

MAINE JUDICIAL BRANCH

CASE NUMBER REQUEST

IMPORTANT INSTRUCTIONS – READ CAREFULLY

- **Use this form only to obtain case numbers for non-public, sealed/confidential, and courthouse-only matters pending in Maine state courts where eFiling is available.** If eFiling is not currently available in the court you name on line 3 of this form, the request will be rejected. For a list of the courts where eFiling is available, please visit the Maine [eCourts](http://www.courts.maine.gov) website.
- **Use this form only if you are a licensed Maine attorney registered with Maine Board of Overseers of the Bar, in good standing, representing a party of record and you intend to submit documents for filing with the court using the Maine electronic filing system website *eFileMaine*.**
- Complete all information on the lines below to accurately identify an existing case pending in the court named in Line 3. **Your request is subject to rejection if the form you send is incomplete or contains information that is insufficient or incorrect.**
- **DO NOT FILE THE FORM WITH THE COURT.** Scan your completed and signed form and email it to ecourtshelp@courts.maine.gov. In the subject line of your message, enter this description: "Case Number Request Form".
- If your request for a case number is rejected and you can correct the deficiency identified in the reply you will receive, complete a new form and send the corrected form in a reply email to the same address.
- **THIS FORM IS NOT AN ENTRY OF APPEARANCE OR AN ANSWER. IT WILL NOT BE FILED WITH THE COURT OR ENTERED INTO THE DOCKET IN THE CASE.** Attorneys who need to appear and answer in a court proceeding must follow the proper legal procedure under the rules and law applicable to the case.

1. My full name and Maine Bar No.: _____

2. I have not yet entered my appearance as an attorney of record on the case. The party(ies) I represent is/are (*list all parties you represent by name if there are multiple*):

3. The case is pending in (*court name*): _____

4. The date the case was initiated (*mm/dd/yyyy*) (*estimate if the exact date is unknown*): _____

5. The names of all other parties associated with this case that are known to me that I do not represent are:

6. The type of case is (*select one*):

- Civil Child Protection Family Mental Health
 Probate (Adoption, Guardianship, Minor Name Change)
 Other: _____

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I declare and affirm to the court that I am a Maine attorney representing a party (or parties) in the case identified in this request. I acknowledge that I am subject to sanction by the court for any false statement or representation made in this form, and for unauthorized disclosure of the confidential case number provided pursuant to this request.

Date (mm/dd/yyyy): _____



Signature

Mailing Address: _____

Email: _____

Phone: _____

COURT STAFF USE ONLY:

This request is rejected because:

- The information provided is not sufficient to locate a case.
- eFiling is not available for the court listed on line 3.
- The individual filing the request is not a registered Maine attorney.

The request is approved. The case number is: _____