**STATE OF MAINE**
**SUPREME JUDICIAL COURT**

ADMINISTRATIVE ORDER JB-20-04

# APPLICATION OF THE MAINE RULES FOR ELECTRONIC COURT SYSTEMS (RECS) TO GUIDE & FILE USERS

Effective: December 14, 2020

The Maine Supreme Judicial Court hereby issues this Administrative Order to govern the application of the Maine Rules for Electronic Court Systems to the users of third-party software, known as Odyssey Guide & File (Guide & File), during the transitional period while the Maine Judicial Branch completes its adoption and implementation of a new electronic case management system (Odyssey CMS) and e-filing throughout the state court system.

The Maine Judicial Branch is offering self-represented parties access to Guide & File, which will help parties complete court forms and file them electronically. The primary purpose of the Guide & File software is to provide support and access to self-represented parties. Therefore, the Court ORDERS:

1. Guide & File users shall not be required to e-file for the duration of the case.

2. Guide & File users shall not be required to serve subsequent filings on the opposing parties through the Electronic Filing System (EFS).

3. By using Guide & File, those litigants have not consented to service through the EFS and shall be served pursuant to M.R. Civ. P. 5. Use of Guide & File alone does not constitute consent to email service under M.R. Civ. P. 5. The Guide & File user must affirmatively consent to service by email in order to be served by email.

4. Guide & File shall provide a copy of this Administrative Order, and the Guide & File user will serve this Administrative Order on all other parties.

For the Court,

/s/
Andrew M. Mead
Acting Chief Justice

Promulgation Date: December 14, 2020