

# Training Session Agenda: Defense Counsel and All Other Filers

Date: March 12, 2026

Time: 1:00 PM - 4:00 PM

Location: Remote, Zoom Webinar

ZOOM Login:

To join the webinar, please click on the following link:

<https://courts-maine-gov.zoom.us/j/94511874772>

Passcode: 179877

## Session Overview

This training session will cover the following topics:

- Introductions and Welcome
- Topic 1: Account Creation
- Topic 2: Overview of eFileMaine and Filing Envelopes
- Topic 3: re:SearchMaine court case access online
- Q&A and Recap

## Agenda

1:00 PM - 1:45 PM: **Introductions and Welcome**

- Introduce MJB staff
- Session objectives
- Maine eCourts Support Options
- Housekeeping items
- [AO JB-21-06 \(A. 3-25\)](#)
- [AO JB-25-02](#)
- MRECS and recent updates
- Examples of filing requirements ([MRECS](#))
  - Court forms (MRECS 31(C))
  - Signatures (MRECS 37)
  - Bar ID (MRECS 37)
  - Adding yourself as Service Contact (MRECS 36)
- Compliance with MRECS
  - Document security, redaction, etc.
  - PII form attachment
- *Website for training:* <https://efileme-stage.tylertech.cloud/>

- Login Credentials: See Training Logins Handout
- Password: Abcd1234
- 2nd option: Create own training account, validate through email sent to email address used to register

**1:45 PM - 2:15 PM Topic 1: Account Creation**

- eFile Maine account registration and setup (Registration in real filing environment, training in a separate training only environment)
  - Firm v. Individual Accounts
  - Bar number used to register will also be used in re:Search
  - Needs to match attorney record in case management system to initiate elevated remote access to case file
  - If multiple attorneys in your firm, having one person create an account and as administrator invite others to join that account.
  - Adding attorney to account (with one Firm account, support staff can file on behalf of every attorney on account)
- Adding service contacts to account
  - add yourself as a service contact to a case as soon as you are the attorney of record – You can also add your legal assistant(s) as an additional service contact).

**2:15 PM - 3:15 PM Topic 2: Overview of eFileMaine and Filing Envelopes**

- eFile Maine dashboard and functionality
  - Filing History, Drafts, Case Search History, Bookmarks, Templates, Built in Tyler Technology technical support links, copy envelope feature
- In depth demonstration of the process to complete a successful filing
  - 1 - File into existing criminal case (Docket number: ANDCD-CRM-2025-00151) Motion to Amend Bail (form requirement)
  - Note: Today's example is a Criminal case; filing into Juvenile cases will follow the same mechanics, but will be a JUV case number instead.
- Additional Pleadings
  - 2 - Motion to Continue (form requirement)
  - 3 - Entry of Appearance (form requirement)
  - 4 - Forcible Entry and Detainer (form requirement)
  - 5 - Complaint for Parental Rights and Responsibilities
  - 6 - Civil Contract Case
- Explanation of the filing review process (how long does it take between filing and acceptance into the CMS/when will the clerk be able to see it?)
  - Goal is all envelopes reviewed within four business hours of submission

- Filings do not appear on case until acceptance
- Clerks do not see filings until acceptance
- Filers receive two emails from system: one to confirm submission, and one to indicate filing is entered or rejected
- Please note: Prior to acceptance of an envelope, please direct phone calls to the MMEP line. After acceptance, once filings are on the case/docket, please direct calls to the clerk's office.

**3:15 PM - 3:45 PM Topic 3: re:SearchMaine court case access online**

- Accessing electronic files through re:Search Maine
  - Same login credentials as File & Serve
  - Remote elevated access for cases in which you are listed as attorney of record
  - In a firm with multiple lawyers, will need to be logged into re:Search account for attorney of record
  - Will not see orders until they are docketed
  - Still receive conventional copies, re:Search does not notify you.

**3:45 PM - 4:00 PM Questions, Feedback, Comments, Recap**

## Support Resources

- Maine eCourts Website ([www.courts.maine.gov/ecourts](http://www.courts.maine.gov/ecourts))
- Tyler Technology Technical Support
  - 1 (800) 297-5377 M-F 8 AM - 8 PM
  - [efiling.support@tylertech.com](mailto:efiling.support@tylertech.com)
  - Chat Support
  - Knowledge Bank of common questions
- [ecourtshelp@courts.maine.gov](mailto:ecourtshelp@courts.maine.gov)
  - For rule or process-related questions about eFiling in Maine Courts
  - Maine specific inquiries
  - There *are* scenarios that are technical issues and we can't assist with the platform at that level, and will have to refer you Tyler
  - MMEP Phone Line number (207) 213-2813