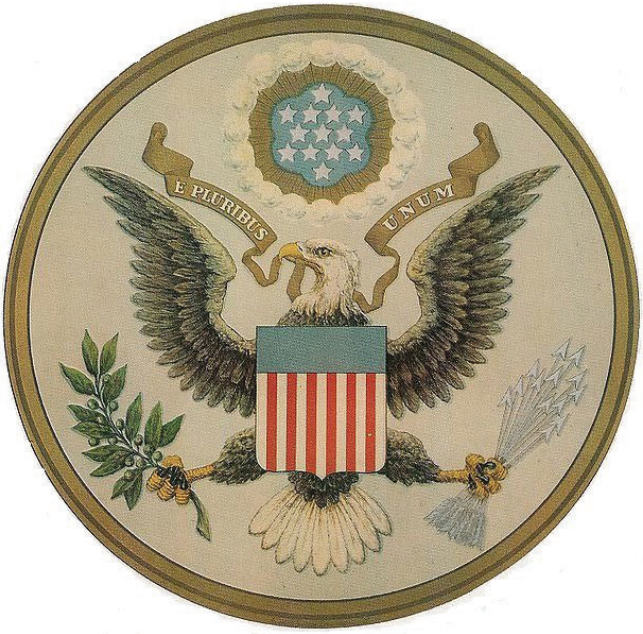
APPENDIX B

UNITED STATES DISTRICT COURT
DISTRICT OF MAINE



GUIDANCE FOR ELECTRONIC FILING IN THE DISTRICT OF MAINE

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October 2025

Bangor
(207) 945-0575

Portland
(207) 780-3356

- **What are the pros and cons of electronic filing?**

Pros:

- You may email your documents for filing, rather than going to the courthouse or paying for postage to mail your filings.
- You have until 11:59 p.m. for your documents to be electronically received by the court (as opposed to 4:30 p.m. for physical delivery of paper filings to the court).
- You will receive immediate email notification of activity and documents filed in your case instead of having to wait for paper copies to arrive in the mail.

Cons:

- There are hardware and software requirements associated with electronic filing.
- You must have an email address.
- You must have access to a Computer with Internet Access.
- Your computer must have software to convert documents from a word processor format to portable document format (PDF).

Note: All documents for filing are to be created with word processing software and then converted to PDF format. A scanner is helpful when submitting documents for electronic filing. A scanner is ONLY to be used for exhibits (documents you did not/cannot electronically prepare yourself for electronic conversion to PDF format).

- Once registered for electronic filing, you will no longer receive paper service of documents in the mail. You will be responsible for checking your e-mail to check for filings and court orders.

- **How do I start with electronic filing?**

You must be filing a new case or be named as a party in an existing pending case to register for electronic filing. You may register for electronic filing by submitting a completed Registration Form.

Pro Se Registration Form for Electronic Filing

Carefully review page 2 of the Pro Se Registration Form for Electronic Filing (see above link), which contains detailed instructions for electronic filing and conditions you must agree to abide by.

If you agree to comply with the instructions and conditions outlined in the registration form, complete the form and return the completed form to the Clerk's Office for processing.

Note: Once registered, you will not receive an Electronic Case Filing (ECF) login and password. Instead, you email your documents for filing and a member of the Clerk's Office will upload the filings to the docket.

- **Once registered, how do I receive electronic filings in my case?**

Once you are registered for electronic filing, whenever there is docket activity in your case you will receive an email. This email is a called a Notice of Electronic Filing (NEF).

The NEF will include the caption of your case and the case number. There are different scenarios you will see within the NEF:

Docket entries with a PDF document attached	Whenever a PDF document is attached to a docket entry the NEF will include a hyperlink to the document. Each docket entry with a PDF document attached is assigned a document number.
Docket entries without a PDF document attached	Certain docket entries do not have a PDF document associated with them. These are called text-only entries. For text-only entries the document number will not contain a hyperlink. Certain text-only docket entries made by the Clerk's Office are not assigned a document number, such as the resetting of deadlines.

Note regarding docket entries with PDF documents attached: You are permitted one "free look" at each PDF document by clicking on the associated document number embedded within the NEF. Any subsequent viewing of the document will be subject to PACER fees. See the FAQ *Is there a way to look up my case without going to the courthouse* for more information regarding PACER. There is a time limit associated with your one free look. You must view the document within 15 days of receipt of the NEF. After 15 days you will lose your one free look. To avoid fees, the best practice is to save and/or print the document immediately after accessing your one free look.

- **Are there certain documents I will be unable to receive electronically?**

Yes. Certain docket entries may be restricted or sealed. An NEF will still be generated to alert you to the docket activity but will contain language that the document is sealed from public view or that access to the document is restricted to case participants only. You will not be able to retrieve these kinds of filings electronically. You will instead be served in paper form.

- **What if I no longer wish to be an electronic filer?**

A termination request must be made in writing. The termination request may be filed via email to MaineECFIntake@med.uscourts.gov or may be filed in paper form with the Clerk's Office.