



Frequently Asked Questions

Click on a question or topic to view help on that subject, or search the document by typing Control+F (PC) or Command+F (Mac) on your keyboard then typing in a keyword or phrase.

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Montana Courts Electronic Filing (MCEF) web links

- MCEF website: <http://courts.mt.gov/efile>
- Login page: <https://mtefile.courts.mt.gov/login>
- Court Policy: <http://courts.mt.gov/portals/113/efile/docs/crt-policy.pdf>
- Temporary E-Filing Rules (TEFR):
<http://courts.mt.gov/portals/113/efile/rules/tempefilerules.pdf>
- Technical Operations Manual: <http://courts.mt.gov/Portals/113/efile/docs/operations-manual.pdf>
- Registration Instructions: <http://courts.mt.gov/portals/113/efile/instructions/registration.pdf>
- E-Filing Terms and Conditions: <http://courts.mt.gov/portals/113/efile/docs/term-condition.pdf>

Registration

Should I register with ePass Montana or State Employee Account?

If you have a State Employee account (C#) register with that account. Only register with ePass Montana if you do not have a state employee account.

I already have an ePass account, do I need to create a new one?

No, use your existing ePass account to register with the E-Filing system.

Instead of creating my own account, can I login with someone else's account?

No. The Temporary E-Filing Rules state, in part:

RULE (10)(A)1. A REGISTERED USER'S LOG-IN AND PASSWORD SERVE AS THE USER'S SIGNATURE ON ALL DOCUMENTS ELECTRONICALLY FILED WITH THE COURT.

RULE (10)(A)3. A REGISTERED USER SHALL NOT KNOWINGLY PERMIT OR CAUSE THE USER'S PASSWORD TO BE USED BY ANYONE ELSE.

Which role should I register with?

- County attorneys and any attorney initiating Criminal (DC), Juvenile (DJ), Abuse and Neglect (DN), Involuntary Commitment (DI) or Developmental Disability (DD) cases in district courts or Criminal (CR) cases in limited jurisdiction courts should register with the role "Prosecutor."
- Public defenders, private attorneys and Pro Hac Vice attorneys should register with the role "Attorney."
- Paralegals, judicial assistants and clerks of limited jurisdiction courts should register with the role "Authorized Staff."
- District and limited court judges require preregistration and should contact E-Filing staff to register for E-Filing.
- Members of reporting agencies such as CASA, Adult Probation & Parole and Sherriff's Office should generally register with the role "Case Participant." If you are an active attorney for that agency, register with the role "Attorney."

What if I do work for the County Attorney and have my own private practice?

If you work in two different roles, one as a prosecutor and one as an attorney, we suggest you [contact](#) E-Filing staff before registering.

Can I register as a Pro Hac Vice attorney?

Yes, register with the role “Attorney,” and use the bar ID given to you by the Montana Bar.

Attorneys – Why does it say my name does not match the bar record?

If you are registering as an attorney or prosecutor, the name you put into the user information fields must match **exactly** what is recorded with the Montana Bar Association. Pay special attention to punctuation and special characters. For example, if your name is registered as “E-File A. Attorney” the name fields must read:

- Last Name: Attorney
- First Name: E-File
- Middle Name: A.
- Suffix:

Once you are registered you can change the way your name appears in E-Filing. Your name only needs to match the Bar record during the registration process.

Why do I get a message saying I am pending user approval?

This is a good thing. Check the email inbox of the email address you used to register for the E-Filing system. You will receive an email from noreplymtefile@mt.gov after submitting the registration form. The email will say “Please click [here](#) to confirm this as your primary e-mail.” By clicking “[here](#)” you will finalize the registration process.

I never received a verification email?

If you never received an email to finalize your account, log into the E-Filing system. Click on your name in the top right corner of the screen, then click “My Account.”

- Check that the Primary E-Mail is correct. Edit and save it, if needed.
- At the bottom of the User Information page Click “Re-send Verification email.”

Authorized Staff – After I register I do not have an option to create filings.

If there is no menu in the top left corner of the page, you are not designated to work on behalf of a primary user. Before you have access to file on a case, you need to be working on behalf of a judge, attorney, or case participant. For more information, please see the [section](#) about managing support staff.

I registered with the wrong role. Can I change it?

Please [contact](#) the E-Filing staff for assistance.

