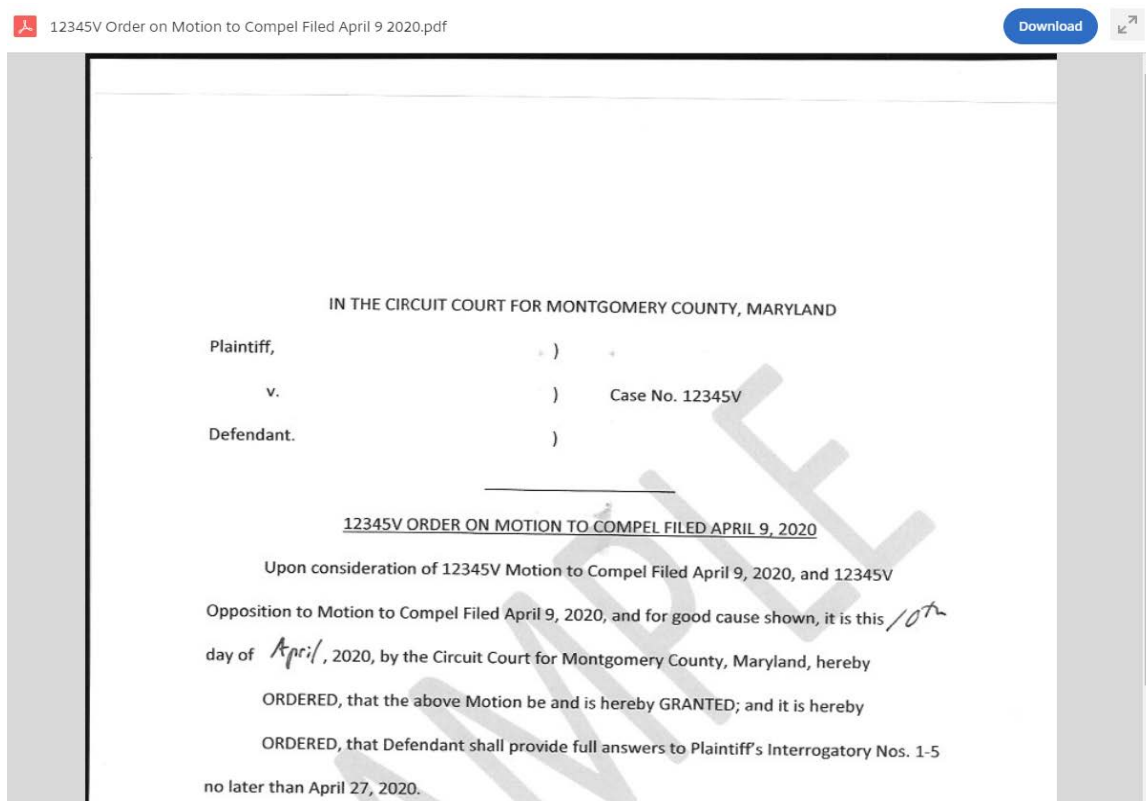
**To receive an Order:**

1. When the judge has completed the Order, you will receive an email message to download the Order. Open the email message and click the blue **Download** button.



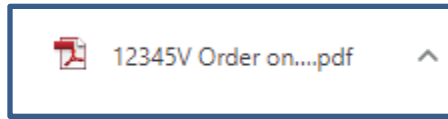
The screenshot shows an email notification from Maryland Courts. At the top, it says "MARYLAND COURTS" with the website "mdcourts.gov" below it. The main body of the email says "Judy," followed by "Judy Rupp has sent you files." On the right side, it says "Expires 10/6/20". Below this is a blue button labeled "Download". At the bottom, there is a message: "Trouble with the above link? You can copy and paste the following URL into your web browser: <https://mdcourts.sharefile.com/d-4c4414c6be1b45f9>".

2. You will automatically be presented with the document to download. Click the blue **Download** button on the top right-hand side of your screen.



The screenshot shows a PDF document viewer. At the top left, the file name is "12345V Order on Motion to Compel Filed April 9 2020.pdf". At the top right, there is a blue "Download" button. The main content of the PDF is a court order. It starts with "IN THE CIRCUIT COURT FOR MONTGOMERY COUNTY, MARYLAND". Below this, it lists "Plaintiff," "v.", and "Defendant." with a "Case No. 12345V" to the right. The title of the order is "12345V ORDER ON MOTION TO COMPEL FILED APRIL 9, 2020". The text of the order reads: "Upon consideration of 12345V Motion to Compel Filed April 9, 2020, and 12345V Opposition to Motion to Compel Filed April 9, 2020, and for good cause shown, it is this 10<sup>th</sup> day of April, 2020, by the Circuit Court for Montgomery County, Maryland, hereby ORDERED, that the above Motion be and is hereby GRANTED; and it is hereby ORDERED, that Defendant shall provide full answers to Plaintiff's Interrogatory Nos. 1-5 no later than April 27, 2020." There is a large "DRAFT" watermark across the center of the page.

3. Once you click the download button, you will see the .pdf Order icon on the lower left side of your screen. Double click on the PDF icon to access and save the Order.



4. If you have questions regarding downloading Orders, you may call Montgomery County Circuit Court Technical Services at 240-777-9199.