

## MAINE JUDICIAL BRANCH

### RESIDENTIAL FORCIBLE ENTRY AND DETAINER (EVICTION) INFORMATION SHEET AND MEDIATION REQUEST

You have been served with an eviction notice **OR** an eviction complaint and summons with your scheduled court date and time. Here is some important information that may help you.

**PLEASE NOTE: If you do not appear in court on the date your case is scheduled, you will likely have to move out of your home.**

#### HELP AND INFORMATION:

##### **Legal Help – You might be able to get free help from an attorney:**

- Pine Tree Legal Assistance (PTLA) is free for low-income tenants. Hotline hours are Monday 12:00 – 2:30, Tuesday and Thursday 9:00 – 11:30. Call 207-774-8211.
- Legal Services for Maine Elders – is free for those 60 and older: Call 1-800-750-5353.

##### **Information - Find out more!**

- PTLA’s website provides information about the eviction process in Maine. Visit [ptla.org/fed](http://ptla.org/fed) to learn more.

#### NOTICE TO QUIT OR NOTICE TO TERMINATE

The “notice to quit” or “notice to terminate” is generally the first step a landlord must take to start the eviction process against you. The notice gives you a deadline to move out or correct the issue with your landlord. Once the deadline to move out or correct the issue passes, your landlord may file an eviction case (called a “Forcible Entry and Detainer” case) against you. You will be served with a complaint and summons that tells you when you must appear in court. It is important to get legal help. If you can’t afford an attorney, you may call PTLA or Legal Services for the Elderly. Their phone numbers are above. You may be eligible for free legal help.

#### COURT HEARING DATE

- **Go to Court: If you have been given a court summons, you must attend your court hearing on the date listed on the summons.** The summons says when to go to court for your hearing, and if the hearing will be by video or phone, how to join. If the summons does not say that it is being held by video/phone, you are expected to appear in person. If you do not attend your hearing, **you may be evicted.**
- **Mediation: You can ask for mediation.** Mediation gives you the chance to settle your case without having a hearing before a judge. You can ask for mediation before the hearing date by using the Request for Mediation Form (see below). Complete the information and file it with the court where your case is pending. You can also tell the judge that you would like mediation at the court. Alternatively, the judge might order your case to mediation.
- **Hearing:** If your case does not settle in mediation, the judge will hold a hearing to listen to both sides and decide what will happen.

**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](mailto:accessibility@courts.maine.gov), or a court clerk.

**Language Services:** For language assistance and interpreters, contact a court clerk or [interpreters@courts.maine.gov](mailto:interpreters@courts.maine.gov)

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- **Representation:** If you do not have an attorney, some courthouses, but not all, will have volunteer attorneys available to talk to you on the day of your hearing. Call the courthouse where your hearing is scheduled to see if one of the volunteer attorneys will be available. The court's phone number is listed on the summons you received.

### MEDIATION

#### **What is mediation?**

In mediation, a neutral person approved by the court tries to help the parties come to an agreement. This person is called a mediator and is trained to help parties explore solutions without taking sides.

**Options for agreement:** Some of the options could include: a payment plan for back rent to keep a tenant in the home, setting a move-out date, a plan for repairs, a reasonable accommodation for a disability, or another solution that the tenant and landlord both agree to. Mediation is usually held in person but can be held remotely by video or phone.

#### **Who will be there?**

The mediator, **you**, your attorney if you have one, the landlord and the landlord's attorney if they have one. Others might also be present for support.

#### **How to ask for mediation:**

If you would like to mediate your case: 1) send or bring the Request for Mediation form below to the court; 2) write a letter to the court; or 3) ask for mediation at court when you go on the hearing date.

**Questions?** Contact the court at the number listed on the summons.

### REQUEST FOR MEDIATION

I would like mediation in my case.

I am (*select one*)  the defendant (tenant)  the plaintiff (landlord).

My Name is (*please print*): \_\_\_\_\_

My cell phone number is: \_\_\_\_\_

My email address is: \_\_\_\_\_

The name of the other party listed on the summons and complaint is: \_\_\_\_\_

To the best of my knowledge, the other party's cell phone number is: \_\_\_\_\_

To the best of my knowledge, the other party's email address is: \_\_\_\_\_

The address of rental property is: \_\_\_\_\_

Date (*mm/dd/yyyy*): \_\_\_\_\_



\_\_\_\_\_  
Signature

**Personal information in this form will be used only for court purposes and will not be shared with the public.**

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