

## CADRES Mediator User's Guide

[www.courts.maine.gov/voucher](http://www.courts.maine.gov/voucher)

State of Maine Judicial Branch  
Administrative Office of the Courts

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## Table of Contents

<b>I. Accessing the ADRIS Website .....</b>	<b>2</b>
1. Recommended Internet Browser .....	2
2. Website Address .....	2
<b>II. Profile Management .....</b>	<b>3</b>
1. Editing Your Profile Information .....	3
2. Electronic Deposits.....	4
<b>III. Payment Requests .....</b>	<b>5</b>
1. Definition of a Payment Request .....	5
2. Starting a New Payment Request.....	5
3. Selecting the Case Type and Associated Detains .....	6
A. Family Matters Case Type .....	7
B. FM Post-Judgment Case Type.....	14
C. FM Motions Case Type .....	21
D. Small Claims Case Type.....	22
E. FED Case Type .....	28
F. SC & FED Combined Case Type .....	34
4.Entering Expenses .....	39
A. Mileage .....	39
B. Other Expenses .....	40
C. Receipts.....	40
5. Confirming Your Payment Request .....	42
6. Reviewing, Accessing & Editing Existing Payment Requests .....	44
A. Browse Payment Requests by Status .....	45
B. Browse Payment Requests by Case of Session Type of Court Location .....	46
C. Refine the Columns Displayed on the Browse Payment Requests Screen.....	47
<b>IV. Mediation Results .....</b>	<b>49</b>
1. Browsing Mediation Results .....	50
2. Refining the Columns Displayed on the Browse Mediation Results Screen .....	51
3. Column Explanations .....	52
<b>V. Reports .....</b>	<b>53</b>
1. CADRES Outcome by Month Report.....	54
2. CADRES Outcomes by Court Report .....	55
 <b>Appendix 1 District &amp; Superior Court Abbreviations.....</b>	 <b>56</b>

The purpose of ADRIS is to streamline the process of submitting mediation reports and payment vouchers, eliminate or reduce errors and improve the ability to track information about mediation.

## I. ACCESSING THE ADRIS WEBSITE

### 1) Recommended Internet Browser and Screen Size

The following browsers are known to support the ADRIS application: Safari 5.0.5; Mozilla Firefox 3 and 4; and Internet Explorer 8.

### 2) Website address

To access the ADRIS website go to:  
[www.courts.maine.gov/voucher](http://www.courts.maine.gov/voucher)

You should see the log in screen:



CADRES will send you your username and password. Please note that both are case sensitive. If you can't remember your username or password, call 207-822-0706 during regular court business hours.

Generally, the AOC's public business hours are weekdays, 8 am - 4 pm. The AOC is closed on state holidays and at other times.

You may want to record your information here:

Username: \_\_\_\_\_

Password: \_\_\_\_\_

Log in by entering your username & password and clicking on the "Login" button.

Once you log in you will be brought to the home screen. Your name should appear in the top right corner:

To begin, click on the link under one of the icons for the task that you would like to perform: manage your profile, request payment, or view your mediation results

## II. PROFILE MANAGEMENT

Each mediator's profile will be set up by the administrator. You will be able to update your contact information under profile management.

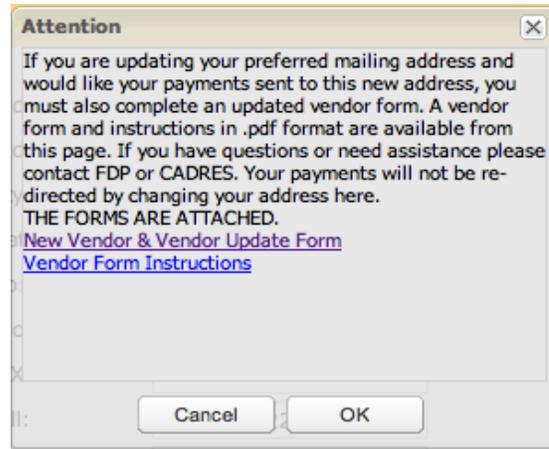
### 1) Editing Your Profile Information

To edit your contact information, click on the link "Edit My Profile" under Profile Management.

You will be brought to this screen:

Enter the necessary updates by typing over any existing information or in a blank field, then click on the save button located in the lower right corner.

When you click on Save, the following message will appear:



Click “cancel” to cancel the update or “OK” to continue.

**Your “preferred mailing address” is where you would like all mail, including payments, sent.** If you change it and want your payments sent to the new address, you must complete an updated vendor form. You can download the form by clicking on the link pictured above. Mail updated vendor form to:

Diane E. Kenty, Esq.  
Administrative Office of the Courts  
PO Box 4820  
Portland, ME 04112

## 2) **Electronic Deposits**

Electronic deposit of your payment is available. For more information and to receive the forms necessary to set up electronic deposit, contact the Administrative Office of the Courts at 207-822-0792 during regular court business hours.

### III. PAYMENT REQUESTS

#### 1) Definition of a Payment Request

Under the Payment Requests icon you will be able to submit new payment requests and review your payment request history. Submitting a payment request is the process used by a mediator to submit data from the mediator's report and the associated fee and reimbursable cost information. A CADRES mediator will submit one payment request for each mediation each billable fee (mediation session or docket).

#### Examples:

- You conduct two FM mediation sessions on one day –submit **TWO** payment requests.
- You appear at one Post Judgment FM docket and mediate 3 cases – submit **ONE** payment request.
- You appear at one Post Judgment FM docket in the morning, and one “regular” FM mediation session in the afternoon –submit **TWO** payment requests.
- You appear at one Small Claims docket and mediate 2 cases - submit **ONE** payment request
- You appear at one Small Claims docket in the morning, and one Small Claims docket in the afternoon – submit **TWO** payment requests.
- You appear at one FED session and mediate 2 cases – submit **ONE** payment request.
- You appear for the SC & FED dockets in the same morning and you mediate both types of cases - submit **ONE** payment request

#### 2) Starting a new payment request

To begin a new payment request, click on the “Submit a New Request” link under the Payment Requests icon on the home screen.

The screenshot shows the ADRIS home screen with the following elements:

- Header:** ADRIS, State of Maine COURTS Judicial Branch, Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports, Kimberly Mitchell, Mediator | Logout
- Main Content:**
  - Profile Management:** Start here to update your mediator profile, including name and mailing address, with the Maine Judicial Branch. [Edit My Profile](#)
  - Payment Requests:** Start here to submit a new request or review your payment request history. [Submit a New Request](#), [Review Existing Requests](#)
  - Mediation Results:** Start here to review the details of mediation outcomes. [FDP Mediation Results](#), [CADRES Mediation Results](#)
  - Reports:** Start here to run reports. [FDP Reports](#), [CADRES Reports](#)
- Footer:** Alternative Dispute Resolution Information System | Maine Judicial Branch © 2011

When you click on “Submit a New Request” on the home screen, you will be brought to the Submit New Payment Request screen, where you will begin entering a new payment request:

### 3) **Selecting the case type and associated details**

The first step to entering a payment request is entering the date of mediation and choosing the case type. Case types that CADRES Mediators will choose are:

- Family Matters
- FM Post-Judgment (for FM Post-Judgment dockets only)
- FM Motions (for Portland Motions docket only)
- Small Claims
- FED
- SC & FED combined session (both SC & SA cases)

When entering a payment request, ADRIS will automatically calculate the fee based on the case type. The fee amount will be displayed on the last screen of the payment request, called the “Confirmation” tab.

***It is very important that you choose the correct case type before proceeding to the next step - the Mediation tab - because the session type will also determine the options and fields that are presented on that screen. If, after proceeding to the Mediation tab, you realize you have selected the incorrect case type, you will need to remove all the docket numbers that were entered and then click on the “General” tab to correct the case type.***

The steps for entering a payment request for each case type are explained below in separate sections: FM, FM Post-Judgment, FM Motions, Small Claims, FED, and SC & FED Combined (SC & SA cases). Please consult the section below for the case type you wish to enter.

## A. FAMILY MATTERS CASE TYPE

1. **Enter Date of Mediation & Select Case Type:** to begin entering a payment request for a Family Matters mediation session, enter the date of the mediation, then click on the down arrow in the case type selection box and choose case type Family Matters:

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/09/2011

Enter the session type:

Select case type for your payment voucher:

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “session”, “no show” or “pro bono” session type, (NOTE: “no show is the equivalent of a “not held” FM case, and “pro bono is s session for which you are not charging a fee).

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/09/2011

Enter the session type:

Select case type for your payment voucher: Family Matters

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

3. **Enter Docket Number:** You must keep track of the docket numbers for all cases you mediate. Type the docket number associated with the mediation session in the docket number box:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-FM-2005-00003  
LEWDCFM201000145  
PORSC-FM-2010-00067  
SPRDCFM201000005

**Note:** *You must use the correct five-letter court abbreviation for the accurate case information to upload. This information is printed on all court-generated notices and on the case file. Please see Appendix 1 for a list of court abbreviations.*

If you do not enter the docket number correctly, you will see one of the following error messages:

**Correct the docket number and try again.**

4. **Upload Case Information:** Once you have entered the docket number, click on the magnifying glass icon to upload the case information:

Verify the case information by looking at the party names in the “cases mediated” section of the screen. ***If you have entered an incorrect docket number, click on the “remove” button next to that docket number and case information.*** Then type in the correct docket number and click on the magnifying glass again.

Once you have verified that the information is correct, click on the “save and proceed to next step” button located in the lower right hand corner. The following message will appear:



Clicking on “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking on “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For a “session” or “pro bono” session type, you will be brought to the Mediation tab (see #5 below).

For a “no show” session, you will be brought directly to the Expenses Tab. (See #4 on page 39).

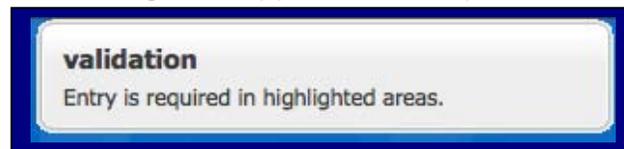
5. **Mediation Tab:**

This is how the Mediation tab will look for “session” or “pro bono”:

- a. **Enter Duration and Time Started - required information:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click on the drop down arrow to make a selection from the list.

**Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.**

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

- b. **Mediation Session Number – required information:** Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

Mediation Session

1st session  2nd session  3rd session

- c. **Stage of Case – required information:** click on the radio button that corresponds to the appropriate choice:

Stage of Case

Interim Issues/Temporary Order

Final Stage Divorce/Family Matter

Post-Judgment Modification/Enforcement

Other

If you choose “other”, please type a description in the text box available.

- d. **Payment of Mediation Fee -** select all that apply.

