

PROCEDURES FOR OBTAINING OFFICER REPORTS AND SCHEDULES ONLINE

Online traffic reports are updated on the following schedule

Officer Caseload Report (Updated weekly on Sunday)

Officer Trial Date Schedule Report (Updated weekly on Sunday)

Agency Citation Disposition Report (Updated 2nd Sunday of Month)

Officer Citation Disposition Report (Updated 2nd Sunday of Month)

Officer Schedule Report (Updated 24th day of Month)

To print an online report for a specific agency or officer

1. Visit the Maryland Judiciary Website at www.mdcourts.gov
2. Select "District Court" under the "Courts" tab.
3. On the left side navigation, click "Law Enforcement".
4. Enter the logon id (leforms) and the password (comm)
5. Click on "Traffic Officer/Agency Reports" located at the bottom of the webpage.
6. Enter the logon id (officers) and the password (officers)
7. Locate the information you are interested in obtaining and click on "TXT" (for text file format) or "ZIP" (for zip file format)
8. Set your page size to landscape by selecting functions from your web browser toolbar at the top of the page. First select "File" and then "Page Setup" select "Landscape" and you may need to select legal size.
9. Begin search (information is displayed in this order: agency, sub-agency, and officer)
 - a. To perform a search select "Edit" from your web browser toolbar at the top of the page and then "Find on this page..."
 - b. Type in your Agency ID and select "Next"
10. When your Agency or Officer ID is found, highlight the text that you want to print by pressing the left mouse button and holding it down and dragging until all your data is highlighted.
11. Right click your mouse and select "Print" When the Print Menu appears select "Selection" from Page Range.
12. Select "Print". The selected agency/officer information will print.