

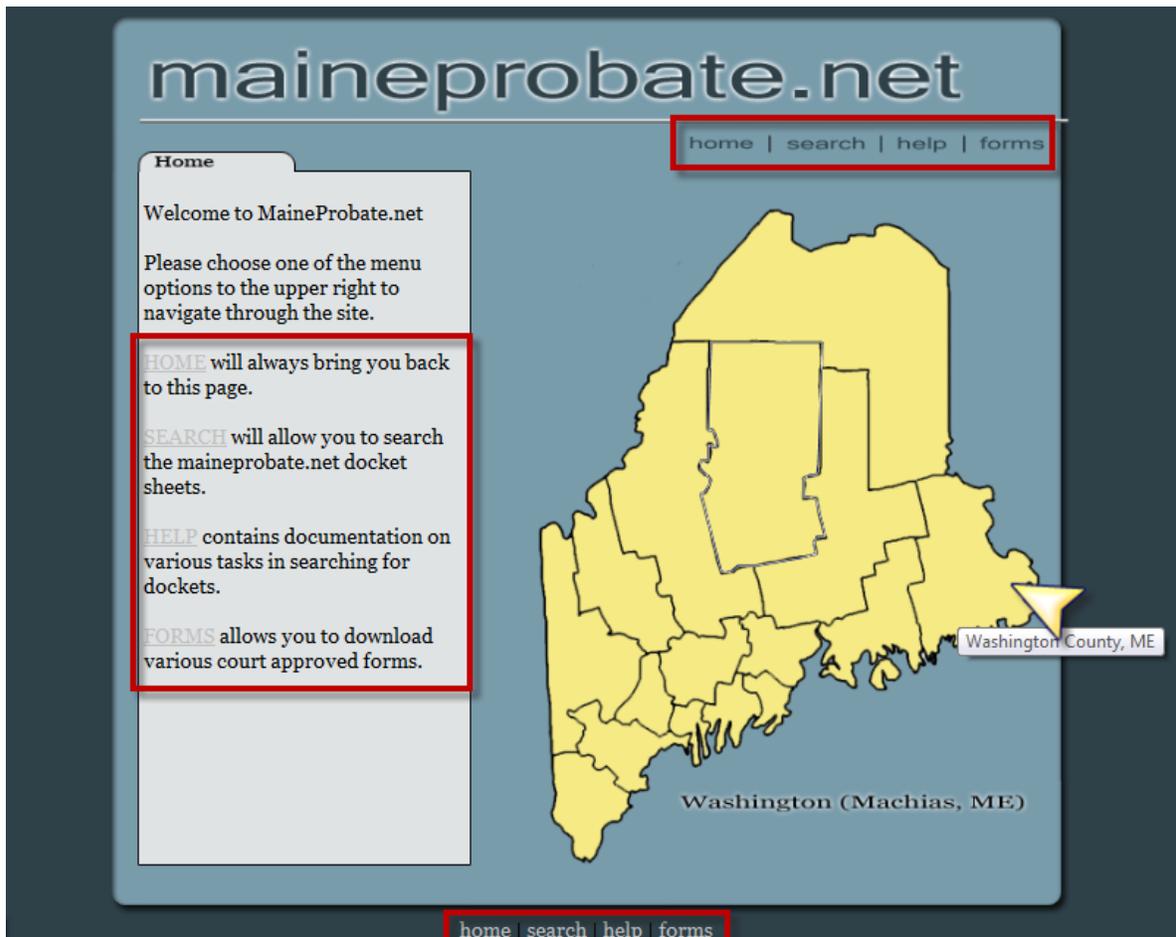
Navigating MaineProbate.net

- If you experience any problems with this site, please contact Icon Toll Free at 866-501-4266.

Step 1: Go to www.maineprobate.net. This takes you to the **Home** screen. Four buttons help you navigate the maineprobate.net site:

1. **HOME** returns you to the home screen (shown below).
2. **SEARCH** takes you to the case searching section of the site.
3. **HELP** takes you to documents to help you navigate the maineprobate.net site, such as this document.
4. **FORMS** takes you to downloadable court approved forms.

To find contact information, office hours and other information about a specific court, click on the county on the map. As you hold your mouse over the county on the map, the county name will be displayed.



Step 2: Searching MaineProbate.net

To begin searching, click **SEARCH**. You can search MaineProbate.net with or without an account. When you click **SEARCH**, the fees for having an account and purchasing documents are listed. Setting up an account is beneficial for attorneys and others who are frequent users of the site. For help setting up an account, please see the **Setting up an Account** section at the end of this document.

