

MA 18P 1703230000000000109  
MODIFICATION

**State of Maine**



**Master Agreement**

**Effective Date:** 04/01/17

**Expiration Date:** 06/30/20

**Master Agreement Description:** Annual Contract for the Quarterly Printing of Court Forms

**Buyer Information**

Debbie Jacques 207-624-7890 ext. DEBBIE.JACQUES@MAINE.GOV

**Issuer Information**

Gwendolyn Decicco 207-822-0704 ext. gwendolyn.decicco@courts.maine.gov

**Requestor Information**

Gwendolyn Decicco 207-822-0704 ext. gwendolyn.decicco@courts.maine.gov

**Agreement Reporting Categories**

- 1. Recycled

**Reason For Modification:** Extending MA for 3 months to allow time for AOC to evaluate future requirements due to converting to a paperless system.

**Authorized Departments**

40A JUDICIAL DEPT.

**Vendor Information**

**Vendor Line #:** 1

**Vendor ID**

VS0000000033

**Vendor Name**

ARMSTRONG FAMILY INDUSTRIES

**Alias/DBA**

SNOWMAN PRINTING & STAMPS

**Vendor Address Information**

1 PRINTERS DRIVE

HERMON, ME 04401

US





**RIDERS**

<input checked="" type="checkbox"/>	The following riders are hereby incorporated into this Contract and made part of it by reference: (check all that apply)
<input checked="" type="checkbox"/>	Rider A – Scope of Work and/or Specifications
<input checked="" type="checkbox"/>	Rider B – Terms and Conditions
<input type="checkbox"/>	Rider C - Exceptions
<input checked="" type="checkbox"/>	Bid Cover Page
<input checked="" type="checkbox"/>	Debarment, Performance, and Non-Collusion Certification
<input checked="" type="checkbox"/>	Price sheet
<input checked="" type="checkbox"/>	Court Addresses by County

**RIDER A**  
**Scope of Work and/or Specifications**

**CONTRACT PERIOD:** April 1, 2017 to March 31, 2018. The annual contract will be issued for one year with renewal options for Two (2) one-year renewals.

- First Renewal: 4/1/2018 to 3/31/2019
- Second Renewal: 4/1/2019 to 3/31/2020
- 3-Month Extension: 4/1/2020 to 6/30/2020

**SCOPE:** The purpose of this bid is to establish an Annual Contract for numerous Court forms. Orders are placed *approximately* 4 times per year. There may be additional supplemental orders required. Envelopes will be ordered on an "as needed" bases and will not always fall under the quarterly deliveries. Quantities and delivery locations for future orders are not known at this time. Courts place quarterly orders throughout the duration of the contract for forms as they are needed. Deliveries of these forms and envelopes are to various Court locations throughout the State of Maine. A list of addresses for each court location is attached.

**SPECIFICATIONS:** The forms are all 8-1/2" x 11" and printed in black ink on 20 lb. bond (no color printing). They may be either single sided or double sided. Most are one sheet, but some consists of more than one sheet. Most are on white paper, but 6 are printed on colored paper (including blue, yellow, green, pink, beige, and purple).

There are also carbonless forms (5-part, 3-part and 2-part) which are regular NCR glued at the head (8-1/2" side). All 2 part carbonless are white and yellow, except CR-113 (white and pink). All 3 and 5 part carbonless are standard color sequence. All carbonless printed one side, except where noted (CR-001, CR-002, CR-128)

Other forms as listed on the attached sheets consist of 3x5, 4x6, and 5x8 cards (see attached sheets for colors and any additional information).

There are also 3 padded forms, size 8-1/2" x 11", printed one side, black ink on white 20 lb. bond, 50 sheets to a pad with chipboard back.

Some of the forms are to be grouped together to create small packets and are to be priced as packets (see attached sheet). All packets are printed with 20 lb. color cover, 20 lb. white text, stapled in left hand corner.

The envelopes are #10 Regular, #10 Window, and #9 Regular. With the exception of the Violations Bureau Envelopes, all are printed one side, one color (either blue or black ink), on 24 lb. white wove envelope stock with diagonal seams and full gummed flap. Window envelopes have standard poly windows. Violations Bureau Envelopes are printed 2 sides.

The Administrative Office of the Courts (AOC) will supply the forms in electronic or hard copy format to the vendor. Vendor is required to keep all electronic copies on file. There may be changes to forms, and the AOC will update the form and supply correct files to the vendor as needed. These may be last minute changes. Vendor MUST pay close attention to revision dates, and use the forms with the most recent date supplied by the AOC. The AOC will not be responsible for obsolete forms printed in error. Vendor is responsible for any errors/reprints. All typesetting for Cards (approximately 60 different cards) and the envelopes (approximately 90 different envelopes) are the responsibility of the vendor. The AOC will supply actual samples. PROOFS ARE REQUIRED for all typeset jobs.

See attached listing of forms and form key for specific details on each form. Forms may be viewed online and/or downloaded on the AOC website at:

[http://www.courts.state.me.us/court\\_info/forms/index.html](http://www.courts.state.me.us/court_info/forms/index.html).

