

MAINE JUDICIAL BRANCH

This summary sheet and the information it contains do not replace or supplement the filing and service of pleadings or other papers as required by the Maine Rules or by law. This form is required for the Clerk of Court to initiate or update the civil docket. The information on this summary sheet is subject to the requirements of M. R. Civ. P. 11.

I. COUNTY OF FILING OR DISTRICT COURT JURISDICTION (“X” the appropriate box and enter the County or location)

- Superior Court County: _____
 District Court Location (city/town): _____

Initial Complaint: A complaint filed as an original proceeding. A filing fee is required.

Third-Party Complaint: An original defendant’s action against a third party that was not part of the original proceeding. A filing fee is required.

Cross-Claim: An original defendant’s claim against another original defendant. No additional fee is required.

Counterclaim: An original defendant’s claim against an opposing party. No additional fee is required.

Reinstated or Reopened Case: Money Judgment Disclosures or post-judgment motions.

II. NATURE OF THE FILING

- Initial Complaint
 Third-Party Complaint
 Cross-Claim or Counterclaim
 Reinstated or Reopened case

Docket No.: _____

If filing a second or subsequent Money Judgment Disclosure, give the docket number of the first disclosure.)

III. REAL ESTATE OR TITLE TO REAL ESTATE IS INVOLVED

IV. MOST DEFINITIVE NATURE OF ACTION

(“X” in ONE box. If the case fits more than one nature of action, select the one that best describes the cause of action.)

GENERAL CIVIL

Constitutional/Civil Rights

- Constitutional/Civil Rights

Contract

- Debt Collection brought by a debt collector as defined by 32 M.R.S. § 11002 (*Contract Case Cover Sheet (CV-261) must be attached*)
 Other Contract (*Contract Case Cover Sheet (CV-261) must be attached*)

Declaratory/Equitable Relief

- Declaratory Judgment
 General Injunctive Relief
 Other Equitable Relief

Non-Personal Injury Torts

- Auto Negligence
 Libel/Defamation
 Other Negligence
 Other Non-Personal Injury Tort

Personal Injury Torts

- Assault/Battery
 Auto Negligence
 Domestic Tort
 Medical Malpractice
 Other Negligence
 Other Personal Injury Tort
 Product Liability
 Property Negligence

Statutory Actions

- Freedom of Access
 Other Statutory Action
 Unfair Trade Practice

Miscellaneous Civil

- Administrative Warrant
 Appointment of Receiver
 Arbitration Awards
 Common Law Habeas Corpus
 Drug Forfeiture
 Foreign Deposition
 Foreign Judgments
 HIV Testing
 Land Use Enforcement (80K)
 Minor Settlements
 Other Civil
 Other Forfeiture/Property Libel
 Pre-Action Discovery
 Prisoners Transfers
 Shareholders’ Derivative Action

APPEALS (ADR EXEMPT)

- Administrative Agency (80C)
 Governmental Body (80B)
 Other Appeal

REAL ESTATE

Foreclosures

- Foreclosure (ADR exempt)
 Foreclosure (Diversion eligible)
 Foreclosure (Other)

Title Actions

- Boundary
 Easement
 Eminent Domain
 Quiet Title

Miscellaneous Real Estate

- Abandoned Road
 Adverse Possession
 Equitable Remedy
 Mechanics Lien
 Nuisance
 Other Real Estate
 Partition
 Trespass

CHILD PROTECTIVE CUSTODY

- Non-DHHS Protective Custody

SPECIAL ACTIONS

- Money Judgment Disclosure

ADA Notice: The Maine Judicial Branch complies with the Americans with Disabilities Act (ADA). If you need a reasonable accommodation contact the Court Access Coordinator, accessibility@courts.maine.gov, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.