Please Note: You may view the docket and images free of charge.

The screenshot shows the homepage of maineprobate.net. At the top, the site name "maineprobate.net" is displayed in a large, stylized font. Below it, navigation links for "home", "search", "help", and "forms" are visible. On the left side, there is a search box with the heading "Search". Inside the search box, the text reads: "Maine Probate is free to search. Documents are available for purchase as listed below." Below this text, a red-bordered box highlights the following fee information: "Fees: Account \$10/month, Copies w/ account \$1/page, Copies w/ no account \$2/page". A yellow mouse cursor is pointing at a "Search Here" button. At the bottom of the search box, there is a McAfee SECURE logo with the text "TESTED DAILY 02-FEB". On the right side of the page, there is a yellow map of Maine with its counties outlined. At the bottom of the page, navigation links for "home", "search", "help", and "forms" are repeated.

To continue to the search page, click **Search Here**.

If you have an account, please log in at the top right corner of the screen.

To begin your search, enter the search criteria in the **Search** field. You may search by first name, last name, party name, case number, etc. You may also use the “%” as a wildcard. When searching by a full name, use the **Last Name, First Name Middle Name** format. (Ex. Smith, John Joseph)

Select the **County** you would like to search from the dropdown list. You may also check the box to **“Include Surrounding Counties.”** This will include results that match your search criteria from any county geographically touching the county you selected from the dropdown. Click **Do Search**.



ICON Maine Probate Search

Not Logged In.

Log In
Passwords are case sensitive
User Name:
Password:
 Remember me next time.
Log In

[Resend Password](#) [Create Account](#)

[Retrieve My Documents](#) [View Cart](#)

Search: Select County: Include Surrounding Counties?

(Search criteria can be Last Name, First Name, Party Name, Document, etc. You may also use a % sign in front of the search criteria for a wildcard search.)

Case Information for Lincoln county.
Click the gray + to expand the grid and view the details.

Case Number	Case Name	Party	Type of Case	Filing Date	County	Appointment Date	Creditor Claim Due
There are no records matching the current criteria							

For questions or support, please contact Icon Software Toll Free at 800.428.4855

Your search results are displayed in the grid. To view the details of a case, click the “+” next to the case number. Additional details of the case are displayed. You can use the numbers at the bottom of the screen to navigate to different pages of the search results.

Case Information for Lincoln, Sagadahoc, Kennebec, Waldo, Knox counties.
Click the gray + to expand the grid and view the details.

Case Number	Case Name	Party	Type of Case	Filing Date	County	Appointment Date	Creditor Claim Due
+ 2007-0101	Bosse, Charles A.	HR : Smith, Jean Ann	Formal Intestate	02/26/2007	Kennebec		
+ 2007-0101-1	Bosse, Charles A.	IP : Smith, Jean Ann	Order Complete Settlement	12/31/2007	Kennebec		
+ 2010-0024	Bouchard, Aurora Faith	PET: Smith, Jr., Roger C.	Change of Name (M)	01/12/2010	Kennebec		
+ 2005-0618	Chaloux, Muguette C.	DV : Smith, Jeremiah	Informal Testate - Appt. PR	10/28/2005	Kennebec		
+ 2010-0269	Despres, Terrence W.	AT : Smith, Jr., C. Walter Esq	Informal Testate - Appt. PR	05/06/2010	Kennebec		
+ 2010-0388	Folsom, Clenda E.	HD : Smith, Joyce W.	Informal Testate - Appt. PR	06/30/2010	Kennebec		
+ 2006-0623	Gibson, Freda Dixon	DV : Smith, Joyce Starbird	Informal Testate - Appt. PR	12/19/2006	Kennebec		
+ 2007-0333	Koonce, Howard Lee	DV : Smith, Joyce M.	Informal Testate - Appt. PR	06/07/2007	Kennebec		
+ 2008-0094	Lisanti, Michael Joseph	AT : Smith, Jr., C. Walter Esq	Informal Testate - Appt. PR	02/20/2008	Kennebec		
+ 2009-0679	Marston, Destin E.	IP : Smith, John	Temporary Gdn. (M)	11/30/2009	Kennebec		
+ 1992-0234	Morris, John I.	AT : Smith, James E. Esq	Informal Testate - Appt. PR	05/05/1992	Kennebec		
+ 2008-0700	Nickerson, Frances M.	DV : Smith, Jerry	Informal Testate - Appt. PR	11/21/2008	Kennebec		
+ 2008-0750	Savage, Franklin Merritt	HR : Smith, Jacqueline	Informal Intestate	12/23/2008	Kennebec		
+ 2009-0297	Smith, Alan Eugene	PET: Smith, Jane Malbon	Guardianship (A)	05/27/2009	Kennebec		
+ 2009-0297-1	Smith, Alan Eugene	PET: Smith, Jane Malbon	Single Transaction Authority	08/12/2010	Kennebec		
+ 16174	Smith, Alexander	HR : Smith, Jemima	Formal Petition (old code)	07/12/1920	Kennebec		
+ 2006-0113	Smith, Alexander F.	HD : Smith, Jonathan	Formal Testate	03/06/2006	Kennebec		
+ 2010-0090	Smith, Alice K.	PR : Smith, Jess A.	Informal Testate - Appt. PR	02/08/2010	Kennebec		
+ 2007-0347	Smith, Christopher Frands	PET: Smith, Jodi	Guardianship (A)	06/14/2007	Kennebec		
+ 1999-0207	Smith, Clement H.	HD : Smith, Jeremiah	Informal Testate - Appt. PR	04/09/1999	Kennebec		

