

## SERVICE CONTACTS ADVISORY TO E-FILERS

Lawyers and self-represented parties using eFileMaine (the “EFS”) are required to receive electronic service of filings made through the EFS. Attorneys must add themselves, or be added by their staff, to the **case service contacts list** as Service Contacts following the steps below. Law firm staff assisting an attorney in a representation involving the EFS may be added in the field for Administrative Email by the attorney or by themselves if they are a registered user. An attorney representing a party, or the attorney’s staff, may add the attorney’s client as a service contact at their option.

**No person should add service contact information to a case service contacts list for anyone other than themselves, their client, or another person in their firm. Once added to a case, a service contact e-mail can only be changed by the user who added it. The best practice is to use your Firm Service Contacts list to add the attorneys in your firm who have appeared in the case and need to be served when other parties are serving documents in the case.**

1. Log onto your account on eFileMaine.
2. Click on the three-bar menu in the upper left of the dashboard page and choose **Firm Service Contacts** from the options in the dropdown. Your firm service contacts page will be displayed.
3. Click the **+** button on the right to **ADD SERVICE CONTACT** and enter the information in the required fields. The e-mail address(es) that you enter in the optional field for Administrative Emails will receive any filings served on the service contact named on the form. You may add up to ten Administrative Emails to one service contact, separating the individual addresses by a space without punctuation. Click SAVE.
4. From the three-bar menu, choose Case Search and enter the location and case number of your case in the fields for the search criteria. Click SEARCH.
5. On the results screen, your case number, name, location, category, and type are displayed on the left. From the three buttons on the right, choose the center button with the “business card” icon which will be identified as Service Contacts when the cursor is placed on it.
6. The next screen will be the Service Contacts list for your case. From the three options under Add Service Contacts,” choose FROM MY FIRM. Follow the prompts to select the correct service contact from your firm list; select the party(ies) they represent as Associated Parties; and click SAVE. The service contact has been added to the list and will appear if you choose “Click to expand” in the Service Contacts column next to the party name in the Parties column.

Under Rule 36 of the [Maine Rules of Electronic Court Systems](#), any person filing a document in the case which must be served on the other parties is required to serve the document on the service contacts listed for the case on the EFS. Parties who must be served but are not on the case service contacts list cannot be served through the EFS and must be served by any other method provided by rule or law.

For technical assistance with creating and adding service contacts, please contact Tyler Filer Support at 1-(800) 297-5377 or by e-mail to [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com) any time between 7:00 AM and 7:00 PM Central Time Monday through Friday.