**DELIVERY:** There are more than 30 locations that place orders quarterly from the list of forms. Orders are to be processed (printed, packaged, labeled) and delivered/shipped to each ordering location within a 2 to 4-week period. Each delivery is to include a detailed packing list. Reasonable delivery times are required. When quarterly orders are placed vendor is to inform the AOC as to a turnaround time for the ordering locations to receive their forms.

**PRICES:** Prices are per form. Prices are to be all inclusive. Price quoted must include all costs for printing, labor, and delivery. Prices are to remain firm for the duration of the contract.

**EXTENSION CLAUSE:** The State Purchasing Director reserves the right to extend this contract period beyond the indicated expiration date with the consent of the contractor. Total contract period may not exceed three years.

**CANCELLATION CLAUSE:** The Division of Purchases reserves the right to cancel this contract immediately due to Non-Compliance with any of the terms and conditions of this Contract.

**RIDER B  
TERMS AND CONDITIONS**

- 1. DEFINITIONS:** The following definitions are applicable to these standard terms and conditions:
  - a. The term “Buyer” or “State” shall refer to the Government of the State of Maine or a person representing the Government of the State of Maine.
  - b. The term “Department” or “DAFS” shall refer to the State of Maine Department of Administrative and Financial Services.
  - c. The term “Bureau” or “BGS” shall refer to the State of Maine Bureau of General Services.
  - d. The term “Division” shall refer to the State of Maine Division of Purchases.
  - e. The term “Contractor”, “Vendor”, or “Provider” shall refer to the organization that is providing goods and/or services through the contract to which these standard terms and conditions have been attached and incorporated.
  - f. The term “Contract” or “Agreement” shall refer to the contract document to which these standard terms and conditions apply, taking the format of a Buyer Purchase Order (BPO) or Master Agreement (MA) or other contractual document that is mutually agreed upon between the State and the Contractor.
  
- 2. WARRANTY:** The Contractor warrants the following:
  - a. That all goods and services to be supplied by it under this Contract are fit and sufficient for the purpose intended, and
  - b. That all goods and services covered by this Contract will conform to the specifications, drawing samples, symbols or other description specified by the Division, and
  - c. That such articles are merchantable, good quality, and free from defects whether patent or latent in material and workmanship, and
  - d. That all workmanship, materials, and articles to be provided are of the best grade and quality, and
  - e. That it has good and clear title to all articles to be supplied by it and the same are free and clear from all liens, encumbrances and security interest.

Neither the final certificate of payment nor any provision herein, nor partial nor entire use of the articles provided shall constitute an acceptance of work not done in accordance with this agreement or relieve the Contractor liability in respect of any warranties or responsibility for faulty material or workmanship. The Contractor shall remedy any defects in the work and pay any damage to other work resulting therefrom, which shall appear within one year from the date of final acceptance of the work provided hereunder. The Division of Purchases shall give written notice of observed defects with reasonable promptness.

- 3. TAXES:** Contractor agrees that, unless otherwise indicated in the order, the prices herein do not include federal, state, or local sales or use tax from which an exemption is available for purposes of this order. Contractor agrees to accept and use tax exemption certificates when supplied by the Division as applicable. In case it shall ever be determined that any tax included in the prices herein was not required to be paid by Contractor, Contractor agrees to notify the Division and to make prompt application for the refund thereof, to take all proper steps to procure the same and when received to pay the same to the Division.

**4. PACKING AND SHIPMENT:** Deliveries shall be made as specified without charge for boxing, carting, or storage, unless otherwise specified. Articles shall be suitably packed to secure lowest transportation cost and to conform to the requirements of common carriers and any applicable specifications. Order numbers and symbols must be plainly marked on all invoices, packages, bills of lading, and shipping orders. Bill of lading should accompany each invoice. Count or weight shall be final and conclusive on shipments not accompanied by packing lists.

**5. DELIVERY:** Delivery should be strictly in accordance with delivery schedule. If Contractor's deliveries fail to meet such schedule, the Division, without limiting its other remedies, may direct expedited routing and the difference between the expedited routing and the order routing costs shall be paid by the Contractor. Articles fabricated beyond the Division's releases are at Contractor's risk. Contractor shall not make material commitments or production arrangements in excess of the amount or in advance of the time necessary to meet delivery schedule, and, unless otherwise specified herein, no deliveries shall be made in advance of the Division's delivery schedule. Neither party shall be liable for excess costs of deliveries or defaults due to the causes beyond its control and without its fault or negligence, provided, however, that when the Contractor has reason to believe that the deliveries will not be made as scheduled, written notice setting forth the cause of the anticipated delay will be given immediately to the Division. If the Contractor's delay or default is caused by the delay or default of a subcontractor, such delay or default shall be excusable only if it arose out of causes beyond the control of both Contractor and subcontractor and without fault of negligence or either of them and the articles or services to be furnished were not obtainable from other sources in sufficient time to permit Contractor to meet the required delivery schedule.

