

MAINE JUDICIAL BRANCH

HELP FOR PEOPLE FILING A PROTECTION ORDER

If you are a victim of violence, abuse, or harassment and believe you are in immediate danger, call 9-1-1.
For help locating emergency services in your area, call 2-1-1.

SEXUAL ASSAULT/HARASSMENT HELP

Sexual Assault & Harassment Statewide 27/7 Hotline
1-800-871-7741
mecasa.org

DOMESTIC VIOLENCE HELP

Domestic Violence Statewide 27/7 Hotline
1-800-834-HELP
mcedv.org

More Sexual Assault and Domestic Violence Help

Tribal Sexual Assault & Domestic Violence 27/7 Hotline Numbers

Wabanaki Women's Coalition

Micmac Advocacy Center • (207) 551-3639 Maliseet Advocacy Center • (207) 532-6401

Indian Township Passamaquoddy Advocacy Center • (207) 214-1917

Passamaquoddy Peaceful Relations Advocacy Center • 1-877-853-2613

Penobscot Nation Advocacy Center • (207) 631-4886

How can an advocate help me?

An advocate is a trained person who can help a victim of violence, abuse, or harassment to:

- Give you information about protection orders and help you understand what happens in court;
- Help you file court paperwork and find legal help;
- Go with you to your hearing and give you support and information;
- Help you with other services like housing, counseling, support groups, and mental health help;
- Help make sure you are safe; and
- Provide information on how to file for a protection order if you are under 18.

LEGAL HELP

Maine State Bar Association Lawyer Referral Service

1-800-860-1460 or www.mainebar.org/page/AttorneyRequest
(30-minute consultation with a lawyer for \$25 administrative fee)

Legal Services for the Elderly

1-800-750-5353 or www.mainelse.org

MORE INFORMATION

To learn more about the court process to get a protection order, please review [A Guide to Protection from Abuse and Harassment Cases](#) or scan the QR code on the right.



To learn more about how to file for a protection order **by email**, please visit the [Maine Judicial Branch website](#) or scan the QR code on the right.



MAINE JUDICIAL BRANCH

Plaintiff

DISTRICT COURT

☐ individually **and** on behalf of:

Location (Town): _____

Docket No.: _____

☐ on behalf of:

V.

Defendant

☐ on behalf of:

INFORMATION REGARDING PROTECTION ORDER FILINGS BY EMAIL AND FILING CERTIFICATION

PMO-SJC-3

In light of the public health concerns arising from COVID-19, Maine District Courts are **temporarily** allowing email filing of:

- Complaints for protection from abuse and motions to extend protection from abuse orders; AND
- Complaints for protection from harassment and motions to extend protection from harassment orders **without a filing fee** (there is no filing fee if the complaint or motion to extend is related to domestic violence, sexual assault, stalking, sex trafficking, or unlawful dissemination of private images); and
- Entries of appearance by counsel for the cases related to the complaints or post-judgment motions described above that are filed at the same time as those complaints or post-judgment motions.

Please read the warnings and instructions below carefully before deciding whether to file your complaint for protection or motion to extend protection order by email.

WARNING:

- Filing a complaint or motion to extend by email does **NOT** mean you are automatically protected. After you have filed, a judge must review your filing and, if appropriate, decide whether to grant a temporary order or temporarily extend your existing protection order.
- The court reviews emailed complaints for protection from abuse or harassment, and motions to extend a protection order from 8:00 a.m. to 3:00 p.m. Monday through Friday. Any filings received before 3:00 p.m. will be processed that same day as long as they are complete and do not have technical issues. Any filings received on a weekend, legal holiday, during an announced court closure, or after 3:00 p.m. on a weekday will not be reviewed until the next available business day.
- Under PMO-SJC-3, a plaintiff who wishes to file a complaint for protection from abuse, a complaint for protection from harassment without a filing fee, or a motion to extend a protection order without a filing fee by email may file the document without oath or notarization provided that, instead of an oath, the party electronically signs the complaint or motion and checks the box on the form that says:

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.

