

State of Maine Judicial Branch
Process for Attorney Exemption to Courthouse Entry Screening
Instructions

- 1.) Obtain and submit application package that consists of application form, acceptance and acknowledgement form, and background check release of information form. Application packages are available on the Maine Judicial Branch website or from the Office of Judicial Marshals, Capital Judicial Center, 1 Court Street, Suite 301, Augusta, ME 04330 (Tel # 207-213-2882).
- 2.) All forms and fees must be returned to the Office of Judicial Marshals, Capital Judicial Center, 1 Court Street, Suite 301, Augusta, ME 04330 (The application fee is a one-time \$100.00 non-refundable fee.) Checks made payable to: Treasurer, State of Maine, along with a photo copy of your Bar Card.
- 3.) Upon completion of review for completeness by the OJM, and a criminal records check, Attorneys will also be required to present the certificate of good standing from the Board of Overseers of the Bar.
- 4.) Once all application materials are in order, OJM will contact the applicant and have them submit photo for ID card. (OJM will provide specs for photo and/or take photos.)
- 5.) The OJM will issue a Photo ID and Acceptance and Acknowledgement form with prohibited conduct. OJM will contact the applicant for delivery of ID and acceptance form to Attorney.
- 6.) Cards issued will be good for 2 years, at which time the same process will be followed to ensure there has been no prohibited conduct and that the Attorney continues to be in good standing with the Board of Overseers of the Bar. The two-year renewal fee would be \$25.00, subject to adjustment.
- 7.) Entry screening exemption may be suspended or revoked by the OJM for any violation of prohibited conduct or at any time the OJM believes the attorney may be a safety concern to Maine's courts. Suspension or revocation of privileges will result in the resumption of entry screening of the attorney.