STATE OF MAINE JUDICIAL BRANCH
PANDEMIC MANAGEMENT ORDER
Order Issued March 30, 2020
(revised May 5, 2020)
(replaced September 3, 2020)

Order Regarding Submission of Documents by Email

This order replaces and supersedes the prior revised Pandemic Management Order PMO-SJC-3, issued by the Supreme Judicial Court to provide an Emergency Rule from the Supreme Judicial Court for the Filing of Documents in Priority Case Types.

Effective September 8, 2020, with the exception of petitions concerning control of notifiable diseases and conditions as set forth in PMO-SJC-5 and evidence that has been approved for telephonic or video remote hearing, including as described in PMO-SJC-7(C)(4), or as described below, the Clerks' offices will no longer accept the electronic filing of documents through email, including for priority case types.[1]

Attorneys and parties may submit proposed orders in Word format to proposedorders@courts.maine.gov. This email address is available only to submit an editable version of a proposed order. This email address is not for any other type of filing such as child support affidavits, guardian ad litem reports, motions, closing arguments, or anything else that is not an editable version of a proposed order. All submissions that are intended for use during a court hearing must be submitted by 3:00 p.m. the business day prior to the court hearing day.

All submissions of proposed orders sent to proposedorders@courts.maine.gov shall include a subject line with the docket number of the case, the date of the hearing, and the name of the judge, if known, and shall be copied to all counsel and unrepresented parties if email addresses are known. If email addresses for particular parties are unknown, copies of proposed orders shall be sent by regular mail to those parties.

The email thread should not be used for argument or dialogue between the parties.

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[1] This order does not apply to electronic documents filed in conjunction with the Maine eCourts e-filing system in any location where the Odyssey Case Management System and e-filing system has been deployed.

Any email received that is not in accordance with the order will be rejected by the Clerk, and no filing will have occurred. **Repeated violations of this order may result in sanctions.**

Dated: September 3, 2020

For the Court:

/s/
Andrew M. Mead
Acting Chief Justice