Login

Login page: <https://mtefile.courts.mt.gov/login> (we suggest you bookmark this page)

The link on the ePass dashboard says “***INACTIVE LINK*** Montana Courts E-Filing.” How do I login?

The link on the ePass dashboard is inactive to maintain a high security level of the E-Filing system. Please click “Logout from This Account,” then use this link (<https://mtefile.courts.mt.gov/login>) to navigate to the E-Filing Login Page.

Should I login with ePass Montana or State Employee Account?

If you have a State Employee account (a C# and password) please log in with that account. If you do not have a state C#, login with ePass Montana.

My username and password do not work.

- If logging into the E-Filing system with a state employee C#, make sure to choose “Login with State Employee Account” on the right side of the page.
 - Use the same credentials you use to log in to the state network.
 - If your password is expired, contact your agency’s IT office to reset your password.
- If you are logging into the E-Filing system with ePass, make sure to choose “Login with ePass Montana” on the left side of the page.
 - Use the same username and password you use to log in to ePass.
 - If you forgot your credentials, click “forgot your username or password,” then follow the instructions to recover the login credentials.
 - If you are still having problems, please contact ePass support at 406-449-3468.
- Try using a different internet browser, or clearing your internet cache or browsing history.

I get an error saying my access has been revoked.

If you receive the error saying “E-File User Access Revoked” click on “Montana Courts E-Filing” or “Home” to ignore the error. You should now be able to use the E-File system without any issues.

Account Management

Account Information

How can I change my account information?

Log in to E-Filing, click on your name in the top right corner, then click “My Account”. At the User Administration page, change the information, then click Save. If you need to change your role please contact E-Filing staff.

Emails, Notifications and Receiving Notice of Service

How can I receive all filing submission, approval and rejection emails?

At the User Administration page, select the notification type “All.”

How can I stop receiving filing submission, approval and rejection emails?

At the User Administration page, select the notification type “Home Page notifications only.” You will always receive an email when receiving notice of service (eService) through the E-Filing system.

How can my support staff receive service emails?

Both the primary and secondary emails in the attorney’s account will receive service. If you want a specific person or group email box to receive service, add that email address as your secondary email.

Managing Support Staff

Attorneys, Judges, Clerks and Case Participants – How do I manage who works on my behalf?

At the User Administration page, under Authorized Support Staff, click “Add Support Staff.” Type in the name of the person you want to add. Using only one or two fields tends to yield the best results. Using too many fields can make the search fail. Click <Search>. Click on the name of the person you want to add, then click <Save>.

Authorized Staff – How do I work on behalf of someone?

Register with the E-Filing system using the role “Authorized Staff.” Have the person you will be working on behalf of add you as support staff in their account settings.

The responsibility of linking accounts rests on the principal user (attorney or judge). As an authorized staff, you need the principal user to log into their account and add you as authorized staff.

How do I change who I am working on behalf of?

If you work on behalf of multiple people you can change who you are working on behalf of. Click your name in the top right corner to display the dropdown menu, click on Switch User, then select the name of the person you want to work on behalf of.


The person you are working on behalf of is shown in gray below your name.

Support Staff
Example Attorney

If you submit a filing on behalf of the wrong attorney, the Certificate of Service will say that you have submitted the filing on behalf of that incorrect attorney.

Homepage

Can I change what I see on my homepage?

Yes. On the home page in the top right corner underneath your name is a cogwheel icon . Click on the cogwheel, select which widgets you want to see, then click <Save>. Once you have selected your widgets you can rearrange them by clicking the header of the widget and dragging it to a new spot.

Case Search/View

Case Search

Can I see my cases in the E-Filing system?

Yes, you may access any case (for [enabled case types](#)) on which you are the counsel of record.

I cannot find the case I am looking for?

