

Instructions for Filing a Summary Personal Property Recovery Case

Summary Proceeding, 14 M.R.S.A § 7071(2)

1. Obtain a Complaint for Personal Property Recovery, CV-183, from the Clerk of the District Court and fill it out. You are the plaintiff, and the person in possession of the personal property is the defendant. Once you complete the Complaint, date and sign it. Be sure that you make copies of this and all other legal documents for your records.
2. Obtain a Personal Property Recovery Summons, CV-184, from the Clerk of the District Court. You will be charged for this form. When completing the Summons, make sure that you fill in the description of the personal property you want to recover.
3. The Clerk of the District Court will provide the date on which your case will be heard. The date must be written on the Summons. The summons must be served on the defendant at least **7** days before the date of the hearing.
4. Take copies of your Complaint and Summons and the original of your Summons to the Sheriff's Department for service. Please write "Copy For Service" on the copies that are to be served on the defendant. The Sheriff's Department will charge you for serving the paperwork. After completing service, the Sheriff's Department will return to you the original Summons, as well as a return of service that has been filled out by a deputy.
5. You must file the original Summons, the original Complaint, the return of service and your filing fee with the Clerk's Office. You are encouraged to do so at least two (2) business days before the hearing.