

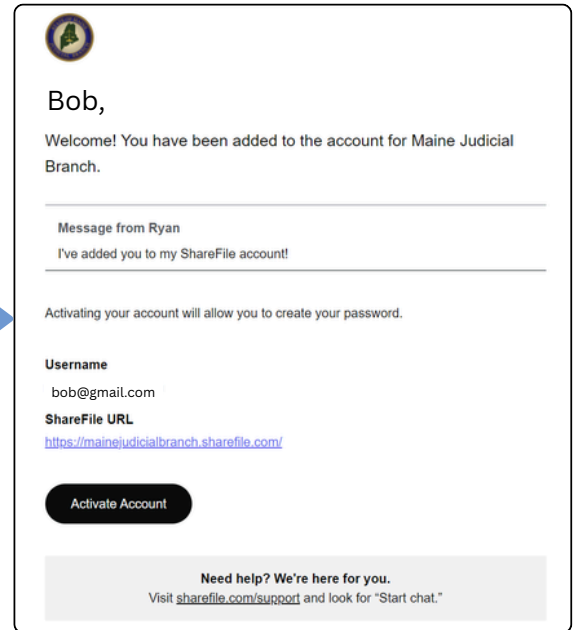


How To Submit Invoices Electronically

You can now submit invoices to the Maine Judicial Branch electronically, using ShareFile.

Attorneys, GALs and Interpreters will receive an email from ShareFile, containing the MJB logo, directing them to activate their account.

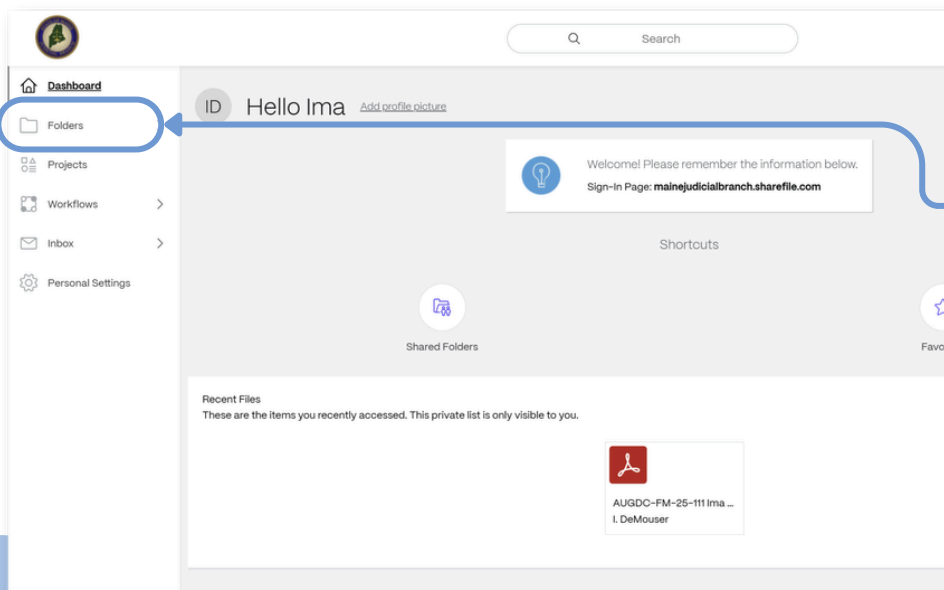
Click the link or navigate to:
<https://mainejudicialbranch.sharefile.com/>



Uploading Your Invoice

To upload a completed invoice, you will need to place it into the appropriate folder for the court at which you performed services.

After you have logged into ShareFile, you will be brought to the Dashboard. To find the GAL folders, click **Folders** to expand the drop-down.



- Personal Folders
- Shared Folders**
- Favorites
- File Box
- Recycle Bin

Click **SharedFolders**.

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In the Shared Folder, you will see the folders you have access to. Select the appropriate one for the type of voucher you are submitting.

Name	Size
Court Document Submission	657 MB
Court-Appointed Attorney Billing	1 MB
Guardian Ad Litem Billing	1 GB

In each type of folder you will see a **District Courts** folder. Select it.

Name	Size	Modified	Permissions
District Courts	1 MB	1:01PM me	R. (ADMIN)

In the District folders, you will see a subfolder for each court. Select the folder for the appropriate court.