MAINE JUDICIAL BRANCH

"I swear under penalty of perjury that the above statements are true and correct. I understand that these statements are made for use as evidence in court and that I am subject to prosecution for perjury punishable by up to 5 years in prison and a fine of up to \$5,000.00 if I give false information to the court."

- You **MUST** have access to a safe phone number and a safe email that you can check regularly. This is because the clerk will contact you by email to (1) tell you if the court granted you a temporary order for protection, or (2) **if needed**, to schedule a time for you to call the court so the judge can ask for additional information. If the court schedules you for a call with the judge and you do not call at that time, your case will not be dismissed but your request for a temporary order may be denied. Please note that the defendant will not be on that call.
- If you file your complaint or motion before 3 p.m. on a day when the court is open, you will receive an email from the clerk that same day.

If any of the above warnings and instructions presents a problem, you should go to the courthouse and file your complaint for protection or motion to extend protection order in person.

- For a list of court hours, please visit: <https://www.courts.maine.gov/about/contact.html>. If the court that corresponds to your town is closed, you can still file your protection order case in person at another open court.
- **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.**

If you understand all of the above warnings and instructions and still want to file by email, please carefully read the following instructions for next steps:

1. **Scheduling a call if the judge needs to ask you more questions:** The clerk will email you at the email you used to submit your filing to schedule a time for you call to speak with the judge. **Not all cases will need a call with the judge.**
☐ Check here if you would like the clerk to also call you with your scheduled time. Please note that the clerk may be calling from an unblocked number and will not leave a voicemail if you do not pick up. If you check this box, you must provide a safe phone number for the clerk to call: (_____)_____.
2. **Emailing the court.** The courts have different email addresses for protection order cases depending on the court in which you are filing your complaint or motion to extend.
 - Complaints for protection from abuse or harassment are filed, heard, and determined in the district court of the division in which you or the defendant resides. If you have left your residence to avoid abuse or harassment, you may bring the action in the division of your previous residence or new residence.
 - If you are filing a motion to extend your protection order, your motion will be emailed to the regional email address for the District Court that issued your order of protection.

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MAINE JUDICIAL BRANCH

- Please email your filing to the region email address of your court:
 - Region 1 (Biddeford District Court at the York Judicial Center¹): region1pafilings@courts.maine.gov
 - Region 2 (Bridgton and Portland District Courts): region2pafilings@courts.maine.gov
 - Region 3 (Farmington, Lewiston, Rumford, and South Paris District Courts): region3pafilings@courts.maine.gov
 - Region 4 (Augusta, Skowhegan, and Waterville District Courts): region4pafilings@courts.maine.gov
 - Region 5 (Bangor, Dover-Foxcroft, Lincoln, Millinocket, and Newport District Courts): region5pafilings@courts.maine.gov
 - Region 6 (Belfast, Rockland, West Bath, and Wiscasset District Courts): region6pafilings@courts.maine.gov
 - Region 7 (Calais, Ellsworth, and Machias District Courts): region7pafilings@courts.maine.gov
 - Region 8 (Caribou, Fort Kent, Houlton, Madawaska, and Presque Isle District Courts): region8pafilings@courts.maine.gov
- If you do not know which region email address you need to use, please visit the following website for a list of courts by city or town:
https://www.courts.maine.gov/maine_courts/findacourt/court_by_town.shtml

I have reviewed the list of courts and wish to file this matter in _____ District Court.
(fill in name of court)

- 3. Completing the forms.** After you have completed this form, please click [here](#) to download the protection from abuse packet, protection from harassment packet, or the motion to extend protection order packet. Please complete the packet as instructed. You must then email this form along with the packet to the regional email address of your court.

FILING CERTIFICATION. I hereby certify that there are good grounds to support this pleading, that it complies with PMO-SJC-3, and that it is not being filed to cause any delay.

