

CIVIL CASE INFORMATION SHEET

M.R. Civ. P. 5(h)

DRAFT

This information sheet and the information contained herein neither replace nor supplement the filing and service of pleadings or other papers as required by the Maine Rules of Court or by law. This form is required for the use of the Clerk of Court for the purpose of initiating or updating the civil docket. (SEE ATTACHED INSTRUCTIONS)

I. SUPERIOR COURT COUNTY _____ or DISTRICT COURT LOCATION (City or Town) _____

II. NATURE OF FILING [] Initial Complaint [] Third-Party Complaint [] Cross-Claim or Counterclaim
If Reinstated or Reopened case, give original Docket Number _____
(If filing a second or subsequent Money Judgment Disclosure, give docket number of first disclosure)

III. [] TITLE TO REAL ESTATE IS INVOLVED

IV. MOST DEFINITIVE NATURE OF ACTION. (Place an X in the one box that most closely describes your case.)

Track A—Defined Process Track. M.R. Civ. P. 16(a)(1), (b)(1)

Superior Court

- 17A Settlement of Claim of a Minor
76D Appeal from District Court
80B Review of Final Government Action
80C Review of Final Agency Action (Except Review of Board of Tax Appeals)
80D Forcible Entry and Detainer Appeal of Law
80M Medical Malpractice Screening Panel
Arbitration Action
Asset Forfeiture
Deposition for Use in Foreign Jurisdiction
Discovery (Pre-Action)
Foreign Judgment Registration or Enforcement
Freedom of Access Act (FOAA) Appeal
Transfer of Structured Settlement Payment
Writ of Habeas Corpus
17A Settlement of Claim of a Minor
80C Appeal to District Court (Occupational Licensing)
80E Administrative Inspection Warrants
80G Actions for License Revocation or Suspension
80I Search Warrant for Schedule Z Drugs
80J Warrant for Survey or Test
80K Land Use Violation
Child Protection - Non-DHHS
Deposition for Use in Foreign Jurisdiction—Application
Discovery (Pre-Action)
Forcible Entry and Detainer - Eviction
Foreign Judgment Registration or Enforcement
HIV Test
Money Judgment Disclosure
Personal Property Recovery
Property Libel/Forfeiture

District Court

Track B or C—Standard or Complex Track. M.R. Civ. P. 16(a)(2), (3), (b)(2)

Tort Claim

- Premises Liability
Product Liability
Automobile Tort
Libel/Slander/Defamation
Intentional Tort
Tort - Other
80N Collection Action (for other collection, select Contract Claim)
80N Debt Buyer Collection
80N Credit Card Collection
80N Student Loan Collection
Presumptive Track C Case
Business Organization Dispute
Professional Malpractice Claims (Medical, Legal, Other)
Shareholder Derivative Action (Superior Court)
Other Action
80C Review of Board of Tax Appeals (Superior Court)
80D Forcible Entry and Detainer Appeal for Jury Trial (Superior Court)
80L Small Claim Appeal for Jury Trial (Superior Court)
Arbitration Action
Civil Rights, Constitutional Claim
Construction Case
Contract Claim
Eminent Domain/Condemnation Action (Superior Court)
Employment Dispute
Fraud and/or Unfair Trade Practices Claim
Insurance Policy Claim or Dispute, Including Indemnity or Subrogation
Landlord Tenant -Non-Eviction (e.g., warranty of habitability)
Mortgage Foreclosure
Real Property Actions and Disputes, Including Roads
Restraining Order
Other: _____

V. M. R. Civ. P. 16B ALTERNATIVE DISPUTE RESOLUTION (ADR):

I certify that pursuant to M.R. Civ. P. 16B(b), this case is exempt from a required ADR process because:

- The plaintiff or defendant is incarcerated in a local, state or federal facility.
- The parties have participated in a statutory pre-litigation screening process with _____
- The parties have participated in a formal ADR process with _____ (name of neutral) on _____ (date).
- The plaintiff's likely damages will not exceed \$50,000, and the plaintiff requests an exemption.
- The process for the action is defined by rule or statute and does not include ADR. *See* M.R. Civ. P. 16(a)(1).
- There is other good cause for an exemption, and the plaintiff has filed a motion for an exemption.

VI. (a) PLAINTIFFS (Name & Address including county)

or Third-Party Plaintiffs, Counterclaim Plaintiffs, or Cross-Claim Plaintiffs

- The plaintiff is a prisoner in a local, state or federal facility.

