

## Maine Judicial Branch Odyssey Portal Elevated Access Request Form

This form is for a **party** OR an **attorney** to request elevated access to electronic court case records through the Maine Judicial Branch Odyssey Portal. Electronic court records are available **only** in courts and for cases where eFiling has been implemented.

**Before submitting this form, if you have not already done so, please register for an account on the Odyssey Portal. Submit this form in person at any court clerk's office with one form of positive ID OR by mail if the form has been signed by a notary public.**

**Please note: it may take 3-5 days to activate your account. Once activated, you will receive an email that the account is ready to use.** To learn more, visit [www.courts.maine.gov/ecourts](http://www.courts.maine.gov/ecourts).

***Complete this section if you are a party:***

Party Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

Docket number(s) of your case(s) you are seeking elevated access to:

---

---

***Complete this section if you are an attorney:***

Attorney Name: \_\_\_\_\_ Bar Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**I am a party in the case(s) identified above OR an attorney and request elevated access to my case(s) through the Maine Judicial Branch Odyssey Portal.**

*Must check each box:*

- I have completed registration for a basic user account on the Odyssey Portal:  
<https://publicportal.courts.maine.gov/Portal>.
- I certify that the email address listed above is the same used to register on the Public Portal and that if I change my email address and/or seek to register using a different email address, I must re-register and submit a new access request form to the clerk.
- I agree that I am responsible for the use of my account, including any misuse resulting in improper disclosure of nonpublic information as defined by the Maine Rules of Electronic Court Systems and any other applicable rules, laws, and orders.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

*If submitting this form by mail, it must be signed by a notary public and the following section must be completed. See reverse.*

FOR NOTARY USE ONLY

State of Maine, County of \_\_\_\_\_

I certify that on the date set forth below, the individual named above did appear personally before me and that I did identify this applicant by:

**(a)** comparing his/her physical appearance with the photograph on the following identifying document presented by the applicant:

- U.S. Passport no. \_\_\_\_\_ Expires \_\_\_\_\_
- Maine driver's license no. \_\_\_\_\_ Expires \_\_\_\_\_
- Maine state identification card no. \_\_\_\_\_
- Other [specify] \_\_\_\_\_

**and (b)** comparing the applicant's signature made in my presence on this form with the signature on the above identifying document.

The statements on this document are subscribed and sworn to before me by the applicant on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public Signature: \_\_\_\_\_

[Notary Seal]

My Notary Commission Expires: \_\_\_\_\_

FOR CLERK'S OFFICE USE

Clerks: Please scan the completed form to the OIT helpdesk.

Form of identification presented (if form presented in person):

OIT ticket number/date created: \_\_\_\_\_