Date (mm/dd/yyyy): _____

► /s/ _____
Name of filing party or filing party's attorney
(You do not need to print and sign this form.
Typing your name above will be accepted by the
court as an electronic signature.)

¹ Note: The Springvale District Court and York District Court will be permanently closed effective April 28, 2023.

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MAINE JUDICIAL BRANCH

Plaintiff

DISTRICT COURT

Location (Town): _____

Docket No.: _____

☐ individually **and** on behalf of:

☐ on behalf of:

V.

Defendant

☐ on behalf of:

PLAINTIFF'S MOTION TO EXTEND ORDER FOR PROTECTION

☐ **With request for modification of extended order**

19-A M.R.S. § 4111, 5 M.R.S. § 4655(2)

1. I obtained an Order for Protection against the defendant from this court. That Order will expire on *(mm/dd/yyyy)* _____.
2. I believe that an extension of the Order for Protection is necessary to protect me and/or my minor child(ren) for the following reasons:

THEREFORE, I ask the court to:

- (a) Extend my Order for Protection against the defendant for *(length of extension requested)*:

_____.

- (b) ☐ I also request that my extended Order for Protection be changed or modified as follows:

- (c) If a hearing on this motion cannot be held before the Order for Protection expires, I ask the court to continue the Order in effect until the hearing on this motion to extend.

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MAINE JUDICIAL BRANCH

☐ I swear under penalty of perjury that the above statements are true and correct. I understand that these statements are made for use as evidence in court and that I am subject to prosecution for perjury punishable by up to 5 years in prison and a fine of up to \$5,000.00 if I give false information to the court.

Date (mm/dd/yyyy): _____



Signature of Plaintiff

PLEASE NOTE: If you are not filing this motion electronically, you must have a clerk or notary sign below. If you are filing this complaint electronically, you may file it without notarization as long as you checked off the above certification and signed this document.

STATE OF MAINE

COUNTY _____

Personally appeared the above named, _____, and made oath that the foregoing statements are true under penalty of perjury.

Date (mm/dd/yyyy): _____



☐ Clerk ☐ Notary Public ☐ Attorney

NOTICE OF HEARING

The parties are notified that the hearing in this matter is set for (mm/dd/yyyy) _____ at _____ ☐ am ☐ pm at the court located at: _____.

IMPORTANT WARNING: If you fail to appear at court at the above stated time, or at any time the court notifies you to do so, the court may extend the Order for Protection in your absence. The court may grant any or all the relief requested by the plaintiff. A violation of a protection order may constitute a Class D crime or contempt of court. If you intend to oppose this motion to extend, do not fail to appear at the required time. You may obtain a booklet of information about protection from abuse/harassment cases from the court or on the court's website.

EX PARTE ORDER EXTENDING ORDER FOR PROTECTION

The court extends the Order for Protection issued on (mm/dd/yyyy) _____ pending a hearing on the Plaintiff's Motion to Extend. All provisions of the underlying Order for Protection will remain in full force and effect until the date of the hearing on the Motion to Extend. Copies of this Order shall be furnished by the clerk to the law enforcement agency with jurisdiction in the location of the plaintiff's residence.

It is ORDERED that a copy of this Order be served on the defendant by: _____
(law enforcement agency)

Date (mm/dd/yyyy): _____



Judge, District Court

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MAINE JUDICIAL BRANCH

RETURN OF SERVICE

On (mm/dd/yyyy) _____, at _____ ☐ AM ☐ PM, I made service of the Motion to Extend Order for Protection/Order of Extension by delivering a copy in hand to the defendant at:

Defendant's date of birth (mm/dd/yyyy): _____

Date (mm/dd/yyyy): _____



Authorized Officer signature

Authorized Officer printed name

Law Enforcement Agency

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PROTECTION ORDER SERVICE INFORMATION