**6. FORCE MAJEURE:** The State may, at its discretion, excuse the performance of an obligation by a party under this Agreement in the event that performance of that obligation by that party is prevented by an act of God, act of war, riot, fire, explosion, flood or other catastrophe, sabotage, severe shortage of fuel, power or raw materials, change in law, court order, national defense requirement, or strike or labor dispute, provided that any such event and the delay caused thereby is beyond the control of, and could not reasonably be avoided by, that party. The State may, at its discretion, extend the time period for performance of the obligation excused under this section by the period of the excused delay together with a reasonable period to reinstate compliance with the terms of this Agreement.

**7. INSPECTION:** All articles and work will be subject to final inspection and approval after delivery, notwithstanding prior payment, it being expressly agreed that payment will not constitute final acceptance. The Division of Purchases, at its option, may either reject any article or work not in conformity with the requirements and terms of this order, or re-work the same at Contractor's expense. The Division may reject the entire shipment where it consists of a quantity of similar articles and sample inspection discloses that ten (10%) percent of the articles inspected are defective, unless Contractor agrees to reimburse the Division for the cost of a complete inspection of the articles included in such shipment. Rejected material may be returned at Contractor's risk and expense at the full invoice price plus applicable incoming transportation charges, if any. No replacement of defective articles or work shall be made unless specified by the Division.



**8. INVOICE:** The original and duplicate invoices covering each and every shipment made against this order showing Contract number, Vendor number, and other essential particulars, must be forwarded promptly to the ordering agency concerned by the Vendor to whom the order is issued. Delays in receiving invoice and also errors and omissions on statements will be considered just cause for withholding settlement without losing discount privileges. All accounts are to be carried in the name of the agency or institution receiving the goods, and not in the name of the Division of Purchases.

**9. ALTERATIONS:** The Division reserves the right to increase or decrease all or any portion of the work and the articles required by the bidding documents or this agreement, or to eliminate all or any portion of such work or articles or to change delivery date hereon without invalidating this Agreement. All such alterations shall be in writing. If any such alterations are made, the contract amount or amounts shall be adjusted accordingly. In no event shall Contractor fail or refuse to continue the performance of the work in providing of articles under this Agreement because of the inability of the parties to agree on an adjustment or adjustments.

**10. TERMINATION:** The Division may terminate the whole or any part of this Agreement in any one of the following circumstances:

- a. The Contractor fails to make delivery of articles, or to perform services within the time or times specified herein, or
- b. If Contractor fails to deliver specified materials or services, or
- c. If Contractor fails to perform any of the provisions of this Agreement, or
- d. If Contractor so fails to make progress as to endanger the performance of this Agreement in accordance with its terms, or
- e. If Contractor is adjudged bankrupt, or if it makes a general assignment for the benefit of its creditors or if a receiver is appointed because of its insolvency, or
- f. Whenever for any reason the State shall determine that such termination is in the best interest of the State to do so.

In the event that the Division terminates this Agreement in whole or in part, pursuant to this paragraph with the exception of 8(f), the Division may procure (articles and services similar to those so terminated) upon such terms and in such manner as the Division deems appropriate, and Contractor shall be liable to the Division for any excess cost of such similar articles or services.

**11. NON-APPROPRIATION:** Notwithstanding any other provision of this Agreement, if the State does not receive sufficient funds to fund this Agreement and other obligations of the State, if funds are de-appropriated, or if the State does not receive legal authority to expend funds from the Maine State Legislature or Maine courts, then the State is not obligated to make payment under this Agreement.

**12. COMPLIANCE WITH APPLICABLE LAWS:** Contractor agrees that, in the performance hereof, it will comply with applicable laws, including, but not limited to statutes, rules, regulations or orders of the United States Government or of any state or political subdivision(s) thereof, and the same shall be deemed incorporated herein by reference. Awarding agency requirements and regulations pertaining to copyrights and rights in data. Access by the grantee, the subgrantee, the Federal grantor agency, the Comptroller General of the United

States, or any of their duly authorized representatives to any books, documents, papers and records of the Contractor which are directly pertinent to that specific contract for the purpose of making audit, examination, excerpts, and transcriptions. Retention of all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act, (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15). (Contracts, subcontracts, and subgrants of amounts in excess of \$100,000). Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

**13. INTERPRETATION:** This Agreement shall be governed by the laws of the State of Maine as to interpretation and performance.

**14. DISPUTES:** The Division will decide any and all questions which may arise as to the quality and acceptability of articles provided and installation of such articles, and as to the manner of performance and rate of progress under this Contract. The Division will decide all questions, which may arise as to the interpretation of the terms of this Agreement and the fulfillment of this Agreement on the part of the Contractor.

**15. ASSIGNMENT:** None of the sums due or to become due nor any of the work to be performed under this order shall be assigned nor shall Contractor subcontract for completed or substantially completed articles called for by this order without the Division's prior written consent. No subcontract or transfer of agreement shall in any case release the Contractor of its obligations and liabilities under this Agreement.

