

## MAINE JUDICIAL BRANCH

### FOREIGN JUDGMENTS REGARDING CUSTODY, SUPPORT, OR PROTECTION: What To Do with These Court Forms

#### Here are a few tips for filling out the forms:

- Always use full legal names, not nicknames.
- Type or print neatly.
  - Fillable versions of the forms are available on our website at:  
[http://www.courts.maine.gov/fees\\_forms/forms](http://www.courts.maine.gov/fees_forms/forms).
- You will file each form with the court.

#### REGISTRATION OF COMBINED FOREIGN CUSTODY AND SUPPORT ORDERS

If you want to register an order from another state or country that addresses **both custody and support**, the separate legal requirements of both the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) and the Uniform Interstate Family Support Act (UIFSA) apply.

#### STEP ONE: File the Forms

File the following forms with the court and make **two** copies (one copy for your records and another copy to serve on the non-registering party):

- Family and Probate Matter Summary Sheet (FM-002);
- Affidavit and Request to Register a Foreign Child Custody Order Under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FM-283);
- Affidavit and Request to Register a Foreign Support Order Under the Uniform Interstate Family Support Act (UIFSA) (FM-284);
- Social Security Number Confidential Disclosure (CR-CV-FM-PC-200); and
- One certified copy and one plain copy of the foreign judgment or order (as well as an English translation by a certified translator if the foreign order was issued in a language other than English).

**PLEASE NOTE: There are additional documents that you must file if you are registering an order from a foreign country that is a member of the Hague Convention.** To learn more, please read page 2 of court form FM-284, *Affidavit and Request to Register Foreign Support Order Under UIFSA*.

If you want to enforce or modify the foreign custody and support order, you will need to also file a motion and pay a filing fee (for example, FM-062, *Motion to Modify*; FM-070, *Motion to Enforce*; and FM-068, *Motion for Contempt*). Be sure to make two copies of the motion you file (one copy for your records and another copy to serve on the opposing party).

After the clerk accepts the filing, the clerk will provide you the following documents for service on the responding party:

- Two copies of a completed Notice of Registration (CV-FM-110), which advises the responding party of the right to ask for a hearing to challenge the registration;
- A blank Request for Hearing form (CV-FM-203) that the responding party may use to request a hearing to challenge the registration; and
- *If you filed a motion for contempt (FM-068)*, a Subpoena on Motion for Contempt (CV-037) and a Scheduling Order (FM-137) with a court 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](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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### **STEP TWO: Serve the Forms**

Now you must give copies of the documents listed below to the non-registering party. This is called “serving” the court documents and court rules say you must do this in a certain way. Please read the Maine Judicial Branch’s pamphlet titled, “Notifying the Other Party: How to Serve Court Papers,” for instructions on how to serve the documents. You can get a copy of this pamphlet at the court or access it online [www.courts.maine.gov](http://www.courts.maine.gov).

The documents you must serve on the non-registering party are:

- Copy of Family and Probate Matter Summary Sheet (FM-002);
- Copy of the Affidavit and Request to Register a Foreign Child Custody Order Under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FM-283);
- Copy of the Affidavit and Request to Register a Foreign Support Order Under the Uniform Interstate Family Support Act (UIFSA) (FM-284);
- Copy of the foreign judgment or order (as well as a copy of an English translation by a certified translator if the foreign order was issued in a language other than English);
- One of the copies of the completed Notice of Registration (CV-FM-110) that you received from the court;
- The blank Request for Hearing form (CV-FM-203) that you received from the court;
- *If you are registering an order from a foreign country that is a member of the Hague Convention*, copies of the additional documents that are required (for a list of documents, see page 2 of court form FM-284);
- *If you are using mail as the method of service*, a blank Acknowledgment of Receipt of Summons and Complaint, Post-Judgment Motion, or Notice of Registration of Foreign Judgment (CV-FM-036) with a stamped self-addressed envelope;
- A blank Notice regarding Electronic Service (CR-CV-FM-255);
- *If you want the opposing party to serve you documents electronically by email*, a completed Notice regarding Electronic Service (CR-CV-FM-255) signed by you;
- *If applicable*, a copy of the Motion to Modify (FM-062);
- *If applicable*, a copy of the Motion to Enforce (FM-070);
- *If applicable*, a copy of the Motion for Contempt (FM-068);
- *If applicable*, a copy of the Subpoena on Motion for Contempt (CV-037) that you received from the court; and
- *If applicable*, a copy of the Scheduling Order (FM-137) that you received from the court.

