

REMOVING SECURITY FROM COURT FORMS FOR FILING ON eFileMaine

Instructions for PC 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 PC

These steps were taken using the Microsoft Edge web browser. Using a different browser may show slightly different options, but the steps are fundamentally the same.

1. Download the form from the [forms website](#) by clicking the form number link next to the desired form.
2. Open the downloaded file in ADOBE by selecting the options from the downloaded file (...), and select "Show in Folder". This will open your downloads folder.

State of Maine
JUDICIAL BRANCH

Home Forms Search ME Judicial Branch

Court Forms Search
--Select All-- Search

Click on the form number to download a form. To filter search results, use the "Quick Filter" and type in keyword or 3-digit form number (example: FM-004)

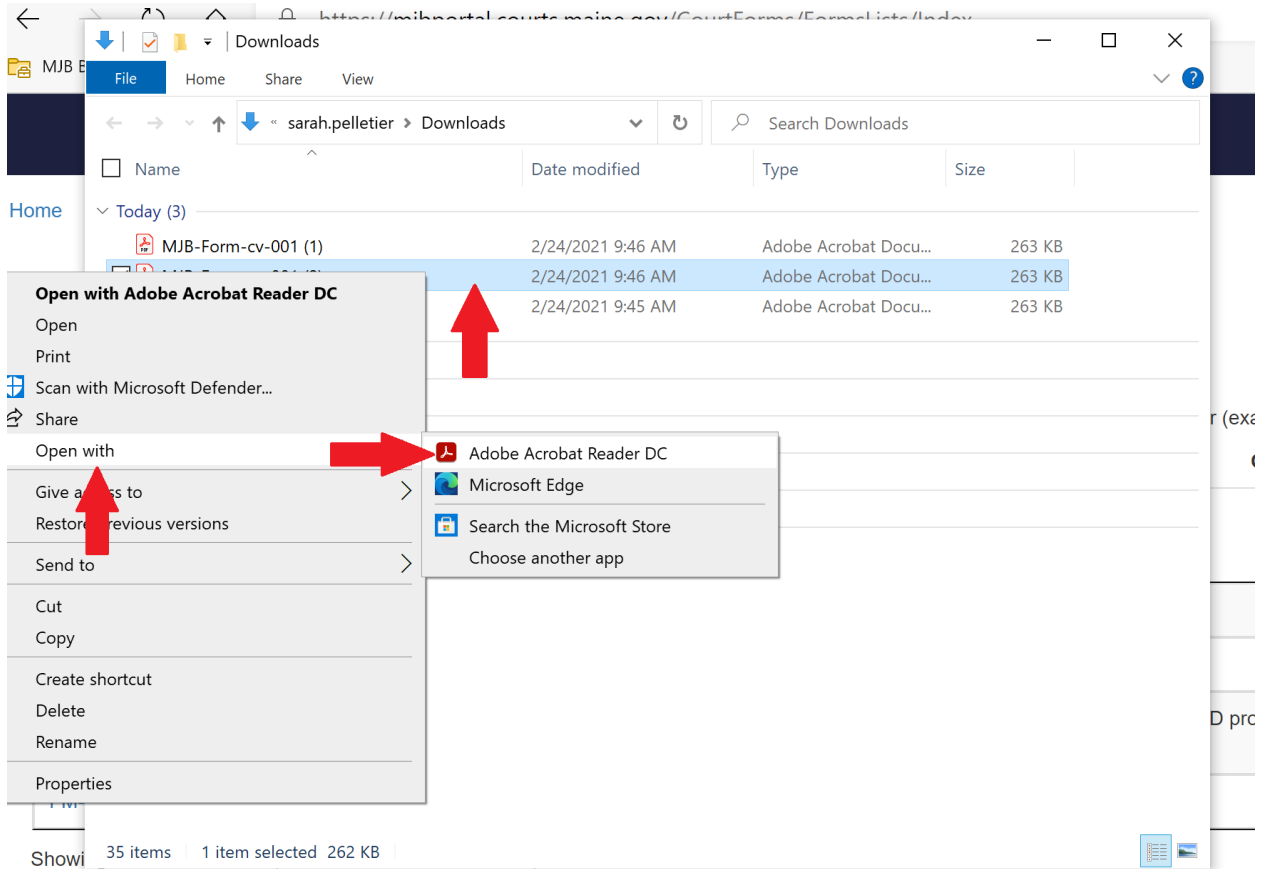
Show 50 entries Quick Filter: Summary

Form Number	Form Name	Revision Date
CV-001	Civil	2/1/2021
CV-183	Com	(Summary Process) 6/1/2014
CV-218	Instr	roperty Recovery Case (To be used in place of CV-182 while COVID procedures, PMOs, and 8/1/2020
FM-002	Fam	7/1/2020