Payment of Mediation Fee

Mediation fee waived for plaintiff

Mediation fee waived for defendant

Plaintiff's mediation fee paid

Defendant's mediation fee paid

- e. **Attorneys and GAL -** select all check boxes that apply:

Attorneys and GAL

Attorney for plaintiff present

Attorney for defendant present

GAL present

- f. **Agenda – required information:** check the boxes that correspond to the issues submitted for mediation (*Note: you may need to scroll down to see all of the available choices*):

Agenda

(Please check issues submitted for mediation)

Parental Rights & Responsibilities  Pensions or Benefits

Primary Residence  Allocation of Debt

Parent-Child Contact  Personal Property

Child Support  Guardian ad Litem

Actual or Imputed Income  Paternity

Spousal Support  Medical Insurance

Real Estate  Attorney's Fees

Support Arrearage  Tax Exemption

Marital/Non-marital Property  Other:

- g. **Federal Reimbursement Information – required information:** check the boxes that correspond to the issues discussed, and indicate the amount of time that was spent discussing the issues. Select “none” if none of the issues were discussed:

**Federal Reimbursement Information**

At this mediation session, one or more of the following child related issues was discussed:

- Child Support
- Parental Rights and Responsibilities
- Primary/Shared Residence
- Income
- Paternity
- Child's Health Insurance or Medical Bills

Total amount of time spent on these issues  minutes

None of these Issues were discussed

- h. **Disposition – required information:** click on the radio button that best describes the disposition of the case:

**Disposition**

- Resolved: The parties have reached complete agreement on all pending issues and:
- Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)
- Unresolved
- Unfinished in Mediation: Reason

If disposition “resolved” is selected, please make the appropriate selections from the menu that appears:

**Disposition**

- Resolved: The parties have reached complete agreement on all pending issues and:
  - The written Points of Agreement Form signed by the parties and included with this report sets out the agreement; and/or
  - An agreement and/or proposed order shall be drafted by the attorney for the:
    - Plaintiff
    - Defendant

If the disposition of “partially resolved” or “unresolved” is selected, a new section titled “Issues Not Resolved at Mediation” will appear. Check all boxes that apply (that were not resolved):

**Issues Not Resolved at Mediation**

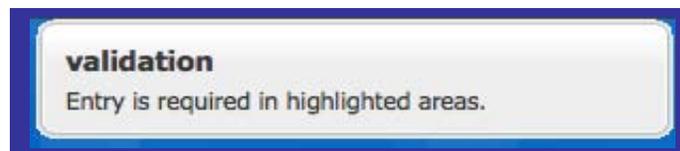
- Parental Rights & Responsibilities
- Primary Residence
- Parent-Child Contact
- Child Support
- Actual or Imputed Income
- Spousal Support
- Real Estate
- Support Arrearage
- Marital/Non-marital Property
- Pensions or Benefits
- Allocation of Debt
- Personal Property
- Guardian ad Litem
- Paternity
- Medical Insurance
- Attorney's Fees
- Tax Exemption
- Other:

- i. **Further Action:** if further action is required, check the appropriate box:

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If “other” is chosen, type an explanation in the text box provided.

6. **Saving the Mediation Details:** Once you have entered all of the mediation details **for all docket numbers associated with this payment request**, click on the “Save and Proceed to Next Step” button in the lower right corner:

If you have failed to enter all of the required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

## B. FM POST-JUDGMENT CASE TYPE

*Note: This case type selection should be used only for Post-Judgment FM Dockets that are currently held in Portland, Lewiston, Springvale, Biddeford and York District Courts. For a “regular,” scheduled mediation session in a post-judgment case, choose case type Family Matters.*

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a FM Post-Judgment mediation session, enter the mediation date, click on the down arrow in the case type selection box and choose case type “FM Post -Judgment”:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type:

Select case type for your payment voucher:

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “Session”, “No cases” or “Pro Bono”:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type:

Select case type for your payment voucher: FM Post-Judgment

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

### 3. Enter Court Location or Docket Number(s):

- a. For session type “no cases”, select the court where the session was scheduled (you will not be able to enter a docket number):

- b. For session type “session” or “pro bono”, enter the docket number or numbers associated with the mediation session in the docket number field. **You must keep track of the docket numbers for all cases you mediate:**

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-FM-2005-00003

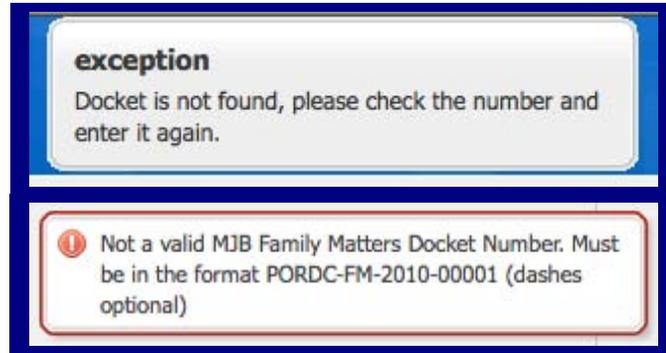
LEWDCFM201000145

PORSC-FM-2010-00067

SPRDCFM201000005

**Note: You must use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and forms and is also on the file. See Appendix 1 for a list of court abbreviations.**

**If you do not enter the docket number correctly, you will see one of the following error messages:**



**Correct the docket number and try again.**

If you enter two docket numbers for cases you mediated at the docket for the session, the screen will look like this:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type: Session

Select case type for your payment voucher: FM Post-Judgment

Enter each docket number associated with this session: AUGDCFM200200107

More Info

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCFM200200061	DSFADSF FFF VS ADFADSF F SMITH	AUGUSTA DISTRICT COURT	FFF	SMITH	<a href="#">Remove</a>
AUGDCFM200200107	ADAM JONES VS EVE JONES	AUGUSTA DISTRICT COURT	JONES	JONES	<a href="#">Remove</a>

This area displays the case information associated with each docket number entered. It is VERY important to enter the correct docket number to have the correct case information upload.

Proceed to Next Step Cancel

Print

Verify the case information by looking at the party names in the “cases mediated” section of the screen. **If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.** You can then enter the correct docket number.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

#### 4. **Mediation Tab:**

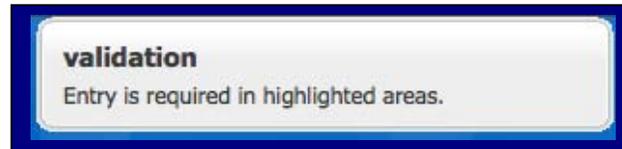
This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is only one case for the session.

You can click on the other docket number(s) to display the report fields for that docket number (you can switch back & forth).

**Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.**

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be highlighted in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - required information:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can be typed in, or click in the drop down arrow to make a selection from the list.

A screenshot of the "Mediation Summary" form. It contains a "Remove" button and the following fields: Court Docket#: AUGDCFM200200081, Plaintiff: FFF, Duration (minutes): 0, Title: DSFADSFA FFF VS ADFADSF Defendant: SMITH, Time Started: (dropdown menu), and Court: AUGUSTA DISTRICT COURT. Arrows point from the text above to the "Duration (minutes)" and "Time Started" fields.

- b. **Mediation Session Number – required information:** Next, indicate the session number by clicking on the radio button that corresponds to the correct number:

A screenshot of the "Mediation Session" form. It contains three radio buttons labeled "1st session", "2nd session", and "3rd session". An arrow points from the text above to the "1st session" radio button.

- c. **Stage of Case – required information:** click on the radio button that corresponds to the appropriate choice:

A screenshot of the "Stage of Case" form. It contains four radio buttons: "Interim Issues/Temporary Order", "Final Stage Divorce/Family Matter", "Post-Judgment Modification/Enforcement", and "Other". The "Other" option has a text input field next to it. An arrow points from the text above to the "Interim Issues/Temporary Order" radio button.

- d. **Payment of Mediation Fee - select all that apply**

A screenshot of the "Payment of Mediation Fee" form. It contains four checkboxes: "Mediation fee waived for plaintiff", "Mediation fee waived for defendant", "Plaintiff's mediation fee paid", and "Defendant's mediation fee paid".

e. **Attorneys and GAL** - select all check boxes that apply:

**Attorneys and GAL**

Attorney for plaintiff present

Attorney for defendant present

GAL present

f. **Agenda – required information:** check the boxes that correspond to the issues submitted for mediation:

**Agenda**

(Please check issues submitted for mediation)

<input type="checkbox"/> Parental Rights & Responsibilities	<input type="checkbox"/> Pensions or Benefits
<input type="checkbox"/> Primary Residence	<input type="checkbox"/> Allocation of Debt
<input type="checkbox"/> Parent-Child Contact	<input type="checkbox"/> Personal Property
<input type="checkbox"/> Child Support	<input type="checkbox"/> Guardian ad Litem
<input type="checkbox"/> Actual or Imputed Income	<input type="checkbox"/> Paternity
<input type="checkbox"/> Spousal Support	<input type="checkbox"/> Medical Insurance
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Attorney's Fees
<input type="checkbox"/> Support Arrearage	<input type="checkbox"/> Tax Exemption
<input type="checkbox"/> Marital/Non-marital Property	<input type="checkbox"/> Other: <input type="text" value="Other"/>

*Note: you may need to scroll down to see all of the available choices*

g. **Federal Reimbursement Information – required information:** check the boxes that correspond to the issues discussed, and indicate the amount of time that was spent discussing the issues. Select “none” if none of the issues were discussed:

**Federal Reimbursement Information**

At this mediation session, one or more of the following child related issues was discussed:

Child Support

Parental Rights and Responsibilities

Primary/Shared Residence

Income

Paternity

Child's Health Insurance or Medical Bills

Total amount of time spent on these issues  minutes

None of these Issues were discussed

h. **Disposition – required information:** click on the radio button that best describes the disposition of the case:

**Disposition**

Resolved: The parties have reached complete agreement on all pending issues and:

Partially Resolved: The parties have reached partial agreement on pending issues, and the written Points of Agreement Form signed by the parties and included with this report sets out that partial agreement (see Further Action section)

Unresolved

Unfinished in Mediation: Reason

If disposition “resolved” is selected, please make the appropriate selections from the menu that appears:

**Disposition**

Resolved: The parties have reached complete agreement on all pending issues and:

The written Points of Agreement Form signed by the parties and included with this report sets out the agreement; and/or

An agreement and/or proposed order shall be drafted by the attorney for the:

Plaintiff

Defendant

If the disposition of “partially resolved” or “unresolved” is selected, a new section titled “Issues Not Resolved at Mediation” will appear. Check all boxes that apply (that were not resolved):

**Issues Not Resolved at Mediation**

Parental Rights & Responsibilities

Primary Residence

Parent-Child Contact

Child Support

Actual or Imputed Income

Spousal Support

Real Estate

Support Arrearage

Marital/Non-marital Property

Pensions or Benefits

Allocation of Debt

Personal Property

Guardian ad Litem

Paternity

Medical Insurance

Attorney's Fees

Tax Exemption

Other:

i. **Further Action:** if further action is required, check the appropriate box:

**Further Action**

The parties will meet again in mediation on:  

The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time

The parties will ask the Clerk to schedule a hearing on the unresolved issues.

Other:

If the parties will mediate again and you have the date and time, enter the information in the space provided. You may either type in the date and time or click on the calendar icon and the drop down arrow to make your selections. If “other” is chosen, type an explanation in the text box provided.