### **STEP THREE: File Certificate of Service Along with Proof of Service with the Court**

After you serve the documents on the non-registering party, you must sign and file with the court (1) the UCCJEA/UIFSA Order Registration Certificate of Service (FM-238), and (2) proof of service.

- What you file as proof of service will change depending on the method of service you used.
- For more information about what to file as proof of service, please review form FM-238 and the Maine Judicial Branch’s pamphlet titled, “Notifying the Other Party: How to Serve Court Papers,” available at any Maine District Court or at [www.courts.maine.gov](http://www.courts.maine.gov).

Mail a copy of the UCCJEA/UIFSA Order Registration Certificate of Service (FM-238) and a copy of the proof of service that you filed with the court to the non-registering party.

### **STEP FOUR: Confirmation of the Foreign Order**

If the responding party asks for a hearing within the allowed time, the clerk will schedule a hearing and will notify the parties. If no hearing is requested within the allowed time, the clerk will send a Notice of Confirmation to the parties. “Confirmation” means the registration process is complete, and the responding party cannot challenge the validity of the order or its enforcement.

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### REGISTRATION OF FOREIGN CUSTODY ORDERS

If you want to register an order from another state or country that addresses **custody** (but **not** support), the legal requirements of the Uniform Child Custody and Jurisdiction Enforcement Act (UCCJEA) apply.

#### **STEP ONE: File the Forms**

If you wish to register a judgment or order under the UCCJEA, you will first need to file the following forms with the court and make **two** copies (one copy to keep for your records and another copy to serve on the non-registering party):

- Family and Probate Matter Summary Sheet (FM-002);
- Affidavit and Request to Register a Foreign Child Custody Order Under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FM-283);
- Social Security Number Confidential Disclosure Form (CR-CV-FM-PC-200); and
- One certified copy and one plain copy of the foreign custody judgment or order (as well as an English translation by a certified translator if the foreign order was issued in a language other than English).

If you want to enforce or modify the foreign custody and support order, you will need to also file a motion and pay a filing fee (for example, FM-062, *Motion to Modify*; FM-070, *Motion to Enforce*; and FM-068, *Motion for Contempt*). Make sure to make two copies of the motion you file (one copy for your records and another copy to serve on the opposing party).

After the clerk accepts the filing, the clerk will provide you the following documents for service on the responding party:

- Two copies of a completed Notice of Registration (CV-FM-110), which advises the responding party of the right to ask for a hearing to challenge the registration;
- A blank Request for Hearing form (CV-FM-203) that the responding party may use to request a hearing to challenge the registration within 20 days of service of the registration paperwork; and
- *If you filed a motion for contempt (FM-068)*, a Subpoena on Motion for Contempt (CV-037) and a Scheduling Order (FM-137) with a court date.

#### **STEP TWO: Serve the Forms**

Now you must give copies of the documents listed below to the non-registering party. This is called “serving” the court documents and court rules say you must do this in a certain way. Please read the Maine Judicial Branch’s pamphlet titled, “Notifying the Other Party: How to Serve Court Papers,” for instructions on how to serve the documents. You can get a copy of this pamphlet at the court or access it online [www.courts.maine.gov](http://www.courts.maine.gov).

The documents you must serve on the non-registering party are:

- Copy of Family and Probate Matter Summary Sheet (FM-002);
- Copy of the Affidavit and Request to Register a Foreign Child Custody Order Under the Uniform Child Custody Jurisdiction and Enforcement Act (UCCJEA) (FM-283);
- Copy of the foreign judgment or order (as well as a copy of an English translation by a certified translator if the foreign order was issued in a language other than English);
- One of the copies of the completed Notice of Registration (CV-FM-110) that you received from the court;
- The blank Request for Hearing form (CV-FM-203) that you received from the court;
- *If you are using mail as the method of service*, a blank Acknowledgment of Receipt of Summons and Complaint, Post-Judgment Motion, or Notice of Registration of Foreign Judgment (CV-FM-036) with a stamped self-addressed envelope;

