

The following guidelines must be followed:

- i. All documents must be properly signed and dated.
- ii. Email documents must be in a PDF format and submitted as an attachment to an email.
- iii. A hard copy original of a faxed or emailed document must be provided within five business days.
- iv. The Clerk of Court shall print, date stamp, and file the email or fax. The hard copy original shall be filed upon receipt. When the original has been filed, the first page of the fax or email, reflecting the date filed, will be retained. The remainder of the fax or email may be discarded by the Clerk of Court.

K. Copies of Court Documents

When a Montana attorney is associating with an out-of-state attorney who is appearing *pro hac vice* on a Montana case, orders/notices from the District Court will be mailed to in-state counsel only, with few exceptions.

RULE 6 - SPECIFIC TRIAL/HEARING CONDUCT

- A. If a party is represented by more than one attorney, only one of the attorneys may question a specific witness.
- B. If a party is represented by more than one attorney, and one of those attorney objects to a line of questioning, then only that objecting attorney may cross-examine the witness.
- C. Attorneys must request permission of the Court to approach witnesses.
- D. If a document is presented during trial/hearing, copies of the document must be presented to the judge and to opposing counsel.
- E. Jury trials are normally scheduled to begin on Monday mornings at 9:00 a.m. All settlement negotiations should be completed by 4:00 p.m. the preceding Friday. Failure to comply with this rule may result in the imposition of sanctions in appropriate circumstances.
- F. Attorneys/clients shall not keep the Court waiting, but shall appear at the scheduled time ready to proceed.

RULE 7 - COURT SECURITY - POTENTIALLY VIOLENT SITUATIONS; DUTY OF PARTY

In any case where a party believes that a potentially violent situation may arise, that party, through counsel or *pro se*, shall notify the assigned judge and/or court bailiff sufficiently in advance so that appropriate security measures can be taken.

*Amended October 19, 2015
Effective January 2, 2016*

JEFFREY M. SHERLOCK
District Court Judge

KATHY SEELEY
District Court Judge

JAMES P. REYNOLDS
District Court Judge

MIKE MENAHAN
District Court Judge