MAINE JUDICIAL BRANCH

	Plaintiff	Superior Court Dist	rict 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 potice to the parties the referee held a	saca managamant confo	ranca with the parties. The	following were present:				
After notice to the parties, the referee held a plaintiff by telephone/video p	_	_					
			by telephone/video				
	lefendant's attorney	_	by telephone/video				
DHHS by telephone/video	AAG	<u> </u>	by telephone/video				
	GAL		by telephone/video by telephone/video				
	Juliei		by telephone/video				
Type of case:							
divorce parental rights parentage							
family matter modification (filed by:]	olaintiff defendant	other)				
	olaintiff 🔲 defendant 🗌	other)				
family matter enforcement (filed by: p	olaintiff defendant						
civil:		•					
other:							
It is hereby ORDERED :							
1. METHOD OF COMMUNICATION WITH RE	FERFE AND OTHER PART	✓ All documents must be se	nt hy email to the				
opposing parties and the referee. All docu			•				
party is represented, that party's attorney		. mast se sem to every othe	in party, or it arry other				
party is represented, that party's accorney	•						
2. ISSUES REMAINING IN DISPUTE FOR HEAD	RING OR SETTLEMENT CO	ONFERENCE.					
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, <u>accessibility@courts.maine.gov</u> , or a court clerk.							
accommodation contact the Court Access Coordin	nator, <u>accessibility@courts.i</u>	name.gov, or a court clerk.					

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MAINE JUDICIAL BRANCH

L	Civil:	;
T	roposal he settl	TLEMENT CONFERENCE. The parties shall send the referee and exchange with each other settlement als no later than 3 business days before the settlement conference. Element proposal should reflect a good faith attempt to resolve the matter. At the settlement conference rty must be able to represent to the referee that each has seriously discussed the other's proposal and
E	xplored	d the possibility of accepting all or part of the proposal.
ı. [RING.
ļ	\. Witn	nesses and Exhibits. Number of plaintiff's witnesses: defendant'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 witness 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:
E	effici agre	ulations. Parties are required to agree, as much as possible, to matters that can make the hearing more cient. This includes, when possible, agreements as to exhibits that all parties agree should be admitted and elements to use the same exhibits to avoid duplication. The parties should send the referee their stipulations writing along with their proposed judgments/written position.
C	form	posed Order. The parties shall send to the referee a proposed order or statement of what they seek in Word nat (except that proposed child support orders and worksheets may be sent as an editable PDF) no later 1 days or days before the scheduled hearing.
5. L	OGISTIC	CS.
A		eduling.
		mated length: at at a.m p.m.
E	3. Form R	mat. 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
	<u> </u>	MaineRCA@courtscribes.com no later than 7 days before the hearing. In person at:
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MAINE JUDICIAL BRANCH

	The hearing will be held in person, and thus,	ent conferences). the court will arrange and pay for the recording. the parties will arrange and pay for private court reporting			
	The parties shall send the recording to the referee for filing with the court.				
6.	AGREEMENTS. If the parties reach an agreement before the scheduled proceeding, they shall send a proposed judgment or statement of the agreement to the referee as soon as possible so that the referee can schedule an uncontested hearing to record the parties' agreement.				
7.	OTHER.				
A c	copy of this Order has been sent to the parties.				
Da	te (<i>mm/dd/yyyy</i>):	>			
		Referee Signature			
		Printed Name			
IM	PORTANT WARNING: You have the right to appear a	and be heard at the hearing before the referee. If you fail to			
Thi	is means that the referee may, in your absence, write	may act on or decide your case even though you are not there. a report to the court with a recommended decision in the case. the court and referee have your correct mailing address and email			

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address. Any change of mailing address or email address must be in writing and sent to the referee, and the clerk's

office.