

MAINE JUDICIAL BRANCH

INFORMATION FOR PARTIES PARTICIPATING IN COURT-PAID REFEREE HEARING OR SETTLEMENT CONFERENCE

Administrative Order JB-22-03

1. A court-paid referee has been appointed to conduct the final hearing or a settlement conference in your case. What should you expect next?

You will receive a copy of the Order Appointing Court-Paid Referee that contains the name of the referee who will conduct the final hearing or settlement conference. Once appointed, the referee will review your court file to get familiar with the case, and then contact you and the other party to schedule a remote case management conference via Zoom.

2. What will happen at the remote case management conference?

The case management conference is a chance for the referee to talk to the parties and their attorneys (if represented), identify the issues, and schedule the final hearing or settlement conference.

3. How should you prepare for the remote hearing or settlement conference?

- If you are represented by an attorney, contact your attorney ahead of each event with the referee, as you may not be in the same location as your attorney during the remote proceedings.
- Have your computer or other device plugged into a power source and set up in a quiet space where you can be alone with minimal distraction.

4. During the remote hearing or settlement conference:

- Remember that this is a formal court hearing. Dress appropriately and make sure your background (or virtual background) is also appropriate.
- If you have a hearing, the remote hearing will be recorded. Recording of the hearing by you or any other participant is strictly prohibited.

5. What should you do if there are technical issues during a remote court event?

All remote court events will be hosted by a service called CourtScribes. A CourtScribes representative will be available during the proceeding to assist with technical issues and to answer questions. If you get disconnected, the CourtScribes representative will contact you. To ensure the representative has your contact information, each party is required to send the hosting service a Zoom Participant List (CV-FM-277) with the contact information of the party, party's attorney, and party's witnesses 7 days before the hearing.

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.