

CIVIL CASE FILINGS
Filing Codes/Lead Documents

PLEASE NOTE: Documents marked below with an asterisk (*) are required at the time of initial submission. Filings will be rejected pursuant to [M.R. Civ. P. 5\(f\)](#) and [MRECS 35\(D\)](#) if not included.

- A. [GENERAL CIVIL ACTION - CASE INITIATION](#)
 - B. [CIVIL DEBT COLLECTION ACTION - CASE INITIATION](#)
 - C. [FORECLOSURE ACTION - CASE INITIATION](#)
 - D. [MINOR SETTLEMENT ACTION - CASE INITIATION](#)
 - E. [FORCIBLE ENTRY AND DETAINER \(FED\) ACTION - CASE INITIATION](#)
 - F. [SMALL CLAIMS ACTION - CASE INITIATION](#)
 - G. [SMALL CLAIMS DISCLOSURE - POST-JUDGMENT PROCEEDING INITIATION](#)
 - H. [MONEY JUDGMENT/DISCLOSURE ACTION - CASE INITIATION](#)
 - I. [CONTEMPT - POST-JUDGMENT PROCEEDING INITIATION](#)
 - J. [80B REVIEW OF GOVERNMENTAL ACTION - CASE INITIATION](#)
 - K. [80C REVIEW OF FINAL AGENCY ACTION - CASE INITIATION](#)
 - L. [80M MEDICAL MALPRACTICE SCREENING PANEL - CASE INITIATION](#)
 - M. [MEDICAL MALPRACTICE POST-SCREENING PANEL - COMPLAINT/CASE INITIATION](#)
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A. GENERAL CIVIL ACTION - CASE INITIATION

a. Case Information

Case category - Civil

Case type - Civil \$175.00

b. Filings/Lead Documents

i. The Complaint*

- 1. Filing Document - Complaint - Filed
- 2. Filing Document - Verified Complaint - Filed

ii. The Summary Sheet ([CV-001](#))*

- 1. Other Filing - Summary Sheet - Filed

Contract Actions Only: The Contract Case Cover Sheet ([CV-261](#))* must be uploaded as an attachment to the Summary Sheet lead document.

iii. Proof of Service

1. Service - Civil Summons - Filed**
2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))
3. Service - Proof of Service - Filed (Use for all other methods of service)

**The “Civil Summons” selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) must be uploaded as an attachment to the service lead document.

B. CIVIL DEBT COLLECTION ACTION - CASE INITIATION

a. Case Information

Case Category - Civil

Case type - Civil Debt Collector - \$175.00

b. Filings/Lead Documents

i. The Complaint*

1. Filing Document - Complaint Debt Collector - Filed - \$127.00

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

Note: Contract Case Cover Sheet ([CV-261](#))* must be uploaded as an attachment to the Summary Sheet lead document.

iii. Proof of Service

1. Service - Civil Summons - Filed**
2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))
3. Service - Proof of Service - Filed (use for all other types of proof of service)

**The “Civil Summons” selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) must be uploaded as an attachment to the service lead document.

C. FORECLOSURE ACTION - CASE INITIATION

a. Case Information

Case Category - Civil

Case type (*select one of the following*):

- Foreclosure (ADR Exempt) - \$175.00
- Foreclosure (Diversion Eligible) - \$175.00
- Foreclosure (Other) - \$175.00

b. Filings/Lead Documents

i. The Complaint*

1. Filing Document - Foreclosure Complaint - Filed - \$200.00¹

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. Proof of Service

1. Service - Civil Summons - Filed**
2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))
3. Service - Proof of Service - Filed (use for all other types of proof of service)

**The “Civil Summons” selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)), and [MBCCP Response to Complaint and Request for Mediation](#) must be uploaded as separate attachments to the service lead document.

iv. Request for Clerk Certificate

1. Certify/Notification - Clerk Certificate - Requested - \$5
2. Certify/Notification - Lis Pendens Certificate - Requested - \$5

Note: *The \$5 postage/handling fee must be added on the Additional Services tab.*

D. MINOR SETTLEMENT ACTION - CASE INITIATION

a. **Case Information**

Case category - Civil

Case type - Minor Settlement Proceeding - \$175.00

¹ The \$200 FDP mediation fee is due for ALL foreclosure actions pursuant to JB-05-26.

b. Filings/Lead Documents

- i. The Application/Motion*
 - 1. Filing Document - Application - Filed OR
 - 2. Filing Document - Motion - Filed

Note: A draft proposed order must be uploaded as attachments to the application/motion lead document.

