

# REMOVING SECURITY FROM COURT FORMS FOR FILING ON eFileMaine

## Instructions for PC users

The electronic filing system will not allow the submission of documents protected by passwords or other security settings. Therefore, before uploading your documents to eFileMaine, you must remove any security from them.

All forms on the Judicial Branch [forms website](#) are password-protected. When they are downloaded for completion by a filer and subsequent uploading, the security will remain in place and result in a failure of submission on eFileMaine.

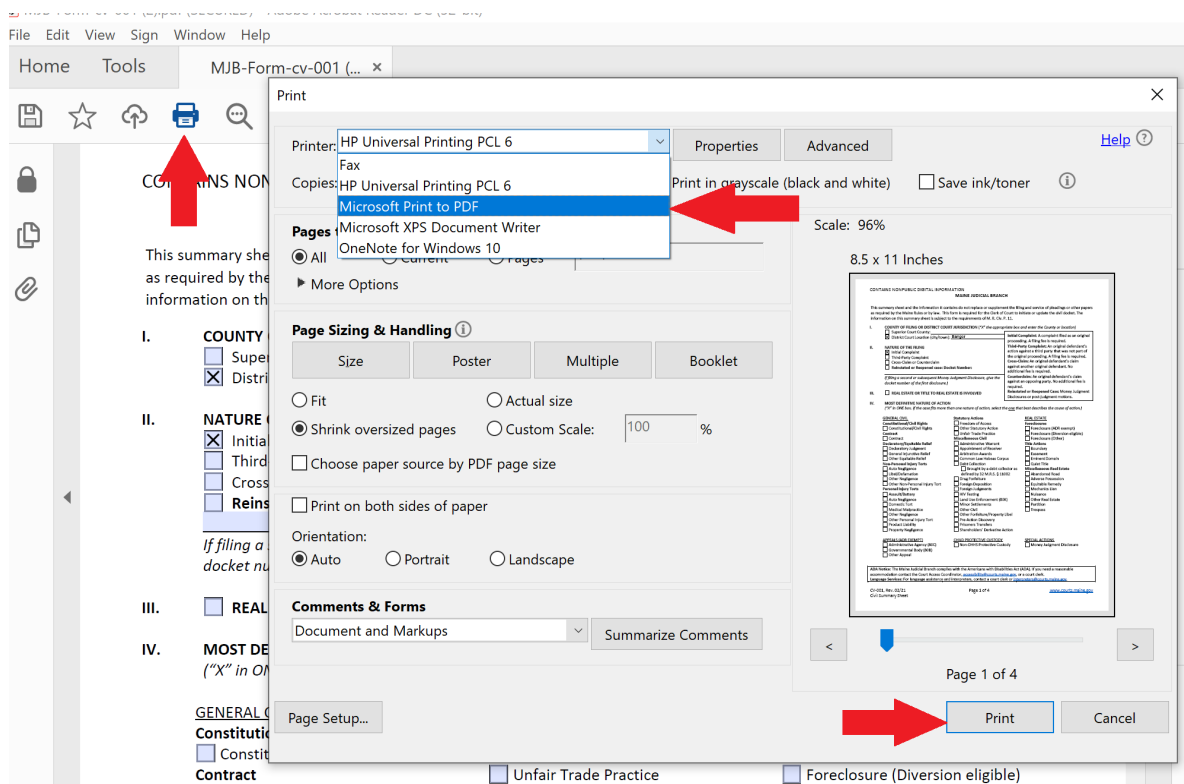
To remove the security and successfully file court forms on eFileMaine, please follow the procedure below.

Please note: to view and fill out MJB forms, you will need the free [Adobe Reader](#).