- The E-Filing system is not a public access system. To view a case, you must either be counsel of record on the case, or court staff.
- Only cases enabled for e-filing are available. You can check what case types are enabled in [court policy](#).
- Check that you have selected the correct court.
- If you are searching for a closed case, make sure the checkbox “Exclude Closed” is unmarked (it is marked by default).
- If you are support staff, make sure you are working on behalf of an attorney on the case.
- If you are a judge looking for another judge’s case, remove your name from the Assigned Judge field.
- When you search, too many variables increase the chances of making a mistake or restricting the search too much. Try using only the Case Number or Last Name fields.
- For the Case number field:
 - In the Montana Supreme Court, enter the entire case number (e.g. DA 17-0001).
 - In a trial court, only enter the number to the right of the final hyphen. For example, for case DC-32-2017-1 only enter “1” in the Case Number field.
- For County Attorneys on DN, DD, or DI cases:

- If you are the attorney for the State on one of these three case types, but do not have access to the case, there is a data change that needs to be made to the case by the clerk's office.
- Clerks – From the FullCourt case window, open the window for the attorney for the State, then mark the prosecutor checkbox and save.

Case View

I found the case, but I get an error when I try to open it.

If you get an error saying, "Either the user does not have access to this case, the case doesn't exist, or the CMS is not responding," contact the clerk's office, alert them of the error and provide them the case number you are trying to access.

Clerks – Check that all attorneys on the case have accurate bar numbers. If they do, and the user still cannot open the case, contact E-Filing staff.

Can I see the documents on a case in the E-Filing system?

Yes, use Case Search to bring up the case, then click on the case to open the case view. At the bottom of the case view screen all case documents are listed. Click on the blue document icon for the document you want to see.

I click on the documents, but they don't show up?

Check that your Internet browser is set to allow pop-ups. It is common for iPad and iPhone users to need to change their popup settings to view documents.

Check that your computer has a default program set to open .tif, .doc and .docx files.

If you can see only the first page of a document, you may need to change the default program used to open .tif files. (For example, Windows Photo Viewer works well for us.)

Chrome may provide more consistent access than Firefox or Safari.

There may be old (10-plus years old) Minute Entry documents that are not able to be viewed on certain mobile devices.

Can I see case events that are not documents?

Yes. Click on the Filter button directly above the ROAs, unmark the Document Only checkbox, then click <Search>.

The case I am looking at does not have a <Create E-Filing> button?

Closed cases do not have the <Create E-Filing> button available. Once the case is reopened, the button will become available.

To file on a closed case you will need to click on <Create Filing> in the main menu and insert the correct case number.

Create a Filing

Create Filing page

Can I file on a case if I do not know the case number?

If you do not know the case number for the case you want to file on, you can use Case Search to find the case.

- If the case is open, click on the case. On the left side of the screen in the case information box, click the <Create E-Filing> button to start a filing on the case.
- If the case is closed, record the full case number of the case, then click on Create Filing from the upper left-hand menu and fill in the case number.
- Court Reporters and Case Participants will need to know the case number since they will not be able to perform a search within the E-Filing system.

Can I file on more than one case at a time?

No, you need to create a separate filing for each case.

I cannot find a filing type or subtype to match my document?

The filing type and subtype do not need to match the document exactly. Select the filing type and subtype that most closely represents your filing.

I cannot fill in a Filing Type or Filing Subtype, or move past the Create Filing page?

On the Create Filing page, the E-Filing system checks to make sure that you have provided a valid case number. Any time you file on an existing case, the E-Filing system verifies that the specified case exists in the database. If the case does not exist, or the case number format is incorrect, a red box will appear around the Case Number box.

- Check that the correct court is selected in the court dropdown menu.
- Insert the full case number in the Case Number field.
 - Montana Supreme Court – The format will look like DA 17-0001.
 - Trial courts – The format will look like DC-32-2017-1. In this example, the “32” represents the specific court identifier for Missoula County District Court. Each court has its own unique identifier. You can learn a court’s identifier by using Case Search. The court identifier is the number immediately following the first hyphen.
- If none of the above work and you are still experiencing problems, contact the clerk’s office and report the issue.
 - Clerks – Check that all the attorneys on the case have accurate bar numbers.

Can I file on a case if I am not listed as a party or attorney on the case?

Yes, you can file on the case if you know the case number, but you will not be able to view the case if you are not a party or representing a party on the case. Users registered with the role “Case Participant” will always fall under this category.

Filing Information page

What should I put in the comment box on the Filing Information page?

The court clerks use this information to assist them in processing your filing. Contact the local clerk for any specific instructions.

What if I am not filing on behalf of any of the parties on the case?

You can select any or all parties, but you must select at least one.

How do I specify who the Filing Fee is being paid on behalf of?

