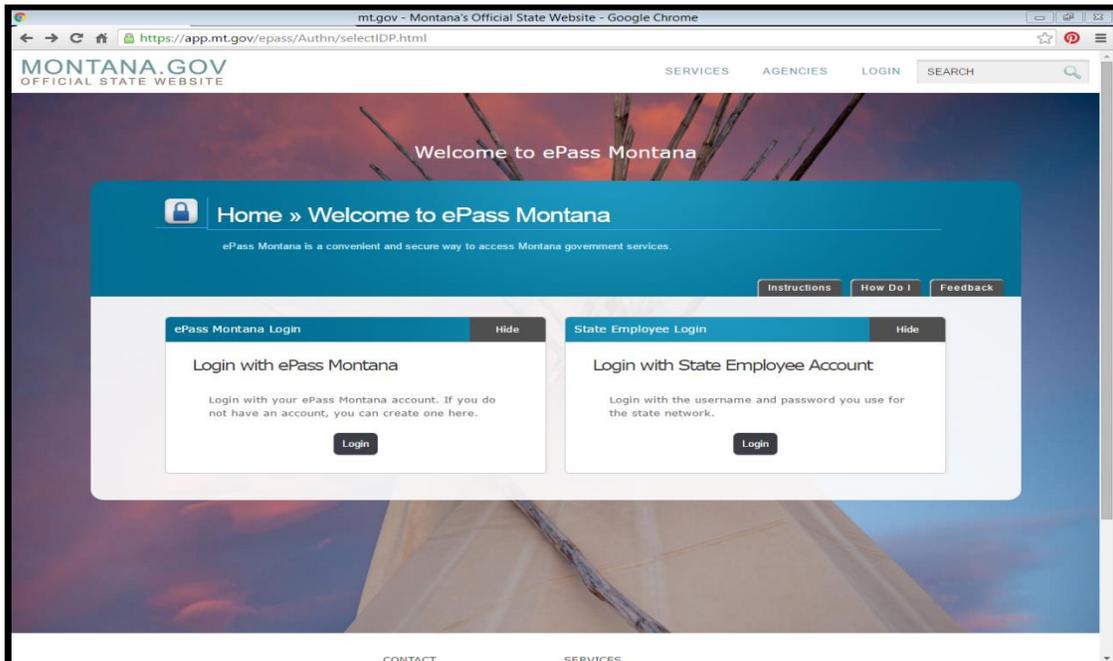


INSTRUCTIONS for E-FILING TRANSCRIPTS at the Montana Supreme Court

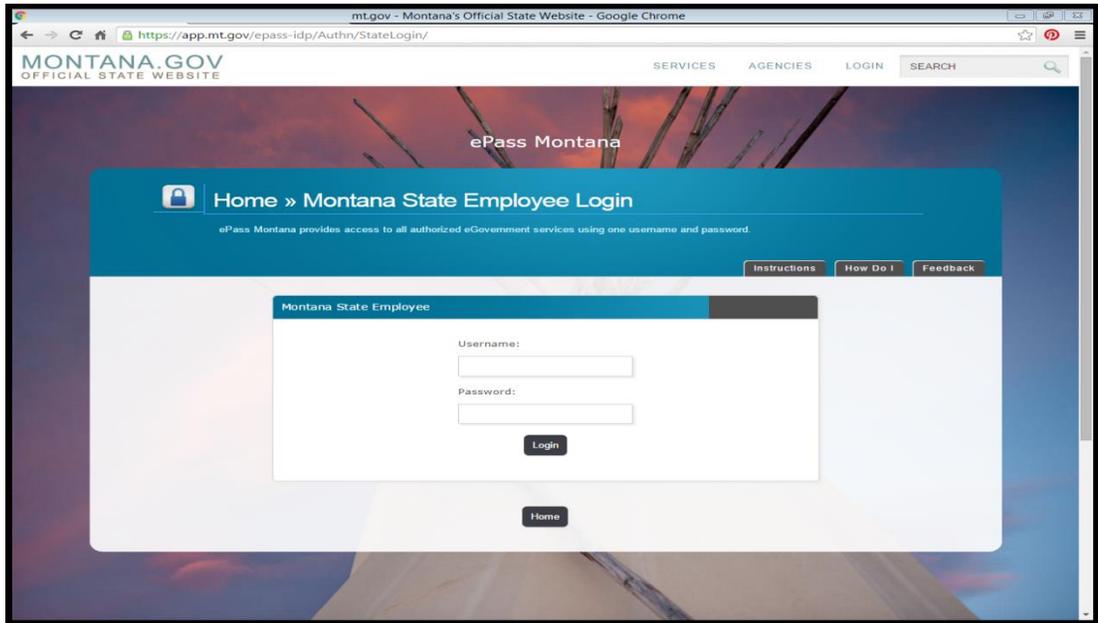
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1. Go to <https://mtefile.courts.mt.gov>
 - a. If you are a state employee, choose Login with State Employee Account. If you are not a state employee, choose Login with ePass Montana.



