

MAINE JUDICIAL BRANCH

OPT IN FORM FOR PROGRESS SHAREFILE

Refer to Administrative Order [JB-21-06](#) for rules governing use of Progress ShareFile for filing pleadings with the Court. PLEASE NOTE: Only criminal, civil violation, and juvenile cases are eligible at this time.

Attorney Name: _____

Firm/Company/Organization (if applicable): _____

Attorney email address for filing pleadings (support staff must also use this address for filings):

The Maine Judicial Branch uses ShareFile to support many different court processes. Attorneys may be a part of several different processes. Check the box(es) for those you are requesting access to:

Court Document Submissions

Refer to JB-21-06 for rules governing the use of Citrix ShareFile for pleadings with the Court. PLEASE NOTE: Only criminal, civil violation, and juvenile cases are eligible at this time.

Guardian ad Litem Billing

As of 08/01/2025, electronic submission of the GAL voucher (CV-FM-JV-PB-PC-024) can now be submitted to the court using ShareFile.

Court-Appointed Attorney Billing

Pursuant to the Standing Order Regarding Payments to Court-Appointed Counsel dated 09/10/2025, in all courts that have not implemented Maine eCourts, the Attorney Voucher (CV-FM-PB-299) must be submitted using ShareFile.

Interpreter Billing

Submission of vouchers (OTH-017) for interpretation services can now be submitted to the court using ShareFile.

CADRES Mediation Document Sharing

Mediators can now sign up to receive court documents related to cases they are mediating using ShareFile.

I hereby certify that I have read JB-21-06.

Date (mm/dd/yyyy): _____



Attorney Signature

Email this completed form to: ShareFileRequest@courts.maine.gov. The clerk will enter you into the ShareFile system as an authorized user within 48 hours of receipt of this form.

PLEASE NOTE: This service is for the convenience of court users. If the service is abused, the Judicial Branch reserves the right to suspend the user from the service either temporarily or permanently.

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.