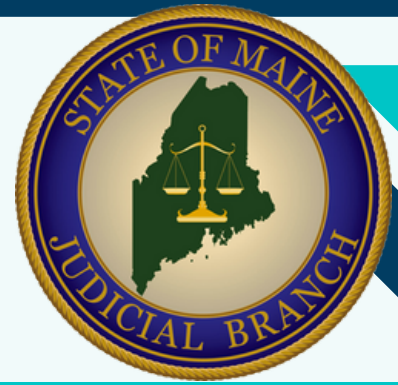


# Mediator Electronic Document Sharing

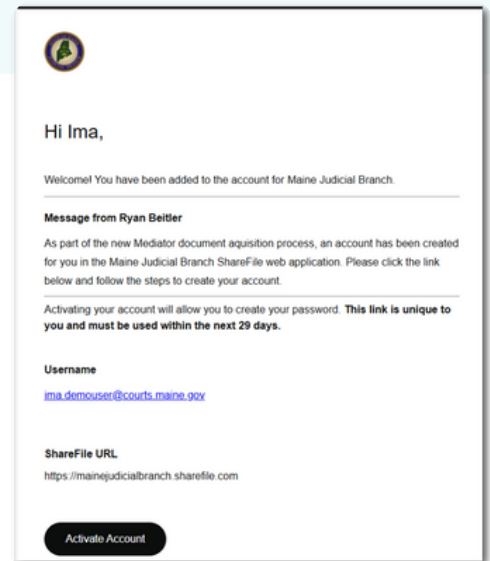


The Judicial Branch has created a new process for sharing court documents with mediators with the aim of increasing security and simplifying the process. Using a web application called ShareFile, each mediator will be given access to a folder where documents relevant to cases they are assigned can be deposited. Documents will be placed in folders by court personnel, organized by docket number and available to view or download by mediators at their convenience.

## Activating Your Account

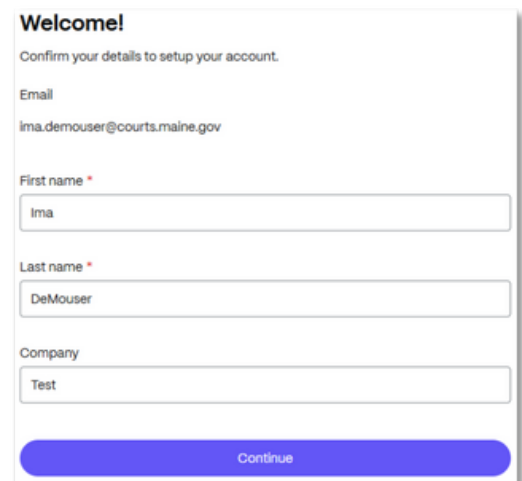
All mediators will receive an email from [mail@sfnotifications.com](mailto:mail@sfnotifications.com) on behalf of the Maine Judicial Branch. The email will have the MJB seal and a short message asking you to activate your account.

- Click the  button at the bottom of the email.



You will be brought to the ShareFile website and first asked to confirm your First and Last name as well as the company you work for.

- Click  to confirm your details.



# Mediator Electronic Document Sharing



Next, you will need to create and confirm your password. Choose a password that fits within ShareFile's password requirements.

- Click **Create Password** to finalize account activation.

## Create a ShareFile password

Passwords must meet the following requirements

- include at least 1 upper case letter
- include at least 1 lower case letter
- include at least 1 number
- include at least 1 special characters
- be at least 8 characters long
- Passwords should match

We'll also perform an additional strength check on save.

Password \*

Confirm password \*

Create password

Back

Multi-Factor Authentication is an extra layer of account security you can set. You can use a MFA application or phone number to receive code to enter when logging in to increase account security.

- At this time we do not enforce MFA, so click [Don't set up multi-factor authentication](#) at the bottom if you do not wish to set one up.

## Multi-factor authentication

1 Type 2 Setup 3 Verify

Choose the type of multi-factor method you would like to add below.

