

## MAINE JUDICIAL BRANCH

### ODYSSEY PORTAL ELEVATED ACCESS REQUEST FORM

This form is for a party, attorney, or guardian ad litem (GAL) to request elevated access to electronic court case records through the Maine Judicial Branch Odyssey Portal. Electronic court records are available only in courts and for cases where eFiling has been implemented. Visit [www.courts.maine.gov/ecourts](http://www.courts.maine.gov/ecourts) for a list of courts/cases that are available on the Portal.

**PLEASE NOTE:** You must register for an account on the [Odyssey Portal](http://www.courts.maine.gov/ecourts) before submitting this form. If you do not register before submission the request will be denied.

It may take 3-5 days to activate your account. Once activated, you will receive an email that the account is ready to use. To learn more, visit [www.courts.maine.gov/ecourts](http://www.courts.maine.gov/ecourts).

This form can be submitted by mail or in person at any court clerk's office. If you submit the form by mail, the "For Notary Use" section on page 2 must be completed by a notary public. If you submit the form in person, you must present a valid form of ID (driver's license, state issued ID, US passport, etc.). If the notary section on page 2 is completed, ID is not necessary when submitting the form in person.

Visit [www.courts.maine.gov/courts](http://www.courts.maine.gov/courts) to find hours of operation as well as physical and mailing addresses for each courthouse.

**Complete this section if you are a PARTY or a VISITING ATTORNEY admitted to practice:**

Name: \_\_\_\_\_ Date of Birth (mm/dd/yyyy): \_\_\_\_\_

Email Address: \_\_\_\_\_

Docket number(s) of your case(s) you are seeking elevated access to:\*

\_\_\_\_\_

\_\_\_\_\_

*\*You must complete this form for every case you need elevated electronic access. If you need access to cases not listed in the future, you must complete this form again.*

**Complete this section if you are a LICENSED MAINE ATTORNEY:**

Name: \_\_\_\_\_ Maine Bar Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Complete this section if you are a GUARDIAN AD LITEM:**

Name: \_\_\_\_\_ Maine Bar Number (if applicable): \_\_\_\_\_

Email Address: \_\_\_\_\_

☐ I am a rostered [GAL](#)

☐ I am not a rostered GAL

If you are not on the Roster, provide the docket number(s) of your case(s) you are seeking elevated access to:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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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Check each box to acknowledge each statement is true:

- ☐ I am a party, visiting attorney admitted to practice in Maine, or guardian ad litem in the case(s) identified above or a licensed Maine attorney and request elevated access to my case(s) through the Maine Judicial Branch Odyssey Portal.
- ☐ I have completed registration for a basic user account on the Odyssey Portal:  
<https://publicportal.courts.maine.gov/Portal>.
- ☐ I agree that the email address listed above is the same used to register on the Odyssey Portal and that if I change my email address and/or seek to register using a different email address, I must re-register and submit a new access request form to the clerk.
- ☐ I agree that I am responsible for the use of my account, including any misuse resulting in improper release of nonpublic information as defined by the [Maine Rules of Electronic Court Systems](#) and any other applicable rules, laws, and orders.

Date (mm/dd/yyyy): \_\_\_\_\_



Signature

*If you are submitting this form by mail, the section below must be completed by a notary.*

### FOR NOTARY USE:

State of \_\_\_\_\_, County of \_\_\_\_\_

I certify that on the date listed below, the individual named above did appear personally before me and that I did identify this applicant by:

**(a)** comparing his/her physical appearance with the photograph on the following identifying document presented by the applicant:

- ☐ U.S. Passport no. \_\_\_\_\_ Expires (mm/dd/yyyy) \_\_\_\_\_
- ☐ Maine driver's license no. \_\_\_\_\_ Expires (mm/dd/yyyy) \_\_\_\_\_
- ☐ Maine state identification card no. \_\_\_\_\_
- ☐ Other (specify) \_\_\_\_\_

**and (b)** comparing the applicant's signature made in my presence on this form with the signature on the above identifying document.

Date (mm/dd/yyyy): \_\_\_\_\_



Notary Public Signature

Printed Name

My Notary Commission Expires (mm/dd/yyyy)

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### FOR CLERK'S OFFICE USE:

Form of identification presented (if form presented in person): \_\_\_\_\_

OIT ticket number and date created (mm/dd/yyyy): \_\_\_\_\_

*Clerks: Please scan the completed form to the OIT helpdesk for processing.*

### FOR OIT USE:

- ☐ This request is denied because:
- ☐ The party/attorney/GAL requesting elevated access has not registered a user account on the Odyssey Portal.
  - ☐ The attorney requesting elevated access has not registered with the MJB's case management system.
  - ☐ The individual requesting elevated access is not a party/participant on the case(s) indicated.
  - ☐ The individual requesting elevated access is designated as an interested party in a Child Protection matter and does not qualify for elevated access.
  - ☐ The visiting attorney requesting elevated access has not been admitted to practice in the case(s) indicated.
  - ☐ The request was submitted by mail and the form has not been completed by a notary.
  - ☐ Other (specify): \_\_\_\_\_

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