In the "Filed on Behalf of" section, check the box of the person(s) for whom you are paying the filing fees.

Attorneys (New Case) – Party Information page

What parties do I need to add?

Required parties depend on the type of case being created. Use the blue information box near the top of the screen for more information on a specific case type.

What information is mandatory to fill in when creating a party on a case?

All mandatory information fields are denoted by a red asterisk. Fields marked with a red "hat" signify if one of these fields is filled, all the other fields marked with a red hat must also be filled.

Prosecutors (New Case) – Charging Information page for Criminal and Juvenile cases

Do I need to add all the charges individually?

If you have multiple identical charges, enter the charge once using the statute lookup, then change the number displayed in the Identical Charges field to the number of identical charges.

If you are adding different charges, or identical charges for different days or in a different sequence, you must add those charges separately. Do this by clicking Add Another Charge.

Upload Documents page

How can I electronically sign a document?

The TEFR specifies signature requirements for e-filed documents, including multiple signatures on a single document.

In part, TEFR (10)(a)2 states:

EXCEPT AS PROVIDED BY (10)(B), WHERE A HAND SIGNATURE WOULD OTHERWISE APPEAR, EACH DOCUMENT FILED ELECTRONICALLY BY A REGISTERED USER MAY BE SIGNED IN THE FORMAT "/s/ CHRIS E. ATTORNEY."

Is there a limit to the size of document I can upload?

Yes, the upper limit is approximately 20 MB. For documents larger than 20 MB, separate the document into two or more files. Upload the first part as the lead document, then click "Add Another Document," select "Multiple Parts" for the document name, then add the subsequent sections until all parts have been added.

Can I add multiple documents in the same filing?

Yes, you can add as many related documents to your filing as needed. For unrelated documents such as a second motion or petition, create a separate filing.

Can I submit one filing to multiple cases?

No, you need to create a separate filing for each case you wish to file on.

How do I use the comment field on the upload document page?

The comments on the upload document page are specific to an individual document and can usually be ignored. You may contact the clerk to see if there are any local preferences.

How do I seal or make a document confidential?

At the Upload Document page, click Request Confidential, then in the dropdown menu select the reason the document should be confidential. This will alert the clerk that a request has been made to make the document confidential.

Note: This does not automatically seal the document.

What if I do not want to eServe a document?

For documents you do not want served, such as a writ of attachment, click Exclude from eService to prevent the E-Filing system from sending eService to anyone.

If you click Exclude from eService on the lead document no eService will be sent for the entire submission. If you do not click Exclude from eService on the lead document, but click Exclude from eService on a related document, only that specific document will be excluded from eService.

Exclude from eService does not allow you to select specific parties to be excluded from service. There may be options on the Service Information page to allow this.

I got an error: “File was not an appropriate type.” What file types are appropriate?

There are three document types that can be filed via the E-Filing system:

- Portable Document File (.pdf)
- Microsoft Word (.doc and .docx)
- Word Perfect (.wpd)

Rich Text Format (.rtf) is commonly opened in Word. If you get the above error while trying to submit a Word document, check to make sure it is file type .doc or .docx and not .rtf. In Word, you can change the document type by clicking “Save As” and changing the type.

Why did the format of my document change when the clerk received it?

Infrequently, during the conversion of a document to PDF format in the E-Filing system, page formatting will undergo undesired changes. This is likely caused by one of two reasons:

- You are using a template that was created in an old version of your word processor. For example, many offices continue to use templates for many years, since for the most part they work well. To fix this for e-filing, open the underlying template document and use “save as” to save the template itself in the current version.
- Your document contains an auto-created Table of Contents that was not updated and is out of sync with the body of the text. To fix this for e-filing, open the document and update the Table of Contents.

Service Information page

What is eService and when is it performed?

When you click on the <Submit Filings> button from the cart, notice of service is sent to all other e-filers listed on the Service Information page. The notice consists of an email with a link to the submitted document. If your filing is rejected and you need to resubmit it, the resubmitted documents will be re-

sent (unless you deliberately change something on the Service Information page). Note that only other registered e-filers will receive notice of service through the E-Filing system and you will have to serve others via the method(s) you indicate on the Service Information page.

Do I need to create my own COS?

No, a certificate of service will automatically be created from the information on the Service Information screen. It will be attached as a separate page(s) at the end of your lead document. This requires the information on the service information page to be accurate.