**16. STATE HELD HARMLESS:** The Contractor agrees to indemnify, defend, and save harmless the State, its officers, agents, and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, material men, laborers and other persons, firm or corporation furnishing or supplying work, services, articles, or supplies in connection with the performance of this Agreement, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by the Contractor in the performance of this Agreement.

**17. SOLICITATION:** The Contractor warrants that it has not employed or written any company or person, other than a bona fide employee working solely for the Contractor to solicit or secure this Agreement, and it has not paid, or agreed to pay any company, or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon, or resulting from the award for making this Agreement. For breach or violation of this warranty, the Division shall have the absolute right to annul this agreement or, in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gifts, or contingent fee.

**18. WAIVER:** The failure of the Division to insist, in any one or more instances, upon the performance of any of the terms, covenants, or conditions of this order or to exercise any right hereunder, shall not be construed as a waiver or relinquishment of the future performance of any such term, covenant, or condition or the future exercise of such right, but the obligation of Contractor with respect to such future performance shall continue in full force and effect.

**19. MATERIAL SAFETY:** All manufacturers, importers, suppliers, or distributors of hazardous chemicals doing business in this State must provide a copy of the current Material Safety Data Sheet (MSDS) for any hazardous chemical to their direct purchasers of that chemical.

**20. COMPETITION:** By accepting this Contract, Contractor agrees that no collusion or other restraint of free competitive bidding, either directly or indirectly, has occurred in connection with this award by the Division of Purchases.

**21. INTEGRATION:** All terms of this Contract are to be interpreted in such a way as to be consistent at all times with this Standard Terms and Conditions document, and this document shall take precedence over any other terms, conditions, or provisions incorporated into the Contract.

RIDER C  
EXCEPTIONS

NA

**PART III APPENDICES**

**Appendix A**

**STATE OF MAINE  
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
DIVISION OF PURCHASES  
BID COVER PAGE**

Bidder's Organization Name: THE SNOWMAN GROUP		
Chief Executive - Name/Title: RICH ARMSTRONG, PRESIDENT		
Tel: 207.848.7300 XT.101	Fax: 207.848.7400	E-mail: RICH@SNOWPRINT.COM
Headquarters Street Address: 1 PRINTERS DRIVE		
Headquarters City/State/Zip: HERMON, MAINE 04401		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title:		
Tel:	Fax:	E-mail:
Street Address:		
City/State/Zip:		

- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.


**Debarment, Performance, and Non-Collusion Certification**

*By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:*

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:
 
  - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
  - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
  - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
  - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.**
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

*To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

Name: RICH ARMSTRONG	Title: PRESIDENT
Authorized Signature: 	Date: 03-14-17

## Pricing Spreadsheet

Vendor: Armstrong Family Industries / Snowman Printing

MA 18P 1703230000000000109

FORM NUMBER	Form Type*/ Number of pages	Price per Each	
CR-001 07/15	CARB/5	0.125	***See Notes
CR-002 03/16	CARB/5	0.21	***See Notes
CR-032 07/15	S/1	0.024	
CR-072 07/15	D/1	0.024	
CR-113 07/15	CARB/2	0.095	***See Notes
CR-122 08/16	CARB/3	0.1	***See Notes
CR-123 07/15	CARB/3	0.1	***See Notes
CR-124 07/15	S/1	0.024	
CR-126 07/15	CARB/3	0.1	***See Notes
CR-128 07/15	CARB/2 2 sided	0.07	***See Notes
CR-181 07/15	D/1, S/1	0.05	
CR-182 10/15	D/1	0.034	
CV-001 07/15	D/1, S/1	0.05	
CV-030 06/14	D/1	0.029	
CV-032 06/14	D/1	0.03	
CV-033 06/14	D/1	0.025	
CV-034 06/14	D/1	0.031	
CV-035 06/14	D/1	0.031	
CV-037 06/14	D/1	0.031	
CV-061 01/15	D/1	0.031	
CV-100 10/02	S/1	0.025	
CV-127 06/14	D/1	0.03	
CV-128 06/14	D/1	0.031	
CV-135 06/14	D/1	0.031	
FM-004 06/16	D/1	0.031	
FM-006 06/16	D/2	0.031	
FM-038 07/16	D/1	0.031	
FM-040 06/16	D/2	0.031	
FM-043 10/10	D/3, S/1	0.08	
FM-050 04/14	D/1	0.031	
FM-054 04/14	D/1	0.031	
FM-062 06/14	D/1, S/1	0.025	
FM-068 04/14	D/1, S/1	0.05	
FM-070 04/14	D/1, S/1	0.05	
FM-080 08/09	D/CLR/1	0.04	
FM-081 01/10	D/CLR/1	0.04	
FM-082 08/09	D/CLR/2	0.04	

