INSTRUCTIONS for E-FILING TRANSCRIPTS at the Montana Supreme Court

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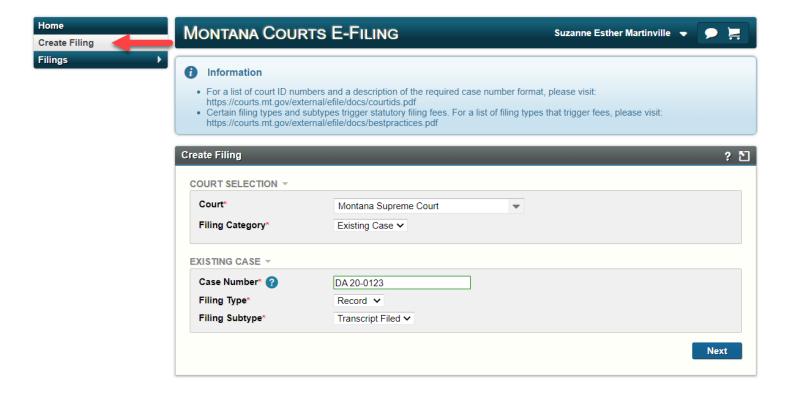
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Go to https://mtefile.courts.mt.gov

• If you are a state employee, log in with your State Employee Account by entering your c#. If you are not a state employee, login with your Okta account.

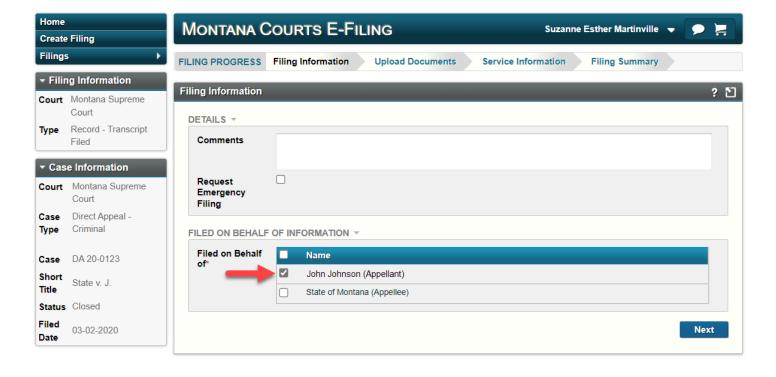
Create Filing

- Court Selection: Select Montana Supreme Court
- 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/.
- Filing Type: Select "Record"
- Filing Subtype: Select "Transcript Filed"
- Click "Next"



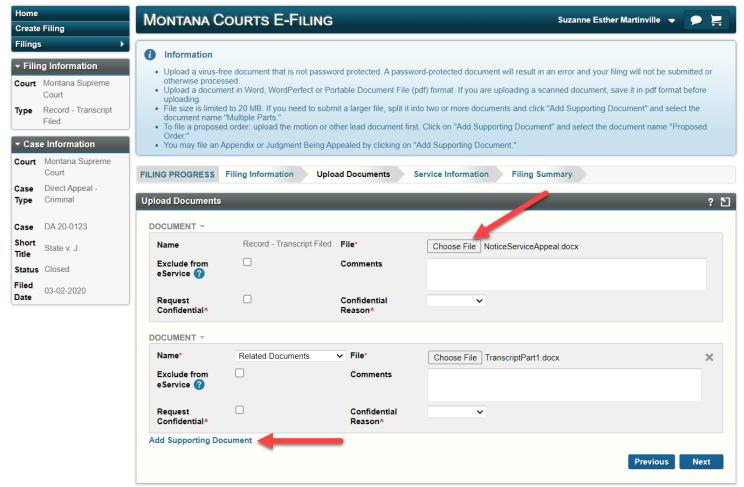
Filing Information

- There is typically **not** a reason that you would enter comments or check the "Request Emergency Filing" box.
- Filed on Behalf of: Select the party/parties who requested the transcript(s).
- Click "next."



