

Maine Judicial Branch

Detailed Instructions for Requesting Elevated Access to Electronic Court Records

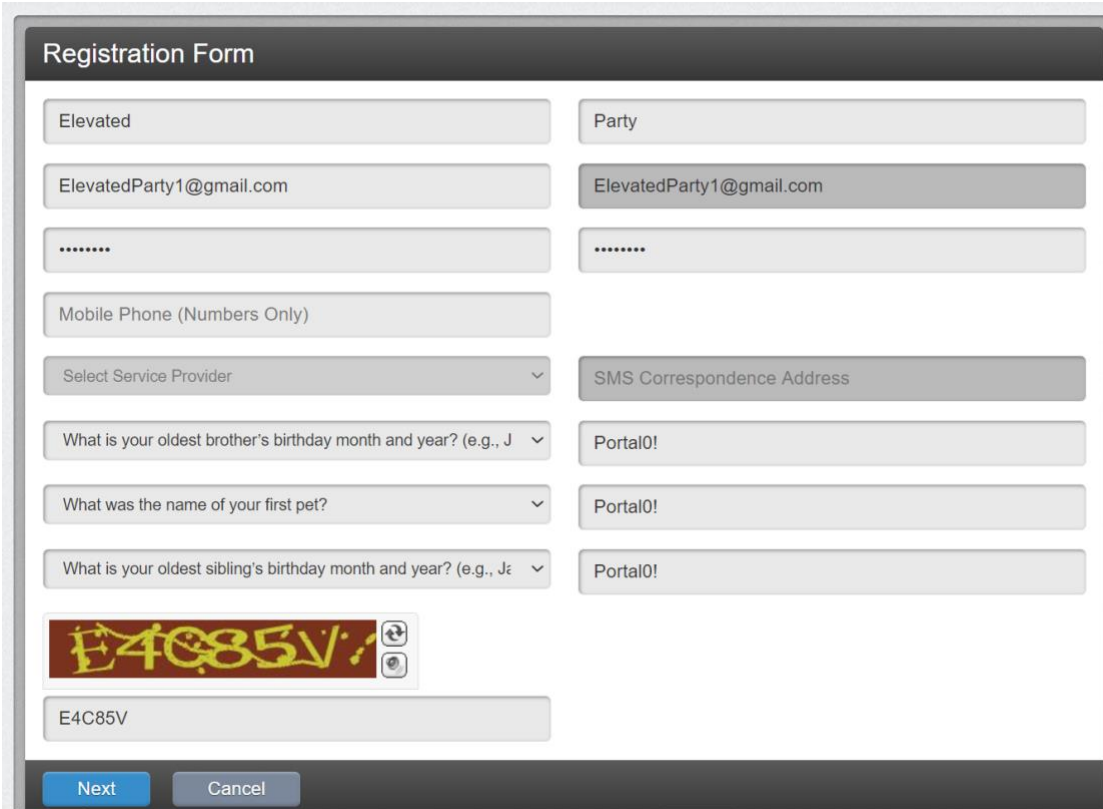
Case parties and attorneys of record can access their electronic court case files via the [Odyssey Portal](#). Access to cases and related documents is governed by the [Maine Rules of Electronic Court Systems](#). While some court records and case types are publicly accessible and can be searched and viewed without having to register for a user account, others will require the user to register for an account on the Odyssey Portal and request elevated access before being able to view all court records. Once a request is approved, parties and attorneys can search for and access their nonpublic case information and documents. Please follow the steps below to register for an Elevated Odyssey Portal User Account.

Step 1- Register for a user account on the Odyssey Portal

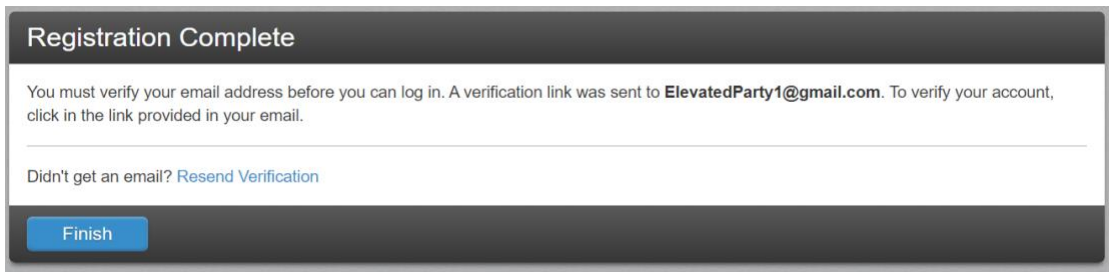
- a. Go to the [Odyssey Portal](#), select Register from the Register/Sign In option from the upper right of the screen. Please note: if you have already registered for an account on the Portal, go to Step 2.



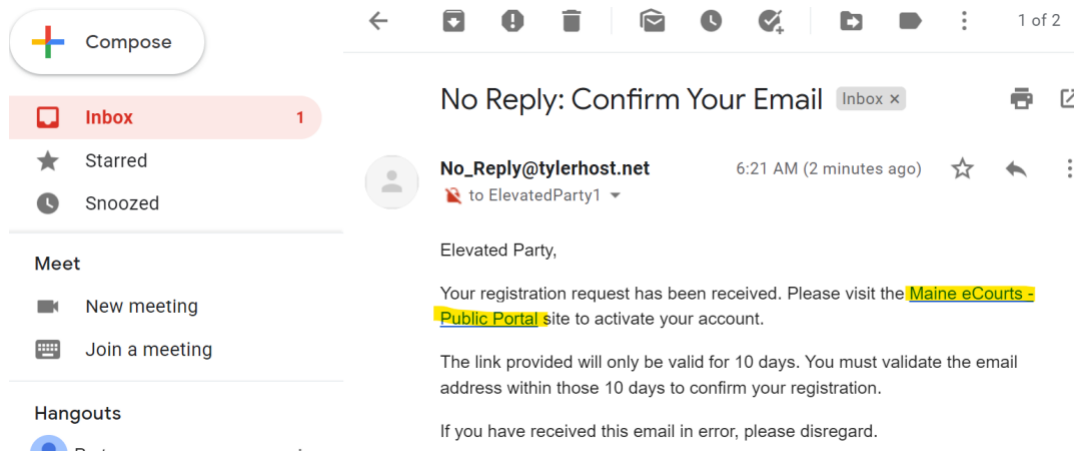
- b. Complete the Registration Form and click **Next**.