12345

Once you have clicked the “+” for a case, you can see the details of the case including parties, docket, etc.

If there is an image available to view for a docket entry, you can view the image by clicking **View Image**. The image for some docket entries may not be available online because it contains sensitive information. If this is the case, you will see **Not Available** listed under the **Document** column.

To minimize the case details, click the “--“ next to the case number.

16174	Smith, Alexander	HR : Smith, Jemima	Formal Petition (old code)	07/12/1920	Kennebec
2006-0113	Smith, Alexander F.	HD : Smith, Jonathan	Formal Testate	03/06/2006	Kennebec
2010-0090	Smith, Alice K.	PR : Smith, Jess A.	Informal Testate - Appt. PR	02/08/2010	Kennebec

Parties:

First Name	Last Name	Middle Name	Suffix	Address 1	Address 2	City	State	Zip	Phone	Work Phone	Email	Type
Jess	Smith	A.		19 Beck Terrace		Wales	ME	04280		207-375-8243		PR
Gregory	Farris	J.	Esq.	P. O. Box 120		Gardiner	ME	04345		582-3650		AT
David	Smith	J.		26 Rotory Drive		Saco	ME	04072				HD
Valarie	Johnson	Smith		3230 Turner Ridge Road		Somerville	ME	04348				HD
Andrea	Smith	M.		16 Green Street	Apt. 1	Augusta	ME	04330				HD
Edith	McGrail	M.		393 Windsor Neck Road		Windsor	ME	04363				HD

Docket:

Document	Activity	Description	County	CaseID
View Image	02/08/2010	Application for Informal Probate of Will and Appointment of Personal Representative filed.	Kennebec	1500003707
Not Available	02/08/2010	Certificate of Value filed and returned.	Kennebec	1500003707
View Image	02/08/2010	Acceptance of Appointment of Personal Representative filed by Jess A. Smith.	Kennebec	1500003707
View Image	02/08/2010	Original Will filed.	Kennebec	1500003707
Not Available	02/08/2010	4 N-109 Notices sent.	Kennebec	1500003707
View Image	02/08/2010	Findings of Register and Appointment of Personal Representative issued.	Kennebec	1500003707
View Image	02/08/2010	Letters of Authority issued to Jess A. Smith, 19 Beck Terrace, Wales, ME 04280.	Kennebec	1500003707

When you click **View Image**, a new window opens with the Icon Image Viewer.

Documents are watermarked with “NOT A LEGAL DOCUMENT.” This watermark will be removed if you purchase a copy of the document.

Use the scroll bar on the right side of the screen to view different sections of the document.

Click on the thumbnail on the left to navigate to a different page of the document.

Click **Add to Cart** to add the current page you are viewing to your cart for purchase.

Click **Add all pages to Cart** to add the entire document to your cart.

Click **Close Preview** to close the image viewer and return to the search results.