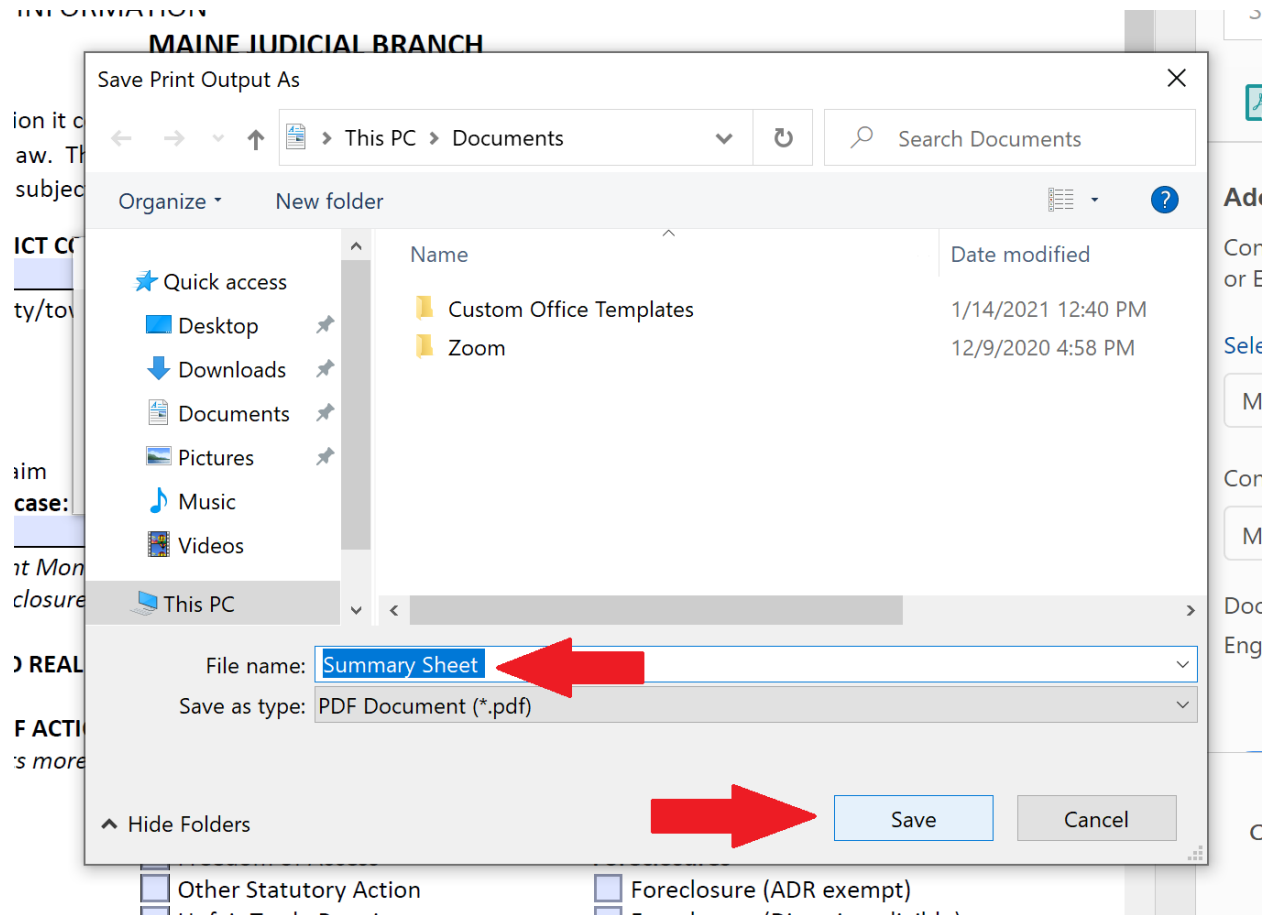
### How to save a form as a PDF for filing:

*\*\*These instructions will only work if you are using a PC\*\**

1. Download the form from the [forms website](#) by clicking the form number link next to the desired form and save the downloaded file to a folder on the server or hard drive you will use to access eFileMaine.
2. Locate the downloaded form file that you saved on your computer and open it in Adobe.
3. Once the form has opened in Adobe, fill in the form with the required information. When you are finished, click the printer icon in Adobe, and select "Microsoft Print to PDF" from the drop-down next to "Printer". Then select "Print" from the bottom right of the window.



- When the “Save Print Output As” dialogue box opens, enter a name for the completed document and select a folder/location on your computer in which to save. Then click “Save”. NOTE: Using a name that briefly and clearly describes the document may save time during the filing process on eFileMaine and speed up the review and acceptance of the document by the court.



- This PDF can now be successfully uploaded and filed through eFileMaine

### How to print and scan a form then save as a PDF for filing:

*\*\*These steps are for printing and scanning. This method is necessary if you plan to print and hand sign the form. You must have a scanner to complete these steps.\**

- Download the form from the [forms website](#)
- Open the downloaded file in ADOBE and fill in the form with the required information
- Print the form as a paper document
- Scan the paper document to your computer
- Save the scan as a PDF file on your computer
- The saved PDF can now be successfully uploaded and filed through eFileMaine