

eFileMaine Submission Requirements

All documents must:

- List the correct docket number (for subsequent filings only)
- Be submitted into the correct court
- Be legible and readable
- Contain a complete/sufficient electronic signature (MRECS 37) (M.R. Civ. P. 5(f))
- Contain a valid Maine Bar Number (this includes all filings, including letters)
- Be on the applicable court form in the most current version, if a form exists (MRECS 31(C))
- Not be protected by passwords or other security
 - Please note: All court forms are protected. The protection must be removed before uploading. Instructions on removing form security can be found on the [About eFile Maine](#) page.
- Have only one box checked for MOST DEFINITIVE NATURE OF ACTION in Part IV of the Civil Summary Sheet (CV-001), if the Summary Sheet is required

Additional requirements:

- The correct filing fee(s) must have been paid ([if required pursuant to JB-05-26](#)) (M.R. Civ. P. 5(f)) (MRECS 39(A))
- All required documents must be included pursuant to M. R. Civ. P. 5(f)
- If a motion is filed, a proposed order must be included (if required pursuant to M.R. Civ. P. 7)
 - Please note: Proposed orders filed with a corresponding motion must be submitted as an attachment to the motion lead document, or incorporated into the motion itself.
- All documents must be submitted as separate PDFs (MRECS 34(A)(2))
- All pleadings must be submitted as separate filing codes/lead documents (MRECS 34(A)(2))
- The correct filing code(s) must be used
- The correct case type must be selected (initial filings only)
- The first resubmission of a rejected filing must include the following information in the Comments to Court section: 1) *The words – “Resubmission of filing, original submission unsuccessful.”* 2) *The date of the original attempted submission.* 3) *The date of this rejection notice.* 4) *This statement – “This is the first resubmission of [identify the resubmitted document(s)].”* Failure to comply with will result in a new and later submission date attaching to the resubmitted document(s).

Submissions that will be rejected:

- Submissions that do not comply with the above requirements
- Duplicates (documents that have already been submitted and entered)
- Submissions that must be filed conventionally per Rule 34(B)(2) (including documents subject to in camera inspection, record/image barred from electronic transmission or storage by law, including sexually explicit images of a minor, and trial/hearing exhibits)
- Summonses or subpoenas that require a date certain (FED, Personal Property), Contempt, etc.) that do not contain a date certain to appear
- Submissions that the submitting user has requested that the clerk reject