\*See Form Type Key on page 3

FORM NUMBER	Form Type*/ Number of pages	Price per Each
FM-084 07/16	D/11	0.08
FM-088 08/09	D/CLR/1	0.1
FM-089 08/09	D/CLR/1	0.1
FM-090 08/09	D/CLR/1	0.1
JV-008 03/14	CARB/3	0.19
JV 020 3/14	S/1	0.024
SC-001 06/14	D/1	0.03
SC-003 06/14	S/1	0.025
SC-004 06/14	D/1	0.03
MJ-001 06/14	D/1	0.03
MJ-004 06/14	D/1	0.03
MJ-006 06/14	D/1	0.03
MJ/SC-002 06/14	D/1	0.03
MJ/SC-004 01/15	D/1	0.03
MJBVB-3 11/09	CARB/2	0.18
MJBVB-4 11/09	S/1	0.03
MJBVB-5 04/12	S/1	0.024
PA-001 8/16	D/2	0.03
PA-005 11/08	S/1	0.024
PA-006 07/16	D/1	0.03
PA-010 08/09	D/1	0.03
PA-013 11/08	D/1	0.03

\*\*\*See Notes

\*\*\*See Notes

FORM NUMBER	Form Type*/ Number of pages	Price per Packet
<b>PACKET **</b>		
<b>DIVORCE W/CHILDREN</b>	D/5, S/7, CLR/1	0.29
<b>DIVORCE W/OUT CHILDREN</b>	D/5, S/8, CLR/1	0.35
<b>PARENTAL RIGHTS</b>	D/6, S/6, CLR/1	0.31
<b>MOTION TO MODIFY</b>	D/3, S/5, CLR/1	0.22
<b>MOTION TO ENFORCE</b>	D/3, S/4, CLR/1	0.27
<b>MOTION FOR CONTEMPT</b>	D/3, S/3, CLR/1	0.198

\*See Form Type Key on page 3

\*\*See packet contents listed on page 4



FORM NUMBER		Price per Each
<b>ENVELOPES</b>		
#10 Regular Envelopes, Blue Ink	Corner Card	0.029
#10 Window Envelopes, Blue Ink	Corner Card	0.032
#9 Return Envelopes, Blue Ink	Self-Addressed	0.0325
#10 Regular Envelopes, Black Ink	Corner Card	0.029
#10 Window Envelopes, Black Ink	Corner Card	0.0325
#9 Return Envelopes, Black Ink	Self-Addressed	0.0325
#10 Violations Bureau Envelopes, Black Ink	Self-Addressed	0.041

NOTE: Printed 2 sides

FORM NUMBER	Form Type*/ Number of pages	Price per Each
<b>OTHER</b>		
Traverse Jury 3x5 White	S/1	0.03
Grand Jury 3x5 White	D/1	0.03
Juror 2x3 Yellow	S/1	0.03
Blank Juror 2x3 Yellow	Blank - No Printing	0.03
Juror (Court Specific) 2x3 Orange	S/1	0.03
Blank Juror 2x3 White	Blank - No Printing	0.03
Juror Excusal (Court Specific) 4X6 White	D/1	0.051
Fine Payment Cards 5x8 Green	D/1	0.05
Attorney Cards 5x8 Green	D/1	0.05
Appellant 5x8 Yellow	D/1	0.05
Criminal Cards 5x8 Yellow	D/1	0.05
Criminal Cards 5x8 Blue	D/1	0.05
Criminal Cards 5x8 White	D/1	0.05
Civil Cards 5x8 White	D/1	0.05
Civil hearing pads, Black Ink, 50/pad	S/1 w/chipboard	1.5
Divorce Hearing pads, Black Ink, 50/pad	S/1 w/chipboard	1.5
Other Action pads, Black Ink, 50/pad	S/1 w/chipboard	1.5
RL-1-74 1/88	D/1	0.03
RL-3 Witness List 06/86	S/1	0.025

**PAD NOTES:**

Size 8-1/2 x 11

20 lb. Bond

**FORM TYPE KEY\***

S/1 = one sheet single sided

D/1 = one sheet double sided

D/2 = two sheets double sided, stapled upper left

D/1, S/1 = one sheet double sided, one sheet single sided, stapled upper left

D/5, S/7, CLR/1 = 5 sheets double sided, 7 sheets single sided, color sheet double sided, stapled

CARB/5 = 5 part carbonless

CARB/3 = 3 part carbonless

CARB/2 = 2 part carbonless

D/CLR/1 = 1 sheet color, double sided

**PACKET CONTENTS:****DIVORCE W/CHILDREN PACKET CONTENTS:**

FM-080, Rev. 08/09, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-004, Rev. 09/09, Complaint For Divorce  
 FM-038, Rev. 01/09, FM Summons  
 CV-036, Rev. 06/98, Acknowledgment of Service (2 Copies)  
 FM-050, Rev. 02/09, Child Support Affidavit  
 FM-087, Rev. 01/09, Important Info Re: Case Mgmt Conference  
 FM-186, Rev. 12/12, Answer and Counterclaim for Divorce

