

**STATE OF MAINE**  
**SUPREME JUDICIAL COURT**  
ADMINISTRATIVE ORDER JB-22-01

ORDER REGARDING PROPOSED ORDERS BY EMAIL

Effective: January 10, 2022

This Administrative Order addresses the process for attorneys and parties to submit an editable version of a proposed order by email at the request of a Justice, Judge, or Family Law Magistrate in all case types.

**I. PROCESS**

A judicial officer may request that attorneys or parties submit proposed orders before or after a hearing in electronic, editable format via email.

- A. Upon request by the judicial officer, the attorneys or parties shall use the following email address to send electronic versions of proposed orders: [proposedorders@courts.maine.gov](mailto:proposedorders@courts.maine.gov)
- B. The proposed order, other than proposed child support orders and worksheets and property distribution tables, must be in Word format.
- C. Proposed child support orders and worksheets and property distribution tables need not be in Word format but must be editable.
- D. The “proposedorders” email address is not for any other type of filing except an editable version of a proposed order, and only at the request of the judicial officer.
- E. Proposed orders shall be filed no later than 24 hours before a scheduled hearing, unless the judicial officer indicates that the proposed order shall be filed after the hearing. Proposed orders that are submitted after the hearing may take up to two business days to process, and all filers should expect that delay.

- F. The email should include the Docket Number, including court location (i.e., LIVDC-FM-2021-123) in the subject line.
- G. The email should include the following information in the body of the email:
  - 1. Date and location of hearing, and
  - 2. Name of the justice, judge, or magistrate who requested the proposed order.
- H. Parties shall not use the email to provide information outside of that contained in subdivision G above. The email shall not be used for argument or dialogue between the parties or with the judge. The proposed order email is simply a conduit for receiving proposed orders from parties that will be sent to the justice, judge, or magistrate.
- I. Parties that submit a proposed order via the “proposedorders” email address shall copy all counsel and unrepresented parties if email addresses are known. If email addresses for particular parties are unknown, copies of the proposed orders shall be sent by regular mail to those parties.
- J. Parties that submit a proposed order via the “proposedorders” email address shall also file a hard copy. The clerk is not required to print and docket the receipt of a proposed order by email. The hard copy filed with the court shall be docketed by the clerk’s office.

**II. FAILURE TO COMPLY WITH PROCESS**

Any email received that is not in accordance with this Order will be rejected by the Clerk and no filing will have occurred.

Promulgation Date: January 6, 2022

For the Court:

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/s/  
Valerie Stanfill  
Chief Justice, Supreme Judicial Court