The screenshot shows the 'Icon Image Viewer' interface. At the top, there are three buttons: 'Add to Cart', 'Add all pages to Cart', and 'Close Preview'. Below these buttons is a note: 'Note: All watermarks on images will be removed upon purchase.' The main area displays a document page with a large watermark 'NOT A LEGAL DOCUMENT' at the top and bottom. The document is a 'STATE OF MAINE PROBATE COURT' document. It includes a 'RECEIVED' stamp from 'MAINE COUNTY PROBATE COURT' dated 'AUG 29 2007'. The docket number is '2007-199'. The document is an 'APPLICATION FOR INFORMAL PROBATE OF WILL OR APPOINTMENT OF PERSONAL REPRESENTATIVE UNDER A WILL OR BOTH'. The applicant is 'Deborah Potter', deceased, and the attorney is 'Deborah Potter', P.O. Box 1086. The document is marked as 'INFORMAL PROBATE (x)' and 'INFORMAL APPOINTMENT (x)'. On the left side, there is a vertical strip of thumbnails, with the top one highlighted by a red box and a yellow arrow pointing to it. On the right side, there is a vertical scrollbar with a yellow arrow pointing to it.

Step 3: Checking Out

Once you are finished adding documents to your cart and are ready to check out, click **View Cart**.

ICON Not Logged In. **Maine Probate Search**

[Retrieve My Documents](#)

Search: SMITH, J Select County: Androscoggin Include Surrounding Counties?

(Search criteria can be Last Name, First Name, Party Name, Docket, etc. You may also use a % sign in front of the search criteria for a wildcard search.)

Case Information for Androscoggin county.
Click the gray + to expand the grid and view the details.

Case Number	Case Name	Party	Type of Case	Filing Date	County	Appointment Date	Creditor Claim Due
2004-222	BANULIS-SMITH, JAMIE	NN : SMITH, JAMIE DOLOR	GUARDIAN OF MINOR	05/04/2004	Androscoggin		

Log In (Passwords are case sensitive)
User Name: _____
Password: _____
 Remember me next time.
 [Resend Password](#) [Create Account](#) [View Cart](#)

This takes you to a screen to review your order.

To remove an image from your order, click **Remove** next to the page description.

To return to the homepage and continue searching, click **Return to Home Page**.

ICON Not Logged In. **Maine Probate Search**

[Retrieve My Documents](#)

[Return to Homepage](#)

Document	Description	Cost
[remove]	2004-222 - Page #1 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #2 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #3 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #4 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #5 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #6 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #7 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00
[remove]	2004-222 - Page #8 - Petition for Appointment of Guardian of Minor, filed.Acceptance of Appoin	\$2.00

Log In (Passwords are case sensitive)
User Name: _____
Password: _____
 Remember me next time.
 [Resend Password](#) [Create Account](#) [View Cart](#)

When you are ready to complete your order and purchase the documents, scroll to the bottom on the screen. The total for your purchase is displayed.

To complete your purchase, click **Purchase**. To cancel your order, click **Cancel Order**.

[remove]	2010-513 - Page #7 - Application of Informal Will and Appointment of PR filed.Certificate of V	\$2.00
[remove]	2010-513 - Page #8 - Application of Informal Will and Appointment of PR filed.Certificate of V	\$2.00
[remove]	2010-513 - Page #9 - Application of Informal Will and Appointment of PR filed.Certificate of V	\$2.00
[remove]	2010-513 - Page #10 - Application of Informal Will and Appointment of PR filed.Certificate of V	\$2.00
Total:		\$40.00

Once you click **Purchase**, you are taken to the checkout screen to enter your billing information. If you have an account, your billing information is automatically displayed.

An email address is also requested so that your receipt can be emailed to you. You will need your receipt number to retrieve purchased documents.

Once you have entered all required information, click **Purchase** to complete your transaction.

[Retrieve My Documents](#)

Billing Information:

Total: \$40.00

First/Middle/Last Name: Jane J Doe

Address: 123 Mian Street

City: Anywhere

State: ME

Zip: 00000

CardType: Visa

Credit Card Number: [masked]