- ii. Supporting Affidavit²
 - 1. Other Filing - Affidavit - Filed
- iii. The Summary Sheet ([CV-001](#))*
 - 1. Other Filing - Summary Sheet - Filed

E. FORCIBLE ENTRY AND DETAINER (FED) ACTION - CASE INITIATION

a. Case Information

Case category - Civil

Case type - Forcible Entry and Detainer - \$100.00

b. Filings/Lead Documents

- i. The Complaint ([CV-007](#) - Residential FEDs only)*
 - 1. Filing Document - FED Complaint - Filed
- ii. Proof of Service
 - 1. Service - Civil Summons - Filed (CV-034)**
 - 2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))
 - 3. Service - Proof of Service - Filed (use for all other types of proof of service)

**The “Civil Summons” selection is only to be used when submitting CV-034 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-034 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) and the Residential FED (Eviction) Information Sheet and Mediation Request ([CV-256](#)) must be uploaded as separate attachments to the Service lead document. Any additional documents related to service, such as a Sheriff’s affidavit, must also be uploaded as an attachment to the Civil Summons lead document.

² If there are multiple supporting affidavits, each would be a separate lead document.

F. SMALL CLAIMS ACTION - CASE INITIATION

a. Case Information

Case category - Civil

Case type - Small Claims - \$70.00

b. Filings/Lead Documents

i. The Statement of Claim ([SC-001](#))*

1. Filing Document - Statement of Claim - Filed

Note regarding proof of service: *If the PDF of the Statement of Claim includes proof of service (page 3 of the Statement of Claim has been completed by the sheriff), there is nothing further to upload or attach. If service was completed by another method, such as certified mail or acknowledgement, it must be uploaded as an attachment to the Statement of Claim lead document.*

G. SMALL CLAIMS DISCLOSURE PROCEEDING - POST-JUDGMENT PROCEEDING INITIATION

PLEASE NOTE: The filing fees associated with Small Claims disclosure proceedings are assessed per defendant. If your Small Claims disclosure proceedings includes multiple defendants/debtors, you must complete the associated court form for each and submit a separate filing code/lead document for each defendant/debtor to assess the correct fees.

a. Case Information

Disclosure proceedings are filed into the existing Small Claims action.

b. Filings/Lead Documents

i. Request for Disclosure Hearing - M.R.S.C.P. 12(a)(1)

1. The Request for Disclosure Hearing ([SC-003](#))*

a. Filing Document - Request for Disclosure Hearing - Filed - \$30.00

2. Affidavit and Request for Service ([SC-006](#))

a. Service - Affidavit and Request for Service - Filed - \$15³

ii. Notice of Small Claims Disclosure Hearing - M.R.S.C.P. 12(a)(2)

1. The Notice of Small Claims Disclosure Hearing (SC-004)*

a. Filing Document - Notice of Disclosure Hearing - Filed - \$30.00

Note regarding proof of service: *If the Notice of Disclosure Hearing includes proof of service (page 2 of the Notice has been completed by the sheriff) upon filing of disclosure initiation, there is nothing further to upload or attach. If service was completed by another method,*

³ Effective May 1, 2025, the \$5 subpoena fee will be required at the time of filing pursuant to JB-05-26. This is added in Additional Services by selecting the "Exemplified Copy/Form with Court Seal/Clerk Signature" fee code.

such as certified mail or acknowledgement, it must be uploaded as an attachment to the Notice of Disclosure Hearing lead document.

2. Affidavit and Request for Service ([SC-006](#))

- a. Service - Affidavit and Request for Service - Filed - \$15⁴

H. MONEY JUDGMENT/DISCLOSURE - CASE INITIATION

a. Case Information

Case category - Civil

Case type - Money Judgment - \$85.00

b. Filings/Lead Documents

i. The Disclosure Subpoena*

1. Filing Document - Disclosure Subpoena & Writ of Exec - Filed
2. Filing Document - Disclosure Subpoena Debt Collector - Filed - \$127.00⁵
3. Filing Doc - Disco Sub & Writ of Exec Debt Collector - Filed - \$127.00

Note: *The writ of execution, if applicable, must be submitted as an attachment to the Disclosure Subpoena lead document.*

Note regarding proof of service: *When the PDF of the Disclosure Subpoena includes proof of service (page 2 of the subpoena has been completed by the sheriff), there is nothing further to upload or attach. If service was completed by another method, such as certified mail or acknowledgement, it must be uploaded as an attachment to the Disclosure Subpoena lead document.*

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. The Motion (for Relief, Disclosure, etc.)

