

**STATE OF MAINE  
SUPREME JUDICIAL COURT**

ADMINISTRATIVE ORDER JB-05-26 (A. 2-21.2)

REVISED COURT FEES SCHEDULE AND  
DOCUMENT MANAGEMENT PROCEDURES

Effective: February 11, 2021

This Order amends JB-05-26 as amended by A. 2-21, promulgated and effective on February 4, 2021.

In order to promote uniformity of practice, costs, and procedures, the following fees schedule and the following procedures for copying, attestation, and document management are adopted for all Courts in the Maine State Court System. As used in this Schedule, “Clerk” means the Clerk of the Law Court, the Executive Clerk of the Supreme Judicial Court, a Clerk of the Superior Court, a Clerk of the District Court, the Manager of the Maine Judicial Branch Violations Bureau, or a member of such a person’s staff who has been delegated the authority to sign documents on behalf of that person. This Order replaces any previous Fees Schedule, Administrative Order, or Fees and Document Management Procedures.

**I. FEES**

Beginning on July 1, 2018, certain fees listed in this section are increased to include a \$15 or \$25 amount that will be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A(3); P.L. 2017, ch. 284. The fees that include the \$15 increase are marked \*, and the fees that include the \$25 increase are marked \*\*. Also, effective July 1, 2018, a \$15 surcharge on any fine imposed in a civil or criminal matter or in an administrative enforcement or licensing action will be assessed and deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A(3); P.L. 2017, ch. 284.

## A. Filing and Similar Fees and Surcharges on Fines

| <b>1. Fees in the Supreme Judicial Court<sup>1</sup></b> |   |                       |
|--|---|-----------------------|
| a.   | Filing a Motion to Reconsider in the Supreme Judicial Court (M.R. App. P. 14(b))  | **\$125.00            |
| b.   | Appearance Pro Hac Vice   | \$700.00 <sup>2</sup> |
| <b>2. Fees in the Superior Court<sup>3</sup></b>         |   |                       |
| a.   | Filing a General Civil or Real Estate action or Filing a Third-Party Complaint  | **\$175.00            |
| b.   | Filing a Debt Collection action when plaintiff is a debt collector as defined in 32 M.R.S. § 11002(6). <sup>4</sup>                           | **\$302.00            |
| c.   | Filing/Registering a Foreign Judgment on a General Civil action   | **\$175.00            |
| d.   | Filing a Pre-Judgment Motion to decide a case on the merits pursuant to M.R. Civ. P. 12(b)(6), 12(c), 55(e), or 56                            | **\$225.00            |
| e.   | Appearance Pro Hac Vice   | \$700.00 <sup>5</sup> |
| f.   | Filing an action under 14 M.R.S. § 8601(3)(E) (Actions for filing false recordable instruments against public employees and public officials) | \$25.00               |

<sup>1</sup> For appeal fees, see subdivision 6 below.

<sup>2</sup> This amount includes a \$100 fee to be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A; P.L. 2017, ch. 284.

<sup>3</sup> For appeal fees, see subdivision 6 below.

<sup>4</sup> A surcharge of \$127.00 on debt collectors bringing debt collection actions is included along with the ordinary civil action filing fee. This surcharge will be deposited in the Civil Legal Services Fund as required by 4 M.R.S. § 18-A(3-A)(C). *See* P.L. 2019, ch. 509, § 3 (effective Sept. 19, 2019). The filing fee includes a \$45 mediation fee.

<sup>5</sup> This amount includes a \$100 fee to be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A; P.L. 2017, ch. 284.

|    |  |            |
|----|--|------------|
| g. | Filing a Criminal Action, Traffic Infraction, or Civil Violation   | No fee     |
| h. | Late Waiver Fee (applicable to a waiver filed more than 5 business days after failure to appear in a Criminal Action), 4 M.R.S. §§ 164, 164-A                                  | \$100.00   |
| i. | Court Management System Surcharge (imposed in addition to any fine imposed in a civil or criminal matter or in an administrative enforcement or licensing action) <sup>6</sup> | \$15.00    |
| j. | Filing a Petition for Forfeiture filed by AG or DA in Criminal Drug Cases  | No fee     |
| k. | Jury Trial Fee in Superior Court   | \$300.00   |
| l. | Medical Malpractice Notice of Claim (per party)  | **\$225.00 |
| m. | Filing a Motion pursuant to M.R. Civ. P. 55(b)(2), 59, 60(b), 62, or 66  | \$60.00    |

### 3. Fees in the District Court<sup>7</sup>

|    |   |            |
|----|---|------------|
| a. | Filing a General Civil or Real Estate action or Filing a Third-Party Complaint                                      | **\$175.00 |
| b. | Filing a Debt Collection action when plaintiff is a debt collector as defined in 32 M.R.S. § 11002(6). <sup>8</sup> | **\$302.00 |
| c. | Filing/Registering a Foreign Judgment on a General Civil action   | **\$175.00 |
| d. | Filing a Pre-Judgment Motion to decide a case on the merits pursuant to M.R. Civ. P. 12(b)(6), 12(c), 55(e), or 56  | **\$225.00 |

<sup>6</sup> All surcharges collected relating to this subsection shall be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A; P.L. 2017, ch. 284.

<sup>7</sup> For appeal fees, see subdivision 6 below.