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V. M.R. Civ. P. 16B ALTERNATIVE DISPUTE RESOLUTION (ADR)

I certify that pursuant to M.R. Civ. P. 16B(b), this case is exempt from a required ADR process because ("X" one box below):

- It falls within an exemption listed above (it is an appeal or an action for non-payment of a note in a secured transaction).
The plaintiff or defendant is incarcerated in a local, state, or federal facility.
The parties have participated in a statutory pre-litigation screening panel process with (name of panel chair) that concluded on (date of panel finding - mm/dd/yyyy)
The parties have participated in a formal ADR process with (name of neutral) on (date - mm/dd/yyyy)
The plaintiff's likely damages will not exceed \$30,000, and the plaintiff requests an exemption.
The action does not include ADR pursuant to M.R. Civ. P. 16(a)(1).
There is other good cause for an exemption and the plaintiff has filed a motion for exemption.

VI. PARTY AND ATTORNEY CONTACT INFORMATION

If you need additional space, list additional parties on an attachment and note "see attachment" in the appropriate section.

Please note: If a party is a government agency, use the full agency name or the standard abbreviation. If the party is an official within a government agency, identify the agency first and then the official, giving both name and title.

(a) PLAINTIFF(S)

("X" the box below to indicate the party type associated with the filing)

- Plaintiff(s)
Third-Party Plaintiff(s)
Counterclaim Plaintiff(s)
Cross-Claim Plaintiff(s)

Is the plaintiff a prisoner in a local, state, or federal facility? Yes No

Name (first, middle initial, last):
Mailing address (include county):
Telephone:
Email:

Name (first, middle initial, last):
Mailing address (include county):
Telephone:
Email:

(b) ATTORNEY(S) FOR PLAINTIFF(S)

If there are multiple attorneys, indicate the lead attorney. If all counsel do not represent ALL plaintiffs, specify which plaintiff(s) the listed attorney(s) represents.

Name and bar number:
Firm name:
Mailing Address:
Telephone:
Email:

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Name and bar number: _____
 Firm name: _____
 Mailing Address: _____
 Telephone: _____
 Email: _____

(c) DEFENDANT(S)

("X" the box below to indicate the party type associated with the filing)

- Defendant(s)
- Third-Party Defendant(s)
- Counterclaim Defendant(s)
- Cross-Claim Defendant(s)

Is the defendant a prisoner in a local, state, or federal facility? Yes No

Name *(first, middle initial, last)*: _____
 Mailing address *(include county)*: _____
 Telephone: _____
 Email: _____

Name *(first, middle initial, last)*: _____
 Mailing address *(include county)*: _____
 Telephone: _____
 Email: _____

(d) ATTORNEY(S) FOR DEFENDANT(S)

If there are multiple attorneys, indicate the lead attorney. *If all counsel do not represent ALL defendants, specify which defendant(s) the listed attorney(s) represents.*

Name and bar number: _____
 Firm name: _____
 Mailing Address: _____
 Telephone: _____
 Email: _____

Name and bar number: _____
 Firm name: _____
 Mailing Address: _____
 Telephone: _____
 Email: _____

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(e) PARTIES IN INTEREST

Name (first, middle initial, last): _____

Mailing address (include county): _____

Telephone: _____

Email: _____

Name (first, middle initial, last): _____

Mailing address (include county): _____

Telephone: _____

Email: _____

(f) ATTORNEY(S)

If there are multiple attorneys, indicate the lead attorney. *If all counsel do not represent ALL parties in interest, specify which parties in interest the listed attorney(s) represents.*

Name and bar number: _____

Firm name: _____

Mailing Address: _____

Telephone: _____

Email: _____

Name and bar number: _____

Firm name: _____

Mailing Address: _____

Telephone: _____

Email: _____

VII. RELATED CASE(S) IF ANY

Case name: _____

Docket Number: _____

Assigned Judge/Justice: _____

Date (mm/dd/yyyy): _____



Signature of Plaintiff or Lead Attorney of Record

Printed Name of Plaintiff or Attorney

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