

MAINE JUDICIAL BRANCH

\_\_\_\_\_ Plaintiff

Superior Court  District Court

County: \_\_\_\_\_

V.

Location (Town): \_\_\_\_\_

Docket No.: \_\_\_\_\_

\_\_\_\_\_ Defendant

\_\_\_\_\_ Other party

REFEREE’S CASE MANAGEMENT CONFERENCE ORDER

Administrative Order JB-22-03

**PLEASE NOTE:** This form applies only to cases with a referee paid by the court under Administrative Order JB-22-03.

After notice to the parties, the referee held a case management conference with the parties. The following were present:

- plaintiff  by telephone/video  plaintiff’s attorney \_\_\_\_\_  by telephone/video
 defendant  by telephone/video  defendant’s attorney \_\_\_\_\_  by telephone/video
 DHHS  by telephone/video  AAG \_\_\_\_\_  by telephone/video
 GAL \_\_\_\_\_  by telephone/video
 Other \_\_\_\_\_  by telephone/video

Type of case:

- divorce  parental rights  parentage
 family matter modification (filed by:  plaintiff  defendant  other \_\_\_\_\_)
 family matter contempt (filed by:  plaintiff  defendant  other \_\_\_\_\_)
 family matter enforcement (filed by:  plaintiff  defendant  other \_\_\_\_\_)
 civil: \_\_\_\_\_
 other: \_\_\_\_\_

It is hereby ORDERED:

1. METHOD OF COMMUNICATION WITH REFEREE AND OTHER PARTY. All documents must be sent by email to the opposing parties and the referee. All documents sent to the referee must be sent to every other party, or if any other party is represented, that party’s attorney.

2. ISSUES REMAINING IN DISPUTE FOR HEARING OR SETTLEMENT CONFERENCE.

Family Matters, Child Related Issues:

- parental rights & responsibilities  primary residence  rights of contact  child support
 guardian ad litem appt/fees  tax benefits  parentage  support arrearage
 uninsured medical expenses  medical insurance  actual/imputed income
 other: \_\_\_\_\_

Family Matters, Financial/Property Issues:

- marital/non-marital property  personal property  real estate  attorney fees
 uninsured medical expenses  medical insurance  spousal support  support arrearage
 actual/imputed income  pensions  debt
 other: \_\_\_\_\_

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.

MAINE JUDICIAL BRANCH

Civil:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3.  **SETTLEMENT CONFERENCE.** The parties shall send the referee and exchange with each other settlement proposals no later than  3 business days  \_\_\_\_\_ before the settlement conference. The settlement proposal should reflect a good faith attempt to resolve the matter. At the settlement conference each party must be able to represent to the referee that each has seriously discussed the other’s proposal and explored the possibility of accepting all or part of the proposal.

4.  **HEARING.**

A. **Witnesses and Exhibits.** Number of plaintiff’s witnesses: \_\_\_\_\_ defendant’s witnesses: \_\_\_\_\_  
GAL’s witnesses: \_\_\_\_\_ other party’s witnesses: \_\_\_\_\_

- i. **Witness and Exhibit List.** Parties shall send the referee and exchange with each other a final list of witnesses and exhibits no later than  14 days before the hearing, or  by (mm/dd/yyyy) \_\_\_\_\_.
- ii. **Exchange of Exhibits.** Parties shall exchange with each other exhibits no later than  7 days before the hearing, or  by (mm/dd/yyyy) \_\_\_\_\_.
- iii. **Submission of Exhibits to Referee.** The parties shall email copies of exhibits to the referee in PDF format  no later than 7 days before the hearing  by (mm/dd/yyyy) \_\_\_\_\_  at the hearing (if the hearing is in person).

In addition to emailing the exhibits to the referee, the parties shall send paper copies of all exhibits to the referee at: \_\_\_\_\_

B. **Stipulations.** Parties are required to agree, as much as possible, to matters that can make the hearing more efficient. This includes, when possible, agreements as to exhibits that all parties agree should be admitted and agreements to use the same exhibits to avoid duplication. The parties should send the referee their stipulations in writing along with their proposed judgments/written position.

C. **Proposed Order.** The parties shall send to the referee a proposed order or statement of what they seek in Word format (except that proposed child support orders and worksheets may be sent as an editable PDF) **no later than**  7 days or  \_\_\_\_\_ days before the scheduled hearing.

5. **LOGISTICS.**

A. **Scheduling.**

Estimated length: \_\_\_\_\_

Date of settlement conference/hearing: (mm/dd/yyyy) \_\_\_\_\_ at \_\_\_\_\_  a.m.  p.m.

B. **Format.**

Remote via Zoom

Zoom link to be sent by email to the parties; or

Zoom link: \_\_\_\_\_

Each party shall complete a **Zoom Participant List (CV-FM-277)** with the contact information of the party and all the party’s witnesses, if any, and shall send it to the remote hearing hosting service at [MaineRCA@courtscribes.com](mailto:MaineRCA@courtscribes.com) **no later than 7 days before the hearing.**

In person at: \_\_\_\_\_

**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).