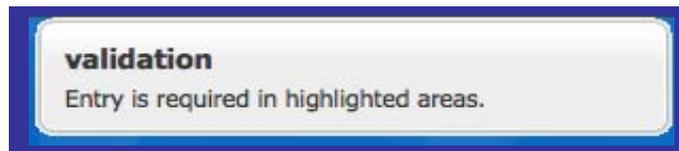
5. **Saving the Mediation Details:** Once you have entered all of the mediation details, click on the “Save and Proceed to Next Step” button in the lower right corner:

The screenshot shows a web form titled "Further Action" with the following options:

- The parties will meet again in mediation on: [calendar icon] [dropdown menu]
- The parties may choose to engage in further mediation at a later date and, if so, shall request another mediation date from the Clerk at that time
- The parties will ask the Clerk to schedule a hearing on the unresolved issues.
- Other: [text input field]

At the bottom right of the form is a button labeled "Save and Proceed to Next Step". A red arrow points from the text above to this button. Below the form, there are "Reset" and "Print" buttons. The status bar at the bottom indicates "Unlocked (Drafting)".

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

This screenshot is identical to the one above, showing the "Further Action" form. A red arrow points from the text above to the "Reset" button located at the bottom right of the form, next to the "Print" button.

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

## C. FM MOTIONS CASE TYPE

*Note: This case type is selected only if you mediated cases at the FM Motions Session that currently takes place in the Portland District Court.*

**Be sure to select case type “FM Motions” instead of “FM Post-Judgment”** to enter a payment request for an FM Motions Case Type. Please follow the instructions outlined for FM Post Judgment case type beginning on page 14. The remaining data entry steps are the same as a Post-Judgment case type (see B, above).

## D. SMALL CLAIMS CASE TYPE

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a Small Claims mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type Small Claims:

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/03/2011

Select case type for your payment voucher:

- Foreclosure
- Family Matters
- FM Post-Judgment
- FM Motions
- Small Claims**
- FED
- SC&FED

Enter the session type:

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “Session”, “No cases” or “Pro Bono”:

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/03/2011

Select case type for your payment voucher: Small Claims

Enter the session type:

- Session**
- No Cases
- Pro Bono

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

3. **Enter Court Location or Docket Nubmer(s):**

- a. **For session type “no cases”,** select the court where the docket was scheduled, but no cases were referred to mediation (you will not be able to enter a docket number):

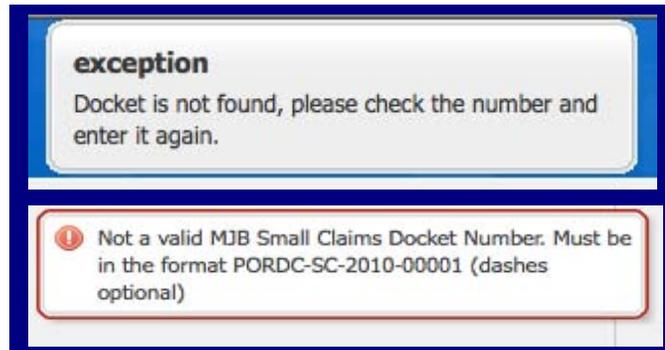
- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box. **You must keep track of the docket numbers for all cases you mediate:**

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

- Examples:   AUGDC-SC-2005-00003  
                   LEWDCSC201000145  
                   PORSC-SC-2010-00067  
                   SPRDCSC201000005

**Note: You must use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file. See Appendix 1 for a list of court abbreviations.**

**If you do not enter the docket number correctly, you will see one of the following error messages:**



**Correct the docket number and try again.**

This is what the screen will look like if you enter two docket numbers for the session:

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type: Session

Select case type for your payment voucher: Small Claims

Enter each docket number associated with this session: AUGDCSC200400003

More Info

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	Remove
AUGDCSC200400003	PETER SMITH VS MAXWELL SARGENT	AUGUSTA DISTRICT COURT	SMITH	SARGENT	Remove

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Verify the case information by looking at the party names in the “cases mediated” section of the screen. **If you have entered an incorrect docket number, click on “remove” button located to the right of the docket number and case information.** You can then enter the correct docket number.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

#### 4. **Mediation Tab:**

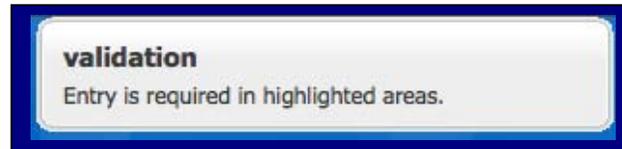
This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

You can click on the other docket number(s) to display the report fields for that docket number (and you can switch back & forth).

***Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.***

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - required information:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click on the drop down arrow to make a selection from the list.

A screenshot of the "Mediation Summary" form. It includes a "Remove" button with a minus icon. The form contains the following fields: "Court Docket#: AUGDCSC200400003", "Plaintiff: SMITH", "Duration (minutes): 0", "Title: PETER SMITH VS MAXWELL Defendant: SARGENT", "Time Started:" with a dropdown arrow, and "Court: AUGUSTA DISTRICT COURT". Two arrows point from the text in step a to the "Duration (minutes)" and "Time Started" fields.

- b. **Type of Claim:** make a selection by clicking on one of the radio buttons:

A screenshot of the "Type of Claim" form. It features five radio button options: "Landlord-tenant", "Consumer", "Business to Business", "Collection", and "Other". The "Other" option is selected, and a text input field next to it contains the text "Case type".

- c. **Attorneys:** check all boxes that apply:

A screenshot of the "Attorneys and GAL" form. It contains three checkboxes, all of which are unchecked: "Attorney for plaintiff present", "Attorney for defendant present", and "GAL present".

- d. **Mediation Session:** indicate if this is the first or second mediation session by clicking on one of the buttons:

A screenshot of the "Mediation Session" form. It contains two radio button options: "First" and "Second".

- e. **Disposition - required information:** indicate the disposition by selecting one of the buttons:

The screenshot shows a form titled "Disposition" with four radio button options:
 

- Resolved: Amount \$ [Amount \$: ] Court Costs \$: [Court Costs \$]
- Partially Resolved
- Unresolved: The parties request a trial
- Unfinished: Reason [Unfinished disposition reason]

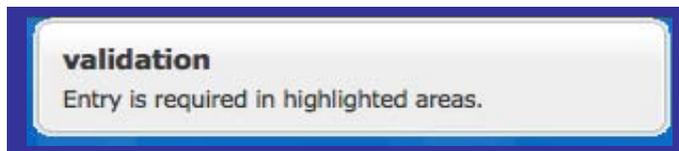
If the disposition is “resolved”, key in the amount and the court costs.

If the disposition is “unfinished”, type in a reason in the text box provided.

5. **Saving the Mediation Details:** Once you have entered all of the mediation details, click on the “Save and Proceed to Next Step” button in the lower right corner:

The screenshot shows the "Disposition" form with the "Resolved" option selected. The "Amount \$" field contains "2146.00" and the "Court Costs \$" field contains "84.50". The "Save and Proceed to Next Step" button is highlighted in the bottom right corner, with an arrow pointing from the text above to it.

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “save” again.

If you have entered the wrong information for all fields, clicking the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

The screenshot shows the "Disposition" form with the "Reset" button highlighted in the bottom right corner. The form fields are empty, indicating that all entered information has been cleared.

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

## E. FED CASE TYPE

1. **Enter Mediation Date and Select Case Type:** to begin entering a payment request for a FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type FED:

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/03/2011

Enter the session type:

Select case type for your payment voucher:

- Foreclosure
- Family Matters
- FM Post-Judgment
- FM Motions
- Small Claims
- FED
- SC&FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either “Session”, “No cases” or “Pro Bono”:

Payment Request Management

**Edit Payment Request > 3037** [back to results](#)

General Mediation Expenses Confirmation

Session Summary

Date of Mediation: 05/03/2011

Enter the session type:

- Session
- No Cases
- Pro Bono

Select case type for your payment voucher: FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step

Unlocked (Drafting) Reset Print

3. **Court Location or Docket Number(s):**

- a. **For session type “no cases”,** select the court where the docket was scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

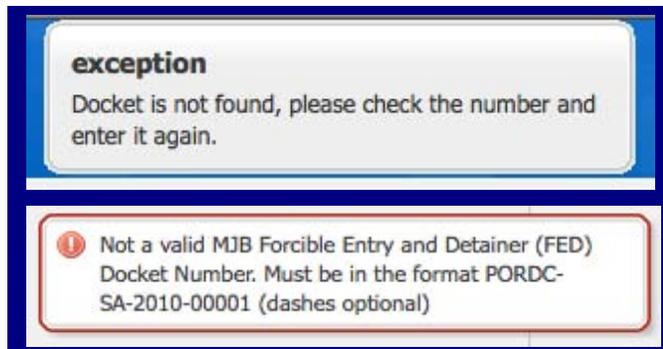
- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box. You must keep track of the docket numbers for all cases you mediate:

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples:    AUGDC-SA-2005-00003  
                  LEWDCSA201000145  
                  PORSC-SA-2010-00067  
                  SPRDCSA201000005

**Note: You must use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and the file. See Appendix 1 for a list of court abbreviations.**

**If you do not enter the docket number correctly, you will see one of the following error messages:**



**Correct the docket number and try again.**

Below is what the screen will look like if you enter two docket numbers for the session:

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Enter the session type: Session

Select case type for your payment voucher: FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSA200000050	FUNKY MONKEY VS MONKEY SEE	AUGUSTA DISTRICT COURT	MONKEY	SEE	<a href="#">Remove</a>
AUGDCSA200500001	MARY ME VS NO WAY	AUGUSTA DISTRICT COURT	ME	WAY	<a href="#">Remove</a>

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Print

Verify the case information by looking at the party names in the “cases mediated” section of the screen. **If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.** You can then enter the correct docket number.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

#### 4. **Mediation Tab:**

This how the Mediation tab will look if you entered two docket numbers for the session:

The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

Payment Request Management

Edit Payment Request > 3048 [back to results](#)

General **Mediation** Expenses Confirmation

AUGDCSA200500001  
 AUGDCSA200600056

Remove

Court Docket#: AUGDCSA200500001    Plaintiff: ME    Duration (minutes): 0  
 Title: MARY ME VS NO WAY    Defendant: WAY    Time Started:   
 Court: AUGUSTA DISTRICT COURT

Residence at Issue

Apartment  House  Mobile Home  Other:

Mediation Session

First  Second

Attorneys and GAL

Attorney for plaintiff present  
 Attorney for defendant present  
 GAL present

Disposition

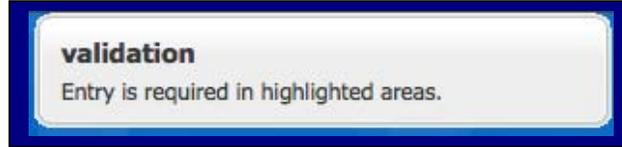
Save and Proceed to Next Step

Unlocked (Drafting)    Reset    Print

You can click on the other docket number(s) to display the report fields for that docket number (and you can switch back & forth).

**Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.**

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

- a. **Enter Duration and Time Started - required information:** ADRIS will auto-fill the docket number, title, party names and court for you. You should begin with entering the duration of the mediation in minutes, and time started. Type in the duration in minutes. The time started can either be typed in, or click in the drop down arrow to make a selection from the list.

