

Last reviewed and edited June 24, 2014
Effective September 1, 2014

RULE 138. ELECTRONIC COMMUNICATION

(a) General Communication. All electronic communication with the BCD shall be through electronic mail, directed to “Business.Court@courts.maine.gov”.

(b) Case Communication. Electronic mail sent to the BCD regarding a specific case should include only the case title and docket number in the subject line or heading. All communications with the BCD regarding a case shall be simultaneously copied to all other parties in the case.

Unless requested by the court or authorized by the BCD Procedural Rules, parties and counsel shall not copy the court on electronic communications between or among parties and counsel.

(c) Counsel and Unrepresented Party Information Sheets. After acceptance to the BCD, (1) each represented party shall complete and electronically return to the clerk a Counsel Information Sheet, and (2) each unrepresented party shall complete and return to the clerk an Unrepresented Party Information Sheet. Electronic communication will be sent to counsel at the address listed in the Maine Bar Directory until otherwise modified by the Counsel Information Sheet.

(d) Electronic Mail Address. Unless alternative service is approved pursuant to Rule 140(d), it is the responsibility of all counsel and unrepresented parties to (1) ensure that their correct electronic mail addresses are operational and on file with the BCD, (2) timely monitor their electronic mail service for electronic service as provided in Rule 140, and (3) promptly notify the court of any change to their electronic mail addresses.