

**Maine Judicial Information System (MEJIS)
Attorney Information Form**

This form is for attorneys to use when needed to make changes to their contact information with the MEJIS computer system used by the Judicial Branch. Attorneys must also update their contact information with the Maine Board of Overseers of the Bar (Maine Bar Rule 6(e)). Those seeking payment from the Judicial Branch must complete a vendor code form.

Letters, notices, copies of orders, decisions and the like will be sent to attorneys of record based on the address data maintained by the system for that attorney. Please completely fill in the information below.

If any of this information changes, you must notify us of the change at once. Please send a letter explaining the change to: Technology Analyst, Office of Information Technology, Capital Judicial Center, 1 Court Street, Suite 201, Augusta, Maine 04330.

There is also a requirement that the bar registration number of the signatory attorney be included on every pleading. The reason for this rule is that when a clerk docket a pleading the clerk will enter the bar number listed on it to associate the document with the appropriate attorney. Accordingly, it is very important that the bar registration number you provide is correct. Please note your number for future use on your pleadings.

Please send this form AFTER you receive notification of your Bar Registration Number. You will receive your number upon registering with the Board of Overseers.

Bar Registration Number: _____
Name: _____
Firm Name: _____
Street Address: _____
Mailing Address: _____
Town/City, State, Zip: _____

In addition, please list the following information:

Telephone number: _____
Cell phone number: _____
Fax number: _____
Email address: _____

PLEASE RETURN THIS FORM TO:
Technology Analyst, Administrative Office of the Courts
Office of Information Technology, Capital Judicial Center
1 Court Street, Suite 201, Augusta, Maine 04330 Fax: (207) 430-4102