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Sent: Friday, February 4, 2022 7:00 PM
To: MCILS <MCILS@maine.gov>
Cc: Guillory, Christopher <Christopher.Guillory@maine.gov>
Subject: Important Notice about Case Entry Guidelines
Importance: High

Good evening, attorneys:

We have received questions about the Billing and Case Entry Guidelines that were distributed yesterday. The guidelines are attached here for your reference. Please read them—and this email—carefully, as they affect case approvals.

Per the guidelines, you have 7 calendar days from receipt of the Notice of Appointment to enter a case in defenderData. That policy went into effect as of its publication yesterday. As a courtesy, MCILS is granting a 30 calendar day grace period for you to enter all of your cases to which you were appointed prior to yesterday, so you have until 5:00PM on March 4, 2022 to enter those cases.

All cases with an appointment date of yesterday (February 3, 2022) still must be entered within 7 calendar days upon receipt of the Notice of Appointment. Due diligence requires that if you know you have been appointed to a case and have not received the Notice of Appointment, that you follow up with the court to obtain that document expeditiously.

It is critical that defenderData entries be entered and maintained accurately. That said, MCILS is requiring that all attorneys review their defenderData cases and close all cases which are no longer active. All files that should be closed must be marked as “closed” in defenderData no later than 5:00PM on March 4, 2022.

Thank you.

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