A screenshot of the 'Registration Form' interface. It features a two-column layout of input fields. The left column includes fields for 'Elevated' (with a dropdown menu), 'ElevatedParty1@gmail.com', a password field (masked with dots), 'Mobile Phone (Numbers Only)', 'Select Service Provider' (dropdown), 'What is your oldest brother's birthday month and year? (e.g., J)', 'What was the name of your first pet?' (dropdown), 'What is your oldest sibling's birthday month and year? (e.g., J)', a CAPTCHA image showing 'E4C85V', and a text input field containing 'E4C85V'. The right column includes fields for 'Party', 'ElevatedParty1@gmail.com', another password field (masked with dots), 'SMS Correspondence Address', and three 'Portal0!' placeholder fields. At the bottom, there are 'Next' and 'Cancel' buttons.

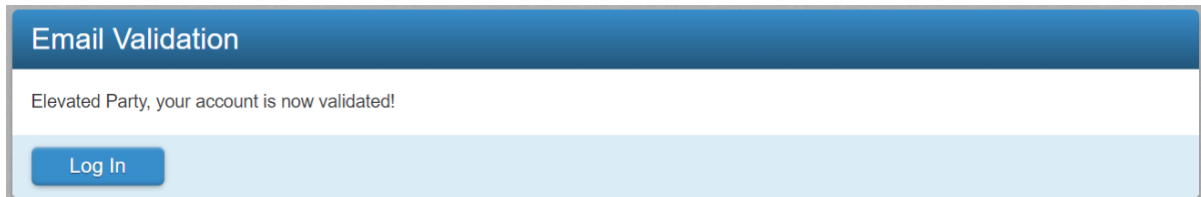
- c. A “registration complete” message will be displayed, and an email will be sent to the email address you registered with.



- d. Open the registration email and click on verification link provided.



- e. Once you click on the verification link, you will receive the message below:



Step 2- Sign in to your user account on the Portal and Select “Party” Access

- a. After signing into your account on the Portal you will see a screen specifying the type of access you are requesting. Select “Party” if you are a party in a case where eFiling has been implemented **OR** an attorney of Record. (“Party” is the only option.) Click submit.

Request Access

If you are eligible for access to additional features, select your role and complete the prompts. You can request access to a role at any time from the Welcome menu.

Select Your Role

PARTY

What's Included

Smart Search Portlet

Online Payments Portlet

Home

Submit

b. You will receive a message to confirm your request has been submitted and that you will be notified of status changes via email. You can close the window or click [Home] to sign out.

Your access request has been submitted.

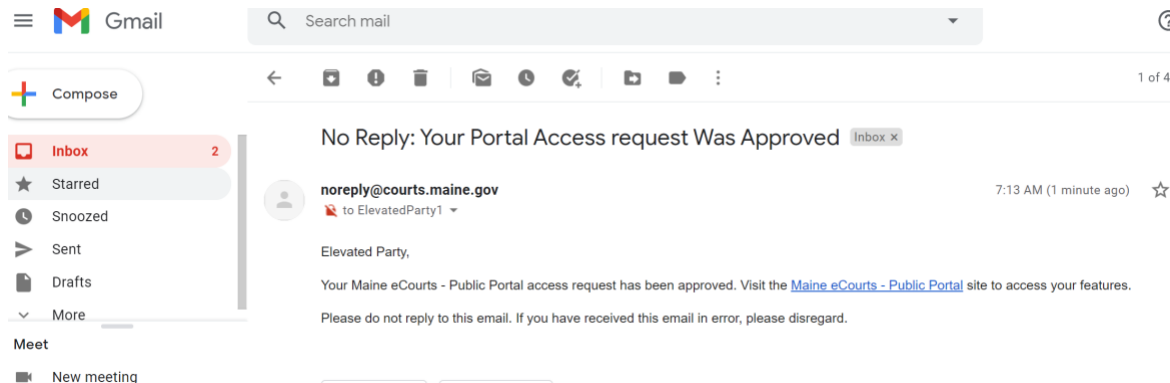
You will be notified of any status change via email.

Home

Step 3- Submit a completed Elevated Access Request Form to any clerk’s office.

To finish activating your elevated user account, you must submit an Odyssey Portal Elevated Access Request Form. ***This form must be submitted in person at any clerk’s office with one form of positive ID OR submitted after notarization before the request can be processed.*** You may submit the form by mail if it is signed by a notary public. If the form is NOT signed by a notary public, you can only submit it by appearing at a courthouse and providing it to the clerk along with your picture ID. To learn more, visit <https://www.courts.maine.gov/ecourts/index.html>.

Please note that it may take 3-5 business days to activate your account. Once your account is activated, you will receive an email notification informing you that elevated access has been granted.



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 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.

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 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, or a court clerk.

Language Services: For language assistance and interpreters, contact a court clerk or interpreters@courts.maine.gov.

MAINE JUDICIAL BRANCH

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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MAINE JUDICIAL BRANCH

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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