Expiration Date (MMYY): 1212

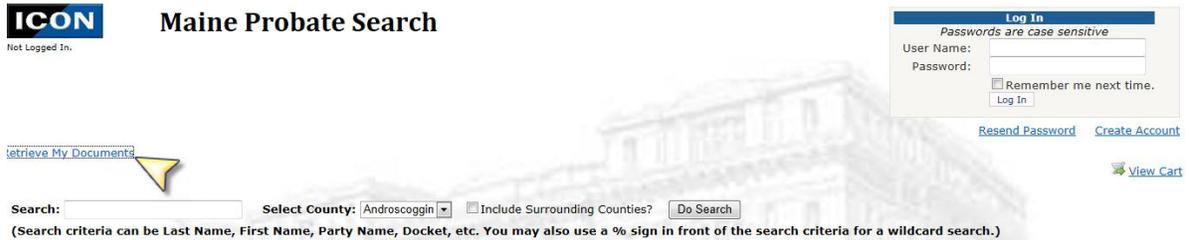
Security Number: 123

Email Address: jane@janedoe.com

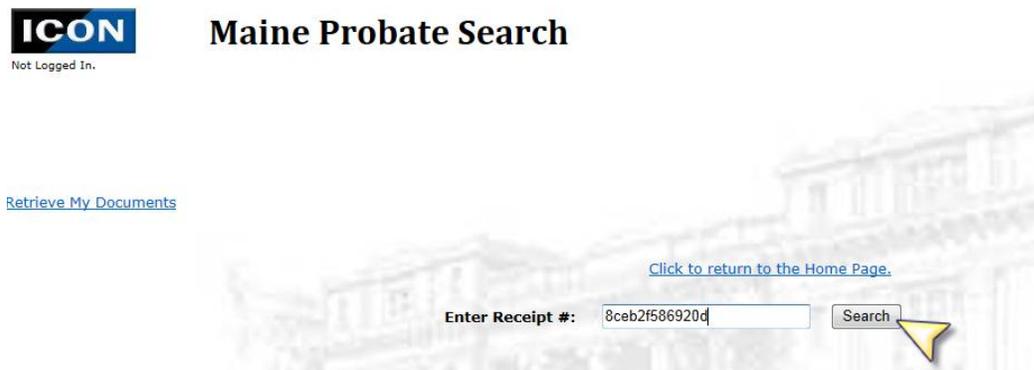
***Please provide an email address so we can send you your receipt.**

Step 4: Retrieving Purchased Documents

To retrieve purchased documents, click the **Retrieve My Documents** link.



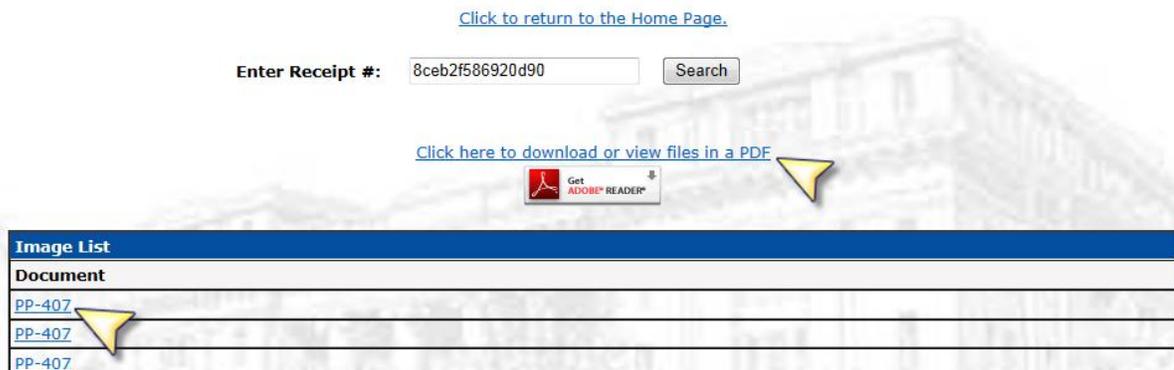
Enter your receipt number, then click **Search**. If you have an account and are logged in, you also have the option to **View all Images for this Account**. This will allow you to retrieve your images without the receipt number.



When your purchased documents are displayed, you have 2 choices to view the images:

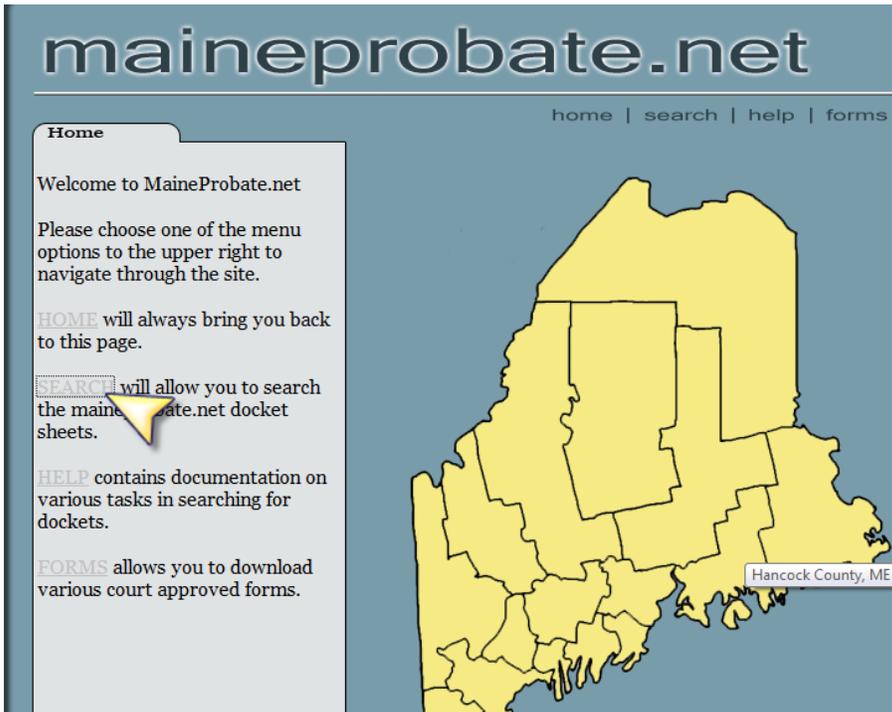
1. Click **Click here to download or view files in a PDF** to download and open or save all purchased documents in a PDF file.
2. Click on the individual document hyperlink. This will allow you to open or save to your computer an individual page of the document.

