

MAINE JUDICIAL BRANCH

Plaintiff

DISTRICT COURT

Location (Town): _____

Docket No.: _____

individually **and** on behalf of:

on behalf of:

V.

Defendant

on behalf of:

CERTIFICATION FOR ELECTRONIC FILING OF COMPLAINT OR MOTION TO EXTEND PROTECTION ORDER

PMO-SJC-3; M.R.E.C.S. 31-40

PLEASE NOTE: This form is required only for complaints for a protection order or a motion to extend a protection order that are filed electronically (either by email or through eFileMaine). If you want to file in person at a courthouse, you do not need to complete this form.

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.

1. To file a complaint or motion to extend in a protection order case electronically, **you must check that you understand the following:**

- I UNDERSTAND I must** have access to a safe phone number and a safe email that I can check regularly to file electronically. This is because the clerk will contact me by email to (1) tell me if the court granted me a temporary order for protection, or (2) if needed, to schedule a time for me to call the court so the judge can ask for additional information.
- I UNDERSTAND** if the court schedules me for a call with the judge (the defendant will **not** be on the call) and I do not call at that time, my case will not be dismissed but **my request for a temporary order may be denied.**
- I UNDERSTAND** that filing by email does **not** mean I am automatically protected. A judge must review my filing and decide whether to grant a temporary order or temporarily extend my existing protection order.

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.

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- I UNDERSTAND that any filings received electronically on a weekend, legal holiday, during a court closure, or after 3:00 p.m. on a weekday will not be reviewed until the next business day.
- I UNDERSTAND that I may file electronically without oath and notarization only if I check the box on the court's complaint or motion to extend form that says:
- "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."
- I UNDERSTAND that all documents filed by email must be in Word or PDF format. All documents filed by eFileMaine must be in PDF format, and each form/document must be submitted individually as separate files within the same filing or "envelope". Photographs of documents and hyperlinks to documents will **not** be opened or reviewed by the court.

If you cannot agree to all the above, you should go to the court to file in person. 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

2. Safe Email to Schedule Call with Judge

To file electronically, you **must** provide a safe email for the court to contact you in case the judge has questions and needs to schedule a call with you. **Not all cases will need a call with the judge.** If you do not have a safe email, you should go to the court to file in person.

Safe email: _____

Safe phone number: _____

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 a number that displays the caller ID (not a blocked number) and will not leave a voicemail if you do not pick up.

3. Court Selection

I want to file this matter in (*court location/town name*) _____ District Court.

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

4. Method of Electronic Filing (*please select one option below*)

- a. I want to file **by email** (this option is available for all courts, but **only for complaints and motions to extend without a filing fee**).

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