<sup>8</sup> A surcharge of \$127.00 on debt collectors bringing debt collection actions is included along with the ordinary civil action filing fee. This surcharge will be deposited in the Civil Legal Services Fund as required by 4 M.R.S. § 18-A(3-A)(C). *See* P.L. 2019, ch. 509, § 3 (effective Sept. 19, 2019). The filing fee includes a \$45 mediation fee.

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| e. | Appearance Pro Hac Vice   | \$700.00 <sup>9</sup> |
| f. | Filing an action under 14 M.R.S. § 8601(3)(E) (Actions for filing false recordable instruments against public employees and public officials)                                   | \$25.00               |
| g. | Filing a Criminal Action, Traffic Infraction, or Civil Violation  | No fee                |
| h. | Late Waiver Fee (applicable to a waiver filed more than 5 business days after failure to appear in a Criminal Action), 4 M.R.S. §§ 164, 164-A                                   | \$100.00              |
| i. | Court Management System Surcharge (imposed in addition to any fine imposed in a civil or criminal matter or in an administrative enforcement or licensing action) <sup>10</sup> | \$15.00               |
| j. | Filing, by AG or DA, a Petition for Forfeiture in a Criminal Drug Case  | No fee                |
| k. | Entry of a Family Matter Action <sup>11</sup>   | \$120.00              |
| l. | Entry of an Emancipation Action   | No fee                |
| m. | Entry of a Forcible Entry and Detainer Action <sup>12</sup>   | **\$100.00            |
| n. | Entry of a Small Claims Action <sup>13</sup>  | *\$70.00              |

<sup>9</sup> This amount includes a \$100 fee to be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A; P.L. 2017, ch. 284.

<sup>10</sup> All surcharges collected relating to this subsection shall be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A; P.L. 2017, ch. 284.

<sup>11</sup> Includes a grandparents or great-grandparents visitation petition under 19-A M.R.S. §§ 1801-1805, which must be filed as a new action. The term also applies to post-judgment termination of parental rights actions brought under 22 M.R.S. § 4055(1)(A)(1)(b), and other actions not otherwise listed in this Schedule initiated under specific statutory authority where no filing fee is set by statute.

<sup>12</sup> Includes a \$15.00 mediation fee.

<sup>13</sup> Includes a \$15.00 mediation fee.

|    |   |           |
|----|---|-----------|
| o. | Entry of a Small Claims Action when plaintiff is a debt collector as defined in 32 M.R.S. § 11002(6) <sup>14</sup>  | *\$197.00 |
| p. | Entry of a Small Claims Disclosure per defendant  | *\$30.00  |
| q. | Service of a Small Claims Action or Disclosure, per party (optional)  | \$15.00   |
| r. | Entry of a Money Judgment Disclosure  | **\$85.00 |
| s. | Money Judgment Disclosure—Reactivated   | **\$55.00 |
| t. | Entry of a Protection from Harassment Action  | **\$55.00 |
| u. | Entry of a Protection from Harassment Action with an allegation of domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images  | No fee    |
| v. | Entry of a Protection from Abuse Action   | No fee    |
| w. | Entry of a Child Protection Action  | No fee    |
| x. | Filing a Motion for Post-Judgment Relief pursuant to M.R. Civ. P. 120 in an action under Title 19 or 19-A, including a Stipulated Amendment to a Judgment but excluding a Motion or Stipulation to Modify or Enforce a Child Support Order or any Family Matter Pre-Judgment or Post-Judgment Motion for Contempt <sup>15</sup> | \$80.00   |

<sup>14</sup> A surcharge of \$127.00 on debt collectors bringing small claims actions is included along with the ordinary small claims filing fee. This surcharge will be deposited in the Civil Legal Services Fund as required by 4 M.R.S. § 18-A(3-A)(C). *See* P.L. 2019, ch. 509, § 3 (effective Sept. 19, 2019).

<sup>15</sup> A motion or stipulation to modify or enforce a child support order may include a request for attorney fees and still be exempt from the post-judgment filing fee. A fee will be charged for a post-judgment motion or stipulation that raises additional issues. For example, a motion or stipulation seeking both a change in visitation and modification of child support requires payment of the fee.

A Family Matter Pre-Judgment or Post-Judgment Motion for Contempt shall be treated as a motion under Rule 66 that would require the filing fee for a Rule 66 motion. Also, when a Motion for Post-Judgment Relief that requires a fee under subsection x is accompanied by a Registration of a Foreign Judgment, the total fee will still be \$80.00.

Whenever this fee applies and is charged, it includes a \$20.00 mediation fee.

|  |         |
|--|---------|
| <p>y. Filing a Motion pursuant to M.R. Civ. P. 55(b)(2), 59, 60(b), 62, or 66, except there shall be no fee for the following:</p> <ul style="list-style-type: none"> <li>• Motion to Modify or Enforce a Child Support Order<sup>16</sup></li> <li>• Motion for Contempt alleging the failure to pay child support<sup>17</sup></li> <li>• Motion for Contempt filed by a plaintiff in a Protection from Abuse action</li> <li>• Motion for Contempt filed by a plaintiff in a Protection from Harassment action involving domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images</li> </ul> | \$60.00 |
| <p>z. Filing/Registering a Foreign Judgment</p> <ul style="list-style-type: none"> <li>• In a family matter,</li> <li>• In a Protection from Abuse Action, or</li> <li>• In a Protection from Harassment Action based on domestic violence, stalking, sexual assault, sex trafficking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images</li> </ul>   | No fee  |
| <p>aa. Motion to Modify, Extend, or Extinguish a final Order of Protection from Abuse when filed by a plaintiff</p>  | No fee  |

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<sup>16</sup> A motion or stipulation to modify or enforce a child support order may include a request for attorney fees and still be exempt from the post-judgment filing fee. A fee will be charged for a post-judgment motion or stipulation that raises additional issues. For example, a motion or stipulation seeking both a change in visitation and modification of child support requires payment of the fee.