Upload Documents

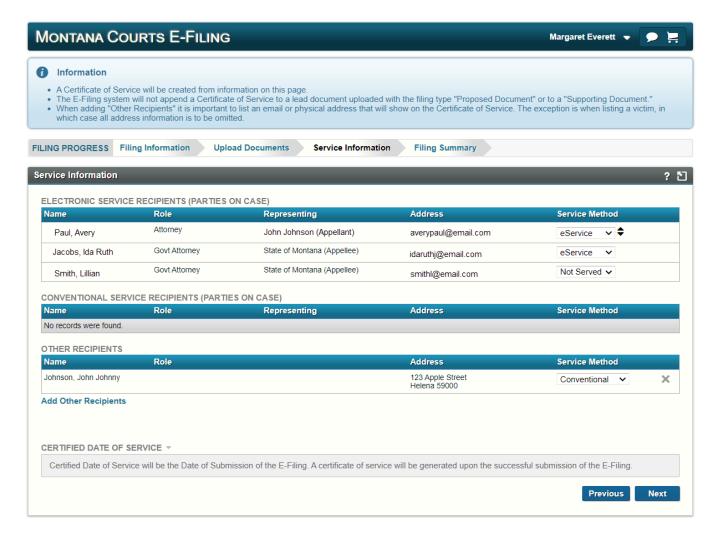
- The first file you upload should be the Notice of Service of Appeal Transcripts (see sample at end), followed by the transcript(s).
- To upload the file, click on "choose file", and select the appropriate file.
- Add as many files as necessary by clicking on "add supporting document" at the bottom
 of the box and then select "related documents" from the drop-down box.
- When you've uploaded all documents, click "next."



 $\hbox{C-Track$^{\rm TM}$ E-Filing, developed by Thomson Reuters Court Management Solutions}$

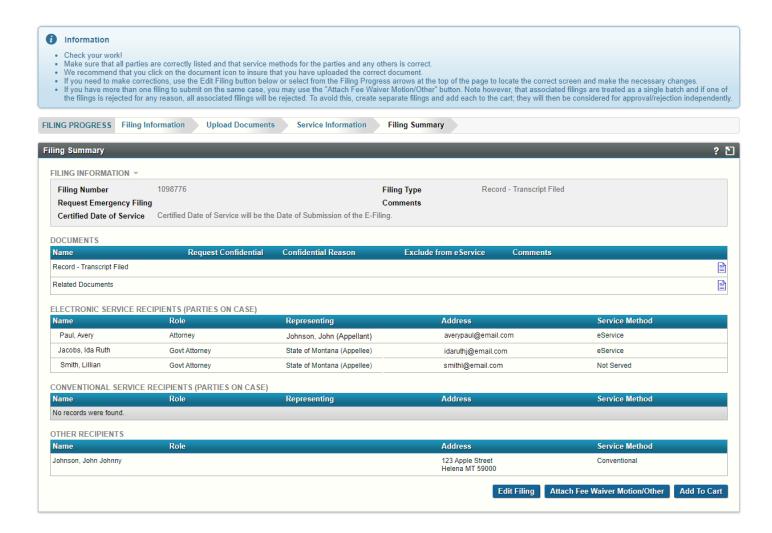
Service Information

- All parties of record will appear on this page. Participants who are registered E-Filers will appear under the "Electronic Service Recipients."
- Select the correct service method for each participant.
 - eService is the only type of service completed by the e-filing system upon submission of a filing. E-mail and Conventional Service must be completed by the filer outside of the e-filing system.
- Be aware that persons may be listed who are not to be served, in which case the selection is "not served."
- Click "next."



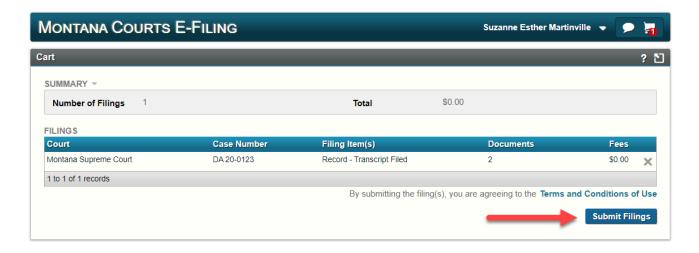
Filing Summary

- Check this page to make sure everything is correct.
- Click "add to cart."



Submit Filing

• Click "submit"



Submission Details

Save receipt by clicking "print."

Submission, approval, rejection, or error notifications will appear in the notification bubble at the top of the page. An approval or rejection notice will be sent after the clerk's office processes your filing. An error notification would indicate that the filing errored on the way to the clerk's office, and needs to be resubmitted.



Example Transcript

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")

La car Dana DDD

Jane Doe, RPR Official Court Reporter

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