Do I need to manually serve someone if their service method is eService?

No, at the time the filing is submitted, the E-Filing system automatically sends notice of service to anyone whose Service Method is eService.

Do I need to manually serve someone if their service method is Email?

Yes, the E-Filing system does not automatically send email service to anyone who has email listed as their method of service. The E-Filing system **only** serves people with eService listed as their method of service.

Someone I need to serve is missing from the Service Information page?

Official parties from the court's case management system are displayed on the Service Information page. This typically excludes victims and others who may be involved with the case, but are not official parties. If you feel the information is incorrect, contact the clerk's office.

Can I add someone to the COS who is not listed on this page?

Yes, click Add Other Recipient, then fill in the Last Name field and click <Search>. If the person is registered with the E-Filing system, they will be listed and you can click on their name to add them as an eService recipient. If the person or organization is not listed in the menu, click <Add Non E-Filers>. Then include all relevant information you want displayed on the COS. Click <Add>, and once the person or organization is listed under Other Recipients select the Service Method you will use to serve them.

Note: do not add any information that should not be listed on the COS, such as a victim's name or contact information.

Can I eServe case participants?

No, case participants, such as CASA, need to be served by traditional methods at this time.

Can I prevent someone from getting eService?

Yes, change the dropdown menu that displays eService to display Not Served. A party who is designated as Not Served will receive none of the documents and no notice of this submission.

Filing Summary Page

Can I check my documents before I submit them?

Yes! We highly recommend that you check your work on the Filing Summary page. To view your documents, click the blue document icon corresponding to each document.

Time and Effect of E-Filed Submissions

When will my submitted document be file stamped?

There are two possible answers, depending on if your submission occurs on a court business day.

If you submit a document on a court business day and the document is not rejected, it will receive a file stamp of the day it was submitted. You have until 11:59:59 PM (Helena time) to submit your document to receive that day's filing date. (TEFR 4(c))

If you submit a document on a day that is not a court business day and the document is not rejected, it will receive a file stamp of the court's next business day.

The timing listed above applies without regard to the actual day that the clerk processes your submission.

Examples of how the file stamp rules work:

- If you submit your documents on a court business day, say Friday at 8:30 PM, and the submission is accepted and filed the following week, your document(s) will be file stamped with Friday's date.
- Assume you are submitting a document on Saturday to a court for which Saturday is not a business day and the following Monday is a business day. If your submission is accepted and filed on any day of the following week, your document(s) will be file stamped with Monday's date.

What if I miss a deadline because my filing was rejected?

You take a risk when submitting a document via E-Filing that the document will not be rejected by the clerk. Upon receiving your submission, the clerk will decide whether to accept it or reject it. Clerks typically follow local rules for rejection reasons, which may include lack of signature, wrong case numbers or other basic errors. If you are filing during court business hours and your filing is rejected, you may be able to quickly correct the error and resubmit.

TEFR 13(a)2 states in part:

PARTIES ARE RESPONSIBLE FOR TIMELY FILING OF ELECTRONIC DOCUMENTS TO THE SAME EXTENT AS WITH THE FILING OF PAPER DOCUMENTS, WITH THE SAME CONSEQUENCES FOR MISSED DEADLINES. THE CALCULATION OF TIME UNDER OTHER STATUTES AND RULES IS NEITHER EXPANDED NOR CONTRACTED BY THIS SECTION.

What if I miss a deadline because my filing errored?

Infrequently, there will be a system fault that causes your submission to error. You should receive notice of this error within a few minutes of the error situation. An entry will appear in your Error Filing queue (and in the error filings widget if you have it displayed and in the notifications and email, depending on your notifications settings). At that time, be certain to keep a copy of original submission notification so that you have proof of the submission time. Contact the court clerk for resolution.

TEFR 13(a)1 states in part:

IF THE FAILURE WAS CAUSED BY THE COURT'S ELECTRONIC FILING SYSTEM, THE COURT SHALL GRANT APPROPRIATE RELIEF UPON SATISFACTORY PROOF OF THE CAUSE.

When is eService performed?

When you click on the <Submit Filings> button from the cart, notice of service is sent to all other e-filers listed on the Service Information page. The notice consists of an email with a link to the submitted document.