You will be able to print the documents from either option.

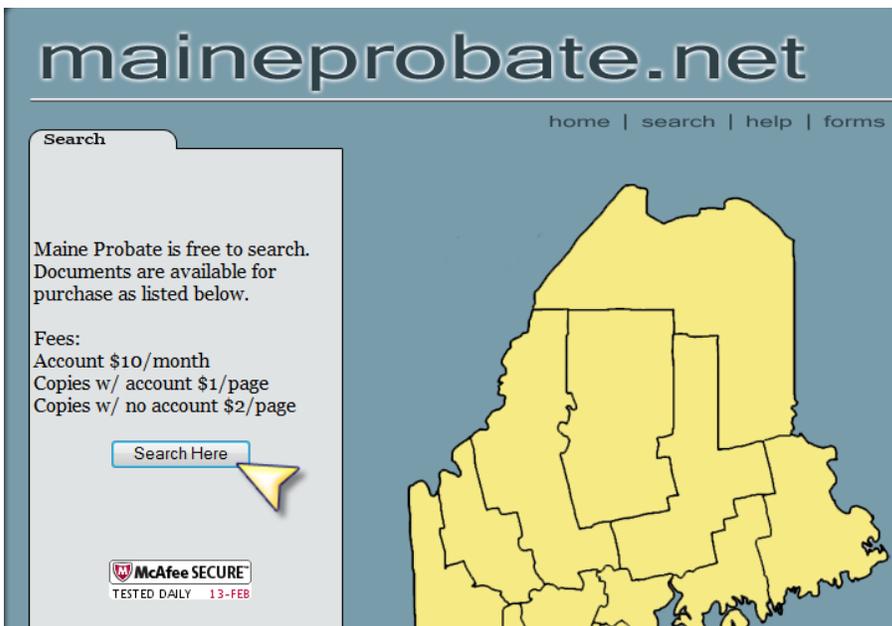


Creating an Account

To set up your account with MaineProbate.net, click **SEARCH** on the **HOME** screen.



Then click **Search Here**.



Click **Create Account** in the top right corner.



Maine Probate Search

Not Logged In.

Log In
Passwords are case sensitive

User Name:

Password:

Remember me next time.
[Log In](#)

[Resend Password](#) [Create Account](#)



[View Cart](#)

[Retrieve My Documents](#)

Search: Select County: Include Surrounding Counties?
(Search criteria can be Last Name, First Name, Party Name, Docket, etc. You may also use a % sign in front of the search criteria for a wildcard search.)

Complete the fields and read the billing information at the bottom of the screen then click **Submit**.

Create Account

**** Please note that you may print images for a fee of \$2.00 without signing up for an account.**

First:

Middle:

Last:

Suffix:

Address:

Address (cont):

City:

Credit Card Type:

Credit Card #:

Expiration Date:

Name on Card:

Security Number:

Valid Email Address:

Password:

Mothers Maiden Name:

**** You will be charged a signup fee of \$10.00**

**** In addition, your credit card will be automatically charged \$10.00 monthly in addition to any purchases you make.**



For questions or support, please contact Icon Software Toll Free at 800.428.4855

You will need to verify your account before you can log in. To do this, check the email address associated with your account. You will have an email from noreply@ez-filing.net. Click on the link in this email to verify your account and begin searching.

Please Note: If you do not receive the verification email, please check your SPAM and Junk Mail folders.