

Record Search Request Instructions and Information

Submitting a Request: The Record Search Request form must be used when submitting a request. Requests submitted on other forms will be returned to the requestor. Requests must be submitted by mail or other carrier, or in person at the Judicial Branch Service Center. Requests cannot be submitted via email or fax.

Payment: Payment is due when the request is submitted and can be by check, money order or credit card. Cash is accepted if the request is hand delivered.

Record Search Fee: The fee is \$20 per name, per box checked in the Court Location(s) section of the Search Parameters. *For example:* one name to be searched with two boxes checked in the Court Location(s) section requires a \$40 fee; two names with one box checked in the Court Location(s) section requires a \$40 fee. Two names with three boxes checked requires a \$120 fee. The research fee is not affected whether the request is for criminal records, civil records or both criminal and civil records.

Exemptions from the Search Fee: The following are exempt from paying the search fee:

- Individuals performing a search for cases in which they were a party.
- In-State and Out of State Agencies that perform a general governmental function, such as State District Attorney offices, Department of Health and Human Services, Courts, and Executive Department Agencies.

Please refer to Administrative Order JB-05-26, Section III, for further information. A copy of this order can be found on the Judicial Branch website at www.courts.maine.gov, under Rules & Administrative Orders.

Reported Information for Found Records: Only non-confidential information will be reported. If non-confidential records are found for the name(s) submitted, the docket number and status of the case (whether pending or closed) will be reported. If you require additional details regarding the case(s) you will need to either purchase a copy of the docket record or other case documents, or go to the court where the case is held to view the file. Case files and copies are available in accordance with the Record Retention Schedule, Administrative Order JB-05-21. A copy of this order can be found on the Judicial Branch website at www.courts.maine.gov, under Rules & Administrative Orders.

Copies and fees: The fee for copies is \$2 for the first page and \$1 for each additional page. Attested

copies (with the Court seal) require an additional fee of \$5 *per document*. It is recommended that you include a credit or debit card number with your request to cover the copy fee and to have them returned to you with the search results. Alternatively, you can request that a quote for the copy fees be mailed to you, and this will be provided as soon as possible. You would then need to submit the quote with your payment via mail.

A docket record is the most commonly requested document. A docket record contains the names of the parties, the type of case, the charges (if a criminal or civil violation matter), date of filing, attorney information, judgment information, etc. Other copies such as the complaint, judgment and commitment and final judgment may also be available. Copies of court documents are available in accordance with the Record Retention Schedule, Administrative Order JB-05-21. A copy of this order can be found on the Judicial Branch website at www.courts.maine.gov, under Rules & Administrative Orders.

Please contact the Judicial Branch Service Center at 207-753-2901 if you have questions regarding copies.

Processing Time: Clerks and/or Clerical Staff at the Service Center will endeavor to provide the information requested using the following timetable:

1-5 names	within	5	working	days
6-10 names	within	30	working	days
11-15 names	within	45	working	days
16-20 names	within	60	working	days
21+ names	to be determined by the Clerk and/or Senior Service Center Associate			

Note: Requests to search for records prior to 2000 require additional processing time.

Required Information: Searches on individuals must include the individual's first and last name. The date of birth is required for criminal case searches. Searches on businesses must include the company name. Searches are performed using the exact spelling of the first and last name(s) or business name, and date of birth if required, as provided by the requestor. Alias' are considered a separate name and require a separate search fee.

Note regarding searches for civil cases: The database used for civil case searches does not collect a unique identifier (e.g., DOB, SSN, etc.); therefore, the Judicial Branch is unable to certify the civil case search results. In some instances, it is possible that the case information being reported is not for the person you are investigating, but for a person with the same name.

MAINE STATE COURTS – REQUEST FOR RECORD SEARCH

Requestor:	Date:
Street Address or PO Box:	City, State, Zip:
Phone #:	E-mail:

Phone number and e-mail address are required in the event there is the need to contact you. Record information cannot be provided via phone or mail.

I am requesting a record search for cases in which I was a party. The results from this request are being sent to me at my current mailing address.

Please note: If you are requesting a record search for a case or cases in which you were a party (either the plaintiff or defendant), you are exempt from the record search fee. However, if you would like to purchase a copy of the docket record(s) or copies of any of the documents in the case file, the fee for copies applies.

Payment:

Unless you are exempt from paying the research fee, include a **\$20 record check fee per name AND per box checked in the Court Location(s) section of Search Parameters (see page 2).**

For example: one name to be searched with two boxes checked in the Court Location(s) section requires a \$40 fee; one name and one alias with one box checked in the Court Location(s) section requires a \$40 fee.

Method of Payment Enclosed: Check Money Order Credit Card: Visa Master Card Discover Amount: _____

Card Number: _____ Expiration: _____ CVV: _____ (3-4 digit code on back of card)

Name on Card: _____ Signature: _____

Billing Address: _____ City: _____ State: _____ Zip: _____

Please make check or money order out to: Treasurer, State of Maine

Copies:

For all non-confidential records found:

Charge the above credit card for the cost to purchase *unattested* copies *attested* copies as indicated below.

Send me a quote for the cost to purchase *unattested* copies *attested* copies as indicated below.

Docket record Complaint Judgment and commitment Other _____

*Copy fees: \$2 for the first page, \$1 for each additional page. Attestation fee: \$5 per document.
A \$5 postage and handling fee will also be applied, if necessary.*

Mail the completed form and a self-addressed stamped envelope* to:

Judicial Branch Service Center, PO Box 266, Lewiston, ME 04243

For FedEx or UPS:

85 Park St., Lewiston, ME 04240

**If you are purchasing copies and the SASE is not adequate for the number of pages, it will be returned to you and a \$5.00 handling fee applied.*

FOR COURT USE

Payment Method: Check or Money Order Credit Card Total charged to card: _____

Quantity record search fee: _____ Quantity attestation fee: _____

Quantity first page copy: _____ Quantity subsequent page copy: _____

\$5.00 handling fee applied (Clerk to add to subsequent pages fee.)

