

REMOVING SECURITY FROM COURT FORMS FOR FILING ON eFileMaine

Instructions for MAC users

The electronic filing system will not allow the submission of documents protected by passwords or other security settings. Therefore, before uploading your documents to eFileMaine, you must remove any security from them.

All forms on the Judicial Branch [forms website](#) are password protected. When they are downloaded for completion by a filer and subsequent uploading, the security will remain in place and result in a failure of submission on eFileMaine.

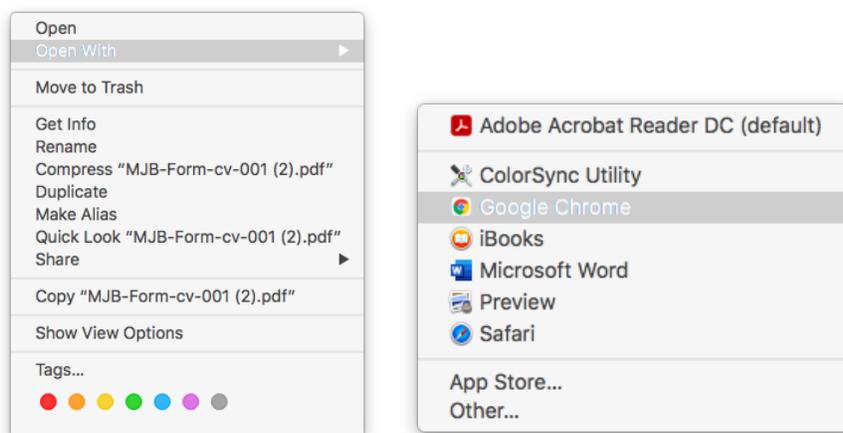
To remove the security and successfully file court forms on eFileMaine, please follow the procedure below.

Please note: to view and fill out MJB forms, you will need the free [Adobe Reader](#).

How to save a form as a PDF for filing:

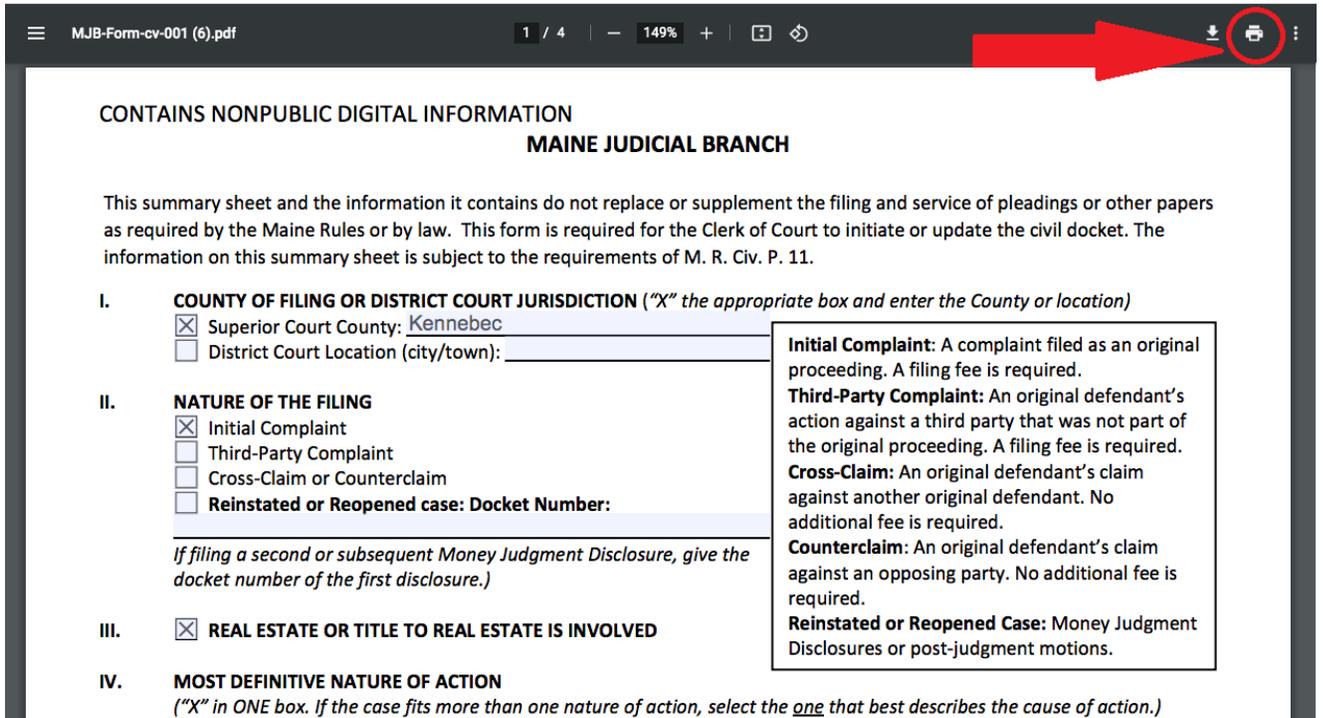
These instructions will only work if you are using a MAC

1. Download the form from the [forms website](#) by clicking the form number link next to the desired form and save the downloaded file to a folder on the server or hard drive you will use to access eFileMaine.
2. Locate the downloaded form on your computer and open the form in Adobe.
3. Once the downloads folder is open, right click on the form file, and select "Open With" > Google Chrome.



