

# Filing a new Direct Appeal case at the Montana Supreme Court

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### 1. Create Filing

Fill in the blanks on the Create Filing page. Click the “Next” button.

**Create Filing** ?

**COURT SELECTION** ▾

**Court\*** Montana Supreme Court ▾

**Filing Category\*** New Case ▾

**NEW CASE** ▾

**Case Category\*** Direct Appeal ▾

**Case Type\*** Civil ▾

**Filing Type\*** Notice ▾

**Filing Subtype\*** Notice of Appeal ▾

**Next**

### 2. Case Information

Fill in the blanks on the Originating Court Information page. Click the “Next” button.

**Case Information** ?

ORIGINATING COURT INFORMATION ▾

Originating Court: Custer County District Court

Originating Judge (Enter Last Name Only)<sup>▲</sup>: Hayworth

Originating Case No.<sup>▲</sup>: DV-2016-XXX

Order Date<sup>▲</sup> ? : 12-01-2016 x [calendar icon]

Related Case(s):

**Next**

### 3. Party Information

Add all parties on the Party Information page. Click the “Next” button.

**Party Information** ?

PARTIES

Name	Type	Role	Address	Attorney(s)
State of Montana	Organization	Appellant	200 W. Broadway Missoula MT 59802	Gardis, Erica R.
Wrestwrenwenson, Willick	Person	Appellee	P.O. Box 123 Anytown MT 59624	Attorney, Efile

1 to 2 of 2 records

[Add Party](#)

**Previous** **Next**

### 4. Filing Information – including Filing Fees

- Add any relevant comment to the Clerk of Court.
- Click the checkbox to Request Emergency Filing only if the filing represents a true emergency.
- Click on all parties you are filing on behalf of.
- **Note that a filing fee of \$100.00 will be charged if you do not specify that you are submitting a fee waiver for this filing.**

To submit a fee waiver, select the appropriate option from the drop-down menu at the bottom of the page.

**FILING FEES** ▾

Fee Waiver

- Not Required by Statute
- Motion to Proceed Without Payment
- Court Order
- Government Agency

If you select “Motion to Proceed Without Payment” you will need to add the Motion from the Filing Summary page. See section 8 below.

## 5. Upload Documents

Use the “Browse” or “Choose File” button, and then select the Notice of Appeal document from your computer.

**Upload Documents**

DOCUMENT ▾

Name	Notice - Notice of Appeal	File*	C:\Users\cu3391\Desktop\E-Filing Test Docs\Rex Test Docs	Browse...
Exclude from eService	<input type="checkbox"/>	Comments	<input type="text"/>	
Request Confidential	<input type="checkbox"/>	Confidential Reason	<input type="text"/>	▾

[Add Another Document](#)

[Previous](#) [Next](#)

Do not add the Motion to Proceed Without Payment on this page. Instead, see section 8 below.

## 6. Service Information – preparing the Certificate of Service

- Check that you are serving other registered e-filers.
- Check which service method you will use for any non-registered service recipients (Conventional or E-mail delivery).
- Add any other recipients who you want to show on the Certificate of Service.
- If there are no eService recipients, select the date of the Certificate of Service.

**Service Information**

ELECTRONIC SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
Attorney, Efile	Attorney	Wrestwrenwenson, Willick (Appellee)	trhelpdesk1234@gmail.com	eService ▾

CONVENTIONAL SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
No records were found.				

OTHER RECIPIENTS

Name	Role	Address	Service Method
No records were found.			

[Add Other Recipients](#)

CERTIFIED DATE OF SERVICE ▾

Certified Date of Service will be the Date of Submission of the E-Filing. A certificate of service will be generated upon the successful submission of the E-Filing.

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## 7. Filing Summary – check your work and add the Motion for Fee Waiver if applicable

Check that all information is correct and that the attached documents are the correct ones and that the fee is correctly listed. Use the “Edit Filing” button to make necessary changes. When satisfied, click “Add to Cart.”

## 8. [Optional] Add a Motion for Fee Waiver

8.a. Click on the button “Attach Fee Waiver Motion/Other” to display the Associated Filing page. Click the “Next” button.

The screenshot shows a web form titled "Add Associated Filing". It is divided into two main sections: "CASE DETAILS" and "FILING INFORMATION".

CASE DETAILS			
Court Level	Supreme Court	Case Category	Direct Appeal
Court	Montana Supreme Court	Case Type	Civil

  

FILING INFORMATION	
Filing Category	New Case
Filing Type	Motion
Filing Subtype	Proceed Without Payment of Filing Fee

A blue "Next" button is located at the bottom right of the form.

8.b. Click the box on whose behalf the filing fee is being paid. Click the “Next” button.

8.c. Upload the Motion to Proceed Without Payment of Filing Fee. Click the “Next” button.