1. Filing Document - Filing Motion - Filed

I. CONTEMPT - POST-JUDGMENT PROCEEDING INITIATION

Contempt proceedings are filed into the existing Money Judgment (formerly Special Action), Small Claims, or General Civil/Real Estate Action.

a. Filings/Lead Documents

i. The Contempt Subpoena (MJ-SC-002)*

⁴ Effective May 1, 2025, the \$5 subpoena fee will be required at the time of filing pursuant to JB-05-26. This is added in Additional Services by selecting the "Exemplified Copy/Form with Court Seal/Clerk Signature" fee code.

⁵ The debt collector filing code(s) must be selected to assess the surcharge when the \$127 surcharge was not paid at the commencement of the initial action as indicated on the Disclosure Subpoena (MJ-001). If the surcharge was paid at commencement of the initial action, proof of payment must be submitted as an attachment to the Disclosure Subpoena lead document.

1. Subpoena - Contempt Subpoena - Filed

Note regarding proof of service: *If the PDF of the Contempt Subpoena includes proof of service (page 2 of the subpoena has been completed by the sheriff), there is nothing further to upload or attach. If service was completed by another method, such as certified mail or acknowledgement, it must be uploaded as an attachment to the Contempt Subpoena lead document.*

ii. Motion for Contempt/Relief (*if applicable*)

1. Motion for Contempt - \$60

iii. Affidavit in Support of Motion (*if applicable*)

1. Other Filing - Affidavit - Filed

J. 80B REVIEW OF GOVERNMENTAL ACTION - CASE INITIATION

a. Case Information

Case category - Civil

Case type - 80B, 80C Appeals - \$175.00

b. Filings/Lead Documents

i. The Complaint*

1. Filing Document - Complaint - Filed

2. Filing Document - Verified Complaint - Filed

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. Proof of Service

1. Service - Civil Summons - Filed**

2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))

3. Service - Proof of Service - Filed (use for all other methods of service)

******The “Civil Summons” selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) must be uploaded as an attachment to the service lead document.

K. 80C REVIEW OF FINAL AGENCY ACTION - CASE INITIATION

a. Case Information

Case category - Civil

Case type - 80B, 80C Appeals - \$175

b. Filings/Lead Documents

i. The Petition*

1. Filing Document - Petition - Filed

2. Filing Document - Verified Petition - Filed

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. Proof of Service

1. Service - Proof of Service - Filed

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) must be uploaded as an attachment to the service lead document.

L. 80M MEDICAL MALPRACTICE SCREENING PANEL - CASE INITIATION

a. Case Information

Case category - Civil

Case type - Medical Malpractice Screening Panel (80M) - \$225

b. Filings/Lead Documents

i. The Notice of Claim*

1. Filing Document - Notice of Claim - Filed

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. Proof of Service

1. Service - Civil Summons - Filed**

2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))

3. Service - Proof of Service - Filed (Use for all other methods of service)

******The “Civil Summons” selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the “Acknowledgment of Service” or “Proof of Service” codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

The Notice Regarding Electronic Service ([CR-CV-FM-255](#)) must be uploaded as an attachment to the service lead document.

M. MEDICAL MALPRACTICE POST-SCREENING PANEL - COMPLAINT/CASE INITIATION

a. Case Information

Case category - Civil

Case type - Civil \$175.00

b. Filings/Lead Documents

i. The Complaint*

1. Filing Document - Complaint - Filed
2. Filing Document - Verified Complaint - Filed

ii. The Summary Sheet ([CV-001](#))*

1. Other Filing - Summary Sheet - Filed

iii. Proof of Service

1. Service - Civil Summons - Filed**
2. Service - Acknowledgment of Service - Filed (Only used with [CV-FM-036](#))
3. Service - Proof of Service - Filed (Use for all other methods of service)

**The "Civil Summons" selection is only to be used when submitting CV-030 that has page 2 completed by a sheriff or other authorized person. If page 2 of CV-030 is not completed by a sheriff or other authorized person, the "Acknowledgment of Service" or "Proof of Service" codes would be selected, whichever is appropriate. The summons would then be uploaded as an attachment to the lead document.

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