4. Fill in the form with the required information.

- When you are finished filling out the form, click the printer icon on the top right of the screen.



MJB-Form-cv-001 (6).pdf 1 / 4 149%

CONTAINS NONPUBLIC DIGITAL INFORMATION
MAINE JUDICIAL BRANCH

This summary sheet and the information it contains do not replace or supplement the filing and service of pleadings or other papers as required by the Maine Rules or by law. This form is required for the Clerk of Court to initiate or update the civil docket. The information on this summary sheet is subject to the requirements of M. R. Civ. P. 11.

I. COUNTY OF FILING OR DISTRICT COURT JURISDICTION (*"X" the appropriate box and enter the County or location*)

Superior Court County: Kennebec
 District Court Location (city/town): _____

II. NATURE OF THE FILING

Initial Complaint
 Third-Party Complaint
 Cross-Claim or Counterclaim
 Reinstated or Reopened case: Docket Number: _____

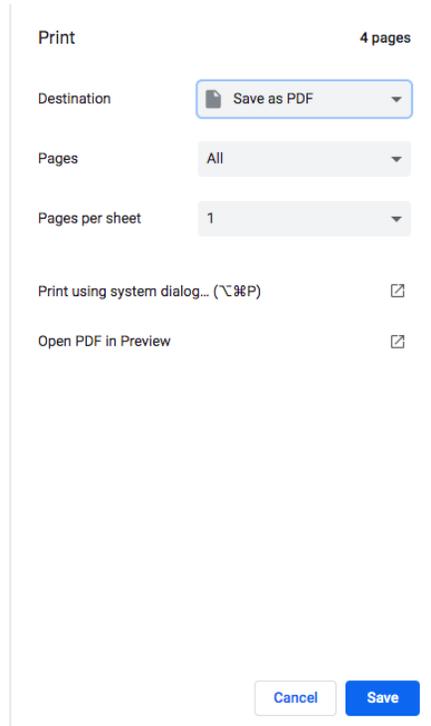
If filing a second or subsequent Money Judgment Disclosure, give the docket number of the first disclosure.)

III. REAL ESTATE OR TITLE TO REAL ESTATE IS INVOLVED

IV. MOST DEFINITIVE NATURE OF ACTION
("X" in ONE box. If the case fits more than one nature of action, select the one that best describes the cause of action.)

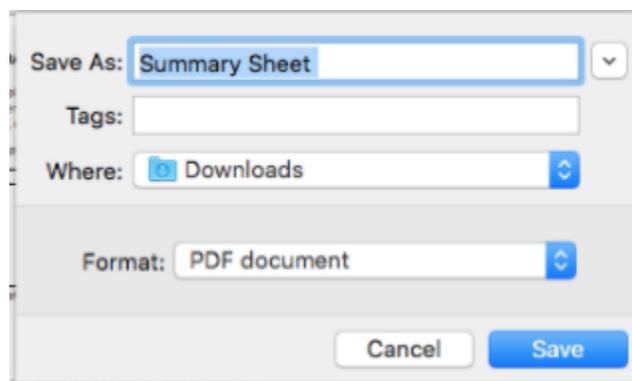
Initial Complaint: A complaint filed as an original proceeding. A filing fee is required.
Third-Party Complaint: An original defendant's action against a third party that was not part of the original proceeding. A filing fee is required.
Cross-Claim: An original defendant's claim against another original defendant. No additional fee is required.
Counterclaim: An original defendant's claim against an opposing party. No additional fee is required.
Reinstated or Reopened Case: Money Judgment Disclosures or post-judgment motions.

- Select "Save as PDF" from the drop down next to "Destination". Then select "Save".



7. Name your document and select a folder/location on your computer in which to save and click "Save".

NOTE: You must change the name of the file to something different than the original file name (which is what displays as the default "Save As" name), since you will already have a blank, password protected version of the form with that name saved to your computer. Using a name that briefly and clearly describes the document may save time during the filing process on eFileMaine and speed up the review and acceptance of the document by the court.



8. Locate the saved PDF on your computer. This PDF can now be successfully uploaded and filed through eFileMaine

How to print and scan a form then save as a PDF for filing:

These steps are for printing and scanning. This method is necessary if you plan to print and hand sign the form. You must have a scanner to complete this method

1. Download the form from the [forms website](#)
2. Open the downloaded file in ADOBE and fill in the form with the required information
3. Print the form as a paper document
4. Scan the paper document to your computer
5. Save the scan as a PDF file on your computer
6. The saved PDF can now be successfully uploaded and filed through eFileMaine