

**STATE OF MAINE**  
**SUPREME JUDICIAL COURT**  
**ADMINISTRATIVE ORDER JB-25-02**

**CRIMINAL RULE CLARIFICATION**

Effective: December 15, 2025

Starting on June 16, 2025, the Judicial Branch began its implementation of Maine eCourts for criminal dockets in the State of Maine. Through this implementation, it has become necessary to highlight essential practices, processes, and procedures for certain types of electronic filings (e-filings), to ensure that the courts carry out criminal justice efficiently for all stakeholders. Although the Maine Rules of Unified Criminal Procedure and/or Maine Rules of Electronic Court Systems may ultimately need to be updated, justice requires the immediate guidance provided in this administrative order. Criminal process provisions formerly contained in a Post-Pandemic Management Order, PPMO-SJC-1, are also incorporated here as that PPMO is rescinded.

**I. TIMELY FILING OF CRIMINAL COMPLAINTS ASSIGNED A SPECIFIC ARRAIGNMENT DATE**

In order to allow the courts to address the backlog of cases and newly filed cases in a consistent and efficient manner, all criminal complaints and/or summonses must be filed with the court, by either e-filing (where Maine eCourts has been implemented) or conventional filing (where Maine eCourts has not yet been implemented), at least 14 days before the scheduled arraignment date. The only exceptions to this requirement are for (A) new criminal complaints for individuals who are currently in custody and have not posted bail on the new charges and (B) new criminal complaints alleging domestic violence charges.

If a complaint or summons is filed less than 14 days before the arraignment date, and no bail bond has previously been filed in the case, the e-filing review team and/or the clerk's office will reject the filing, and the prosecutor or law enforcement officer attempting to file the complaint or summons will be required to resummon the person for a new arraignment date. The new arraignment date must be at least 21 days after service, and the

complaint or summons must be filed at least 14 days before the new arraignment date.

## **II. BAIL MOTIONS**

Absent an emergency, a hearing on a bail motion will not be scheduled sooner than 48 hours after the motion is filed. Additionally, parties should not expect a bail motion to be discussed or ruled upon at a dispositional conference or similar proceeding if the proceeding is set for a date sooner than 48 hours after the motion is filed.

## **III. CONTINUANCE MOTIONS**

Absent an emergency, motions to continue for scheduling issues must be filed at least 48 hours prior to the court appearance sought to be continued. Additionally, there should be no assumption that motions to continue will be granted, but rather all parties should plan to be in attendance until they hear otherwise from the court.

## **IV. DISMISSALS**

In Maine eCourts dockets, prosecutors must file dismissals in the emergency queue (primarily used for in-custody list filings).<sup>1</sup>

## **V. MOTIONS TO REVOKE BAIL**

M.R.E.C.S. 34(A)(2) states that “[a]ll documents must be submitted individually as separate files with the same submission.” A motion to revoke bail in a criminal and juvenile matter is an exception to this rule. A motion to revoke bail and all attachments may be submitted as one document, to enhance efficiency in filing and court review.

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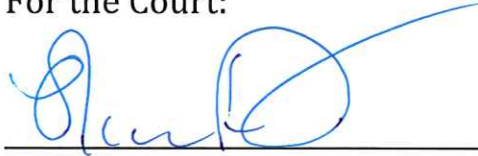
<sup>1</sup> Since the first Maine eCourts criminal dockets became active, prosecutors have been filing dismissals in the general filing queue at all hours, and clerks have received no alerts or notice of the filings. Lacking notice, clerks have carried out post-dismissal processes such as the release of bail only after reaching the dismissals in the voluminous general filing queue. Requiring prosecutors to file dismissals in the emergency queue will avert such unnecessary delay.

## **VI. OTHER RULES**

Other procedural rules approved by the Supreme Judicial Court and the Trial Court Chiefs can be found at this website:

<https://www.courts.maine.gov/rules/index.html#procedural>

For the Court:



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Valerie Stanfill  
Chief Justice, Supreme Judicial Court

Promulgation Date: December 4, 2025