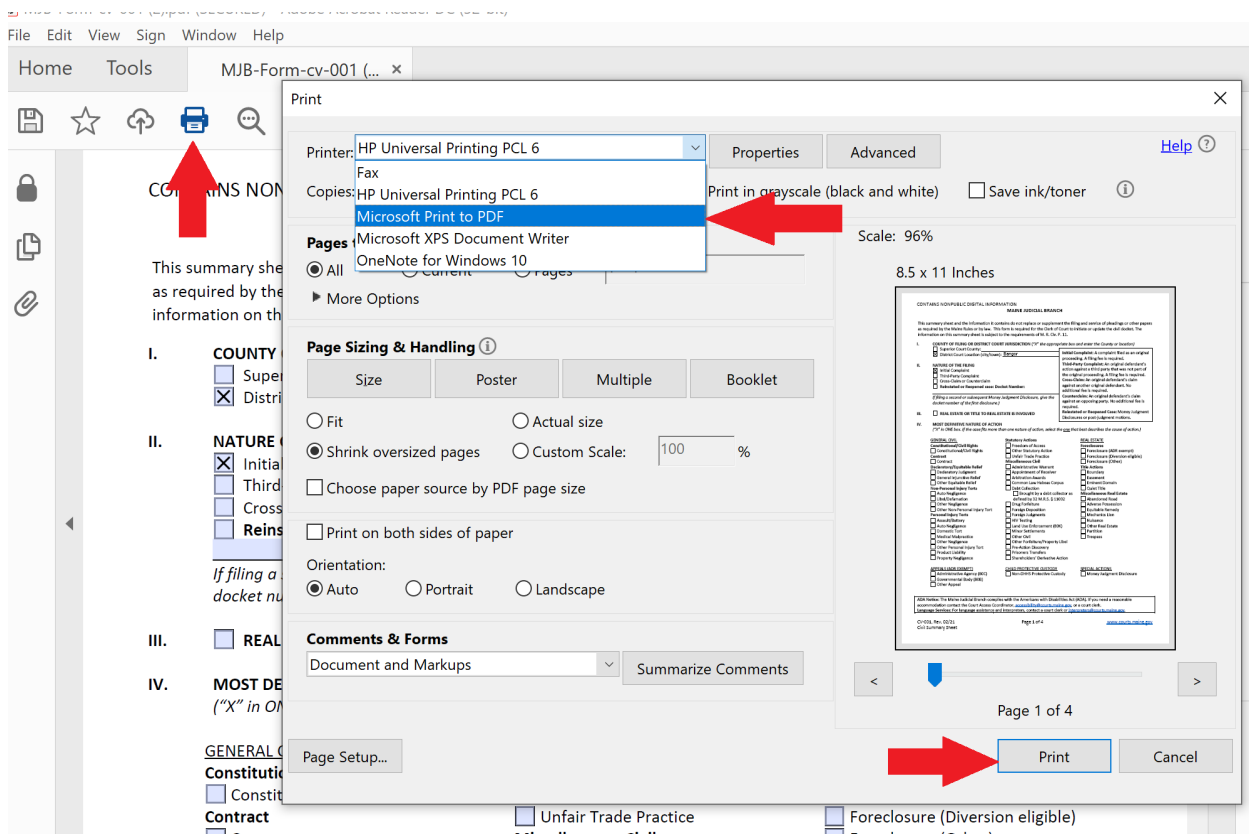
Showing 1 to 4 of 4 entries Previous 1 Next