A screenshot of a web form titled "Mediation Summary". It includes a "Remove" button with a minus icon. The form contains the following fields:
 

- Court Docket#: AUGDCSA200600056
- Title: FUNKY MONKEY VS MONKEY SEE
- Plaintiff: MONKEY
- Defendant: SEE
- Court: AUGUSTA DISTRICT COURT
- Duration (minutes): 0
- Time Started: A dropdown menu with a downward arrow.

 An arrow from the text above points to the Time Started dropdown menu.

- b. **Residence at Issue - required information:** make a selection by clicking on one of the radio buttons:

A screenshot of a web form titled "Residence at Issue". It contains four radio buttons:
 

- Apartment
- House
- Mobile Home
- Other: [text input field]

- c. **Mediation Session:** make a selection by clicking on one of the radio buttons:

A screenshot of a web form titled "Mediation Session". It contains two radio buttons:
 

- First
- Second

- d. **Attorneys:** check each box that applies:

A screenshot of a web form titled "Attorneys and GAL". It contains three checkboxes:
 

- Attorney for plaintiff present
- Attorney for defendant present
- GAL present

- e. **Disposition - required information:** click on the radio button that applies:

A screenshot of a web form titled "Disposition". It contains two radio buttons:
 

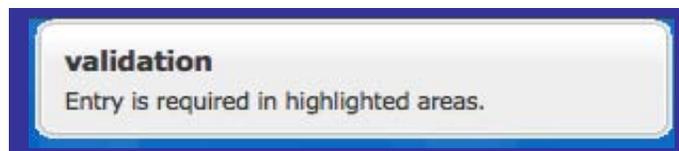
- Resolved
- Unresolved

- a. **Resolved:** if the case is resolved the following menu will appear. Check all that apply:

- b. **Unresolved:** if the case is unresolved, the following menu will appear. Check all that apply:

5. **Saving the Mediation Details:** Once you have entered all the mediation details, click the “Save and Proceed to Next Step” button in the lower right corner:

If you have failed to enter all required mediation details, an error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information and try clicking “Save and Proceed to Next Step” again.

If you have entered the wrong information for all fields, clicking on the “reset” button will clear **all** the mediation details, allowing you to re-enter the information:

Once you successfully proceed to the next screen - the Expenses tab - please see page 39 for information on entering any expenses associated with this payment request.

## F. SC & FED COMBINED CASE TYPE

*Note: This case type should be used only when you have mediated both Small Claims & FED cases at a single court appearance (i.e., the same morning or afternoon).*

1. **Mediation Date and Select Case Type:** to begin entering a payment request for a SC & FED mediation session, enter the mediation date, and then click on the down arrow in the case type selection box and choose case type SC & FED:

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/06/2011

Enter the session type:

Select case type for your payment voucher:

- Foreclosure
- Family Matters
- FM Post-Judgment
- FM Motions
- Small Claims
- FED
- SC&FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

2. **Select Session Type:** next, click on the down arrow in the session type selection box and choose either "Session", "No cases" or "Pro Bono":

Payment Request Management

**Submit New Payment Request**

General

Session Summary

Date of Mediation: 05/06/2011

Enter the session type:

- Session
- No Cases
- Pro Bono

Select case type for your payment voucher: SC&FED

Enter each docket number associated with this session:

More Info

Cases Mediated

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

3. **Enter Court Location or Docket Number(s):**
- a. **For session type “no cases”,** select the court where the dockets were scheduled but no cases were referred to mediation (you will not be able to enter a docket number):

Payment Request Management

Submit New Payment Request [back to results](#)

General

Session Summary

Date of Mediation: 05/05/2011

Select case type for your payment voucher: SC&FED

Enter the session type: No Cases

Enter each docket number associated with this session:

More Info

Court:

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

Unlocked (Drafting) Print

- b. **For session type “session” or “pro bono”,** enter the docket number or numbers associated with the mediation session in the docket number box:

Payment Request Management

Submit New Payment Request

General

Session Summary

Date of Mediation: 05/06/2011

Select case type for your payment voucher: SC&FED

Enter the session type: Session

Enter each docket number associated with this session:

More Info

Court Docket	Title	Court Location	Plaintiff	Defendant

Save and Proceed to Next Step Cancel

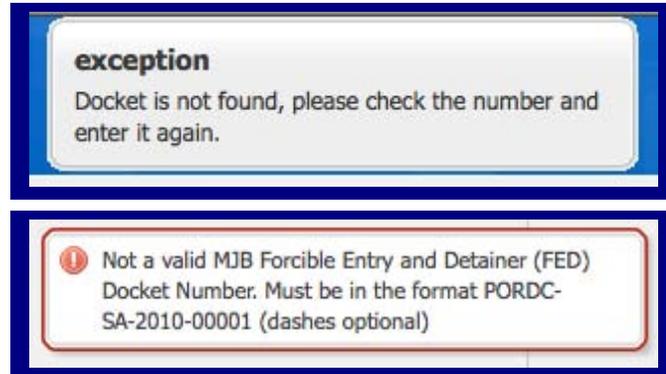
Unlocked (Drafting) Print

The docket number is a combination of 16 letters and numbers. Entering the dashes is optional.

Examples: AUGDC-SA-2005-00003  
 LEWDCSA201000145  
 PORSC-SC-2010-00067  
 SPRDCSC201000005

**Note: You must use the correct five-letter court abbreviation in order for the accurate case information to upload. This information is printed on all court generated notices and on the file. See Appendix 1 for a list of court abbreviations.**

**If you do not enter the docket number correctly, you will see one of the following error messages:**



**Simply correct the docket number and try again.**

Below is what the screen will look like if you enter two docket numbers for the session:

**ADRIS** State of Maine COURTS Judicial Branch

Mediator Profiles | Payment Requests | Mediation Results | Summary Reports Kimberly Mitchell, Mediator | Logout

**Payment Request Management**

**Submit New Payment Request**

**General**

Session Summary

Date of Mediation: 05/05/2011

Enter the session type: Session

Select case type for your payment voucher: SCR&FED

Enter each docket number associated with this session: AUGDCSA200500001

[More Info](#)

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	<a href="#">Remove</a>
AUGDCSA200500001	MARY ME VS NO WAY	AUGUSTA DISTRICT COURT	ME	WAY	<a href="#">Remove</a>

Save and Proceed to Next Step Cancel

Unlocked (Drafting)

Alternative Dispute Resolution Information System | Maine Judicial Branch © 2010

Verify the case information by looking at the party names in the “cases mediated” section of the screen. **If you have entered an incorrect docket number, click the “remove” button located to the right of the docket number and case information.** You can then enter the correct docket number.

Once you have verified that the information is correct, click the “proceed to next step” button located in the lower right hand corner.

The following message will pop up:



Clicking “Cancel” will keep you on the general tab, allowing you to enter additional docket numbers. Clicking “Proceed” will bring you to the next screen. *Note: it may take a few moments for the system to process to the next screen. You may or may not see an indicator letting you know that the system is processing. Please be patient!*

For session type “no cases”, you will be brought to the “Expenses” tab. See # 4 on page 39 for details.

For case types “session” and “pro bono”, you will be brought to the “Mediation” tab (see below).

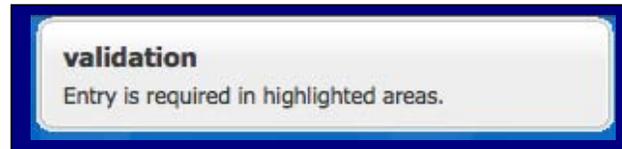
#### 4. **Mediation Tab:**

This how the Mediation tab will look if you entered two docket numbers for the session The first case on the list of docket numbers that you entered will be the first case displayed. It will be highlighted in gray. This list will not appear if there is just one docket number for the session.

You can click on the other docket number(s) to display the report fields for that docket number (and you can switch back & forth).

***Note: some mediation details must be completed before you can save the report and process the payment request. These fields are indicated below.***

If you have failed to enter all of the required mediation details, this error message will appear at the top of the screen:



The area(s) missing information will also be underlined in red. Enter the required information to proceed with the submission of the payment request.

**For instructions on entering the details for a Small Claims mediation, please turn to page 22.**

**For instructions on entering the details for a FED mediation, please turn to page 28.**

#### 4) Entering Expenses

Expenses that will be entered include mileage, parking, and tolls. The steps for entering expenses are listed below. If you do not have any expenses associated with a payment request, click “Save and Proceed to Next Step” to go to the “Confirmation” tab (see page 42).

The screenshot shows the 'Payment Request Management' interface for 'Edit Payment Request > 3277'. The 'Expenses' tab is active. It features three main sections: 'Mileage Expenses' with a table for 'To', 'From', and 'Mileage' and an 'Add leg' button; 'Other Expenses' with a table for 'Description' and 'Amount' and an 'Add item' button; and 'Receipts' with a note about \$5.00 receipts. A 'Save and Proceed to Next Step' button is located at the bottom right.

#### A) Mileage Expenses

Begin entering mileage by clicking the green “add leg” button to enter information in the “To”, “From” and “Mileage” areas.

This close-up shows the 'Mileage Expenses' section with three input fields: 'To', 'From', and 'Mileage'. The 'To' field is highlighted in red. Below the fields are 'Add leg' and 'Remove leg' buttons. The 'Total: \$0.00' is displayed on the right.

*Note: mileage can either be entered as round trip or as each leg of the trip.*

Click the text box under “To:”. The box will turn red, indicating that this is a required field. Type the name of the court that you traveled **to** for that day. Then, click the “From” text box and type in the town that you traveled **from** (also a required field). Click on the text box under “Mileage” and enter the number of miles between the two locations (also a required field). Once you click the screen outside the Mileage Expenses box, the total will automatically upload.

If you are entering each leg of the trip, click on the “add leg” button again to add the next leg of the trip, and repeat the steps above.

## B) Other Expenses

Enter parking and tolls under “other expenses”. Begin by clicking the “add item” button.

Description	Amount
	\$0.00

Buttons: Add item, Remove item

Click the text box under “description” and enter a brief explanation of what the expense is for, e.g. “toll to Portland from Augusta”, “parking in Lewiston”

Click in the text box under “amount” and type in the total amount for that expense. Click somewhere outside of the Other Expenses box to have the total automatically upload.

If you have more than one expense for this payment request, click on the “add item” button again to add your next item. Repeat the steps above.

## C) Receipts

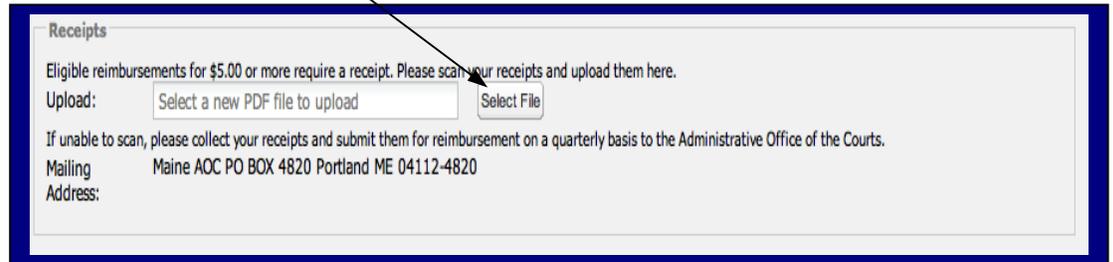
An individual expense that totals \$5 or more requires that a receipt be submitted to the Administrative Office of the Courts.

