

Business and Consumer Court (BCD)
E-mail Guidelines

Communicating with the Business Court

1. E-mails regarding BCD cases should be sent to Business.Court@courts.maine.gov
2. E-mails submitted to the Business Court should include only the case title and docket number in the subject heading. (Example: John Doe v. Jane Smith, CV-04-22)
3. All communications with the Business Court must be simultaneously copied to all other parties in the case.
4. Parties or counsel may request a phone conference with the Court (e.g. Rule 26(g) or otherwise) by E-mail. A hard copy filing will not be required. (See chart below.)

Notices and Communications from the Business Court

5. All notices from the Business Court to counsel will be sent exclusively by E-mail, unless notice by hard copy is required by the Rules of Procedure. (See M.R. Civ.P.140(b))
6. Communication by E-mail will be sent to trial counsel at the address listed in the Maine Bar Directory. The clerk will include counsel's office staff, or another alternate address, on the E-mail service list upon request.

Electronic filing

7. When electronic filing is authorized pursuant to M.R. Civ.P.139(b),
 - (a) The electronic filing of a pleading or document on or before 11:00 PM of the filing deadline shall be deemed timely and sufficient, but only if the signed paper original of the pleading or document is also placed in the regular mail to the Business Court on the same day that the electronic filing is made; and
 - (b) Electronic service of a pleading or document upon counsel for any party in this case and upon any unrepresented party who receives electronic notice from the court pursuant to M.R. Civ.P. 140(c) is deemed sufficient, except that
 - (i) Electronic service is not allowed if the pleading or document is one for which personal service is required by M.R. Civ.P.5; and
 - (ii) Electronic service does not include service of process or summons by any party to gain jurisdiction over persons or property.

8. The following documents, pleadings, or requests can be made electronically and do not need to be followed with a hard copy in the mail: BCD Counsel Information sheet, requests for telephonic conferences, and orders on motions that have the consent of all parties and do not affect the trial date.

With the electronic notice to the court of consented to motions should be attached a draft electronic order that outlines the parties' agreement for the court's signature and subsequent filing.

The chart below outlines the guidelines for electronic filing with the court:

Type of Filing, Request, or Communication	Filing Method	
	Hard Copy Required	Electronic Copy or Communication
BCD Counsel Information Sheet		X
Informal communications regarding scheduling		X
Request for telephonic conference		X
Orders on motions that have the consent of all parties and do not affect the trial date*		X
All other letters, motions, pleadings, oppositions, replies, briefs, memoranda, and associated supporting documents	X	X
Joint Final Pre-Trial Statements as required by M.R.Civ.P.135	X	X

*With the electronic notice to the court of consented to motions, the parties should attach a draft electronic order outlining their agreement for the court's signature and subsequent filing.

All mail should be directed to:

Danielle Young, Clerk
 Business and Consumer Court
 205 Newbury Street, Ground Floor
 Portland, ME 04101

Last updated 11/14