

Andrew Robbins et al.

v.

Maine Commission on Public Defense Services et al.

**BRIEFING SCHEDULE**

**This Notice Contains Important Information About Your Appeal. Read It Carefully.**

The record in this appeal became complete on July 23, 2025, following (1) the filing of the original record and (2) the filing of any transcript that was ordered and timely paid for, the cancellation of the transcript order, the filing of a statement in lieu of a transcript, or the expiration of the time to file a proposed statement in lieu of a transcript. See M.R. App. 7(a).

***This appeal is governed by the Rules of Appellate Procedure. There were substantial changes to the rules effective November 1, 2024.*** Please ensure that you review and follow the new rules. Failure to follow the requirements of the rules may result in dismissal of the appeal, rejection or return of documents for revision, or another sanction that may adversely affect your position on appeal, such as a waiver of issues.

You can view and print the rules from the Court's website at <https://www.courts.maine.gov/rules>. Scroll down to "Procedural Rules." There you will find the Maine Rules of Appellate Procedure.

**Due dates for the briefs and appendix**

The briefs and appendix are due as follows, M.R. App. P. 7(b):

- The **appellant's brief** must be filed on or before **September 17, 2025**.
- The **appendix** must be filed on or before **September 17, 2025**.
- The **appellee's brief** must be filed on or before **November 5, 2025**.
- The appellant may file a **reply brief**, strictly confined to new matter raised by the appellee's brief, on or before **21 days after the last appellee's brief is filed**.

Because of the extended time for filing briefs and the appendix, **no extensions of time will be granted** except as permitted by M.R. App. P. 7(b)(3).

**Important aspects of the rules**

The following are the important aspects of the rules that are the subject of frequent questions and concerns. It is a summary of the most important requirements of the rules. This is meant to help you, *but you must still read and comply with the Rules of Appellate Procedure themselves*.

### *The briefs*

Your brief is your written argument in support of your position on the appeal. It must be organized and is subject to page limits as described in Rule 7A of the Maine Rules of Appellate Procedure. The text of the brief must be double-spaced on one side of plain white 8½-by-11-inch paper. Printing must be in at least 14-point font. The **appellant's brief** must have a blue cover and must be organized as required by M.R. App. P. 7A(a). The **appellee's brief** must have a red cover and must be organized as required by M.R. App. P. 7A(b). If the appellant files a **reply brief** to respond to the appellee's brief, that reply brief must have a gray cover.

**Nothing that you have filed so far, including your “notice of appeal,” any letters, or any motions, will be considered to be your brief. You must file a brief as required by the rules.**

### *The appendix*

The appendix includes the most important documents from the trial court record of the case subject to the appeal. The appendix requirements are addressed in Rule 8 of the Maine Rules of Appellate Procedure. Eight copies of the appendix must be filed with the Clerk of the Law Court, and one copy must be sent to each party. The appellant, after consulting with the appellee, has responsibility for preparing and filing the appendix.

The pages in the appendix must be consecutively numbered using only Arabic numerals, with the cover being page 1. **Inclusion of certain documents in the appendix and the order in which those documents must appear is mandatory.** The appendix must include the following documents in the following order, and these documents must be before all other documents in the appendix:

- (1) a table of contents, listing each document in the appendix and the page on which that document begins;
- (2) a copy of the trial court docket sheet(s);
- (3) a copy of the trial court's final judgment or order, and any other trial court order that is subject to the appeal. (When the trial court judgment or order subject to the appeal was stated on the record in court, and not repeated in a written order, the transcript of the trial court's statement must be included);
- (4) a copy of the complaint, charging document, or other document filed with the trial court that initiated the case subject to the appeal; and
- (5) any pre-judgment or post-judgment motion or petition that is at issue in the appeal. (When the motion or petition was made orally on the record, the transcript of the motion or petition must be included.)

Rule 8(e) of the Maine Rules of Appellate Procedure requires including certain other documents in the appendix for certain types of actions. Rule 8(e) of the Maine Rules of Appellate Procedure should be consulted to determine what mandatory requirements may affect your appeal. Some examples of cases requiring particular documents to be in the appendix include appeals involving

(i) a divorce or child custody; (ii) application or interpretation of a local ordinance or state regulation; (iii) a ruling on a motion for summary judgment; (iv) interpretation of a contract; or (v) review of jury instructions or a jury verdict form.

No document may appear in the appendix more than once. The appendix ***may not*** include any of the following (M.R. App. P. 8(g)):

- (1) documents that are not part of the record on appeal;
- (2) images or videos (A) of persons under 18 years of age; (B) of adults subject to a guardianship; or (C) that depict nudity or sexual or sexualized acts;
- (3) documents made confidential by statute or court order that are not required to be in the appendix; or
- (4) any portion of any transcript except those portions that are required to be included.

The appendix must be printed on both sides of plain white 8½-by-11-inch paper (unlike the brief, which must be printed on only one side of the paper).

#### *Filing and serving the brief and appendix*

There is a new, specific process by which you must file your brief and the appendix and serve them on the other party or parties to the appeal. If you are unable to comply with this process, call or write the Clerk's office to ask for an exemption from the rules.

You must file and serve a brief and the appendix (if you are responsible for filing the appendix) by emailing a pdf of each document to the Clerk at the following email address:

**lawcourt.clerk@courts.maine.gov**

We must receive that email on the day that the brief or appendix that you are filing is due, although it can be after business hours. In other words, the briefs and appendix are due by 11:59 p.m. on the dates given in the schedule above.

You must send a copy of the email to all other attorneys and parties who are listed on the most recent service list from the Clerk. Be sure to use the "cc" line in your email program and not the "bcc" line so that the Clerk can ensure that you have sent copies to the other parties.

For the brief, the pdf must be a "text-based" pdf, meaning that it must be created using the function in your word processor or operating system that creates a pdf directly from your word processing document. A document that is printed and then scanned does not result in a "text-based" pdf.

The appendix will have to be scanned into a pdf because it does not contain any original documents (except the cover and table of contents, which may be printed and then scanned with the rest of the appendix).

The Clerk will review the emailed documents and will inform you whether the documents are approved or rejected. If they are rejected, the notice from the Clerk will indicate what needs to be corrected. If they are approved, you must then file 10 copies of the brief and 8 copies of the appendix (if you are responsible for filing the appendix) by mailing them to, or having them delivered in person at,

**Maine Supreme Judicial Court  
205 Newbury St. Rm. 139, Portland ME 04101**

**Dated: July 23, 2025**

**/s/ Matthew Pollack  
Clerk of the Law Court**

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Maine Commission on Public Defense Services et al.

**Service List  
as of  
July 23, 2025**

Below is the list of attorneys and unrepresented parties entitled to receive documents filed in this appeal and their mailing and email addresses. *If you believe that this list contains any errors, please notify the Clerk in writing immediately.*

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Dated: 7/23/2025

/s/ Matthew Pollack  
Clerk of the Law Court