**DIVORCE W/OUT CHILDREN PACKET CONTENTS:**

FM-081, Rev. 01/10, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-005, Rev. 09/09, Complaint For Divorce - No Children  
 FM-038, Rev. 01/09, FM Summons  
 CV-036, Rev. 06/98, Acknowledgment of Service (2 Copies)  
 FM-052, Rev. 09/97, Federal Affidavit  
 FM-043, Rev. 03/03, Financial Statement  
 FM-042, Rev. 01/09, Certificate In Lieu of Financial Statement  
 FM-056, Rev. 04/98, Real Estate Certificate  
 FM-186, Rev. 12/12, Answer and Counterclaim for Divorce

**PARENTAL RIGHTS PACKET CONTENTS:**

FM-082, Rev. 08/09, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-006, Rev. 09/09, Complaint For Paternity, Parental Rights  
 FM-038, Rev. 01/09, FM Summons  
 CV-036, Rev. 06/98, Acknowledgment of Service (2 Copies)  
 FM-050, Rev. 02/09, Child Support Affidavit  
 FM-087, Rev. 01/09, Important Info Re: Case Mgmt Conference  
 FM-187, Rev. 12/12, Answer and Counterclaim Parental Rights & Responsibilities

**MOTION TO MODIFY PACKET CONTENTS:**

FM-088, Rev. 08/09, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-062, Rev. 01/09, Motion To Modify  
 CV-036, Rev. 06/98, Acknowledgment of Service (2 Copies)  
 FM-050, Rev. 02/09, Child Support Affidavit  
 FM-087, Rev. 01/09, Important Info Re: Case Mgmt Conference

**MOTION TO ENFORCE PACKET CONTENTS:**

FM-089, Rev. 08/09, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-070, Rev. 01/09, Motion To Enforce  
 CV-036, Rev. 06/98, Acknowledgment of Service (2 Copies)  
 FM-050, Rev. 02/09, Child Support Affidavit

**MOTION FOR CONTEMPT PACKET CONTENTS:**

FM-090, Rev. 08/09, Instruction Sheet  
 FM-002, Rev. 02/09, FM Summary Sheet  
 CV/CR/FM/PC-200, Rev. 02/09, SSN Disclosure Form  
 FM-068, Rev. 10/97, Motion For Contempt  
 FM-137, Rev. 02/09, Order Setting Contempt Hearing  
 CV-037, Rev. 10/97, Contempt Subpoena

### \*\*\*NOTES

**CR-01:** This is a five page form with carbon copies (7 plates). The first and fourth pages are double sided. The second, third, and fifth pages are single sided. The front of each page contains the same information, but has the following marginal words in black ink at the bottom: 1st page: COURT, 2nd page: DEFENDANT, 3rd page: JAIL, 4th page: SURETY, 5th page: BAIL COMMISSIONER. \*Special Note about CR-01: This form contains a sequence number that must be entered into a statewide bail bond tracking system. (3 letters, 3 numbers - XXX001-XXX999). Once a new vendor is established, we will provide them with the beginning sequence number, and an explanation of how the sequencing works. It is very important that these sequence numbers are never repeated.

**CR-02:** This is a five page form with carbon copies (6 plates). The first page is double sided. The rest of the pages are single sided. The front of each page contains the same information, but has the following marginal words in black ink at the bottom: 1st page: COURT, 2nd page: DEFENDANT, 3rd page: JAIL, 4th page: BAIL COMMISSIONER, 5th page: SURETY.

**CR-113:** This is a two page form with carbon copies, and both pages are single sided. The front of each page contains the same information, with the same marginal words in black ink at the bottom: White--Court Copy/Pink--Defendant.

**CR-122:** This is a three page form with carbon copies, and all three pages are single sided. The front of each page contains the same information, with the same marginal words in black ink at the bottom: White--Court Copy/Yellow--Probation Officer Copy/Pink--Probationer.

**CR-123:** This is a three page form with carbon copies, and all three pages are single sided. The front of each page contains the same information, with the same marginal words in black ink at the bottom: WHITE - original for Clerk; YELLOW - Prosecutor's copy; PINK - Defendant's copy.

**CR-126:** This is a three page form with carbon copies, and all three pages are single sided. The front of each page contains the same information, with the same marginal words in black ink at the bottom: White - Court Copy / Yellow - Motor Vehicle Copy / Pink - Defendant Copy.

**CR-128:** This is a two page form with carbon copies, and both pages are double sided. Each page has the same Order information on the front, and the same Late Payment information on the back, including the same marginal words in black ink at the bottom of each front page: WHITE-Court Copy YELLOW-Defendant's Copy.

**JV-008:** This is a three page form with carbon copies, and all three pages are single sided. The front of each page contains the same information, with the same marginal words in black ink at the bottom: White--Court Copy / Yellow--Division of Probation Copy / Pink--Probationer Copy.

**MJBVB-3:** This is a two page form with carbon copies, and both pages are single sided. The front of each page contains the same information. This form does not have any marginal words at the bottom.