<sup>17</sup> As with a motion to modify or enforce a child support order, a motion for contempt alleging the failure to pay child support may include a request for attorney fees and still be exempt from the motion filing fee. A fee will be charged if the party files a motion for contempt that alleges a basis for contempt in addition to the nonpayment of child support or requests relief relating to non-child support issues. For example, if a motion alleges both the nonpayment of child support and a failure to follow a visitation schedule, or the motion seeks both to recover unpaid child support and to change a visitation schedule, the filing fee will be charged.

|     |   |           |
|-----|---|-----------|
| bb. | Motion to Modify or Extinguish a final Order of Protection from Abuse when filed by a defendant   | \$40.00   |
| cc. | Motion to Modify, Extend, or Extinguish a final Order of Protection from Harassment, except there shall be no fee when filed by a plaintiff in a case involving domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images | \$40.00   |
| dd. | Filing Action for Recovery of Personal Property   | **\$85.00 |
| ee. | Filing Petition for Guardianship of Minor   | \$50.00   |
| ff. | Filing Post-Judgment Petition for Modification of Guardianship, Termination of Guardianship, Removal of Guardian, or Resignation of Guardian  | \$40.00   |
| gg. | Filing Petition for Adoption of Minor <sup>18</sup>   | \$65.00   |
| hh. | Filing Petition for Annulment of Adoption Decree  | \$50.00   |
| ii. | Filing Petition for Name Change of Minor <sup>19</sup>  | \$40.00   |
| jj. | Filing an Emergency Petition for Blood-Borne Pathogen Testing   | No fee    |
| kk. | Filing Petition for Special Findings and Rulings for Certain At-Risk Noncitizen Children  | No fee    |

#### 4. Fees in the Violations Bureau<sup>20</sup>

|    |  |         |
|----|--|---------|
| a. | Violations Bureau Late Payment Fee <sup>21</sup> | \$50.00 |
| b. | Violations Bureau Re-Opening Fee (per charge)    | \$25.00 |

<sup>18</sup> Additional charges for background checks and new birth certificates must be paid to entities other than the Judicial Branch.

<sup>19</sup> No fee is charged when a name change is requested as part of a divorce, adoption, or parentage action.

<sup>20</sup> For appeal fees, see subdivision 6 below.

<sup>21</sup> A late fee will be calculated separately for each charge on which a fine is imposed that remains unpaid.

- c. Court Management System Fee (imposed in addition to original traffic fines only for violations committed on or after February 1, 2018)<sup>22</sup> \$15.00

### 5. Mediation-Related Fees

|    |   |                        |
|----|---|------------------------|
| a. | Initial mediation in Pre-Judgment Family Division Matters (for two mediation sessions)  | \$160.00               |
| b. | Initial mediation in Post-Judgment Family Division Matters, including adoption of minors and guardianships of minors <sup>23</sup> (for two mediation sessions) | \$140.00               |
| c. | Additional mediation sessions in Family Division Matters <sup>24</sup>  | \$160.00               |
| d. | Discretionary Civil Referrals to CADRES <sup>25</sup>   | \$ 50.00               |
| e. | Mediation in Land Use and Natural Pipeline Matters  | \$175.00               |
| f. | Foreclosure Action Fee to be paid by plaintiff in each Foreclosure Action filed on or after June 15, 2009 <sup>26</sup>   | \$200.00               |
| g. | Mediation in Environmental Enforcement Matters  | \$120.00               |
| h. | Mediation in Forcible Entry and Detainer Actions  | Included in filing fee |
| i. | Mediation in Small Claims Actions   | Included in filing fee |

<sup>22</sup> All fees collected relating to this subsection shall be deposited into an Other Special Revenue account to fund the Court Management System. *See* 4 M.R.S. § 17-A(3); P.L. 2017, ch. 284.

<sup>23</sup> Mediation in adoptions and guardianships of minors is voluntary.

<sup>24</sup> This reflects no change in policy or fee, but has not previously been listed in the fees schedule.

<sup>25</sup> This is an administrative fee.

<sup>26</sup> This is an administrative fee imposed in addition to the filing fee upon all foreclosure action filings in the State of Maine on or after June 15, 2009. The revenue generated by the fee will be used to fund a Foreclosure Diversion Program as authorized by the 124th Legislature (*see* P.L. 2009, ch. 402). Although the fee is imposed upon all foreclosure actions regardless of the underlying nature of the action or statutory authority for filing, only certain residential foreclosures will be eligible for inclusion in the Diversion Program. Subsequent orders of the Court will outline the contours and requirements of any pilot projects or state-wide efforts.