The screenshot shows a web form titled "Upload Documents". At the top, there is a progress bar with five steps: "Filing Information", "Upload Documents", "Service Information", and "Filing Summary". The "Upload Documents" step is currently active.

The form contains a "DOCUMENT" section with the following fields:

Name	Motion - Proceed Without Payment of Filing Fee	File*	C:\Users\cu3391\Desktop\E-Filing Test Docs\Rex Test Docs	Browse...
Exclude from eService	<input type="checkbox"/>	Comments	<input type="text"/>	
Request Confidential	<input type="checkbox"/>	Confidential Reason	<input type="text"/>	

8.d. Make any necessary changes to the Service Information page. The service screen at this time applies only to the Motion to Proceed Without Payment of Filing Fee. Click the “Next” button.

8.e. Check your work on the Filing Summary page. If the entries for Motion to Proceed Without Payment of Filing Fee are correct, Click “Add to Cart.”

8.f. Your cart will contain a single filing with two documents attached. One of the documents will be the Notice of Appeal and the second will be the Motion to Proceed Without Payment of Filing Fee. The fee amount will be \$0.00.

**Cart** ?

**SUMMARY** ▾

<b>Number of Filings</b>	1	<b>Total</b>	\$0.00
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**FILINGS**

Court	Case Number	Filing Item(s)	Documents	Fees
Montana Supreme Court		Notice - Notice of Appeal Motion - Proceed Without Payment of Filing Fee	2	\$0.00 X

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)

**Submit Filings**

8.g. The Filing Submission verification will show these details.

**Submission Details** ?

**DETAILS** ▾

<b>Submission Number</b>	31482186260284	<b>Submission Date</b>	12-19-2016 03:24 PM
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**FILINGS**

Court	Case Number	Filing Number	Filing Item(s)	Filed on Behalf Of	Documents	Fees
Montana Supreme Court		3277	Notice - Notice of Appeal	Bledsoleen, Bridleston	1	\$0.00
		3278	Motion - Proceed Without Payment of Filing Fee	Bledsoleen, Bridleston	1	\$0.00
<b>Total</b>						<b>\$0.00</b>

**Print**

## 9. Making a payment – CitePay E-Filing Payments

From the Cart, click on the “Submit Filings” button to link to the secure payment processor.

**Cart** ?

**SUMMARY** ▾

<b>Number of Filings</b>	1	<b>Total</b>	\$100.00
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**FILINGS**

Court	Case Number	Filing Item(s)	Documents	Fees
Montana Supreme Court		Notice - Notice of Appeal	1	\$100.00 X

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)

**Submit Filings**

You have been forwarded to CitePayUSA to make a payment of 100.00. To complete this payment, you may either create a "Wallet" at CitePay referencing one or more credit card and/or checking accounts, which you can use to make this and future payments, or you may make a one-time payment using a credit card.

CREATE A WALLET

ONE-TIME PAYMENT

CANCEL

Click on the "One-Time Payment" button and enter valid credit card information in the fields on the following page.

**CREDIT CARD PAYMENT FOR NOTICE - NOTICE OF APPEAL, AT MT DEV APPELLATE COURT**

Court Amount : \$100.00  
CitePay Processing Fee : \$5.00  
Total Payment Amount: \$105.00

NAME ON CARD :\*

RECEIPT EMAIL ADDRESS :

CARD TYPE :\*

Card type 

CARD NUMBER :\*

EXPIRATION MONTH :\*

EXPIRATION YEAR :\*

CARD SECURITY CODE  
(CVV2) :\*

BILLING ZIP CODE :\*

PROCESS PAYMENT

CANCEL

Please note that there is a credit card processing fee that is added to the statutory filing fee.

All fields with a red asterisk must be filled in correctly. (The Receipt email address is optional.)

- Expiration Month is a 2-digit number, so a leading zero is required for months January through September (01-09).
- Expiration Year is a 2-digit number indicating the last two digits of the year. For example, for 2021, enter only 21.

Click on the “Process Payment” button. An intermediate screen indicates that your payment is being processed. When successful, you will be returned to the E-Filing system and a message indicates that your filing has been submitted with the proper payment.

**Submission Details** ?

**DETAILS** ▾

<b>Submission Number</b>	471482266401079	<b>Submission Date</b>	12-20-2016 01:41 PM			
<b>Payment Confirmation #</b>	1413880					

**FILINGS**

Court	Case Number	Filing Number	Filing Item(s)	Filed on Behalf Of	Documents	Fees
Montana Supreme Court		3279	Notice - Notice of Appeal	State of Montana	1	\$100.00
			Credit Card Processing Fee			\$5.00
<b>Total</b>						<b>\$105.00</b>

[Print](#)

Creating and Using a Wallet Account is discussed in a separate document.