

**MAINE JUDICIAL BRANCH**

**ATTORNEY INFORMATION FORM**

This form is used by attorneys to register with the case management system (CMS) used by the Maine Judicial Branch. It is also to be used by registered attorneys to update their contact information (attorneys must also update their contact information with the Maine Board of Overseers of the Bar).

**Please note: You must have a Maine Bar Number to submit this form.** You will receive your Bar Number after you have registered with the Board of Overseers. If you do not have a Maine Bar Number, you will not be registered with the Judicial Branch’s CMS.

You are required to include your Maine Bar Number on ALL filings made with the court. This ensures that all filings are associated with the appropriate attorney. Accordingly, it is important that the Bar Number you provide is correct.

Court notices and orders will be sent to you based on the contact information you provide. Please completely fill in the information below.

Those seeking payment from the Judicial Branch must complete a Substitute W-9 & Vendor Authorization Form. These can be found on the State of Maine Office of the State Controller's website at [www.maine.gov/ocs/forms](http://www.maine.gov/ocs/forms).

*“X” one box:*

- New registration
- Updated information. I have updated my  name  firm  address  phone  fax  email

Bar Registration Number: \_\_\_\_\_

Name: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/City, State, Zip: \_\_\_\_\_

Office number: \_\_\_\_\_

Cell phone number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email address: \_\_\_\_\_

**SUBMIT THIS COMPLETED FORM BY MAIL, EMAIL, OR FAX:**

Technology Analyst, Office of Information Technology  
Administrative Office of the Courts, Capital Judicial Center  
1 Court Street, Suite 201  
Augusta, Maine 04330  
[attorneyupdate@courts.maine.gov](mailto:attorneyupdate@courts.maine.gov)  
Fax: (207) 430-4102