2. Log in using your State Employee Account or ePass account.



3. CREATE FILING:
 - a. COURT SELECTION: Select Montana Supreme Court
 - b. Select EXISTING CASE for the Filing Category: Enter the assigned appeal case number. The appellate case number can be found at <https://supremecourtdocket.mt.gov/>.
 - c. FILE TYPE: Select RECORD.
 - d. FILING SUBTYPE: Select TRANSCRIPT FILED
 - e. Click NEXT.

Home
Create Filing
Filings

MONTANA COURTS E-FILING

Glenda Travitz

CREATE FILING

▼ Court Selection

Court* Montana Supreme Court ▼

Filing Category* Existing Case ▼

▼ Existing Case

Case Number* ? DA 15-0644

Filing Type* Record ▼

Filing Subtype* Transcript Filed ▼

Next

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4. FILING INFORMATION

(Note: there is typically **not** a reason that you would enter Comments or check the box to Request Emergency Filing.)

- a. FILE ON BEHALF OF INFORMATION: Select the party/parties who requested the transcript(s).
- b. Click NEXT.

The screenshot displays the Montana Courts E-Filing interface. The top navigation bar includes 'Home', 'Create Filing', and 'Filings'. The main header shows 'MONTANA COURTS E-FILING' and the user 'Glenda Travitz'. The breadcrumb trail is 'FILING PROGRESS > Filing Information > Upload Documents > Service Information > Filing Summary'. The left sidebar contains 'FILING INFORMATION' and 'CASE INFORMATION' sections. The 'FILING INFORMATION' section shows 'Court: Montana Supreme Court' and 'Type: Record - Transcript Filed'. The 'CASE INFORMATION' section shows 'Court: Montana Supreme Court', 'Case Type: Direct Appeal - Criminal - Justice Court Appeal', 'Case: DA 15-0644', 'Short Title: State v. J. Delaney', 'Status: Closed', and 'Filed Date: 10-22-2015'. The main content area is titled 'FILING INFORMATION' and includes a 'Details' section with a 'Comments' text box and a 'Request Emergency Filing' checkbox. Below this is the 'Filed On Behalf Of Information' section, which contains a table with columns for 'Name' and checkboxes. The table lists 'Delaney, Jesse (Appellant)' with a checked checkbox and 'State of Montana (Appellee)' with an unchecked checkbox. A 'Next' button is located at the bottom right of the main content area. The footer text reads 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

Filed on Behalf of	Name
<input checked="" type="checkbox"/>	Delaney, Jesse (Appellant)
<input type="checkbox"/>	State of Montana (Appellee)

5. UPLOAD DOCUMENTS:

- a. The first file you upload should be the Notice of Service of Appeal Transcripts (see sample at end), followed by the transcript(s).
- b. To upload the file, click on CHOOSE FILE, and select the appropriate file.
- c. Add as many files as necessary by clicking on ADD ANOTHER DOCUMENT at the bottom of the box and selecting RELATED DOCUMENTS from the drop-down box.
- d. When you've uploaded all documents, click NEXT.

Home
Create Filing
Filings

MONTANA COURTS E-FILING Glenda Travitz

Information

- Upload a virus-free document that is not password protected. A password-protected document will result in an error and your filing will not be submitted or otherwise processed.
- Upload a document in Word, WordPerfect or Portable Document File (pdf) format. If you are uploading a scanned document, save it in pdf format before uploading.
- File size is limited to 25 MB. If you need to submit a larger file, split it into two or more documents and click "Add Another Document" and select the document name "Multiple Parts."
- To file a proposed order, upload the motion or other lead document first. Click on "Add Another Document" and select the document name "Proposed Order."
- You may file an Appendix or Judgment Being Appealed by clicking on "Add Another Document."

FILING INFORMATION

Court Montana Supreme Court
Type Record - Transcript Filed

CASE INFORMATION

Court Montana Supreme Court
Case Type Direct Appeal - Criminal - Justice Court Appeal
Case DA 15-0644
Short Title State v. J. Delaney
Status Closed
Filed Date 10-22-2015

FILING PROGRESS | Filing Information | **Upload Documents** | Service Information | Filing Summary

UPLOAD DOCUMENTS

Document

Name Record - Transcript Filed File* Choose File DA 15-0644 Notice of Service.pdf
Exclude from eService
Request Confidential
Confidential Reason

Document

Name* Related Documents File* Choose File DA 15-0644 March 9 2015.pdf
Exclude from eService
Request Confidential
Confidential Reason

Document

Name* Related Documents File* Choose File DA 15-0644 April 25 2015.pdf
Exclude from eService
Request Confidential
Confidential Reason

[Add Another Document](#)

Previous Next

6. SERVICE INFORMATION

- a. All parties of record will appear on this page. Participants who are registered E-Filers will appear under the ELECTRONIC SERVICE RECIPIENTS.
- b. Select the correct SERVICE METHOD for each participant.
- c. Be aware that persons may be listed who are not to be served, in which case the selection is “not served.”
- d. Click NEXT.