- j. Mediation in Debt Collection actions when the plaintiff is a debt collector as defined in 32 M.R.S. § 11002(6), whether filed in Small Claims, District, or Superior Court      Included in filing fee

### 6. Appeal Fees

|    |   |            |
|----|---|------------|
| a. | Civil Appeal to the Superior Court (M.R. Civ. P. 80B or 80C)  | **\$175.00 |
| b. | Civil Appeal to the Superior Court (other)  | \$150.00   |
| c. | Civil Appeal to the Supreme Judicial Court, except as to case types specified below   | **\$175.00 |
| d. | Workers' Compensation Appeal  | *\$135.00  |
| e. | Unemployment Compensation Appeal  | No fee     |
| f. | Child Protection Appeal   | No fee     |
| g. | Protection from Harassment Appeal when the appeal is filed by a plaintiff who was issued a final order of protection based on domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images | No fee     |
| h. | Protection from Abuse Appeal when the appeal is filed by a plaintiff who was issued a final order of protection   | No fee     |
| i. | Criminal Appeal   | No fee     |

### 7. Late Payment of Fines

This section, relating to late payment of fines, applies to all fines imposed after December 31, 2003, without regard to the date of the offense or the date of the charge. When a criminal fine or a juvenile court fine is not paid on the date it is imposed, or on the date that the payment is due, if the time for payment is extended by the Court, there shall be a late payment fee assessed, in addition to the amount due on the fine, the Late Payment Fee is as follows:

|    |   |          |
|----|---|----------|
| a. | For original fines less than or equal to \$100                        | \$25.00  |
| b. | For original fines greater than \$100 and less than or equal to \$500 | \$50.00  |
| c. | For original fines greater than \$500                                 | \$100.00 |

The amount due on any late payment fee shall be determined by the amount of the fine specified on the face of the judgment, without regard to increases from surcharges or decreases from partial payments. When part of a fine is suspended, the amount due shall be determined by the remaining, unsuspended portion of the fine. A late fee will be calculated separately for each charge on which a fine is imposed that remains unpaid.

**B. Fee for Preparing a Writ and Renewal of Writ** \$ 25.00

**C. Fees for Summonses, Subpoenas, Booklets, and Other Forms**

|    |  |        |
|----|--|--------|
| 1. | Form with Court Seal or Clerk Signature  | \$5.00 |
| 2. | Subpoenas requested by a plaintiff in Protection from Abuse or Protection from Harassment Actions when the complaint includes an allegation of domestic violence, stalking, sexual assault, sex trafficking, or unlawful dissemination of certain private images | No fee |
| 3. | Small Claims, Protection from Abuse, and Protection from Harassment Booklets   | No fee |
| 4. | Other forms—up to 3 copies (Requests for more than 3 copies shall be refused; requester can arrange copying elsewhere or copy from court website.)   | No fee |

**D. Fee for Ministerial Act** (including but not limited to the following): \$5.00

- Signature of Clerk on documents affecting real estate:
  - Lis Pendens, 14 M.R.S. § 4455 Certificate
  - 14 M.R.S. § 6321 Certificate (in Foreclosure Action)
  - 14 M.R.S. § 6653 Certificate (in Quiet Title Action)

**E. Copying and Attestation Fees**

Copy fees are to be charged for copies of all documents, except that each party-of-record is entitled to one nonattested copy of a judgment, decision, or order entered by a judge or a default order entered by a Clerk when the copy is provided in lieu of a notice of docket entry pursuant to M.R. Civ. P. 77(d).

|    |  |        |
|----|--|--------|
| 1. | Exemplifying copies (per document) Form # CR-040 | \$5.00 |
| 2. | Attesting copies (per document) Form # CR-041    | \$5.00 |
| 3. | Copies, including copies generated by a computer |        |
|    | • First page                                     | \$2.00 |
|    | • Each subsequent page                           | \$1.00 |

Attestation fees and exemplification fees are calculated per attestation and per exemplification and are added to applicable copy fees. Each attested copy, (whether a multiple reproduction of the same document, or one or more copies of different documents) is charged the attestation fee, regardless of the number of pages copied (except where the requestor wants each page separately attested, in which case the fee is charged for each page). The exemplification fee does not include the attestation, and the charges are added together for each document. To exemplify a document, the Exemplification Form CR-040 is used.

Separate documents that are legally part of a larger or legally consolidated document, for example, an Income Withholding Order that is on a separate sheet, but legally a part of a divorce judgment, may either be attested

and charged for separately, if requested, or provided as a part of a consolidated document or file. If the copy is provided as a part of a consolidated document or file, it is not charged a separate attestation fee. To attest multiple documents or an entire file, the Attestation Form CR-041 is used.

#### **F. Fees for Certificates and Abstracts**

|    |  |         |
|----|--|---------|
| 1. | Preparation, signature, and attestation of Short-Form Certificate of Judgment of Divorce Form # FM-170 | \$5.00  |
| 2. | Abstract of Divorce Decree Form # FM-171, with attachments   | \$10.00 |

#### **G. Miscellaneous Fees**

|    |  |          |
|----|--|----------|
| 1. | Fee for action as Notary Public or Dedimus Justice <sup>27</sup> | \$10.00  |
| 2. | Postage and handling fee for mail requests                       | \$5.00   |
| 3. | Schedule, trial list, administrative order                       | No fee   |
| 4. | Attorney Identification Card <sup>28</sup>                       |          |
|    | • Application fee  | \$100.00 |
|    | • Renewal Fee  | \$25.00  |

#### **H. Escrow Accounts**

|    |   |  |
|----|---|--|
| 1. | On accounts opened on or after July 1, 1989 | 5% of total proceeds unless otherwise ordered by the court |
| 2. | On accounts opened before July 1, 1989      | 1/2 of accrued interest                                    |

<sup>27</sup> No fee is charged for notarization of papers to be filed with the court.

