

## REMOVING SECURITY FROM COURT FORMS FOR FILING ON eFileMaine

### **Instructions for MAC users**

The electronic filing system will not allow the submission of documents protected by passwords or other security settings. Therefore, before uploading your documents to eFileMaine, you must remove any security from them.

The official forms on the Judicial Branch [forms website](#) are protected by security. When they are downloaded for completion by a filer and subsequent uploading, the security will remain in place and result in a failure of submission on eFileMaine.

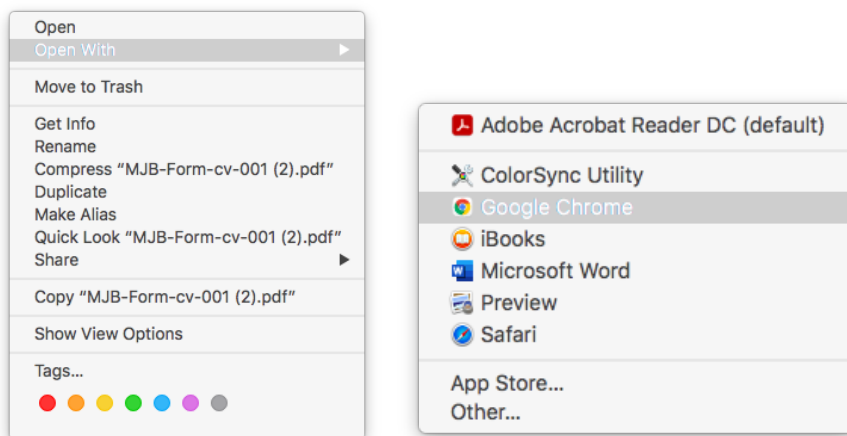
To remove the security and successfully file court forms on eFileMaine, please follow the procedure below.

#### **How to save a form as a PDF for filing:**

*\*\*These instructions will only work if you are using a MAC\*\**

*\*\*These steps were taken using the web browser Chrome. This is the suggested browser. Options may be different in other browsers.\*\**

1. Download the form from the [forms website](#) by clicking the form number link next to the desired form.
2. Once the downloads folder is open, right click on the form file, and select "Open With" > Google Chrome.



3. Fill in the form with the required information.

- When you are finished filling out the form, click the printer icon on the top right of the screen.

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CONTAINS NONPUBLIC DIGITAL INFORMATION  
**MAINE JUDICIAL BRANCH**

This summary sheet and the information it contains do not replace or supplement the filing and service of pleadings or other papers as required by the Maine Rules or by law. This form is required for the Clerk of Court to initiate or update the civil docket. The information on this summary sheet is subject to the requirements of M. R. Civ. P. 11.

**I. COUNTY OF FILING OR DISTRICT COURT JURISDICTION** (“X” the appropriate box and enter the County or location)

Superior Court County: Kennebec  
 District Court Location (city/town): \_\_\_\_\_

**II. NATURE OF THE FILING**

Initial Complaint  
 Third-Party Complaint  
 Cross-Claim or Counterclaim  
 Reinstated or Reopened case: Docket Number: \_\_\_\_\_

*If filing a second or subsequent Money Judgment Disclosure, give the docket number of the first disclosure.)*

**III.  REAL ESTATE OR TITLE TO REAL ESTATE IS INVOLVED**

**IV. MOST DEFINITIVE NATURE OF ACTION**  
 (“X” in ONE box. If the case fits more than one nature of action, select the one that best describes the cause of action.)

**Initial Complaint:** A complaint filed as an original proceeding. A filing fee is required.  
**Third-Party Complaint:** An original defendant’s action against a third party that was not part of the original proceeding. A filing fee is required.  
**Cross-Claim:** An original defendant’s claim against another original defendant. No additional fee is required.  
**Counterclaim:** An original defendant’s claim against an opposing party. No additional fee is required.  
**Reinstated or Reopened Case:** Money Judgment Disclosures or post-judgment motions.

- Select “Save as PDF” from the drop down next to “Destination”. Then select “Save”.

Print 4 pages

Destination

Pages

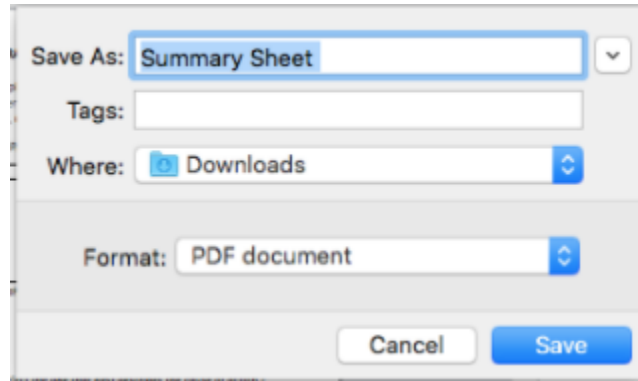
Pages per sheet

Print using system dialog... (⌘P)

Open PDF in Preview

6. Name your document and select a folder/location on your computer in which to save and click "Save".

(Note: change the name of the file to something different than the original file name (which is what displays as the default "Save As" name), since you will already have a blank, password protected version of the form with that name saved to your computer.)



7. Locate the saved PDF on your computer. This PDF can now be successfully uploaded and filed through eFileMaine

### **How to print and scan a form then save as a PDF for filing:**

*\*\*These steps are for printing and scanning. This method is necessary if you plan to print and hand sign the form. You must have a scanner to complete this method\*\**

1. Download the form from the [forms website](#)
2. Open the downloaded file in ADOBE and fill in the form with the required information
3. Print the form as a paper document
4. Scan the paper document to your computer
5. Save the scan as a PDF file on your computer
6. The saved PDF can now be successfully uploaded and filed through eFileMaine