

MAINE JUDICIAL BRANCH

Complete the caption that applies to your case:

_____ Plaintiff/Petitioner

V.

_____ Defendant/Respondent

_____ Other Party

"X" the court for filing:

Superior Court District Court

Supreme Judicial Court

County: _____

Location (Town): _____

Docket No.: _____

OR

IN RE: _____

NOTICE OF EMAIL FILING AND RESPONSE DEADLINE FOR FAMILY MATTERS AND CIVIL CASES
PMO-SJC-3

PLEASE NOTE: You should only complete this form if you are filing your documents with the court by email. For more information about how to file by email, visit www.courts.maine.gov.

1. Title of document filed by email with the court:

2. Date document was filed by email with the court (*mm/dd/yyyy*): _____
3. **Service (PLEASE NOTE: You must select only one option below.** If you copied the opposing party on the email to the court and also mailed a paper copy, only select the first option and calculate the response deadline based on service by email):
 - I served the opposing party by copying the opposing party on the **email** to the court;
 - OR**
 - I served the opposing party by **mailing** a copy of the document(s) to the opposing party.
4. **Response Deadline (PLEASE NOTE: You must select one of the options below):**
 - I am filing a document that does not allow for a response. Therefore, I am not including a response deadline;
 - OR**
 - The deadline for the opposing party to respond to the document that was filed by email is (*mm/dd/yyyy*): _____.**

Please calculate the deadline to respond based on the table below pursuant to PMO-SJC-3:

Responsive Pleading	Deadline to Respond if Responding Party was Served by Email	Deadline to Respond if Responding Party was Served by Mail
Opposition to a motion pursuant to M.R. Civ. P. 7(c)(2)	21 days after filing date	28 days after filing date
Reply memorandum in support of a motion pursuant to M.R. Civ. P. 7(e)	14 days after filing date but not less than 2 days before hearing	21 days after filing date but not less than 2 days before hearing
Motion to strike a pleading pursuant to M.R. Civ. P. 12(f)	20 days after filing date	27 days after filing date
Response to a motion to modify support pursuant to M.R. Civ. P. 105(a)	30 days after filing date	37 days after filing date

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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Response to a motion for an expedited hearing filed in a family matter pursuant to M.R. Civ. P. 107(c)	7 days after filing date	14 days after filing date
Appellee briefs and appellant reply briefs	Follow the deadlines set forth in the Maine Rules of Appellate Procedure	Follow the deadlines set forth in the Maine Rules of Appellate Procedure
Appellee’s response to appellant’s statement of the evidence in the event of an unavailable transcript pursuant to M.R. App. P. 5(d)(2)	7 days after filing date	14 days after filing date
Response to motions and supporting papers pursuant to M.R. App. P. 10(c)	7 days after filing date	14 days after filing date
Response to petition for appellate review of a decision of the Workers’ Compensation Board pursuant to M.R. App. P. 23(b)(5)	14 days after filing date	21 days after filing date

Date (mm/dd/yyyy): _____



Signature of (Attorney for) Plaintiff/Petitioner
 Defendant/Respondent Other Party

Name: _____

Address: _____

Telephone: _____

Email: _____

Bar Number (if applicable): _____

Sworn Declaration

Except for documents filed in child protective cases, a party may file by email a document without oath or notarization provided that, in place of an oath, the party (not the party’s attorney) signs the following declaration:

I swear under penalty of perjury that my statements contained in the documents filed by email with this notice are true and correct. I understand that these statements are made for use as evidence in court and that I am subject to prosecution for perjury punishable by up to 5 years in prison and a fine of up to \$5,000.00 if I give false information to the court.

Date (mm/dd/yyyy): _____



Signature of Plaintiff/Petitioner
 Defendant/Respondent Other party

Name: _____

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