Montana Courts E-Filing

Information

- When adding "Other Recipients" it is important to list an email or physical address that will show on the Certificate of Service. The exception is when listing a victim, in which case all address information is to be omitted.

FILING PROGRESS: Filing Information | Upload Documents | **Service Information** | Filing Summary

SERVICE INFORMATION

Electronic Service Recipients (Parties on Case)

Name	Role	Representing	Address	Service Method
Zolynski, Wade M.	Attorney	B., J. R. (Appellant)	WZolynski@mt.gov	eService
Fox, Timothy Charles	Prosecutor	State of Montana (Appellee)	DOJSupremeCourteFilings@mt.gov	eService

Conventional Service Recipients (Parties on Case)

Name	Role	Representing	Address	Service Method
Mackin, Mark Alan	Attorney	B., K. (Subject)	4703 Almosta Road Helena MT 59602	Not Served
Gallagher, Leo John	Attorney	State of Montana (Appellee)	County Courthouse-Lower Level 228 E. Broadway Helena MT 59601	Not Served

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.

Previous Next

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7. FILING SUMMARY:

- a. Check this page to make sure everything is correct.
- b. Add to CART.

Court Montana Supreme Court
Type Record - Transcript Filed

▼ CASE INFORMATION
Court Montana Supreme Court
Case Type Direct Appeal - Criminal - Justice Court Appeal
Case DA 15-0644
Short Title State v. J. Delaney
Status Closed
Filed Date 10-22-2015

- Check your work
- Make sure that all parties are correctly listed and that service methods for the parties and any others is correct.
- We recommend that you click on the document icon to insure that you have uploaded the correct document.
- If you need to make corrections, use the Edit Filing button below or select from the Filing Progress arrows at the top of the page to locate the correct screen and make the necessary changes.
- If you have more than one filing to submit on the same case, you may use the "Add Associated Filings" button. Note however, that associated filings are treated as a single batch and if one of the filings is rejected for any reason, all associated filings will be rejected. To avoid this, create separate filings and add each to the cart, they will then be considered for approval/rejection independently.

[FILING PROGRESS](#) [Filing Information](#) [Upload Documents](#) [Service Information](#) [Filing Summary](#)

FILING SUMMARY ?

▼ Filing Information

Filing Number	8496	Filing Type	Record - Transcript Filed
Request Emergency Filing		Filed on Behalf of	Delaney, Jesse (Appellant)
Comments			
Certified Date of Service	Certified Date of Service will be the Date of Submission of the E-Filing.		

Documents

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Record - Transcript Filed				
Related Documents				
Related Documents				

Electronic Service Recipients (Parties on Case)

Name	Role	Representing	Address	Service Method
Fox, Timothy Charles	Prosecutor	State of Montana (Appellee)	DOJSupremeCourteFilings@mt.gov	eService
Reavis, James Richard	Attorney	Delaney, Jesse (Appellant)	JReavis@mt.gov	eService

Conventional Service Recipients (Parties on Case)

Name	Role	Representing	Address	Service Method
Fulbright, William E.	Prosecutor	State of Montana (Appellee)	205 Bedford St., Suite C Hamilton 59840	Not Served

Other Recipients

Name	Role	Address	Service Method
No records were found.			

[Edit Filing](#) [Add Associated Filings](#) [Add To Cart](#)

8. SUBMIT FILING

The screenshot shows the 'CART' (Shopping Cart) page on the Montana Courts E-Filing website. The page title is 'MONTANA COURTS E-FILING' and the user is logged in as 'Yvette Heinze'. The cart contains one item:

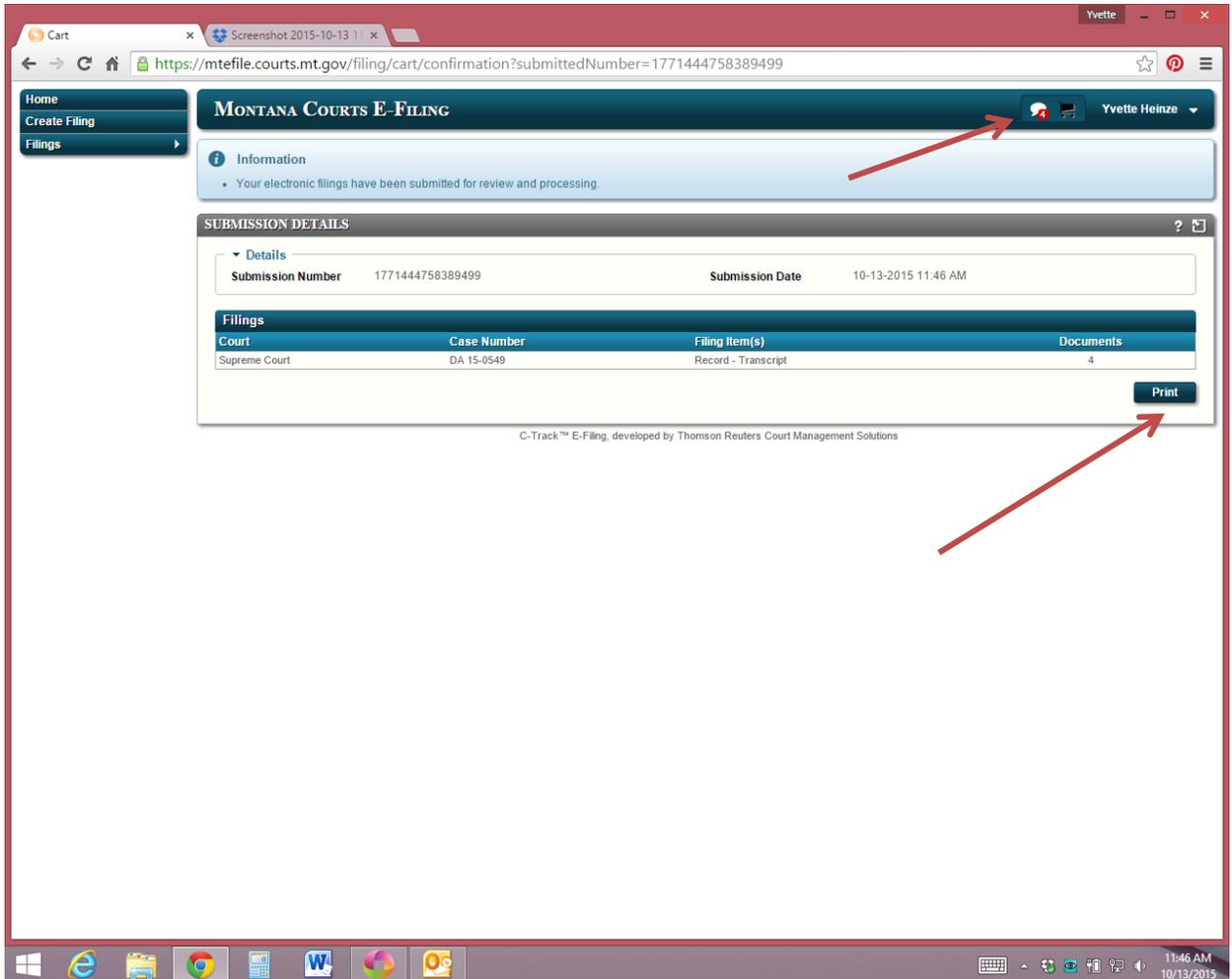
Court	Case Number	Filing Item(s)	Documents	Fees
Supreme Court	DA 15-0549	Record - Transcript	4	\$0.00
Total				\$0.00

Below the table, there is a note: "By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)". A blue button labeled "Submit Filings" is located at the bottom right of the cart area. A red arrow points to this button.

At the bottom of the page, it says "C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions".

9. SUBMISSION DETAILS:

- a. Save receipt by clicking Print.
- b. Also, notices will appear in the comment blurb at the top of the page. Make sure to check notices.



Jane Doe, RPR
Official Court Reporter
205 Bedford Street, Suite B
Hamilton, MT 59840
406-XXX-XXXX

IN THE SUPREME COURT OF THE STATE OF MONTANA
Number DA XX-XXXX

STATE OF MONTANA, Plaintiff and Appellee, vs. JAMES SMITH, Defendant and Appellant.

NOTICE OF SERVICE OF APPEAL TRANSCRIPTS

I, Jane Doe, RPR, Official Court Reporter, hereby certify that on the XXth day of MONTH, YEAR, the following appeal transcripts were distributed to all parties listed in the Certificate of Service:

- May 14, 2015, Omnibus Hearing
- August 6, 2015, Trial Status Hearing
- August 13, 2015, Preliminary Pretrial Conference

(scanned signature or “/s/ Jane Doe”)

Jane Doe, RPR
Official Court Reporter

(Note: The e-filing system automatically generates the Certificate of Service; therefore, there is no need to list the parties served on this document.)