MJB-Form-cv-001 (2) .pdf
Open file Show all

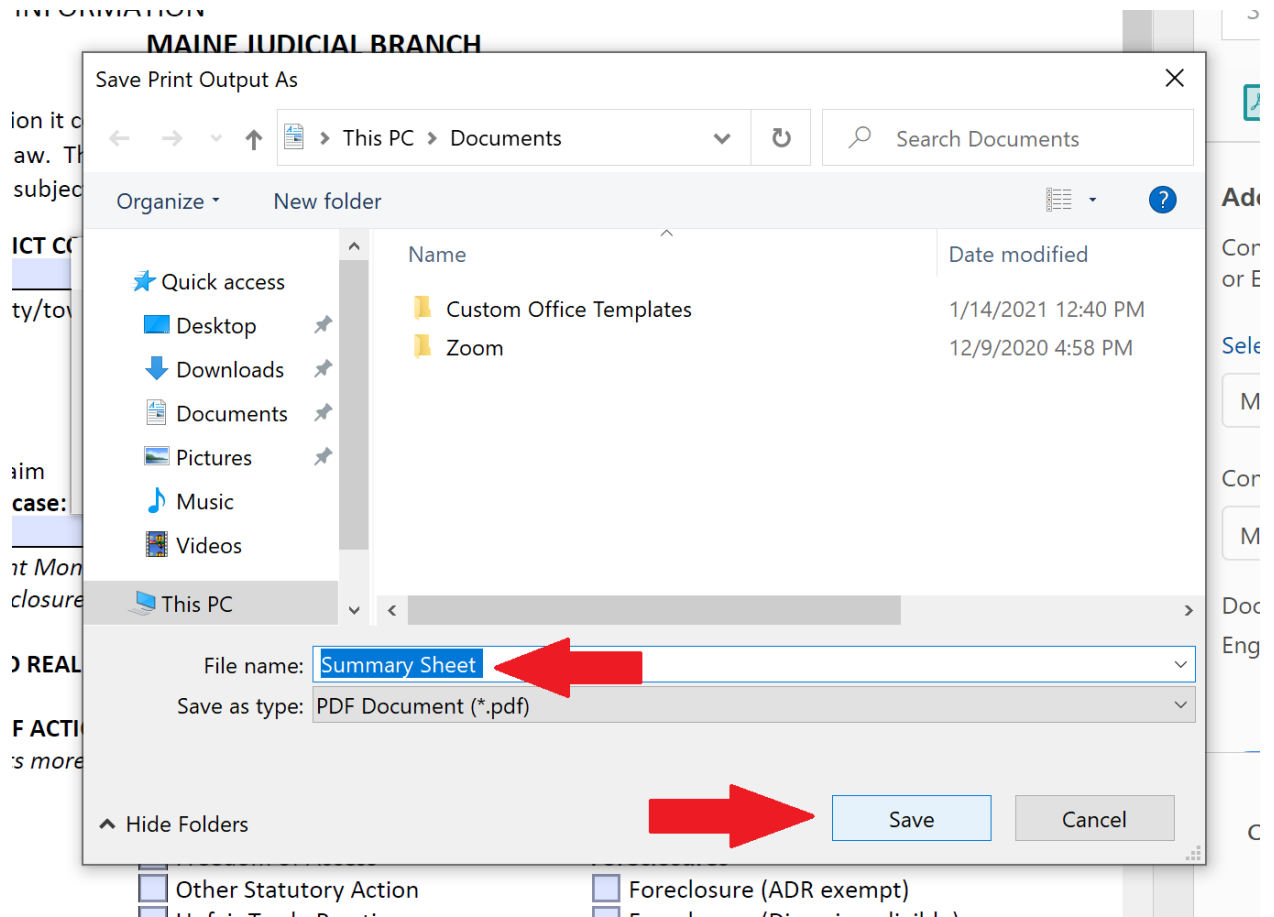
3. Once the downloads folder is open, right click on the form file, and select “Open With” > “Adobe”.



- Once the form has opened in Adobe, fill in the form with the required information. When you are finished, click the printer icon in Adobe, and select "Microsoft Print to PDF" from the drop down next to "Printer". Then, select "Print" from the bottom right of the window.



- Next, name your document and select a folder/location on your computer in which to save and click “Save”.



- 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 these steps.**

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