

**FAQ'S (FREQUENTLY ASKED QUESTIONS ) ABOUT CIVIL PROCESS-**

**IF I HAVE QUESTIONS ABOUT CIVIL PROCESS WHERE DO I GO ?**

THE CIVIL DIVISION OF THE SAGADAHOC COUNTY SHERIFF'S OFFICE IS LOCATED ON THE FIRST FLOOR OF THE SAGADAHOC COUNTY COURTHOUSE 752 HIGH STREET IN BATH.

**WHAT ARE THE OFFICE HOURS ?**

OFFICE HOURS VARY AS WE MAY BE OUT ON A CALL. PLEASE REFER TO OUR WEB SITE FOR UPDATED OFFICE HOURS AND TO OUR VOICE MAIL AT 207 443 8528. WHILE WE ARE GENERALLY HERE, IF YOU HAVE SPECIFIC QUESTIONS OR INSTRUCTIONS, IT IS BEST TO CALL AHEAD AND MAKE AN APPOINTMENT. IF WE ARE NOT HERE YOUR **COMPLETED** PAPERWORK CAN BE LEFT IN THE FOLDERS IN THE BOXES ATTACHED TO THE WALL OUTSIDE THE OFFICE.

**CAN I BRING PAPERWORK IN AND TALK TO SOMEONE ON A SATURDAY OR AFTER REGULAR BUSINESS HOURS ?**

WHILE THE CIVIL DEPUTIES MAY BE WORKING ON SATURDAYS ( SEE WEB SITE FOR SCHEDULED SATURDAY HOURS) OR AFTER REGULAR BUSINESS HOURS, THEY USUALLY DO NOT MAINTAIN THEIR OWN OFFICE HOURS, AND UNLESS YOU SCHEDULE A PRIOR APPOINTMENT, THEY WILL NOT BE AVAILABLE TO MEET WITH YOU. THE ONLY EXCEPTIONS ARE CHILD PROTECTION ORDERS, TYPICALLY FORWARDED FROM DISTRICT COURT AND USUALLY ORIGINATING FROM THE DEPARTMENT OF HEALTH AND HUMAN SERVICES.

IN AN EMERGENCY RELATING TO A CHILD PROTECTION ORDER YOU CAN CALL 207 443 9711 AND ASK THE COMMUNICATIONS CENTER TO PAGE A DEPUTY FROM THE CIVIL DIVISION.

**WHAT PHONE NUMBERS DO I USE TO REACH THE CIVIL DIVISION**

OFFICE PHONE NUMBER 207 443 8528

IF YOU HAVE SPECIFIC QUESTIONS ABOUT SERVICES IN ARROWSIC, BATH, GEORGETOWN, PHIPPSBURG, WEST BATH OR WOOLWICH PLEASE

**∞ CALL DEPUTY HAL FOWLER AT 449-8112**

IF YOU HAVE SPECIFIC QUESTIONS ABOUT SERVICES IN BOWDOIN, BOWDOINHAM, RICHMOND, OR TOPSHAM PLEASE

**∞ CALL DEPUTY JEFFREY SHIERS AT 449-7386**

DEPUTY SHIERS AND DEPUTY FOWLER USUALLY RECEIVE AND RETURN PHONE CALLS EACH DAY BETWEEN 4:00 PM AND 8:00 PM MONDAY THROUGH FRIDAY

**PLEASE TURN TO THE BACK OF THIS PAGE→→→→**

**CAN YOU GIVE ME LEGAL ADVICE ?**

NO, WE ARE NOT PERMITTED BY LAW TO GIVE LEGAL ADVICE. IF YOU NEED LEGAL ADVICE YOU MUST CONTACT AN ATTORNEY.

**WHERE CAN I FIND INFORMATION REGARDING LANDLORD/ TENANT, SMALL CLAIM, AND OTHER CIVIL ISSUES ?**

ON THE TABLES IN THE HALL OUTSIDE THE CIVIL OFFICE ARE A NUMBER OF PAMPHLETS THAT WILL PROVIDE YOU INFORMATION ON A VARIETY OF CIVIL TOPICS, ( LANDLORD/TENANT ISSUES, EVICTIONS, SMALL CLAIMS ETC.), INCLUDING INFORMATION FROM THE MAINE STATE BAR ASSOCIATION ON ASSISTANCE IN CHOOSING A LAWYER. INFORMATION IS ALSO AVAILABLE THROUGH A VARIETY OF WEB SITES INCLUDING THE PINE TREE LEGAL ASSOCIATION AT

[WWW.PTLA.ORG](http://WWW.PTLA.ORG)

OR TO THE STATE OF MAINE ATTORNEY GENERAL'S WEB SITE AT

[WWW.MAINE.GOV/AG](http://WWW.MAINE.GOV/AG)

**WHERE DO I PICK UP THE NECESSARY PAPERWORK ?**

ALL FORMS OF PAPERWORK ARE AVAILABLE AT THE WEST BATH DISTRICT COURT LOCATED AT 101 NEW MEADOWS ROAD IN WEST BATH 207 442 0200.

**IS THERE A CHARGE TO SERVE PAPERWORK ?**

YES, FEES ARE CHARGED PURSUANT TO STATE OF MAINE LAW FOR SERVICE, COUNTY FEES, POSTAGE AND MILEAGE.

YOU MUST LEAVE A DEPOSIT OF \$ 60.00 MADE OUT TO THE SAGADAHOC COUNTY TREASURER AT THE TIME YOU REQUEST SERVICE. CHECKS OR MONEY ORDERS SHOULD BE MADE OUT TO SAGADAHOC COUNTY TREASURER.

**IS THERE ANY ADDITIONAL INFORMATION THAT YOU NEED BEFORE YOU SERVE THE PAPERWORK ?**

YES, BEFORE WE CAN SERVE ANY PAPERWORK YOU WILL NEED TO FILL OUT AN INFORMATION SHEET. ( USUALLY REFERRED TO AS THE "GREEN SHEET") IF THE GREEN SHEET IS NOT FILLED OUT COMPLETELY, WE WILL NOT BE ABLE TO SERVE THE PAPERWORK.