

## Mission Statement

The Maine Municipal Tax Collectors' and Treasurers' Association shall provide leadership, education and resources to achieve professionalism, uniformity of processes and networking opportunities.

## Membership

Interested in joining MMTCTA for only \$30.00/yr? Visit our website at [www.mmtcta.org](http://www.mmtcta.org) or call (800) 452-8786 for membership information and application. Please consider joining.

## Storm Policy

If there is inclement weather, a decision to postpone will be made by 5:00 p.m. the day prior to the workshop. MMTCTA encourages all registrants to check the MMA website at [www.memun.org](http://www.memun.org) or call the training hotline at (207) 624-0117 before departing for any MMTCTA sponsored events to ensure that the event schedule has not changed.

## Cell Phone Usage

We all use cell phones as part of our everyday lives it seems. However, when they become a distraction sometimes that can be detrimental. If you must bring your cell phone to MMTCTA conferences or seminars as a requirement of your employment, please place them on vibrate or silence and only take calls or text when you are out of the room. If you bring them to keep in touch with family or for other personal reasons, please turn them off while in class and only access them during breaks or lunch.

Thank you for your consideration.  
MMTCTA Executive Board

## About MMTCTA

The Maine Municipal Tax Collectors' and Treasurers' Association was established in 1976 by a group of professional tax collectors and treasurers from across the state of Maine.

The MMTCTA is an organization of tax collectors and treasurers throughout the state of Maine. An association of over 750 members, the MMTCTA is a professional-level affiliate group of the Maine Municipal Association.

Organizationally, the Association elects a President, Vice President, Secretary/Treasurer, and six Directors. Once elected, this Board meets regularly.

The Association offers a certification program for members who wish to become certified as a tax collector or treasurer.

The Association is governed by a set of By-laws.

A primary objective of MMTCTA is to provide professional development opportunities through education, training and peer interaction.

**MMTCTA**  
60 COMMUNITY DR  
AUGUSTA ME 04330



Maine Municipal  
Tax Collectors'  
and  
Treasurers' Association  
presents a workshop on

Small Claims  
Court Procedures  
Workshop

Maine Municipal Association  
Augusta, Maine  
Tuesday, December 17, 2019  
Snow Date  
Wednesday, December 18, 2019

[www.mmtcta.org](http://www.mmtcta.org)

### DATE & LOCATION:

Tuesday, December 17, 2019  
Maine Municipal Association  
Augusta, Maine

Snow Date:  
Wednesday, December 18, 2019

### TIME:

8:30 am-Registration  
9:00 am to 4:00 pm-Workshop

### FEE

\$55.00 - Member  
\$85.00 - Non-member  
(Fee includes coffee, lunch & workshop materials)

### INSTRUCTOR

Wendy J. Paradis  
Bernstein Shur

## Small Claims Court Procedures

Our Instructor will focus her discussion and information on the following information:

A GUIDE TO SMALL CLAIMS CASES - State of Maine

Statement of Claim  
Notice of Service of Statement of Claim  
Affidavit and Request for Service

Notice of Appeal  
Transcript and Audio Order Form  
Request for Disclosure Hearing  
Notice of Disclosure Hearing  
Notice of Service of Disclosure Hearing  
Affidavit and Request for Service  
Affidavit and Agreement  
Request for Civil Order of Arrest or Order for Appearance  
Motion, Affidavit and Order to D.O.L. to Provide Employment  
Motion for Contempt  
Motion and Affidavit for Order to Withhold & Deliver

### Registration Information

To register, please fill out the attached registration form and mail it with your payment to MMTCTA, 60 Community Drive, Augusta, ME 04330, or fax your registration to (207) 624-0128. You may also register online at <http://www.memun.org/TrainingResources/WorkshopsTraining.aspx>. A minimum of 30 in attendance is required in order for this workshop to be held.

### Questions/Cancellations

Cancellation notification must be given in writing at least 3 business days before the session begins. Any cancellation received within that 3 day window will be charged the full registration fee. All cancellations are subject to a \$15 administrative fee for processing. Please go to <http://www.memun.org/TrainingResources/WorkshopsTraining/Cancellations.aspx> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

### Certification

Participants must sign in at the beginning of the course and be present for the full day to receive a certificate. Certificates will be handed out after the class and will not be mailed. If you do not pick up your certificate after the class you will not receive credit for attending. For attendees who must leave early for emergency situations; a determination will be made by the Professional Development Committee of the Executive Board as to the nature of the emergency and whether a sufficient portion of the course was covered to warrant certification credit. \*Any member whose certification expires must attain their original certification again.

Disclaimer: Educational courses and materials offered by the Maine Municipal Tax Collectors' and Treasurers' Association, including but not limited to its partners, affiliates, vendors, sponsors, instructors and/or staff are provided for general informational and educational purposes only. None of the educational activities and supplementary documentation is provided as specific legal advice.

# Registration Form

MMTCTA

## Small Claims Procedures

Please register the following person(s) from: (municipality):

Billing Address: \_\_\_\_\_

### Location(s):

Maine Municipal Association, Augusta – 12/17/2019

### Registrant Information:

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee: \$55.00 (member) \$85.00 (non-member)

Email: \_\_\_\_\_

Full Name: \_\_\_\_\_

Title: \_\_\_\_\_

Tel: \_\_\_\_\_

Fee: \$55.00 (member) \$85.00 (non-member)

Email: \_\_\_\_\_

**Please duplicate form if registering more than two people.**

**Mail Registration Form to:** MMTCTA, 60 Community Drive, Augusta, ME 04330, **Fax form to:** (207) 624-0128 or **register online at:** <http://www.memun.org/TrainingResources.aspx>.

**ADA Message:** In order to ensure your complete participation, we would appreciate your informing us of any special requirements you may have due to a disability.

**If you have any food allergies or special dietary needs, please inform us.**

**PLEASE MAKE CHECK PAYABLE TO MMTCTA**