Submitted, Approved, Rejected and Error Filings

How can I determine the status of my filing?

After submitting your filing, you will receive notification updates on the status of the filing. These notifications will arrive via email, your homepage or both, depending on your [account settings](#).

- Submitted notification – You will receive this upon clicking on the <Submit Filings> button from the cart. The notification is a receipt, providing precise date and time, a submission number and a filing ID for future tracking should that become necessary.
- Approved notification – This arrives when the clerk’s office has accepted/filed your submission.
- Rejected notification – This arrives when the clerk’s office has rejected your filing. The notification will indicate the reason the filing was rejected, and you may be able to quickly correct the fault and resubmit the filing from the rejected filing queue.
- [Error notification](#) – This arrives if the filing was unable to be delivered to the clerk’s office for technical reasons.

Hover your mouse over the Filing tab in the main menu to display your queues. All recent filings can be found in one of five queues.

- Draft – Draft filings have not been submitted to the clerk’s office.
- Submitted – Submitted filings are pending review by the clerk’s office.
- Rejected – Rejected filings have been rejected by the clerk’s office.
- Approved – Approved filings have been accepted and filed by the clerk’s office.
- Error – Error filings were not delivered to the clerk’s office.

My filing was rejected; how can I make changes and resubmit it?

In the main menu hover your mouse over Filings, then click <Rejected> to open your Rejected Filing Queue. Click on the arrow in the resubmit column (near the right side of the window). When asked if you want to create a draft, click <OK>. The Filing Summary page is displayed and you have the option to click <Edit Filing> or <Add To Cart>. Click <Edit Filing> and make the necessary changes before adding to the cart and submitting again. For instance, you may need to modify a document and reupload it before adding it to the cart.

If your filing was rejected because it was filed on the wrong case, you will need to create a brand-new filing.

If you are a support staff and your filing got rejected because it was submitted on behalf of the wrong person, you will need to create a brand-new filing.

Why was my filing rejected?

The clerk is required to provide a reason when rejecting a filing. The reason can be seen in both the rejected notification and Rejected Filing Queue.

What should I do if my filing errors?

On rare occasions, the E-Filing system will fail to deliver a submission to the clerk’s office. This usually indicates some system-wide error that is not due to your own efforts. There are two error messages you may encounter.

- If the error notification says, “Please resubmit your documents,” check to make sure that your document is not password protected and resubmit it. If this happens repeatedly, please contact E-Filing staff to report the problem.
- Even less frequently, you may receive an error message that says in part, “Validation/processing error.” If this occurs, please contact the E-Filing staff immediately.

Note that if an errored filing is time sensitive, you may need to submit your document(s) on paper. Please retain the submission notifications of any error filing to prove the precise date and time that it was originally submitted so that the court can grant appropriate relief.

I resubmitted my rejected/errored filing, but it is still in the Rejected/Error Queue?

After resubmitting your rejected or errored filing, it will remain in the rejected or errored queue until you remove it. To remove a filing, mark the checkbox on the left side of the line corresponding to the filing, then click <Delete>. If your filing gets rejected or errors again, a new rejected or errored filing will appear.

Receiving Notice of Service

Why did I not receive Notice of Service?

Notice of Service from counsel is always sent to both the primary and secondary emails listed in the attorney’s account. If neither of those received an eService email, check that the service email did not end up in a spam or junk folder. Make sure you have no email filtering rules in place. You may need to add noreplymtefile@mt.gov to your list of trusted senders. You will also receive a home page notification of service.

You will continue to receive court orders and other notices from the clerk in the same way you receive them now.

Your authorized support staff will not automatically receive notice of service through email unless you have that email address listed as your primary or secondary email address. All support staff will be able to access the service notifications that are available on the home page. Click [here](#) for further information.

I cannot view the served document(s) from the email link

Several suggestions are listed in the [section](#) regarding viewing case documents.

General troubleshooting

I got this message, “The requested URL was rejected. Please consult with your administrator.” What should I do?

Please note the support ID that is displayed and contact E-Filing staff.

Instead of the normal buttons/links I have strange characters.

If your E-Filing page has unfamiliar buttons, strange characters in place of buttons, or does not load certain pages, try clearing your internet cache, using a different internet browser, or restarting your device.

How do I contact the E-Filing staff?

