



Maine Municipal Tax Collectors' and Treasurers' Association

The Maine Municipal Tax Collectors and Treasurers Association
is pleased to present a workshop on:

Small Claims Procedures

Agenda

What matters qualify for Small Claims
Drafting an effective “statement of claim”
Service on the defendant
Hearing procedure and preparing witnesses
The small claims judgment
Protecting your interest post judgment
The Disclosure process
The Disclosure hearing
Failure to appear at disclosure
Income Withholding Orders
Questions

DATE & LOCATION & TIME

Monday, December 20, 2021
Remote **LIVE** Access only, via Zoom
9:00 a.m. to Noon

FEES, REGISTRATION & CONFIRMATION

\$30.00 - Member
\$60.00 - Non-member

INSTRUCTOR

Kady Huff, Associate, Eaton Peabody

Register Online:

www.memun.org/TrainingResources/WorkshopsTraining.aspx

Registration Deadline: December 16, 2021

****Confirmation****

An email confirmation with the webinar access link and passcode will be sent to the email address provided on your registration on December 17, 2021. If you do not receive this link on December 17, 2021, please email training@memun.org.

The training is not available to view at a later date and is being offered as LIVE remote access only.

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 <https://memun.org/Training-Resources/Workshops-Training/Cancellations> to cancel. If you have any questions please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428.

CERTIFICATION: Participants must remain signed on for the entire session in order to receive credit.

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.

If multiple attendees are viewing the same screen, please email training@memun.org in order to receive credit.

CERTIFICATE OF ATTENDANCE: Participants will receive a certificate of attendance one week after the event via email. **If multiple attendees are viewing the same screen, please email training@memun.org in order to receive credit.**

MEMBERSHIP: Interested in joining MMTCTA? Visit our website at www.mmtcta.org or call (800) 452-8786 for membership information and application. Please consider joining.

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.