(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)

If all counsel listed do NOT represent all plaintiffs, specify who the listed attorney(s) represent.

VII. (a) DEFENDANTS (Name & Address including county)

or Third-Party Defendants, Counterclaim Defendants, or Cross-Claim Defendants

- The defendant is a prisoner in a local, state or federal facility.

(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)

If all counsel listed do NOT represent all defendants, specify who the listed attorney(s) represent.

VIII. (a) PARTIES IN INTEREST (Name & Address including county)

(b) Attorneys (Name, Bar number, Firm name, Address, Telephone Number, Email Address)

If all counsel listed do NOT represent all defendants, specify who the listed attorney(s) represent.

IX. RELATED CASE(S) IF ANY _____

Assigned Judge/Justice _____

Docket Number _____

Date: _____

Name of Plaintiff or Lead Attorney of Record

Signature of Plaintiff or Attorney

INSTRUCTIONS FOR COMPLETING CIVIL CASE INFORMATION SHEET

I. County of Filing / District Court Location. For Superior Court cases enter the county name where this complaint is being filed. For District Court cases enter the location (city or town) of the District Court where this complaint is being filed.

II. Nature of Filing. Place an "X" in the appropriate box.

Mark "Initial Complaint" if the complaint is being filed as an original proceeding. A filing fee is required.

Mark "Third-Party Complaint" if the original defendant is filing an action against a third party, not part of the original proceeding. A filing fee is required.

Mark "Cross-Claim or Counterclaim" if an original defendant is filing a cross-claim against another original defendant or if an original defendant is filing a counterclaim against a party not part of the original proceeding.

If a matter is reinstated or reopened, provide the docket number of the original proceeding. This should be filled in for second or subsequent money judgment disclosures or for post-judgment motions.

III. Title to Real Estate. Place an "X" in the box if this case is not designated as Real Estate action but title to real estate is involved.

IV. Most Definitive Nature of Action. Place an "X" in the appropriate box. If the cause fits more than one nature of action, select the category that best describes the primary cause of action.

V. Place an "X" in the appropriate box if the case is exempt from alternative dispute resolution as required by M.R. Civ. P. 16B.

VI. (a) Plaintiffs, Third-Party or Counterclaim or Cross-Claim Plaintiffs. Enter names (first, middle initial, last) of all plaintiffs and their address including county of residency. If the plaintiff is a government agency, use only the full name or standard abbreviations. If the plaintiff is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several plaintiffs, list as many plaintiffs as possible and list the additional plaintiffs on an attachment and note "(see attachment)."

(b) Plaintiff's Attorney. Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all plaintiffs, specify who the listed attorney(s) represent.

VII. (a) Defendants Enter names (first, middle initial, last) of all defendants and their address including county of residency. If the defendant is a government agency, use only the full name or standard abbreviations. If the defendant is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several defendants, list as many defendants as possible and list the additional defendants on an attachment and note "(see attachment)".

(b) Defendant's Attorney. Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all defendants, specify who the listed attorney(s) represent.

VIII. (a) Parties of Interest. Enter names (first, middle initial, last) of all parties of interest and their address including county of residency. If the party of interest is a government agency, use only the full name or standard abbreviations. If the party of interest is an official within a government agency, identify first the agency and then the official, giving both name and title. If there are several parties of interest, list as many parties of interest as possible and list the additional parties of interest on an attachment and note "(see attachment)."

(b) Party of Interest's Attorney. Enter firm name, attorney of record, attorney of record bar number, address and telephone number. If there are several attorneys, list as many as possible and list the additional attorneys on an attachment, noting in this section "(see attachment)." If more than one attorney is listed for a party, a lead attorney must be designated. If all counsel listed do NOT represent all parties of interest, specify who the listed attorney(s) represent.

IX. Related Cases. This section is used to reference relating pending cases if any. If there are related pending cases, insert the docket numbers and the corresponding justices name when appropriate for such cases.

Date, Attorney or Pro se Party Name and Signature. 1. Date the summary sheet. 2. Sign the summary sheet. Type or print the name of the Plaintiff or lead attorney of record. The attorney signing the filing document should sign the summary sheet. The information on the cover sheet is subject to the requirements of M. R. Civ. P. 11. The Maine Rules of Civil Procedure, and all other Court Rules, are found at: www.courts.maine.gov.