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- A blank Notice regarding Electronic Service (CR-CV-FM-255);
- *If you want the opposing party to serve you documents electronically by email*, a completed Notice regarding Electronic Service (CR-CV-FM-255) signed by you;
- *If applicable*, a copy of the Motion to Modify (FM-062);
- *If applicable*, a copy of the Motion to Enforce (FM-070);
- *If applicable*, a copy of the Motion for Contempt (FM-068);
- *If applicable*, a copy of the Subpoena on Motion for Contempt (CV-037) that you received from the court; and
- *If applicable*, a copy of the Scheduling Order (FM-137) that you received from the court.

After the clerk accepts the filing, the clerk will provide you the following documents for service on the responding party:

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- A blank Request for Hearing form (CV-FM-203) that the responding party may use to request a hearing to challenge the registration within 20 days of service of the registration paperwork; and
- *If you filed a motion for contempt (FM-068)*, a Subpoena on Motion for Contempt (CV-037) and a Scheduling Order (FM-137) with a court date.

### **STEP THREE: File Certificate of Service Along with Proof of Service with the Court**

After you serve the documents on the non-registering party, you must sign and file with the court (1) the UCCJEA/UIFSA Order Registration Certificate of Service (FM-238), and (2) proof of service.

- What you file as proof of service will change depending on the method of service you used.
- For more information about what to file as proof of service, please review form FM-238 and the Maine Judicial Branch's pamphlet titled, "Notifying the Other Party: How to Serve Court Papers," available at any Maine District Court or at [www.courts.maine.gov](http://www.courts.maine.gov).

Mail a copy of the UCCJEA/UIFSA Order Registration Certificate of Service (FM-238) and a copy of the proof of service that you filed with the court to the non-registering party.

### **STEP FOUR: Confirmation of the Foreign Custody Order**

If the responding party asks for a hearing within the allowed time, the clerk will schedule a hearing and will notify the parties. If no hearing is requested within the allowed time, the clerk will send a Notice of Confirmation to the parties. "Confirmation" means the registration process is complete, and the responding party cannot challenge the validity of the order or its enforcement.

### **EXPEDITED ENFORCEMENT OF FOREIGN CUSTODY ORDERS**

The UCCJEA includes an **expedited** process for enforcing a custody order from another state or country.

If you want to ask for expedited enforcement of the foreign custody order, you will need to first file a request to register the foreign order under the UCCJEA with all the documents listed in the section above, and then also file with the court the following documents and make a copy for your records:

- Petition for Expedited Enforcement of Child Custody Determination (FM-008); and
- A Verified Application for Issuance of a Warrant (FM-181) if your child is immediately likely to suffer serious physical harm or be removed from the State of Maine.

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After the court reviews your petition, the court will issue an order that tells the responding party to come to court in person for a hearing. The court may also order the responding party to bring the child to the hearing and may enter any order necessary to ensure the safety of the parties and child.

The petition, warrant (if one is issued), and order must be served on the other party. The court will arrange for a law enforcement agency to do this.

### **REGISTRATION OF FOREIGN SUPPORT ORDERS**

If you want to register an order from another state or country that addresses **paternity, child support, or spousal support** (but **not** custody), the legal requirements of the Uniform Interstate Family Support Act (UIFSA) apply.

Most UIFSA matters can be processed administratively at the Maine Department of Health and Human Services (DHHS). If you want help from DHHS with this case, please contact DHHS Department of Support Enforcement & Recovery at (207) 624-4100 or <https://www.maine.gov/dhhs/ofi/programs-services/child-support-services>.

#### **STEP ONE: File the Forms**

If you are filing this action without help from DHHS, you will need to file with the court the following documents and make a copy of your records:

- Family and Probate Matter Summary Sheet (FM-002);
- Affidavit and Request to Register a Foreign Child Custody Order Under the Uniform Interstate Family Support Act (UIFSA) (FM-284);
- Social Security Number Confidential Disclosure Form (CR-CV-FM-PC-200);
- UIFSA Social Security Number Confidential Disclosure Form (FM-285) (*if you know the information on the form*); and
- One certified copy and one plain copy of the foreign custody judgment or order (as well as an English translation by a certified translator if the foreign order was issued in a language other than English).

