

**STATE OF MAINE
SUPREME JUDICIAL COURT**

ADMINISTRATIVE ORDER JB-05-4 (A. 9-16)

HOURS OF OPERATION

Effective: September 6, 2016

This order amends JB-05-4, as amended by A. 9-11, signed and effective on September 19, 2011.

Except as noted in the following paragraph, the normal business hours in all Maine State courthouses and Judicial Branch facilities shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday.

The normal business hours in Maine State courthouses located in Rumford, Dover-Foxcroft, Lincoln-Millinocket, Newport, Calais, Houlton, Fort Kent-Madawaska and Presque Isle shall be from 8:00 a.m. to 4:00 p.m., Monday through Friday.

All business requiring the attention of the clerks' offices must be presented before the closing hour of the courthouse. *See* M.R. Civ. P. 5(g); M.R.U. Crim. P. 54. Motions, appeals, or other time-sensitive matters must be received by the closing hour of the courthouse in order to be docketed as filed on that date, unless otherwise ordered by the court. *See* M.R. Civ. P. 5(g); M.R.U. Crim. P. 54.

Judicial Branch offices, including clerks' offices, will be closed on weekends and legal holidays. The Chief Justice, the Trial Court Chiefs and designees, and authorized court administrators may alter the normal business hours, in individual court locations, as necessary to respond to emergencies and staffing availability. In addition, when the circumstances so warrant, the Supreme Judicial Court may alter the normal business hours in individual locations or statewide.

For the Court,

/s/

Leigh I. Saufley
Chief Justice

Promulgation Date: September 20, 2016

Hours Of Operation

AO JB-05-4 (A. 9-16), dated September 20, 2016, effective September 6, 2016

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Issued to indicate that hours for all Maine State courthouses and Judicial Branch facilities except for the courthouses located in Rumford, Dover-Foxcroft, Lincoln-Millinocket, Newport, Calais, Houlton, Fort Kent and Presque Isle shall be from 8:00 a.m. to 4:30 p.m., Monday through Friday. In those identified locations, the hours shall remain 8:00 a.m. to 4:00 p.m. Citations to the Maine Rules of Unified Criminal Procedure are added.

Historical Derivation of JB-05-4

Hours Of Operation

AO JB-05-4 (A. 9-11), dated and effective September 19, 2011

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Hours Of Operation

AO JB-05-4, dated June 29, 2005, effective August 1, 2005

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Hours Of Operation

AO JB-04-3, dated September 14, 2004, effective October 4, 2004

Signed by: Leigh I. Saufley, Chief Justice, Maine Supreme Judicial Court

Notice To All Persons Filing Documents With The Portland Courts

Dated May 20, 1996

Signed by the Clerks of Court: James Chute, Supreme Judicial Court; Diane Harvey, Administrative Court; Lucille Lepitre, Superior Court; Debra Nowak, District Court