**Court Addresses by County**

County	Court	Mailing Address	Physical Location Address	Clerk	Phone
Androscoggin	Androscoggin County Superior Court	PO BOX 3660, Auburn, Me 04212-3660	2 Turner Street, Auburn, ME 04210	Linda Mason	330-7500
Androscoggin	Lewiston District Court and UCD	P.O. Box 1345, Lewiston, ME 04240-1345	71 Lisbon Street, Lewiston, ME 04240	Sue Bement	795-4800
Androscoggin	Violations Bureau	85 Park Street, P.O. Box 480, Lewiston, ME 04243-0480	85 Park Street, P.O. Box 480, Lewiston, ME 04243-0480	Kim Mitchell	
Aroostook	Aroostook County Superior Court-Caribou & Houlton	144 Sweden Street, Caribou, ME 04736	144 Sweden Street, Caribou, ME 04736	Diane Glidden	498-8125
Aroostook	Caribou District Court and UCD	144 Sweden Street, <b>Suite 104</b> , Caribou, ME 0473	144 Sweden Street, <b>Suite 104</b> , Caribou, ME 0473	Diane Glidden	493-3144
Aroostook	Fort Kent District Court and UCD	139 Market Street, Suite 101, Fort Kent, ME 04743	139 Market Street, Suite 101, Fort Kent, ME 04743	Linda Cyr	834-5003
Aroostook	Aroostook County Superior Court-Houlton	144 Sweden Street, Caribou, ME 04736	26 Court Street, Houlton, ME 04730	Diane Glidden	532-6563
Aroostook	Houlton District Court and UCD	26 Court Street, Suite 201, Houlton, ME 04730	26 Court Street, Suite 201, Houlton, ME 04730	Katherine Ward	532-2147
Aroostook	Madawaska District Court	139 Market Street, Suite 101, Fort Kent, ME 04743	645 Main Street, Madawaska, ME 04756	Linda Cyr	728-4700
Aroostook	Presque Isle District Court and UCD	P.O. Box 794, Presque Isle, ME 04769-0794	27 Riverside Drive, Presque Isle, ME 04769	Dannielle Blade	764-2055
Cumberland	Bus & Consumer Court	205 Newbury Street, Ground Floor, Portland, Me 04101	205 Newbury Street, Ground Floor, Portland, Me 04101		822-3220
Cumberland	Bridgton District Court	3 Chase Street,Suite 2, Bridgton, ME 04009	3 Chase Street,Suite 2, Bridgton, ME 04009	Elise McAlister	647-3535
Cumberland	Cumberland County Superior Court	205 Newbury Street, Ground Floor, Portland, Me 04101	205 Newbury Street, Ground Floor, Portland, Me 04101	Sally Bourget	822-4200
Cumberland	Portland District Court	205 Newbury Street, Ground Floor, Portland, Me 04101	205 Newbury Street, Ground Floor, Portland, Me 04101	Sally Bourget	822-4200
Cumberland	Cumberland County UCD	205 Newbury Street, 2nd Floor, Portland, ME 04101	205 Newbury Street, 2nd Floor, Portland, ME 04101	Stephanie Tarantino	822-4204
Cumberland	West Bath District Court CUM UCD	101 New Meadows Road, West Bath, ME 04530	101 New Meadows Road, West Bath, ME 04530	Anita Alexander	442-0200
Franklin	Franklin County Superior Court	129 Main Street, Farmington, ME 04938	140 Main Street, Farmington, ME 04938	Laurie Pratt	778-3346
Franklin	Farmington District Court	129 Main Street, <b>Suite 1</b> , Farmington, ME 04938	129 Main Street, <b>Suite 1</b> , Farmington, ME 04938	Laurie Pratt	778-2119
Franklin	Franklin County UCD	129 Main Street, Farmington, ME 04938	either 140 or 129 Main Street		
Hancock	Hancock County Superior Court	50 State Street, Suite 2, Ellsworth, ME 04605	50 State Street, Suite 2, Ellsworth, ME 04605	Terry Harding	667-7176
Hancock	Ellsworth District Court	50 State Street, Suite 2, Ellsworth, ME 04605	50 State Street, Suite 2, Ellsworth, ME 04605	Terry Harding	667-7141
Hancock	Hancock County UCD	50 State Street, Suite 2, Ellsworth, ME 04605	50 State Street, Suite 2, Ellsworth, ME 04605	Terry Harding	667-7141
Kennebec	Kennebec County Superior Court	1 Court Street, Suite 101, Augusta, ME 04330	1 Court Street, Suite 101, Augusta, ME 04330	Michelle Lumbert	213-2800
Kennebec	Augusta District Court and UCD	1 Court Street, Suite 101, Augusta, ME 04330	1 Court Street, Suite 101, Augusta, ME 04330	Michelle Lumbert	213-2800
Kennebec	Waterville District Court and UCD	18 Colby Street, Waterville, ME 04901	18 Colby Street, Waterville, ME 04901	Christine Longley	873-2103
Knox	Knox County Superior Court	62 Union Street, Rockland, ME 04841	62 Union Street, Rockland, ME 04841	Eileen Bridges	594-2576
Knox	Rockland District Court and UCD	62 Union Street, Rockland, ME 04841	62 Union Street, Rockland, ME 04841	Eileen Bridges	596-2240
Lincoln	Lincoln County Superior Court	P.O. Box 249, Wiscasset, ME 04578-0249	32 High Street, Wiscasset, ME 04578	Bethany Gagnon	882-7517
Lincoln	Wiscasset District Court and UCD	P.O. Box 249, Wiscasset, ME 04578-0249	32 High Street, Wiscasset, ME 04578	Bethany Gagnon	882-6363
Oxford	Oxford County Superior Court	P.O. Box 179, South Paris, ME 04281-0179	26 Western Avenue, South Paris, ME 04281	Michelle Howe	743-8936
Oxford	Rumford District Court and UCD	145 Congress Street, Rumford, ME 04276	145 Congress Street, Rumford, ME 04276	Darlene Richards	364-7171
Oxford	South Paris District Court and UCD	26 Western Avenue, South Paris, ME 04281	26 Western Avenue, South Paris, ME 04281	Michelle Howe	743-8942
Oxford	Bridgeton District -OXF UCD	3 Chase Street,Suite 2, Bridgton, ME 04009	3 Chase Street,Suite 2, Bridgton, ME 04009	Elise McAllister	647-3535
Penobscot	Penobscot County Superior Court	78 Exchange Street, Bangor, ME 04401	78 Exchange Street, Bangor, ME 04401	Penny Reckards	561-2300
Penobscot	Bangor District Court and UCD	78 Exchange Street, Bangor, ME 04401	78 Exchange Street, Bangor, ME 04401	Penny Reckards	561-2300
Penobscot	Lincoln District Court and UCD	52 Main Street, Lincoln, ME 04457	52 Main Street, Lincoln, ME 04457	Katherine Ward	794-8512
Penobscot	Millinocket District Court and UCD	52 Main Street, Lincoln, ME 04457	207 Penobscot Avenue, Millinocket, ME 04462	Katherine Ward	723-4786
Penobscot	Newport District Court and UCD	12 Water Street, Newport, ME 04953	12 Water Street, Newport, ME 04953	Ronda Nelson	368-5778
Penobscot	Penobscot UCD	78 Exchange Street, Bangor, ME 04401	78 Exchange Street, Bangor, ME 04401	Penny Reckards	561-2300