E-Filing staff contact information:

- Tech support email: efilingtechsupport@mt.gov
- Office of the Court Administrator IT Help Desk: 1-800-284-6017
- E-Filing Project Coordinator: Lois Schlyer – 406-841-2962
- E-Filing Business Analyst: Ryan Davies – 406-841-2964
- Deputy Clerk of the Supreme Court: Rex Renk – 406-444-3858

Supreme Court

How do I file at the Supreme Court?

Please refer to the courts.mt.gov/efile website and reference the instructional documents:

- [Filing a Direct Appeal at the Supreme Court](#)
- [Court Reporters: E-Filing Transcripts](#)
- [Temporary Electronic Filing Rules](#) (TEFR) section (12)
- [Technical Operations Manual](#) section “Filing Briefs - supreme court”

Judge Review Queue/Filings

Where is my “reject” button?

A judge has two options for “rejecting” a filing that is in the Judge Review Queue.

- If the document is a proposed order or arrest warrant that you do not want to sign, an order denying the motion or the arrest warrant may be the best option. This order then becomes part of the official record. To do this, use the option <Respond with Order> and upload a “denial” document. You may revise the original proposed document or create your own order to deny.

Some courts may order the case to be closed and the case or document to be sealed when denying an arrest warrant.

- Use the option to <Permit Filing/No Action> if you decide that you will not respond to the proposed document. You are required to give a comment; the comment can give instructions to the court clerk, such as returning the document to the filer for modifications. Or the comment may simply indicate that you have read the document and are taking no action at this time.

How do I remove a filing from my Judge Review Queue without responding with an order?

Click <Permit Filing/No Action>. Provide a comment to verify you want to remove the filing, then click <Send>. An email will be sent to the clerk email box (specific to your court) with your comment.

If you want to save a proposed order from the filing, save that to your computer **before** removing it from your queue.

If you have the options <View Response> or <Cancel>, click <View Response>, then click <Delete Draft>. After the draft has been deleted, navigate back to the Judge Review Queue, open the filing and click <Permit Filing/No Action>.

Can a judge send comments to the clerk’s office through E-Filing?

When you use the <Permit Filing/No Action> option, you will be sending a comment to the clerk’s office. You cannot send a comment with orders or notices you are submitting for filing, at this time.

Who receives the Permit Filing/No Action comments?

The Permit Filing/No Action comments are sent to a general inbox in the local clerk's office. Neither the filer nor other parties on the case will receive the comments, and they are not a part of the court record (unless someone takes deliberate action to make them so).

Can I make changes to a proposed order or arrest warrant before I sign it?

Yes. You can open and make changes to proposed orders and arrest warrants. Proposed Orders are opened in the same format the attorney submitted them. This can be either Word, Word Perfect, or PDF. Word and Word-Perfect documents can be opened with Microsoft Word. For Word Perfect documents, you may need to designate Word as the default program for opening .wpd files.

PDF files can also be modified, depending on what software you have available. While PDF documents can be opened in Word 2016, this may change the formatting in undesirable ways. If you have Adobe Acrobat Reader, we recommend using the option to "Fill and Sign." This allows you to add text to the document, such as a hearing date and time.

Why do I get an error saying I need to select a document to respond to?

When responding to an order, occasionally you will need to choose which filing you are responding to. If there is no document listed at the top, in the "Respond To" area, click Select. This will bring up a list of all the documents on the case. Choose any document available, as it is not important which one you select.

How do I track motions?

E-Filing does not track motions. Continue to track motions outside the E-Filing system.

Can I see filings routed to another judge?

Yes, you can see filings routed to other judges in your local court. You cannot see filings routed to other judges in other courts.

At the Judge Review Queue, in the Assigned Judge Dropdown menu select the name of the judge whose queue you want to view.

How can I see filings that have been routed to me in other courts?

In the Judge Review Queue, open the menu labeled Court, then select the court you wish to check and click search.

Can I eServe an order?

No. The clerk's office will serve the order or other court documents out of the court case management system.

I saved a filing as a draft, but I can't find it in my Judge Review queue?

The Judge Review Queue only contains filings that have come in from the outside (i.e. routed to you by the clerk). If you or one of your support staff created a draft, it can be found in the Draft Filing Queue. You can get to your draft filing queue by hovering your mouse over "Filings" in the main menu, then clicking "Draft."