You can scan your receipts into your computer and upload them to ADRIS. **Note: if you have multiple receipts to submit for one payment request, scan them into one document.** (You can upload only one receipt file per payment request.)

If you are not able to scan your receipts, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts. Log the expense on the new expense voucher form to be provided, and mail the voucher and receipts to the CADRES office at the AOC.

**DO NOT ENTER EXPENSES INTO ADRIS FOR RECEIPTS THAT WILL BE MAILED TO THE AOC.** ADRIS will not allow the expense to be processed without the receipt having been scanned and uploaded.

Once you have scanned and saved your receipts to your computer, click the “Select File” button in the receipts section of the expense screen to select the file that you want to upload:



Receipts

Eligible reimbursements for \$5.00 or more require a receipt. Please scan your receipts and upload them here.

Upload:

If unable to scan, please collect your receipts and submit them for reimbursement on a quarterly basis to the Administrative Office of the Courts.

Mailing Address: Maine AOC PO BOX 4820 Portland ME 04112-4820

The file will automatically upload (and you may or may not see a message that indicates the file is uploading). You will know the upload is complete when the name of the file appears in the window next to “Upload.”

After entering all of the expense information associated with the payment request, click the “Save and Proceed to Next Step” button.

***Note: if you do not want to confirm and submit your payment request you can return to submit it at a later date. Either click one of the links to the other sections at the top of the page to navigate to another area, or log out.***

To review and confirm your request once saved, refer to the “Reviewing, Accessing & Editing Existing Payment Requests” section on page 44.

## 5) **Confirming Your Payment Request**

Once you are certain that all mediation details and expenses have been entered for the payment request, you are ready to confirm the request and submit it for payment.

When you click the “Save and Proceed to Next Step Button on the Expenses tab, you will be brought to the Confirmation tab:

**Payment Request Management**

**Edit Payment Request > 3319** [back to results](#)

General Mediation Expenses **Confirmation**

Payment Voucher Summary

Grand Total: \$86.40 Vendor Code: Submission Date: Session Fee \$60.00  
 Pay To: Kimberly Mitchell Mileage Expenses \$26.40  
 123 Easy Street Other Expenses \$0.00  
 Bethel, ME 04000

Court Docket	Title	Court Location	Plaintiff	Defendant	
AUGDCSC200200001	SALLY SMITH VS BARRY JONES	AUGUSTA DISTRICT COURT	SMITH	JONES	
AUGDCSC200300091	PETE SMITH VS GLENDA WHYNOT	AUGUSTA DISTRICT COURT	SMITH	WHYNOT	

Submit Payment Request

I certify that payment has not been received already for the services described in this payment request. The descriptions of services provided and expenses incurred are true and correct. I further certify that my billing is in accord with the applicable regulations.

Unlocked (Drafted)

You will see a list of the case(s) entered, including the docket number, case title and court location, as well as the payment details.

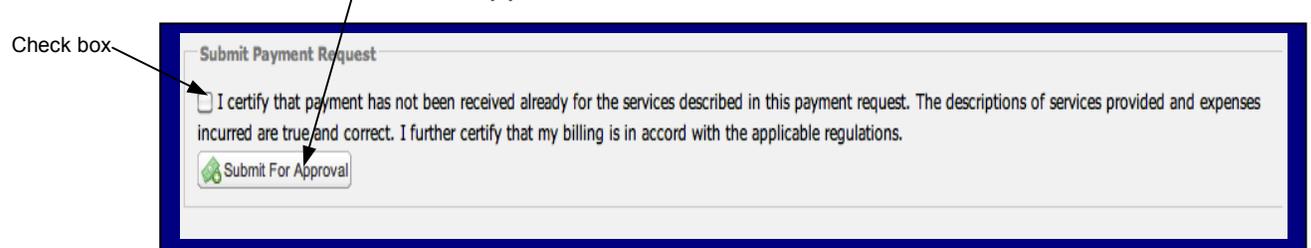
Note: this screen is similar for each case type selected and will display the appropriate fee accordingly. If your session type is “no cases”, the court docket and title sections will be blank.

**If the amount of the session fee is incorrect, you have selected the incorrect “session type” on the General tab.** Click the General tab to navigate back to that screen and correct it. **DO NOT** use the browser’s back arrow or button to navigate back.

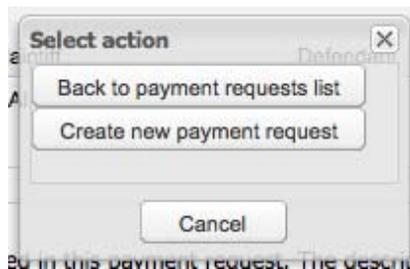
Once you have corrected the session type, click either the “Save and Proceed to Next Step” button or the Confirmation tab to navigate back to the Confirmation tab. It may take a few moments for the fee to update - please be patient!

Review the information listed on the screen before submitting the payment request for approval. **Once you submit the request you will not be able to edit any of the information without contacting the administrator.**

Once you have confirmed that all the information is correct and in accordance with applicable regulations, when you are ready to submit the request for approval, click on the check box in the Submit Payment Request section, and then click on the “Submit For Approval” icon:



Once you have submitted the request the following message will appear:



**DO NOT SELECT ONE OF THE ACTIONS UNTIL THE REQUEST YOU JUST SUBMITTED HAS COMPLETED SAVING.**

Selecting the first button will bring you to your list of submitted payment requests. Selecting the second button will bring you to a new payment request screen, allowing you to create a new payment request. Selecting the “cancel” button will leave you on the Confirmation tab of the request you just submitted.

NOTE: selecting the “Cancel” button DOES NOT cancel the submission of the payment request.

## 6) Reviewing, Accessing & Editing Existing Payment Requests

Review of links:

The screenshot shows the top navigation bar of the ADRIS system. The bar is blue with the 'ADRIS' logo on the left and the 'State of Maine COURTS Judicial Branch' logo on the right. Below the logo is a white navigation menu with links: 'Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports'. On the far right of the bar, it says 'Kimberly Mitchell, Mediator | Logout'. Four arrows point from the 'Mediator Profiles', 'Payment Requests', 'CADRES Mediation Results', and 'CADRES Reports' links to four separate text boxes below.

**Mediator Profiles:**  
Click here to review and/or update your profile.

**Payment Requests:**  
click here to review the status of submitted requests, edit requests, or submit an existing request for payment.

**CADRES Mediation Results:**  
click here to review a report of your mediation results (for finalized requests).

**CADRES Reports:**  
click here to view a summary report of all mediation reports that you have submitted (finalized requests).

In the “Payment Requests” section, you can review all payment requests that you have submitted.

Find existing payment requests by clicking the “Payment Requests” link at the top of the screen, or the “Review Existing Requests” link in the Payment Requests box:

The screenshot shows the main dashboard of the ADRIS system. At the top is the same navigation bar as in the previous image. Below the bar, the main content area has a blue background with the 'ADRIS' logo and the subtitle 'Alternative Dispute Resolution Information System'. There are four white boxes with icons and text:
 

- Profile Management:** Start here to update your mediator profile, including name and mailing address, with the Maine Judicial Branch. [Edit My Profile](#)
- Payment Requests:** Start here to submit a new request or review your payment request history. [Submit a New Request](#) [Review Existing Requests](#)
- Mediation Results:** Start here to review the details of mediation outcomes. [FDP Mediation Results](#) [CADRES Mediation Results](#)
- Reports:** Start here to run reports. [FDP Reports](#) [CADRES Reports](#)

 Two arrows point from the text above to the 'Payment Requests' link in the navigation bar and the 'Review Existing Requests' link in the Payment Requests box. At the bottom right, there is a small copyright notice: 'Alternative Dispute Resolution Information System | Maine Judicial Branch © 2011'.

The screen to review payment requests will look like this:

Browse payment requests by one or more of the options displayed in this row.

Information specific to each payment request is displayed below this row.

Click on this icon to begin a new payment request.

Click on either the PDF or Excel icon to download a copy of the requests being browsed.

A summary of the payment requests that you have drafted will be displayed on this screen. You can browse the payment requests by status, date range, case type, session type and court.

This screen will also display information that is specific to each payment request created: Status, Mediator, Submitted Date, Approved Date, Processed Date, Case Type, Session Type, Court, and Session Fee.

Additional features on this screen include a button to submit a new payment request, and the ability to download a PDF document or Excel spreadsheet of the requests that you are browsing.

#### A. **Browse Payment Requests by Status**

A payment request will have one of four status types: Drafted, Submitted, Approved or Processed.

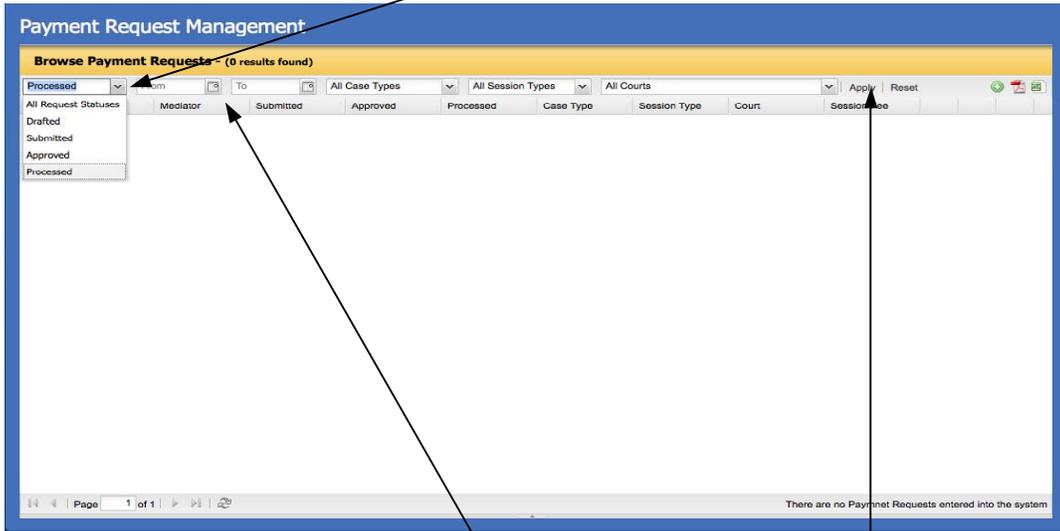
*Drafted:* the payment request has been entered into ADRIS and saved, but has not been confirmed and submitted for payment.

*Submitted:* the payment request has been submitted for payment and is waiting for approval by the CADRES Director.

*Approved:* the payment request has been approved by the CADRES Director and is waiting to be processed by the Judicial Branch's Office of Finance and Accounting.