**Court Addresses by County**

County	Court	Mailing Address	Physical Location Address	Clerk	Phone
Piscataquis	Piscataquis County Superior Court	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	Lisa Richardson	564-2240
Piscataquis	Dover-Foxcroft District Court and UCD	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	Lisa Richardson	564-2240
Piscataquis	Piscataquis UCD	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	159 East Main Street, Suite 21, Dover-Foxcroft, ME 04426	Lisa Richardson	564-2240
Sagadahoc	Sagadahoc County Superior Court	101 New Meadows Road, West Bath, ME 04530	752 High Street, Bath, ME 04530	Anita Alexander	442-0200
Sagadahoc	West Bath District Court	101 New Meadows Road, West Bath, ME 04530	101 New Meadows Road, West Bath, ME 04530	Anita Alexander	442-0200
Sagadahoc	Sagadahoc UCD	101 New Meadows Road, West Bath, ME 04530	101 New Meadows Road, West Bath, ME 04530	Anita Alexander	442-0200
Somerset	Somerset County Superior Court and UCD	47 Court Street, Skowhegan, ME 04976	41 Court Street, Skowhegan, ME 04976	Susan Furbush	474-5161
Somerset	Skowhegan District Court and UCD	47 Court Street, Skowhegan, ME 04976	47 Court Street, Skowhegan, ME 04976	Susan Furbush	474-9518
Waldo	Waldo County Superior Court and UCD	103 Church Street, Belfast, ME 04915	137 Church Street, Belfast, ME 04915	Brooke Otis	338-1940
Waldo	Belfast District Court and UCD	103 Church Street, Belfast, ME 04915	103 Church Street, Belfast, ME 04915	Brooke Otis	338-3107
Washington	Washington County Superior Court	P. O. Box 526, Machias, ME 04654-0526	85 Court Street, Machias, ME 04654	Pam McPherson	255-3326
Washington	Machias District Court and UCD	P.O. Box 526, Machias, ME 04654-0526	85 Court Street, Machias, ME 04654	Pam McPherson	255-3044
Washington	Calais District Court and UCD	382 South Street, Suite B, Calais, ME 04619	382 South Street, Suite B, Calais, ME 04619	Karen Moraisey	454-2055
York	York County Superior Court and UCD	P.O. Box 160, Alfred, ME 04002-0160	45 Kennebunk Road, Alfred, ME 04002	Tamara Rueda	324-5122
York	Biddeford District Court	25 Adams Street, Biddeford, ME 04005	25 Adams Street, Biddeford, ME 04005	Kathy Jones	283-1147
York	Springvale District Court and UCD	447 Main Street, Springvale, ME 04083	447 Main Street, Springvale, ME 04083	Shelley Albertson	459-1400
York	York District Court and UCD	11 Chases Pond Road, York, ME 03909	11 Chases Pond Road, York, ME 03909	Doreen Emhoff	363-1230