Authenticator app

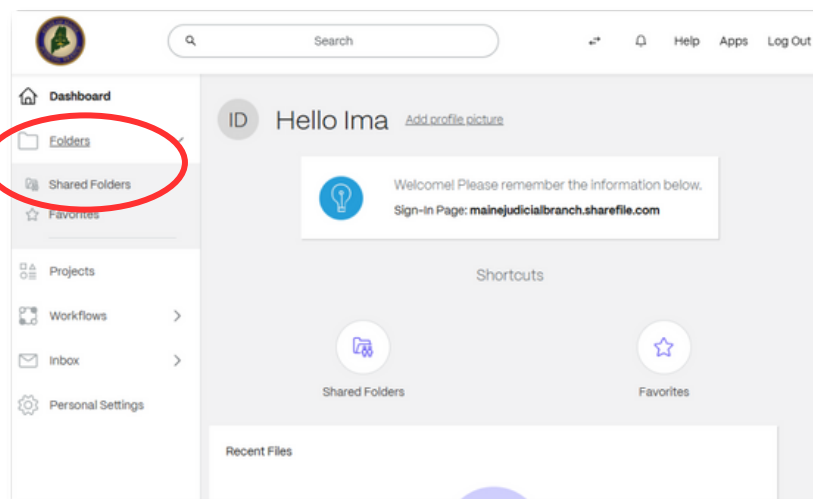
Phone number

[Don't setup multi-factor authentication](#)

## Locating Your Case Documents

After activating your account or logging in, you will be brought to the Dashboard page. Each mediator will have a dedicated personal folder created for them within the Mediators-CADRES folder. Inside each personal folder, case files will be organized into subfolders labeled by docket number, where all related documents for that case will be uploaded. To locate your folder, start by:

- Click **Folders** on the left to expand the dropdown menu.
- Then, click **Shared Folders**

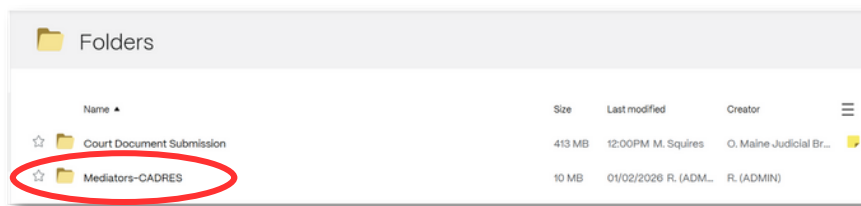


# Mediator Electronic Document Sharing



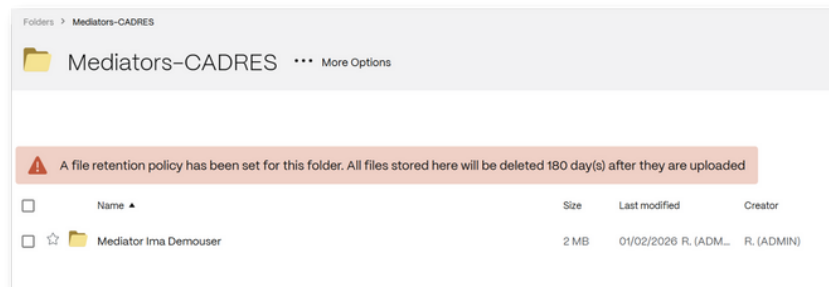
You may have multiple shared folders, if you are a part of other court processes.

- Click to open the Mediators-CADRES folder



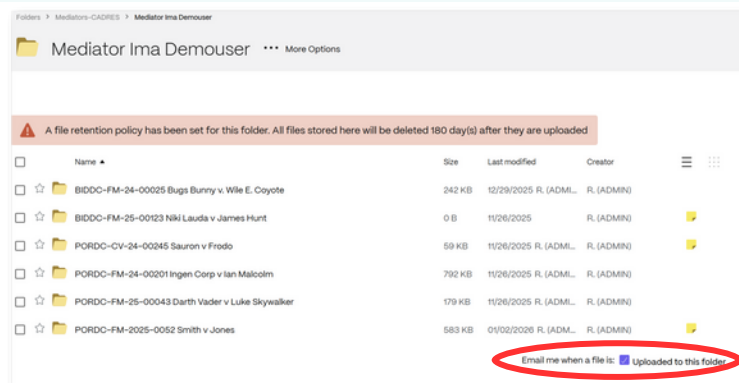
In the Mediators-CADRES folder there should be a single folder with your name.

- Click your named folder to open.



Within your folder, you will see folders labeled with the docket number and case parties for each case you are involved in. Court documents pertaining to each case will be placed within their respective folders.

- If you would like to receive an email notification when files are uploaded to your folder, check the box below your folders.



*We recommend that you enable email notifications, to keep you up to date when new documents are added!*

## Additional Information

We hope that this new process will help to keep court documents more secure and accessible for mediators.

- If you need any additional assistance or have questions, our mediator support team can be contacted at: [cadres@courts.maine.gov](mailto:cadres@courts.maine.gov) or (207)-822-0706 during normal business hours.
- If a mediator substitution needs to be made, please contact the clerks office so relevant documents can be transferred to the appropriate mediator.