<sup>28</sup> These fees are to implement the provisions of Me. Admin. Order JB-15-2 section II(C)(2) (effective May 1, 2015).

**I. Charge for Requests for Record Checks** \$ 20.00

Clerk's offices should respond or decline to respond to these requests as provided in the Administrative Order on Public Information and Confidentiality

**J. Rates Applicable to Electronic Recordings and Transcript Orders**

1. Charge by Official Court Reporters for Transcripts of any court proceedings<sup>29</sup> \$3.00 per page for an original and one copy

Additional copies \$ .50 per page

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2. Standard charge<sup>30</sup> by the Office of Transcript Operations, or its contractor(s), for transcripts of any court proceedings<sup>31</sup> Up to \$4.50 per page for an original and one copy

Additional copies Up to \$1.00 per page

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3. Additional charges for expedited or supplemental services may be charged, if agreed to by the requesting party/parties. Availability of expedited and supplemental services shall be pursuant to a menu published by the Office of Transcript Operations. Availability of any

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<sup>29</sup> Each page of transcript shall have at least twenty-five typed lines and each full line shall be six inches in length. This order shall not preclude the practice of formatting four pages of transcript on a single sheet of paper, referred to in Maine Rule of Civil Procedure 5(i)(2) as condensed transcripts.

<sup>30</sup> Standard charges apply to transcripts produced in 30 days; charges for expedited transcripts and other supplemental services may be imposed if requested by the party/parties responsible for payment.

<sup>31</sup> Deposits that approximate the total charge shall be made directly with the Office of Transcript Operations or its contractor(s).

other services not listed shall be at the discretion of the State Court Administrator or designee.

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|----|--|--|
| 4. | The rate to be charged for a transcript produced on an expedited basis, such as daily copy, shall be arranged between the Official Court Reporter and parties to an action ordering such a transcript. Availability of a copy of such expedited transcript to other parties shall be under the control of the presiding justice. |  |
|----|--|--|

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|    |  |                     |
|----|--|---------------------|
| 5. | Duplicate recordings   |                     |
|    | • First recordings   | \$25.00             |
|    | • Subsequent recordings in same proceeding                                   | \$10.00             |
|    | • Listening to recordings of court proceedings pursuant to Civil Rule 76H(e) | \$25.00<br>per hour |

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|    |                          |        |
|----|--------------------------|--------|
| 6. | Postage for items mailed | \$5.00 |
|----|--------------------------|--------|

## II. PAYMENT

The Maine Judicial Branch requires that fees be paid in full at the time a request is made, and the Branch must issue a receipt for any payment. Payment must be made in U.S. funds, and may be by cash, credit card, money order, or check, including out-of-state instruments. Foreign checks must be imprinted as "U.S. Funds" and foreign checks not so imprinted will not be accepted.

Payment arrangements for transcripts produced by an Official Court Reporter shall be made directly with the Official Court Reporter. Payment arrangements for transcripts processed through the Office of Transcript Operations shall be made directly with its contractor(s).

A Clerk may refuse to accept payment by check from a person who has previously presented a check that has not been honored by a financial institution or from a person previously convicted of the crime of negotiating a worthless instrument, or if the Clerk has information that indicates there are not sufficient funds available to cover the check. A \$20.00 charge shall be assessed for each returned check.

Mail requests for copies or forms will be honored, and, unless a self-addressed stamped envelope is enclosed with the request, a standard \$5.00 postage and handling charge will be assessed for each required mailing.

Charge accounts may not be maintained by a Clerk.

When the funds in an escrow account are ordered by the Court to be paid to a person entitled to these funds, the Clerk shall instruct the depository to write a check to "Treasurer, State of Maine" for 5% of the total amount in the account at the time of distribution. This applies only to escrow accounts opened on or after July 1, 1989. For escrow accounts opened prior to July 1, 1989, the Clerk shall instruct the depository to divide in half and distribute the interest between the State of Maine and the person entitled to the funds.

### **III. EXEMPTIONS FROM FEES OTHER THAN FEES RELATED TO THE PRODUCTION OF TRANSCRIPTS OR AUDIO RECORDINGS**

The following Maine entities are exempt from the imposition of the above fees:

- Judicial Branch
- Legislature
- Executive Department Agencies
- Department of Attorney General
- District Attorneys
- Probate Courts
- State Independent Administrative Agencies performing a state-wide function, such as the Maine State Housing Authority and the Finance Authority of Maine
- Guardians ad Litem appointed and paid for by the court

Also exempt from the imposition of the above fees are:

- Out-of-state official entities that perform a general governmental function such as:
  - Courts
  - Department of Health and Human Services or like agencies

The following entities are **NOT** exempt from the imposition of the above fees:

- Federal Agencies, including military services, except where exempt by federal statutes in which case it would be the agency's responsibility to demonstrate that it has that exemption
- Municipalities
- Other local units of government
- Regional entities
- State chartered entities that do **NOT** perform a general governmental function, including the University System

Police Departments, defense counsel, or parties to a criminal action are entitled to one copy (attested or nonattested) of any document relating to that action pursuant to M.R. Crim. P. 53. Nonparties are subject to the fees set forth in this Schedule.

