

Montana Statewide E-Filing

Goals for our time today

Overview

- E-Filing Basics and Benefits
- E-Filing Pilot
- Access E-Filing and Find Information

Registration and Roles within E-Filing

- Authorized Staff to "Principal" E-Filer

Demonstration of the System

- Let's file a brief or other documents

Conclusion

- Registration is open -you can register now
- Questions and Answers

Benefits and Basics

- Allows documents to stay electronic from beginning to end
 - Safety
 - Convenience: available 24/7; no trips to the court
 - Legal service as permitted
 - Paper on demand
 - Will be available at all Montana courts
- Not Mandatory
- Not a Public Access System
- Official court record is electronic

Pilot Status

- Phase 1 Pilot
 - Prosecutor Initiated Cases (DC, DN, DJ, DI, DD)
 - Appellate Pilot (Nov. 2014)
 - Roll out to other Pilot Courts
 - Fourth Judicial District - District Courts first
 - Yellowstone County Justice Court
 - Tenth Judicial District
 - Fifth Judicial District
- Phase 2 Pilot
 - General Civil Cases

Where To Find Information

www.courts.mt.gov

- Use the right-hand boxes to access current and historical information including:
 - Court Policy (what case types at what courts)
 - Registration Instructions
 - Temporary Electronic Filing Rules
 - Technical Policy Manual
 - Newsletters and other Reports

Access Statewide E-Filing

<https://mtefile.courts.mt.gov>



REGISTRATION

- Registration - E Pass
 - Do you have an Account ?
 - Create an Account.

Creating an E-Pass Account - step 1

Creating an E-Pass Account - step 2

REGISTRATION ROLES

Once you have an E-Pass Account

- Register as the proper role
- Why is there a Prosecutor and Attorney? What if I am both?
- Authorized Staff

Serving as staff for multiple attorneys -
"Switching Users" is the key



DEMONSTRATION

- As we demonstrate we will discuss:
 - How documents should be prepared
 - How the Certificate of Service is generated and what it looks like
 - How service is accomplished
- Description of:
 - Clerk's processing
 - Justice's/Judge's processing
- Supreme Court: filing on an existing case
- District Court: filing on an existing case (if time allows)

Document Prep Tips

- Formats Accepted: Word, Word Perfect, PDF
- Virus-Free
- Not password-protected
- Scanned documents must be OCR readable - not an "image"
- Reserved portions of documents:
 - Upper right corner (file stamp with case number)
 - Lower right corner (justice/judge signature)
 - No need to add blank case number or signature lines
- Certificate of Service will be created automatically
- Update old templates to new versions

CONCLUSION

- ▣ Registration is open
 - ▣ You can register now and start thinking about how you might organize your offices for E-Filing
- ▣ Resources
 - ▣ <http://courts.mt.gov>
 - ▣ <https://mtefile.courts.mt.gov/login>
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Thank you!