*Processed:* the payment has been approved by the Judicial Branch's Office of Finance and Accounting and sent to the Office of the State Controller for payment.

You can search by one or all of the status types. To select the status type you would like to review, click the down arrow in the status type box and highlight the desired choice.



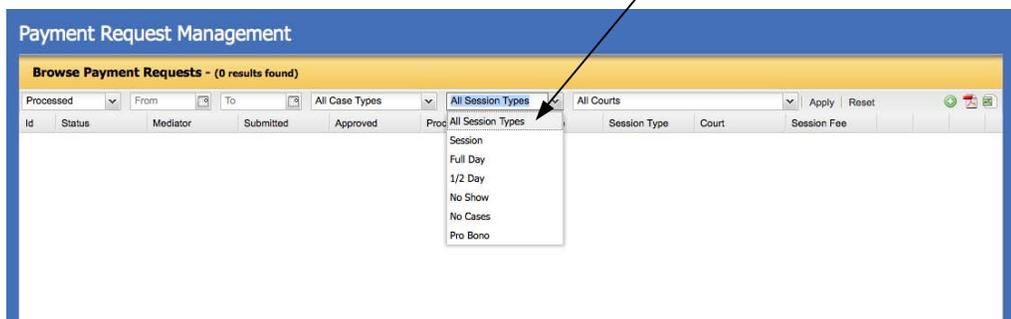
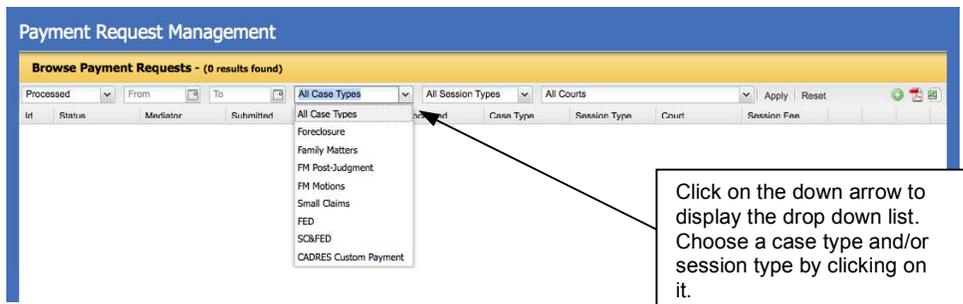
You will also need to select a date range. To do this click the calendar icons in the “From” and “To” boxes, located to the right of the status type, or type in the dates.

After choosing the status type and date range, click the “Apply” button to apply your selection to the search request.

**B. Browse Payment Requests by Case or Session Type or Court Location**

You also have the option of browsing payment requests by case or session type and/or court location.

To refine your search by one or both of these options, click on the down arrow next to the corresponding box and make a selection from the drop down list by clicking on it:



Payment Request Management

Browse Payment Requests - (0 results found)

Processed  From  To  All Case Types  All Session Types  All Courts  Apply | Reset

Id Status Mediator Submitted Approved Processed Case Type Session Type Court Session Fee

Click on the down arrow in the Courts box to display the drop down list. Choose a court by clicking on it.

All Courts  
Androscoggin County Superior Court  
Aroostook Superior Court (Caribou)  
Aroostook Superior Court (Houlton)  
Augusta District Court  
Bangor District Court  
Belfast District Court  
Biddeford District Court  
Bridgton District Court  
Calais District Court  
Caribou District Court  
Cumberland County Superior Court  
Dover-Foxcroft District Court  
Ellsworth District Court

Once you have made your selections for Mediation type and/or Court Location, click the “Apply” button to apply your selections to the search request.

### C. Refine the Columns Displayed on the Browse Payment Requests Screen

When navigating to the Browse Payment Requests screen, the default columns pictured below are displayed:

ADRS

State of Maine  
COURTS  
Judicial Branch

Mediator Profiles | Payment Requests | Mediation Results | Summary Reports

Kimberly Mitchell, Mediator | Logout

Payment Request Management

Browse Payment Requests - (0 results found)

Processed  From  To  All Case Types  All Session Types  All Courts  Apply | Reset

Id Status Mediator Submitted Approved Processed Case Type Session Type Court Session Fee

There are no Payment Requests entered into the system

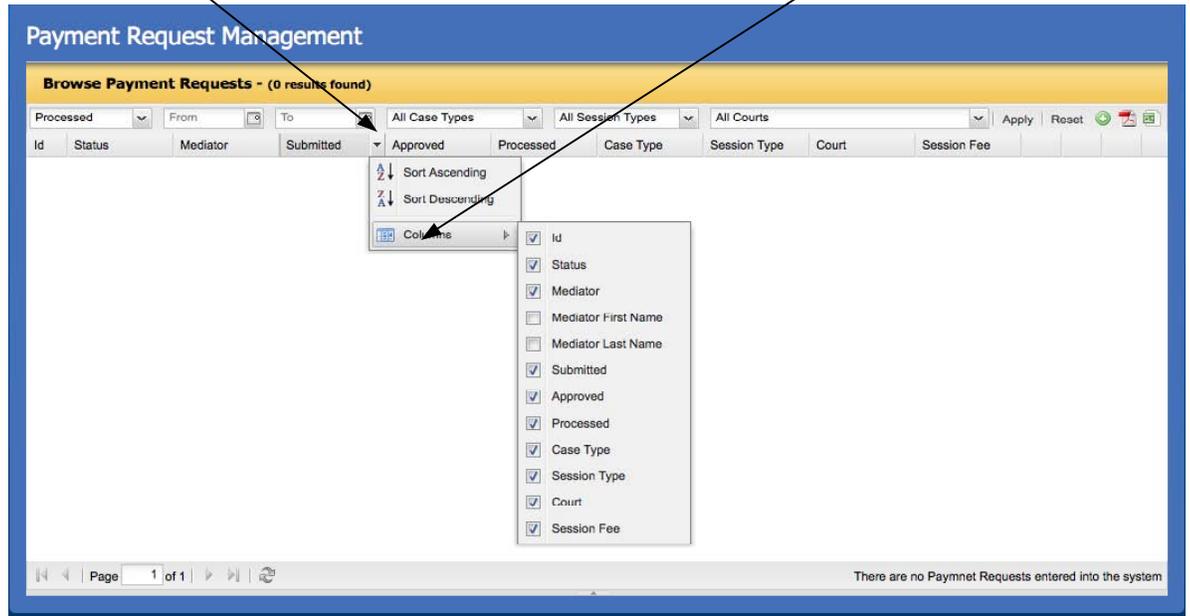
Page 1 of 1

Alternative Dispute Resolution Information System | Maine Judicial Branch © 2010

Note: the “Id” is the Payment ID Number assigned to the payment request. You can use this to identify and track the progress of a particular payment request.

**Note:** the “Id” is the Payment ID Number assigned to the payment request. You can use this to identify and track the progress of a particular payment request.

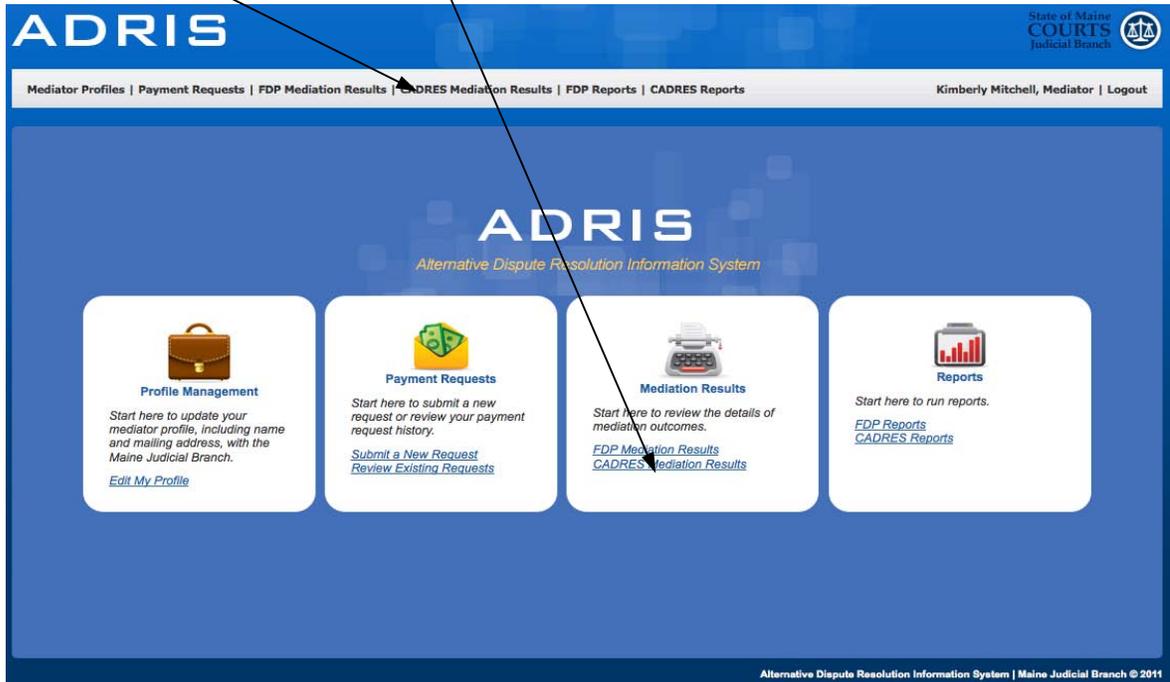
You can change the columns that are displayed by clicking the down arrow on one of the columns already displayed, then click on the columns icon to display the column choices:



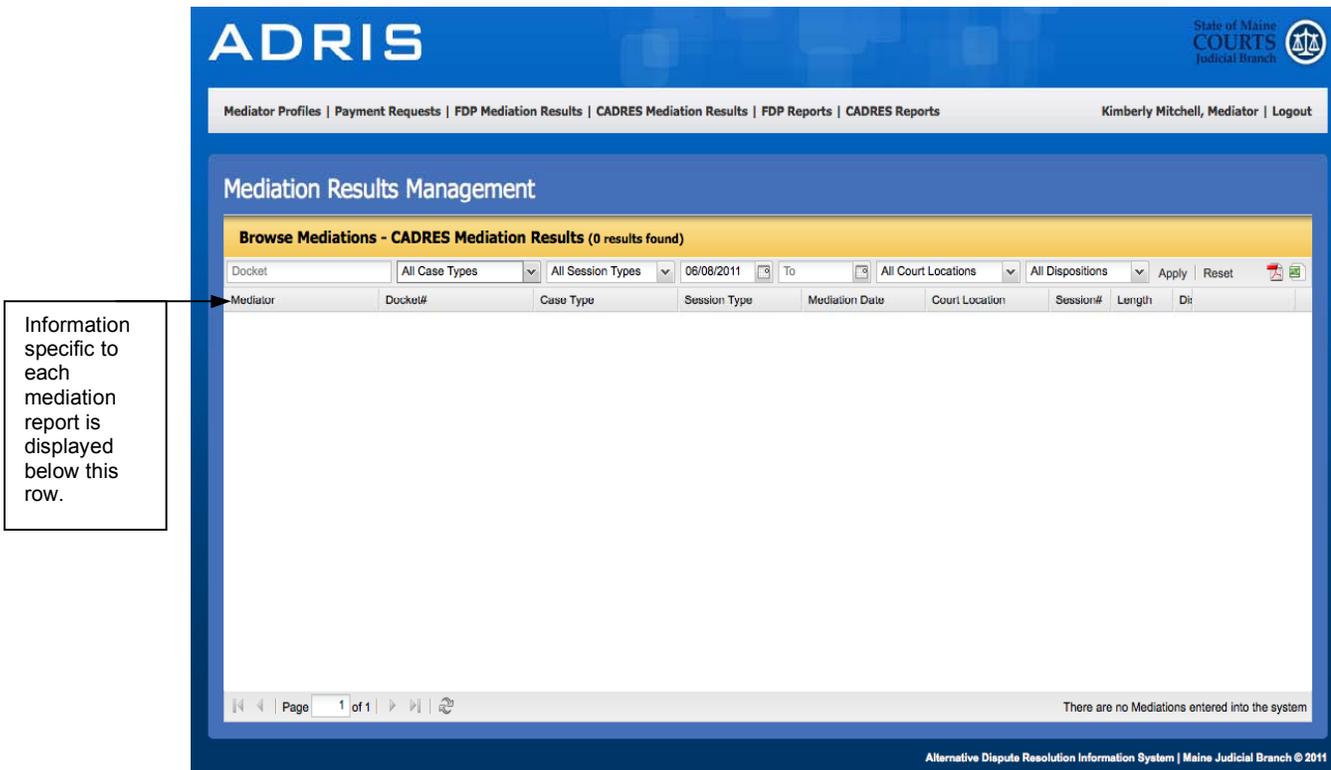
To display a column check the box next to it. To remove a column from the display, remove the check mark.

## IV. MEDIATION RESULTS

This section allows you to view a detailed report of your mediation data. To begin, click on the “CADRES Mediation Results” link in the Mediation Results box or at the top of the screen:



You will be brought to the “Mediation Results Management” screen:



A summary of the mediation reports that have been entered **and processed for payment** will be displayed on this screen. Information from reports that are still in draft, submitted or approved status will not be displayed. You can

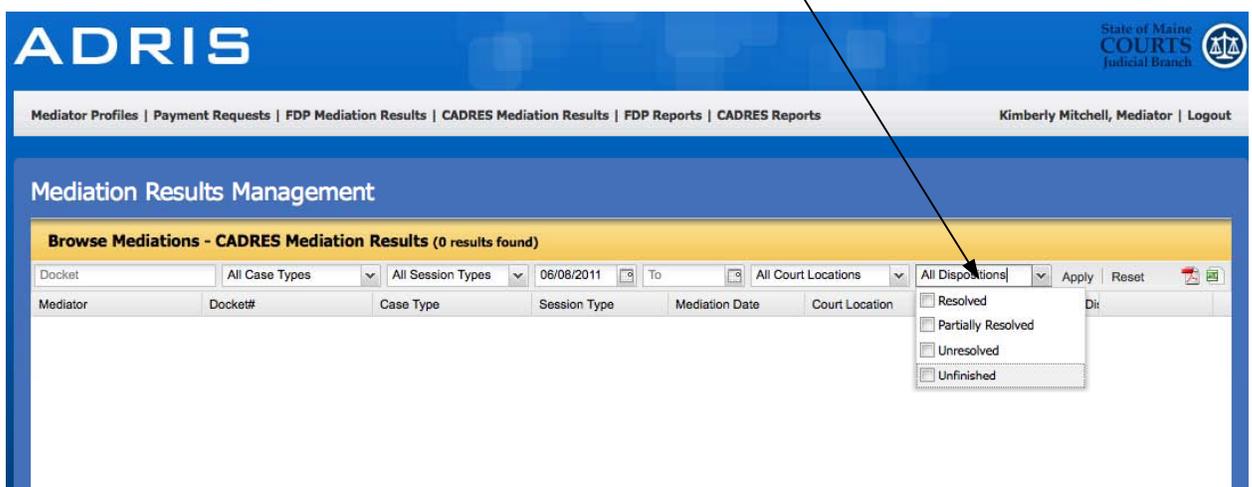
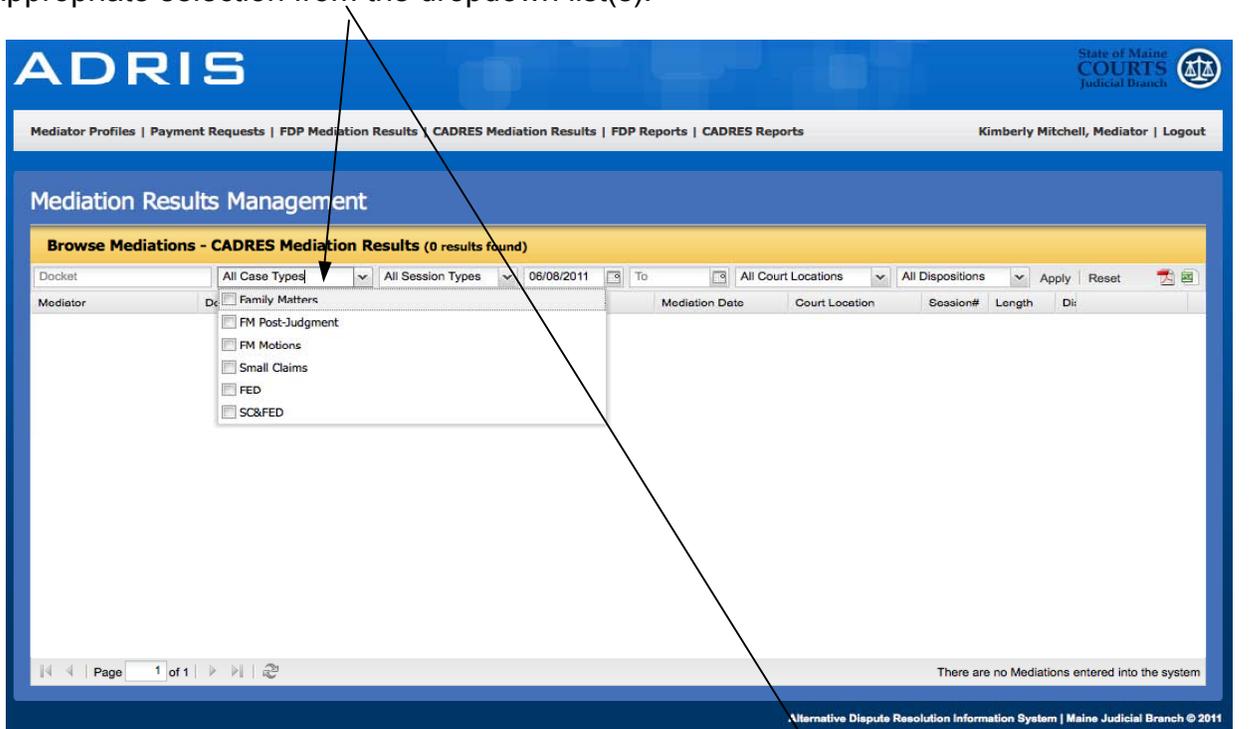
browse the mediations by case type session type, date range, court location and disposition.

This screen will also display information that is specific to each mediation report entered. The information displayed is: mediator, docket #, case type, session type, mediation date, court location, session #, length, and disposition.

### 1. Browsing Mediation Results

You can browse your mediation results by making selections in one or more of the filter options displayed below, or you can leave them at the default settings that are pictured below (*note: the date filters are the mediation dates; the "from" date will display last week's date as the default*):

To refine one or all of the filters, click on the down arrow and make the appropriate selection from the dropdown list(s):

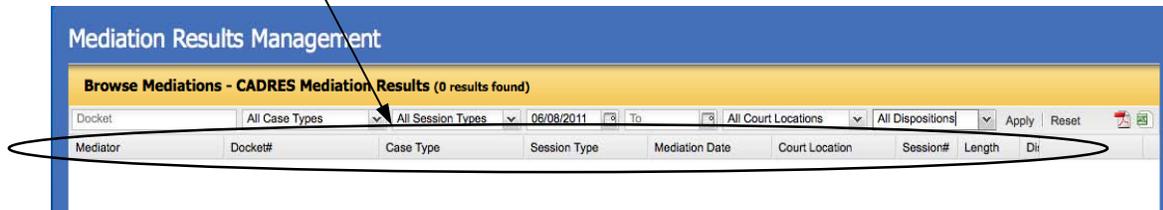


You can also select a date range. To do this you can click on the calendar icons in the “From” and “To” boxes, located to the right of the session type, or key in the dates.

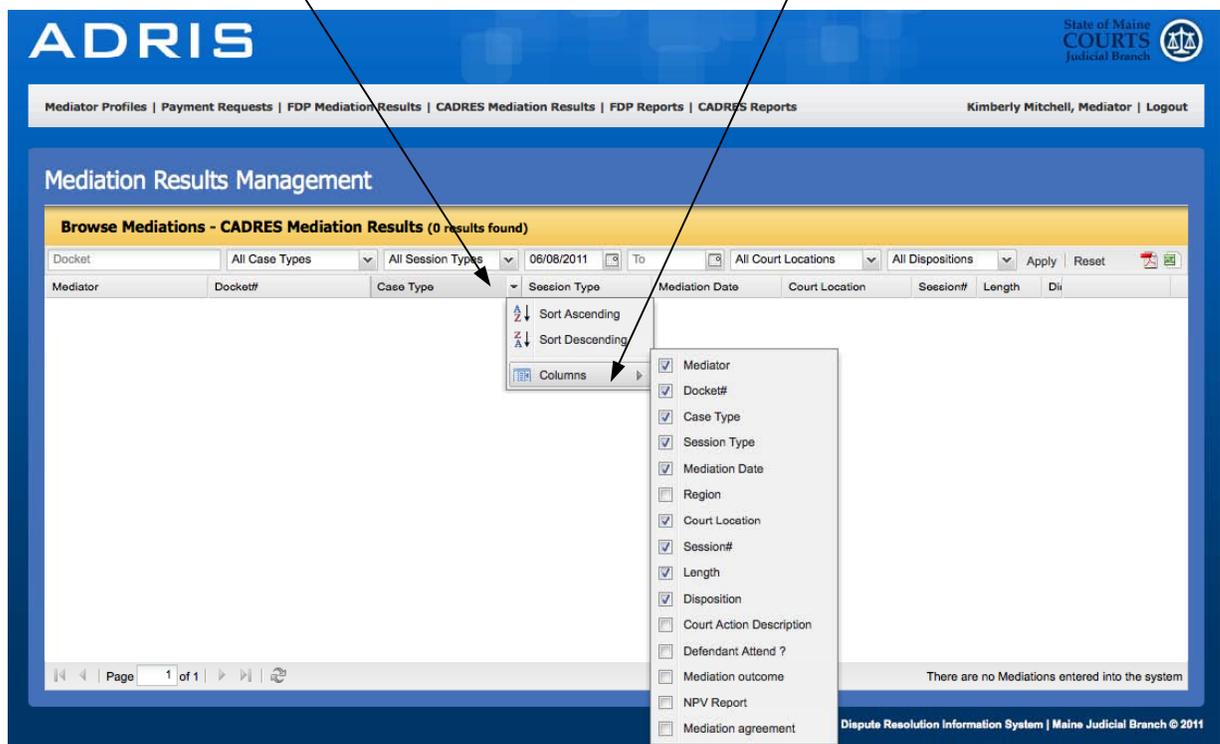
After choosing the desired search parameters and date range, click on the “Apply” button to apply your selection to the search request.