Litigants who have been granted *in forma pauperis* status pursuant to M.R. Civ. P. 91, counsel for those litigants, and any counsel appointed or assigned by the court are exempt, during the pendency of that action, from payment of fees<sup>32</sup> when the requested copy or service is essential to the conduct of the action.

Copies of documents in protection from abuse or protection from harassment actions, attested or not, will be provided without charge to parties,

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<sup>32</sup> This exemption does not apply to fees related to electronic recordings of court proceedings or the production of transcripts provided through the Office of Transcript Operations or its contractor(s) or Official Court Reporters, see subdivision I(J), requested by litigants represented by court appointed or assigned counsel or requested by court appointed or court assigned counsel. In such cases, the Maine Commission on Indigent Legal Services is responsible for payment.



parties' counsel or authorized representatives, domestic violence or sexual assault services advocates, and law enforcement agencies.

The exemptions set forth in this section do not apply to fees related to the production of transcripts or audio recordings.

#### **IV. STANDARDS FOR DOCUMENT MANAGEMENT**

##### **A. Preparation and Signature of Documents**

Clerks of Court may sign certificates or documents prepared or completed by parties or counsel, but parties and counsel are responsible for the accuracy of the information contained in the document presented to the Clerk.

##### **B. Retention and Distribution of Documents**

Only one original may be prepared and executed of a judgment, order, or other document that has independent legal significance. The original executed document must be retained in the case file. If there is a charge for the preparation of the document set by this Schedule and Procedure, one attested copy is to be provided without additional charge. When the legal equivalent of an original is necessary, for example, for filing in a Registry of Deeds, an attested copy should be provided and the original retained in the file.

This procedure does not apply to certificates that do not in themselves have a legal significance, but that simply reflect the existence of a filing, event, or other document with that significance that is retained in the court file (i.e., short-form certificate of judgment of divorce; 10 M.R.S. § 3261 certificate; 14 M.R.S. §§ 2401(3)(F), 4455, 6321, 6653 certificates). However, if a Clerk executes such a certificate or document, it should be reflected in the docket. Therefore, a one-page Clerk's certificate would cost \$5.00, which is the fee for the Clerk's signature. The attorney or party in this case would receive the original, signed certificate, not an attested copy. However, in the case of a Clerk's certificate that is made a part of the judgment, the original must be retained.

Whenever a document or attested copy must be filed with an agency or organization, including the Registry of Deeds, the parties will be responsible for

filing those documents or attested copies with the appropriate agency, including the Registry of Deeds. Clerks will no longer accept payment for agencies or Registries of Deeds and will not forward such payment on behalf of any party.

For the Court,

\_\_\_\_\_/s/\_\_\_\_\_  
 Andrew M. Mead  
 Acting Chief Justice

Promulgation Date: February 11, 2021

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A.O. JB-05-26 (A. 2-21.2) Effective February 11, 2021; Dated February 11, 2021  
 Signed by: Andrew M. Mead, Acting Chief Justice, Maine Supreme Judicial Court  
 Issued to **(1)** revise the explanatory note for A.O. JB-05-26 (A. 2-21) to summarize all revisions and **(2)** omit from subdivision I(D) the provision of a fee for signature of a clerk on an abstract of divorce decree because subdivision I(F)(2) supplies the fee for an abstract of divorce decree.

### **Historical Derivation of JB-05-26**

A.O. JB-05-26 (A. 2-21) Effective February 4, 2021; Dated February 4, 2021 (explanatory note revised February 11, 2021)  
 Signed by: Andrew M. Mead, Acting Chief Justice, Maine Supreme Judicial Court  
 Issued to **(1)** reformat the document, include new subdivision numbers and letters, and list all fees for each court separately; **(2)** provide in subdivisions I(A)(2)(b), (3)(b), and (5)(j) that a \$127 surcharge is imposed when a statutorily defined debt collector commences a debt collection action, *see* 32 M.R.S. § 11002, and that a \$45 mediation fee is included in the filing fee in such actions; **(3)** clarify in subdivision I(A)(3)(u) that there is no fee for a plaintiff filing a motion for contempt either in a protection from abuse action or in a protection from harassment action involving domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images; **(4)** clarify in subdivision I(A)(3)(kk) that there is no fee for filing a petition for special findings and rulings for certain at-risk noncitizen children pursuant to 22 M.R.S. § 4099-I; **(5)** clarify in the footnote to subdivision I(A)(3)(x) that when a Motion for Post Judgment Relief that requires a fee under subsection x is accompanied by a Registration of a Foreign Judgment, the total fee will still be \$80.00; **(6)** clarify in subdivision I(C)(2) that there is no fee for a plaintiff requesting a subpoena in a protection from abuse or protection from harassment action when the complaint alleges

domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images; **(7)** provide a \$10 fee in subdivision I(F)(2) for the issuance of an abstract of divorce decree, including any attachments, 19-A M.R.S. § 953(7); **(8)** clarify in subdivision IV(B) that parties are responsible for filing documents with other agencies or organizations and that clerks will not accept payments for those other agencies or organizations, including any Registry of Deeds; **(9)** eliminate reference to the fee for a certificate of good standing for an attorney; and **(10)** eliminate the provision regarding filing/registering a foreign judgment for post-judgment relief pursuant to M.R. Civ. P. 120 in an action under Title 19 or 19-A. The document has also been reorganized and reformatted for clarity, with minor changes in language to adapt to the format.

