

MAINE JUDICIAL BRANCH

Instructions for filing a Summary Recovery of Personal Property Case 14 M.R.S. § 7071(2)

PLEASE NOTE: These instructions are to be used in place of CV-182 while COVID-19 procedures, the Pandemic Management Orders (PMOs), and/or the Phased Management Plan (PMP) are in effect.

COVID-19 procedures, Pandemic Management Orders (PMOs), and the Phased Management Plan (PMP) can be found on the Judicial Branch website: www.courts.maine.gov/covid19.shtml. The executive orders of the Governor can be found on the State of Maine: www.maine.gov/governor/mills/official_documents.

On or after July 21, 2020 a Recovery of Personal Property packet will include the following:

- Instructions for Filing a Summary Recovery of Personal Property Case;
- Complaint for Recovery of Personal Property (Summary Process) (CV-183);
- Recovery of Personal Property Summons (Summary Process) (CV-184) (there is a \$5.00 fee for this form);
- Two copies of the Recovery of Personal Property Information Sheet regarding what to expect at court and available services (one to be kept by you and one to be served on the defendant). You will need to write the phone number of the [District Court](#) where you are filing the Recovery of Personal Property action in two places on the information sheet;
- Two copies of the Instructions for Accessing a Court Hearing Using Google Meet (one to be kept by you and one to be served on the defendant).

For cases with more than one defendant, you may request additional copies of the Information Sheet and Instructions from the Clerk of the District Court or you may make copies.

1) Complete a Complaint for Recovery of Personal Property (Summary Process), (CV-183). Forms can be found on the Judicial Branch website here: http://www.courts.maine.gov/fees_forms/forms/index.shtml#cv. You are the Plaintiff, and the person in possession of your personal property is the defendant. Once you complete the Complaint, date and sign it.

2) Obtain a Recovery of Personal Property Summons (Summary Process) (CV-184) from the Clerk of the District Court. When filling out the Summons, make sure that you fill in the description of the personal property you want to recover.

3) Ask the Clerk of the District Court for the dates of the next Recovery of Personal Property status conferences. To complete the Summons, you will need to choose a status conference date. Remember that you must have the Summons served on the Defendant at least seven (7) days before the date of the status conference.

4) Make copies of the completed Complaint and the Summons, both for your records and for service on the Defendant. For cases with more than one defendant, make copies for each Defendant. Please write "Copy for Service" on any copies to be served on the Defendant.

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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5) Take the following documents to the Sheriff's Department for service on the Defendant:

- a copy of the completed Complaint;
- the Recovery of Personal Property Information Sheet;
- the Instructions for Accessing a Court Hearing Using Google Meet;
- a copy of the Summons;
- the original Summons.

After the Service is completed, the Sheriff's Department will return to you the original Summons, as well as a completed return of service that has been filled out by a deputy.

6) You must file the original Summons; the original Complaint; the completed return of service and your filing fee with the Clerk's Office. You are encouraged to do so at least two (2) business days before the hearing.

IF YOU HAVE QUESTIONS, PLEASE CONTACT AN ATTORNEY.

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