## **2. Refining the Columns Displayed on the Browse Mediation Results Screen**

When navigating to the Browse Mediation Results screen, the default columns pictured below are displayed:



You can change the columns that are displayed by clicking on the down arrow on one of the columns displayed, and then click on the columns icon to view the column choices:



To display a column, put a check mark in the box next to the label. To prevent the display of a column, remove the check mark. See the next page for an explanation of each of the columns and what they represent.

**Note: you should first perform a search using the default columns displayed, and then refine the search to display the desired columns.**

### 3. Column Explanations

1. Mediator – Mediator’s name.
2. Docket# - docket number assigned to each case; what identifies the case at the court and in MEJIS.
3. Case Type – FM, FM Post Judgment, FM Motions, SC or FED
4. Session Type - Session, No Show, No Cases or Pro bono
5. Mediation Date - date the mediation took place
6. Region - applies to Foreclosure case types only
7. Court Location - court where the case way filed
8. Session # - indicates whether the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> mediation session
9. Length – length of the mediation session, in minutes.
10. Disposition - Resolved, Partially Resolved, Unresolved, Unfinished
11. Court Action Description - applies to Foreclosure case types only
12. Defendant attend? - applies to Foreclosure case types only
13. Mediation Outcome - applies to Foreclosure case types only
14. NPV Report - applies to Foreclosure case types only
15. Mediation Agreement - applies to Foreclosure case types only

Once you have the results from the desired search request, you can download either a PDF copy or an Excel spreadsheet if desired. This option provides you with an electronic version of the information. To do this, click on either the PDF or Excel icon:



## V. REPORTS

This section allows you to access three summary reports of all the mediation reports that you have entered and are processed for payment. To begin, click on the “CADRES Reports” link in the Reports box or at the top of the screen:

The screenshot shows the ADRIS homepage with the following elements:

- Header:** ADRIS logo on the left, State of Maine COURTS Judicial Branch logo on the right.
- Navigation Bar:** Mediator Profiles | Payment Requests | FDP Mediation Results | CADRES Mediation Results | FDP Reports | CADRES Reports | Kimberly Mitchell, Mediator | Logout
- Main Content Area:**
  - Profile Management:** Start here to update your mediator profile, including name and mailing address, with the Maine Judicial Branch. [Edit My Profile](#)
  - Payment Requests:** Start here to submit a new request or review your payment request history. [Submit a New Request](#) [Review Existing Requests](#)
  - Mediation Results:** Start here to review the details of mediation outcomes. [FDP Mediation Results](#) [CADRES Mediation Results](#)
  - Reports:** Start here to run reports. [FDP Reports](#) [CADRES Reports](#)
- Footer:** Alternative Dispute Resolution Information System | Maine Judicial Branch © 2011

Next, click the link for the report that you would like to run (Note: the “Federal Reimbursement by Month” report is primarily for use by the CADRES Director).

The screenshot shows the ADRIS Reports section with the following elements:

- Header:** ADRIS logo and Alternative Dispute Resolution Information System subtitle.
- Main Content Area:**
  - CADRES Reports:** Start here to run CADRES reports.
    - [CADRES Outcomes By Month Report](#)
    - [CADRES Outcomes By Court Report](#)
    - [CADRES Federal Reimbursement by Month Report](#)

### 1. CADRES Outcome by Month Report

This report will display the outcomes (dispositions) of your processed mediation sessions by month. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

**CADRES Report**

Outcomes By Month: Family matters 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for ALL FM, Jun 13, 2011, to Jun 20, 2011

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Jun '11	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Family matters, Jun 13, 2011, to Jun 20, 2011

Family matters	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Jun '11	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	0%		
Ave/Month	0	0	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Motions, Jun 13, 2011, to Jun 20, 2011

FM-Motions	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

OUTCOME OF CADRES MEDIATION SESSION by MONTH for FM-Post Judgment, Jun 13, 2011, to Jun 20, 2011

FM-Post Judgment	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the "apply" button to apply the changes.

Below are what the reports will look like for Small Claims and FED cases:

**CADRES Report**

Outcomes By Month: Small claims 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Small claims, Jun 13, 2011, to Jun 20, 2011

Small claims	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Cases
Jun '11	0	0	0	0	0	0
Total	0	0	0	0	0	0
%	0%	0%	0%	0%	100%	
Ave/Month	0	0	0	0	0	0

**CADRES Report**

Outcomes By Month: FED 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by MONTH for Forcible Entry and Detainer, Jun 13, 2011, to Jun 20, 2011

Forcible Entry and Detainer	Resolved	Unresolved	Total	No Cases
Jun '11	0	0	0	0
Total	0	0	0	0
%	0%	0%	100%	
Ave/Month	0	0	0	0

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

## 2. CADRES Outcomes by Court Report

This report will display the outcomes (dispositions) of your processed mediations by court. The default date displayed is last week's date. You can edit the date range by clicking on the calendar icon or typing in the date.

**CADRES Report**

Outcomes By Court: Family matters 06/13/2011 To Apply

OUTCOME OF CADRES MEDIATION SESSION by COURT for ALL FM, Jun 13, 2011, to Jun 20, 2011

ALL FM	Resolved	Partially Resolved	Unresolved	Unfinished	Total	No Show	Total with no show	No Cases
Androscoggin County	0	0	0	0	0	0%	0	0%
Aroostook County	0	0	0	0	0	0%	0	0%
Augusta	0	0	0	0	0	0%	0	0%
Bangor	0	0	0	0	0	0%	0	0%
Bath/Brunswick	0	0	0	0	0	0%	0	0%
Belfast	0	0	0	0	0	0%	0	0%
Biddeford	0	0	0	0	0	0%	0	0%
Bridgton	0	0	0	0	0	0%	0	0%
Calais	0	0	0	0	0	0%	0	0%
Caribou	0	0	0	0	0	0%	0	0%
Cumberland County	0	0	0	0	0	0%	0	0%
Dover	0	0	0	0	0	0%	0	0%
Ellsworth	0	0	0	0	0	0%	0	0%
Farmington	0	0	0	0	0	0%	0	0%
Fort Kent	0	0	0	0	0	0%	0	0%
Franklin County	0	0	0	0	0	0%	0	0%
Hancock County	0	0	0	0	0	0%	0	0%
Houlton	0	0	0	0	0	0%	0	0%
Kennebec County	0	0	0	0	0	0%	0	0%
Knox County	0	0	0	0	0	0%	0	0%
Lewiston	0	0	0	0	0	0%	0	0%
Lincoln	0	0	0	0	0	0%	0	0%
Lincoln County	0	0	0	0	0	0%	0	0%
Machias	0	0	0	0	0	0%	0	0%
Madawaska	0	0	0	0	0	0%	0	0%
Milbrook	0	0	0	0	0	0%	0	0%
Newport	0	0	0	0	0	0%	0	0%
Oxford County	0	0	0	0	0	0%	0	0%
Penobscot County	0	0	0	0	0	0%	0	0%
Piscataquis County	0	0	0	0	0	0%	0	0%
Portland	0	0	0	0	0	0%	0	0%
Presque Isle	0	0	0	0	0	0%	0	0%
Rockland	0	0	0	0	0	0%	0	0%
Rumford	0	0	0	0	0	0%	0	0%
Sagadahoc County	0	0	0	0	0	0%	0	0%
Skowhegan	0	0	0	0	0	0%	0	0%
Somerset County	0	0	0	0	0	0%	0	0%
South Paris	0	0	0	0	0	0%	0	0%
Springvale	0	0	0	0	0	0%	0	0%
Waldo County	0	0	0	0	0	0%	0	0%
Washington County	0	0	0	0	0	0%	0	0%
Waterville	0	0	0	0	0	0%	0	0%
West Bath	0	0	0	0	0	0%	0	0%

The default case type is Family Matters. You can change the case type by clicking on the down arrow and selecting a different case type. After making your selections, click the “apply” button to apply the changes. You will need to scroll down to see the complete report.

You can download and save a PDF copy of the report by clicking on the PDF icon located on the top right corner of the report.

## Appendix 1

### District & Superior Court Abbreviations:

ALFSC – Alfred Superior Court	LEWDC – Lewiston District Court
AUBSC – Auburn Superior Court	LINDC – Lincoln District Court
AUGDC – Augusta District Court	MACDC – Machias District Court
AUGSC – Augusta Superior Court	MACSC – Machias Superior Court
BANDC – Bangor District Court	MADDC – Madawaska District Court
BANSC – Bangor Superior Court	MILDC – Millinocket District Court
BATSC – Bath Superior Court	NEWDC – Newport District Court
BELDC – Belfast District Court	PORDC – Portland District Court
BELSC – Belfast Superior Court	PORSC – Portland Superior Court
BIDDC – Biddeford District Court	PREDC – Presque Isle District Court
BRIDC – Bridgton District Court	ROCDC – Rockland District Court
CALDC – Calais District Court	ROCSC – Rockland Superior Court
CARDC – Caribou District Court	RUMDC – Rumford District Court
CARSC – Caribou Superior Court	SKODC – Skowhegan District Court
DOVDC – Dover District Court	SKOSC – Skowhegan Superior Court
DOVSC – Dover Superior Court	SOPDC – South Paris District Court
ELLDC – Ellsworth District Court	SOPSC – South Paris Superior Court
ELLSC – Ellsworth Superior Court	SPRDC – Springvale District Court
FARDC – Farmington District Court	WATDC – Waterville District Court
FARSC – Farmington Superior Court	WESDC – West Bath District Court
FORDC – Fort Kent District Court	WISDC – Wiscasset District Court
HOUDC – Houlton District Court	WISSC – Wiscasset Superior Court
HOUSC – Houlton Superior Court	YORDC – York District Court

**County Courthouse Abbreviations:**

Androscoggin = Auburn Superior Court – AUBSC

Aroostook = Caribou/Houlton Superior Court – CARSC or HOUSC

Cumberland = Portland Superior Court – PORSC

Franklin = Farmington Superior Court – FARSC

Hancock = Ellsworth Superior Court – ELLSC

Kennebec = Augusta Superior Court – AUGSC

Knox = Rockland Superior Court – ROCSC

Lincoln = Wiscasset Superior Court – WISSC

Oxford = South Paris Superior Court – SOPSC

Penobscot = Bangor Superior Court – BANSC

Piscataquis = Dover Superior Court – DOVSC

Sagadahoc = Bath Superior Court – BATSC

Somerset = Skowhegan Superior Court – SKOSC

Washington = Machias Superior Court – MACSC

Waldo = Belfast Superior Court – BELSC

York = Alfred Superior Court – YORSC