A.O. JB-05-26 (A. 7-20.2) Effective July 27, 2020; Dated July 27, 2020 (explanatory note revised July 30, 2020)

Signed by: Andrew M. Mead, Acting Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** clarify that there is no fee for registering a foreign judgment in a protection from harassment action based on domestic violence, stalking, sexual assault, sex trafficking, or unauthorized dissemination of certain private images pursuant to the Violence Against Women Act, see 34 U.S.C.S. § 10450 (LEXIS through Pub. L. No. 116-149); and **(2)** clarify that there is a fee for a *Post-Judgment* Petition for Modification of Guardianship, Termination of Guardianship, Removal of Guardian, or Resignation of Guardian.

A.O. JB-05-26 (A. 7-20) Effective July 20, 2020; Dated July 20, 2020

Signed by: Andrew M. Mead, Acting Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** set forth a fee schedule for payment of fees in protection from abuse and protection from harassment matters when the fee is not prohibited by the Violence Against Women Act, see 34 U.S.C.S. § 10450 (LEXIS through Pub. L. No. 116-146); and **(2)** add fees for Petition for Modification of Guardianship, Termination of Guardianship, Removal of Guardian, or Resignation of Guardian, as well as Petition to Annul Adoption Decree.

A.O. JB-05-26 (A. 9-19) Effective October 2, 2019; Dated October 2, 2019

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** improve readability of this section; and **(2)** include domestic violence and sexual assault services advocates among lists of persons to whom copies will be provided without charge.

A.O. JB-05-26 (A. 9-19) Effective September 19, 2019; Dated July 25, 2019

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to amend section I(A)(4) to **(1)** clarify in the footnote to “Entry of a Family Matter Action” that, when a grandparent visitation action is filed, it is always a new action requiring payment of the fee for entry of a family matter action, **(2)** substitute, in that same footnote, the term “post-judgment” for “post-divorce,” in describing the termination of parental rights actions to which the fee applies, and **(3)** impose the \$127 surcharge required by P.L. 2019, ch. 509, § 3 (codified at 4 M.R.S. § 18-A(3-A)(C)) for small claims actions and money judgment disclosures brought by debt collectors as defined in 32 M.R.S. § 11002(6).

A.O. JB-05-26 (A. 7-18) Effective July 1, 2018; Dated June 11, 2018

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** increase certain fees to include a \$15 (marked \*) or \$25 (marked \*\*) fee that will be deposited into an Other Special Revenue account to fund the Court Management System, *see* 4 M.R.S. § 17-A; P.L. 2017, ch. 284; **(2)** separate out the types of appeals to which such fees will apply; **(3)** impose a \$15 Case Management System Surcharge on fines imposed in criminal and civil matters and administrative enforcement or licensing actions that will be deposited into an Other Special Revenue account to fund the Court Management System; **(4)** impose an additional \$100 fee for appearances pro hac vice to be deposited into an Other Special Revenue account to fund the Court Management System; **(5)** provide that there is no fee for filing an emergency petition for blood-borne pathogen testing; and **(6)** clarify that the Violations Bureau Re-Opening Fee is imposed on a per-charge basis.

A.O. JB-05-26 (A. 12-17) Effective January 1, 2018, except that section I(C) is effective for violations occurring on or after February 1, 2018; Dated December 18, 2017

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** add the filing fee for filing/registering a foreign judgment on a general civil action; **(2)** clarify that there is no filing fee for filing/registering a foreign judgment on a family matter or protection from abuse action, or entry of a protection from harassment action with an allegation of domestic violence, stalking, or sexual assault; **(3)** provide a fee for filing/registering Foreign Judgment for post-judgment relief pursuant to M.R. Civ. P. 120 in an action under title 19 or 19-A, including a stipulated amendment to a judgment but excluding a motion or stipulation to modify or enforce a child support order, or a motion to enforce a child custody order pursuant to 19-A M.R.S. § 1763 et seq.; **(4)** clarify that no fee will be charged for entry of an emancipation action; **(5)** add a footnote indicating that Violations Bureau late fees are imposed on a per-violation basis; **(6)** add Court Management System fees on original traffic fines for violations committed on or after February 1, 2018, with the fees deposited into an Other Special Revenue account; and **(7)** make minor stylistic and formatting changes.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 7-16) Effective: July 29, 2016; Dated July 25, 2016

Signed by: Donald G. Alexander, Senior Associate Justice, Maine Supreme Judicial Court

Issued to indicate by footnote in section I(A)(1) that there shall be no filing fee for a notice of appeal “in Unemployment Compensation, Child Protection, or Criminal actions as set forth in subsection C below,” and that “the fee for a Workers’ Compensation Appeal is established separately in subsection C below”; to provide, in section I(A)(2), that, for purposes of the filing fee, a family matter pre-judgment or post-judgment motion for contempt shall be treated as a motion brought pursuant to M.R. Civ. P. 66, not as a motion for post-judgment relief brought pursuant to M.R. Civ. P. 120; to change the words “Protective Custody” to “Child Protection” in section I(A)(2), consistent with Title 22, chapter 1071 of the Maine Revised Statutes; to add fees in section I(A)(4) for filing a petition for guardianship of a minor (\$50.00), a petition for adoption of a minor (\$65.00), and a name change (\$40.00); to note that, with respect to an adoption of a minor, additional charges for background checks and new birth certificates must be paid to entities other than the Judicial Branch; to note that no

fee is charged when a name change is requested as part of a divorce, adoption, or parentage action; to provide, in section I(A)(6), that the initial mediation fee in post-judgment Family Division matters applies in a proceeding for adoption or guardianship of a minor; to note that mediation in adoptions and guardianships is voluntary; and to state in Section I(C) that there is no fee for child protection appeals.

#### Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 8-15) Effective and dated: August 24, 2015

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to **(1)** in section I(A)(2), increase the fee for filing a motion for post-judgment relief pursuant to M.R. Civ. P. 120 in an action under title 19 or 19-A, including a stipulated amendment to a judgment but excluding a motion or stipulation to modify or enforce a child support order, from \$60.00 to \$80.00 (which includes a \$20.00 mediation fee); **(2)** in section I(A)(2), establish a \$100.00 late waiver fee (applicable to a waiver filed more than 5 business days after failure to appear in a Criminal Action), 4 M.R.S. §§ 164, 164-A; **(3)** in section I(A)(4), increase the fee for entry of a forcible entry and detainer action from \$70.00 to \$75.00 to include a mediation fee of \$15.00 instead of \$10.00; **(4)** in section I(A)(4), increase the fee for entry of a small claims action from \$50.00 to \$55.00 to include a mediation fee of \$15.00 instead of \$10.00; **(5)** in section I(A)(6), replace the \$160.00 fee for pre-judgment or post-judgment mediation pursuant to CADRES in Family Division matters with separate fees of \$160.00 for the first mediation session in pre-judgment Family Division matters (for two mediation sessions) and \$140.00 for the first mediation session in post-judgment Family Division matters (for two mediation sessions); and **(6)** in section I(I), establish the fees for applying for and renewing attorney identification cards.

#### Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 7-14) Effective and dated: July 16, 2014

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to state clearly in section I(A) that a fee exemption applies to motions for contempt that allege only a failure to pay child support.

#### Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 6-14) Effective: June 1, 2014, Dated: May 27, 2014

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to clearly state that the fee exemptions do not apply to fees associated with the production of transcripts and audio recordings, including for state agencies; to refer to the Office of Transcript Operations and to include that Office's contractor(s); to clarify that payment arrangements for transcripts produced by an Official Court Reporter be made directly with the Official Court Reporter and that payment arrangements for transcripts processed through the Office of Transcript Operations be made directly with its contractor(s); to include a sixty-dollar fee for filing of a motion pursuant to M.R. Civ. P. 55(b)(2); to increase the fee for requests for records checks in section I(K) from \$15.00 to \$20.00; to place "Guardians Ad Litem appointed and paid for by the Court" in the part of section III that refers to Maine entities; to clarify references to Clerks as defined in the Administrative Order; and to make minor technical corrections.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 10-13) Effective: October 9, 2013, Dated: October 29, 2013

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to include a filing fee for actions asserting the filing of false recordable instruments against public employees and public officials pursuant to P.L. 2013, ch. 160 (effective May 29, 2013). The Order is also amended to correct the rule citation for filing motions for post-judgment relief in a family matter, to correct footnote 4 in which the postage fee was removed pursuant to A. 9-11, and to provide the correct form number for the Certificate of Judgment of Divorce Form.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 2-13) Effective and dated: February 15, 2013

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to clarify the fee for filing an action for the recovery of personal property.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 6-12) Effective and dated: July 6, 2012

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to change the cost for transcripts in Section I(L) and adds footnote 9 in that section; also adds footnote 11 in Section III.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 9-11) Effective and dated: September 19, 2011

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 7-10) Effective and dated: July 1, 2010

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to clarify the responsibility for the cost of transcript production and trial record review in cases when counsel is assigned by the court in response to legislation creating the Maine Commission on Indigent Legal Services. *See* P.L. 2009, ch. 419. *See also* M.R. Crim. P. 44, 44A, 44B & 44C and M.R. Civ. P. 88.

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 08-09) Effective and dated: July 31, 2009

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures

A.O. JB-05-26 (A. 6-09 & 07-09) Effective: June 15, 2009, and July 1, 2009, Dated: June 8, 2009

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

(This amended order was effective July 1, 2009, except for one provision relating to foreclosure action filings that was effective June 15, 2009.)

Revised Court Fees Schedule and Document Management Procedures  
A.O. JB-05-26 (A. 6-08rev) Effective: June 1, 2008, Dated: May 5, 2008  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
A.O. JB-05-26 (A. 6-08) Effective: June 1, 2008, Dated: April 15, 2008  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
A.O. JB-05-26 (A. 7-07) Effective: July 1, 2007, Dated: June 13, 2007  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
A.O. JB-05-26 (A. 1-06) Effective: January 1, 2006, Dated: December 19, 2005  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
A.O. JB-05-26 Effective: October 1, 2005, Dated: September 15, 2005  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Court Fees Schedule and Document Management Procedures  
A.O. JB-05-3 Effective: August 1, 2005, Dated: July 13, 2005  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
Effective: January 1, 2005, Dated: November 23, 2004  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Revised Court Fees Schedule and Document Management Procedures  
Dated: February 23, 2004  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Court Fees  
AO JB-00-04, Effective: January 1, 2001, Dated: December 7, 2000  
Signed by: James T. Glessner, State Court Administrator

Modifying Transcript Rates Of Official Court Reporters  
AO JB-00-02 Rev. (which replaced SJC-406 and amended SJC-118), Dated: April 19, 2002  
Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court and  
Vendean V. Vafiades, Chief Judge, Maine District Court