DEFENDANT

Defendant's Name: _____

Home Address: _____

Apartment number and/or floor: _____

Color of house or other description: _____

If living with another person, other person's name: _____

Telephone: home/work/cell: _____

Hours defendant will most likely be at home: _____

Name of Employer: _____

Work Address: _____

Work Schedule: ☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Hours Worked: _____ ☐ AM ☐ PM to _____ ☐ AM ☐ PM

PHYSICAL DESCRIPTION (If known)

Birth Date (mm/dd/yyyy): _____

Height: _____

Weight: _____

Hair Color: _____

Eye Color: _____

Gender: _____

Race: ☐ White ☐ Black ☐ Asian or Pacific Islander ☐ American Indian/Alaskan Native ☐ Other

VEHICLE (If known)

Make and Year (yyyy): _____

Type/Model: _____

Color: _____

Registration No. and State: _____

If you are unable to provide the above information, please list below the name, address, and telephone number of anyone who can help the serving officer locate the defendant:

ADDITIONAL INFORMATION

Does the defendant own a firearm or other weapon? ☐ No ☐ Yes

If the defendant owns a firearm or other weapon, answer the following questions:

Describe the weapon(s): _____

Where is/are the weapon(s) usually kept? Include the address where the weapon(s) are usually kept and describe the location of the weapon(s) (i.e., under the bed), if known: _____

Does the defendant have a history of violence? _____

Is there anything else the serving officer should know about the defendant? _____

PLAINTIFF

Plaintiff's Name: _____

Address (unless confidential): _____

Telephone: home/work/cell (unless confidential): _____

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MAINE JUDICIAL BRANCH

Plaintiff

DISTRICT COURT

Location (Town): _____

Docket No.: _____

☐ individually **and** on behalf of:

☐ on behalf of:

V.

Defendant

☐ on behalf of:

AFFIDAVIT OF CONFIDENTIAL ADDRESS

19-A M.R.S. § 4112(1), 5 M.R.S. § 4656

PLEASE NOTE: When your contact information is confidential, the court cannot give your information to an advocate from a domestic violence or sexual assault community agency to call you. An advocate can help you find legal help, explain what happens in court, and go with you to court. If you want help from an advocate, call one of the numbers on the second page of this form.

I am the ☐ plaintiff ☐ defendant in this case and I request that the court keep the following information confidential:

☐ Physical address: _____

☐ Mailing address: _____

☐ Email address: _____

Telephone number:

☐ Cell _____

☐ Home _____

☐ Work _____

☐ Other (_____): _____

I state under oath that the health, safety, or liberty of myself and/or my child(ren) would be jeopardized by disclosure of this information for the following reasons:

☐ I swear under penalty of perjury that the above statements are true and correct. I understand that these statements are made for use as evidence in court and that I am subject to prosecution for perjury punishable by up to 5 years in prison and a fine of up to \$5,000 if I give false information to the court.

Date (mm/dd/yyyy): _____

Signature of ☐ plaintiff ☐ defendant

STATE OF MAINE

COUNTY _____

Personally appeared the above-named, and made oath that the foregoing statements are true under penalty of perjury.

Date (mm/dd/yyyy): _____

☐ Attorney at Law ☐ Notary Public ☐ Clerk

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Help For People Filing Protection Orders	
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How can an advocate help me?	
An advocate is a trained person who can: <ul style="list-style-type: none">• Give you information about protection orders and help you understand what happens in court;• Help you file court paperwork and find legal help;• Go with you to your hearing and give you support and information;• Help you with other services like housing, counseling, support groups, and mental health help;• Help make sure you are safe; and• Provide information on how to file for a protection order if you are under 18.	
Legal Help	
Maine State Bar Association Lawyer Referral Service 1-800-860-1460 www.mainebar.org/page/AttorneyRequest (\$25 administrative fee to help individuals find a private lawyer; includes a 30-minute consultation.) Legal Services for the Elderly 1-800-750-5353 www.mainelse.org	

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