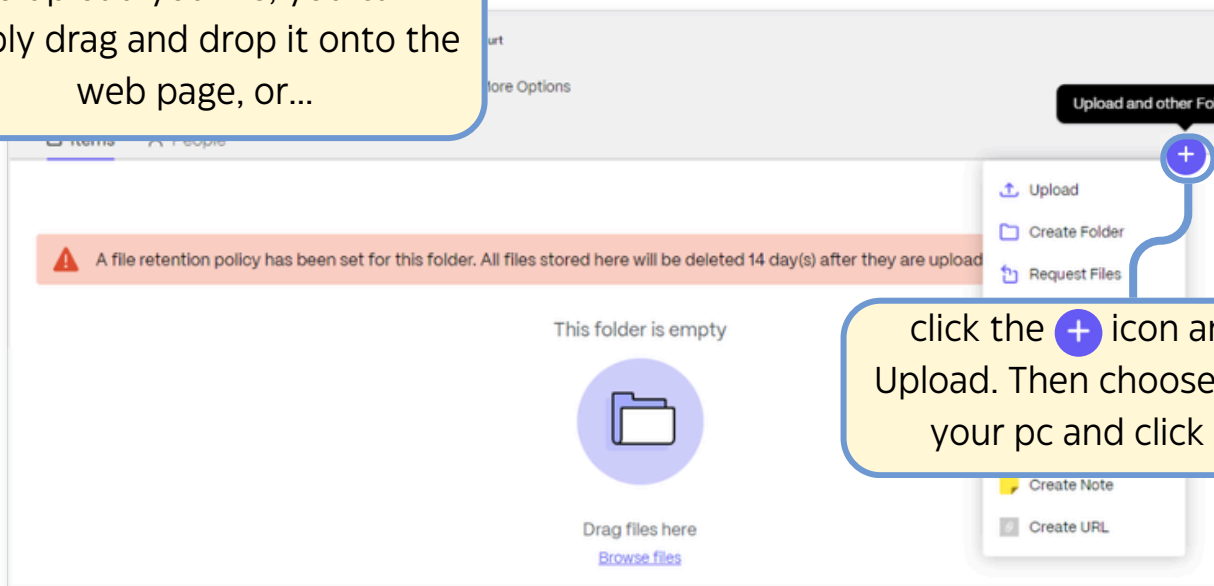
Name	Size	Modified	Permissions
Augusta District Court	930 KB	1:01PM me	R. (ADMIN)
Belfast District Court	0 B	09/04/2025 R. (ADMIN)	R. (ADMIN)
Biddeford District Court	0 B	09/04/2025 R. (ADMIN)	R. (ADMIN)
Bridgton District Court	0 B	09/04/2025 R. (ADMIN)	R. (ADMIN)

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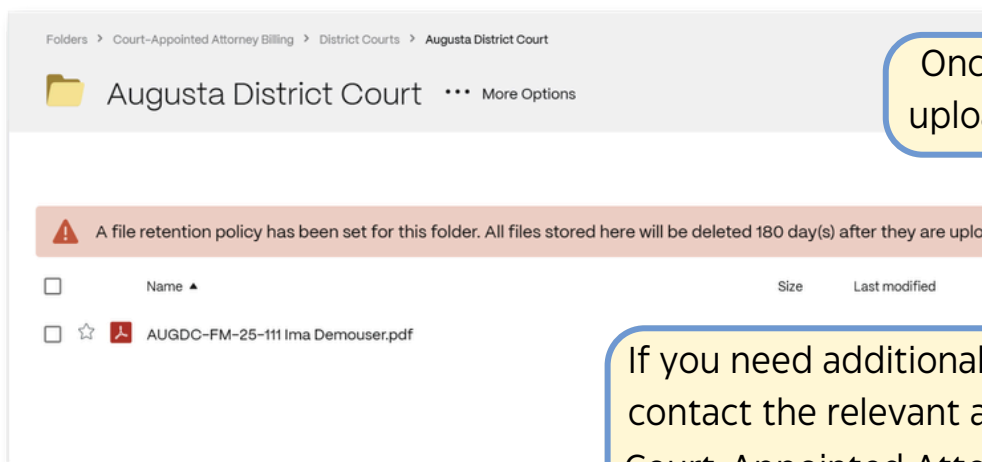
Before you submit your file there are a few things to note:

- Documents uploaded to ShareFile are kept for 180 days before they are automatically deleted by the system.
- Anything you upload is only visible to you and the MJB staff that process it.
- To ensure swift and accurate processing, please combine all files into a single PDF before uploading

To upload your file, you can simply drag and drop it onto the web page, or...



click the **+** icon and select Upload. Then choose the file on your pc and click upload.



Once your file has been uploaded, you are all set!

If you need additional assistance, please contact the relevant authority:
Court-Appointed Attorneys: attorneyvouchers@courts.maine.gov
GALs: galvouchers@courts.maine.gov
Interpreters: interpreters@courts.maine.gov