**PLEASE NOTE:** There are additional documents that you must file if you are registering an order from a foreign country that is a member of the Hague Convention. To learn more, please read page 2 of court form FM-284, *Affidavit and Request to Register Foreign Support Order Under UIFSA*.

If you want to enforce or modify the foreign support order, you will need to also file a motion and pay a filing fee (for example, FM-062, *Motion to Modify*; FM-070, *Motion to Enforce*; and FM-068, *Motion for Contempt*). Make sure to make two copies of the motion you file (one copy for your records and another copy to serve on the opposing party).

#### **STEP TWO: Confirmation of the Foreign Order**

The clerk will complete a Notice of Registration and send it to the parties. The Notice of Registration advises the responding party of the right to ask for a hearing to challenge the registration within a specified number of days after notice of the registration paperwork. If the responding party asks for a hearing within the allowed time, the clerk will schedule a hearing and will notify the parties. If no hearing is requested within the allowed time, the clerk will send a Notice of Confirmation to the parties. "Confirmation" means the registration process is complete, and the responding party cannot challenge the validity of the order or its enforcement.

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### REGISTRATION OF FOREIGN PROTECTION ORDERS

If you want to register a **protection order** from another state or country, the legal requirements of the Uniform Enforcement of Foreign Judgments Act (UEFJA) apply.

#### **STEP ONE: File the Forms**

If you wish to register a judgment or order under the UEFJA, you will need to file with the court the following documents and make a copy for your records:

- Family and Probate Matter Summary Sheet (FM-002);
- Affidavit and Request to Register a Foreign Protection Order Under the Uniform Enforcement of Foreign Judgments Act (UEFJA) (PA-033); and
- One copy of the foreign protection order (as well as an English translation by a certified translator if the foreign order was issued in a language other than English).

#### **STEP TWO: Confirmation of the Foreign Order**

The clerk will complete a Notice of Confirmation of Registration and mail it to you (and to law enforcement if the order is not already in the database of the National Crime Information Center).

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## **HELPFUL RESOURCES**

**Legal Help:** For information about finding a lawyer, please visit the Maine Judicial Branch website at: <https://www.courts.maine.gov/help/legal/index.html>

**A Guide to Family Separation in Maine:** This guide will help you better understand the court process in family law cases such as divorce and parental rights and responsibilities (PR&R) cases. PR&R cases involve parties who have a child but are not married. You can get a copy of this guide at the court or access it online [www.courts.maine.gov](http://www.courts.maine.gov).

**Maine Judicial Branch website:** The Families and Children page of the website includes information on many different types of family cases. Please visit that page for information on what to expect from the court process and issues that may come up in your case.

**Mediation:** A mediator may be able to help you and the other party or parties reach an agreement on issues relating to your case. Mediation can be arranged through the court or a private mediator.

**Parent education:** A parent education program specifically designed for divorcing or separating parents may help you focus on the needs of your children. The court may order you to attend one of these programs.

**Child Support Table:** These guidelines, by law, are issued by DHHS and are used to help determine child support obligations according to income. This table is available online at: [http://www.courts.maine.gov/fees\\_forms/forms/](http://www.courts.maine.gov/fees_forms/forms/) or from any District Court clerk's office.

**Domestic Violence or Sexual Assault Advocates:** If you wish to speak to an advocate, you can call the free and confidential statewide hotline for the Maine Coalition to End Domestic Violence at 1-866-834-4357 or the Maine Coalition Against Sexual Assault at 1- 800-871-7741. You can also contact an advocate of the Wabanaki Women's Coalition as follows:

- Micmac Domestic & Sexual Violence Advocacy Center: 207-551-3639
- Maliseet Domestic & Sexual Violence Advocacy Center: 207-532-6401
- Indian Township Passamaquoddy Domestic & Sexual Violence Advocacy Center: 207-214-1917
- Passamaquoddy Peaceful Relations Domestic & Sexual Violence Advocacy Center: 1-877-853-2613
- Penobscot Nation Domestic & Sexual Violence Advocacy Center: 207-631-4886

For more information about these resources, speak with the court clerk or visit the Maine Judicial Branch website at: [www.courts.maine.gov](http://www.courts.maine.gov).

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