



Montana Courts E-Filing

July 26, 2023 | Email Subscriber Newsletter

Important reminders

Please submit Proposed Orders as Word or WordPerfect documents. This allows the judge to modify the document before signing. (Don't worry: only the judge and judge's staff can access the word version of your document.)

EService is the only service method completed by the e-filing system. If you choose a conventional service method, *including email*, you must complete this outside of the e-filing system.

Attorneys: It is your responsibility to inactivate your e-filing account and/or update your email address when you leave a firm. If your email changes, make sure to update it with E-Filing, Okta, and each clerk's office in which you have cases. Update your authorized staff if you leave, and immediately when an authorized staff member leaves. Until removed, authorized staff have complete access to your cases.

Attorneys: Consider adding an office or legal assistant email as your secondary email address. Your eService is only emailed to *your* primary and secondary email addresses. Learn about authorized staff notifications [here](#).

FAQ

How do I pay a statutory filing fee? Certain filing types and subtypes trigger statutory filing fees. For a list of filing types that trigger fees, please see page three of our [Best Practices](#). Make sure the very first filing type you choose on the "Create Filing" screen is the one tied to a fee. Only the first document of a filing will trigger a fee.

What courts use e-filing? See a full list [here](#). We update this list as additional courts join!

Why won't e-filing recognize my case number? It most likely has to do with the case number format. Please learn about case number format [here](#).

How do I submit my exhibit? If you are filing documents at a trial court which include an exhibit, appendix, or other document, combine all document pages into a single document whenever practicable. However, note that filing at the Supreme Court requires these documents to be separate.

How do I submit additional documents at trial courts? Always click "Add Another **Lead** Document" unless you are submitting a Montana Vital Statistics Reporting form. Use the closest labels (filing types/subtypes) for the documents you are filing.

Why can't I see my case? (Attorneys) Attorneys of record can view their cases using "Case Search." When you file at a new court, provide the clerks with your bar number, which is necessary for case access. If you're not listed as an attorney of record on the case yet, you can still file on the case by clicking "Create Filing." If you are unable to see your case and believe you are already listed as attorney of record, please email us. We'll help!

Who do I contact with questions? We have training materials on our [website](#). You're also welcome to email efilingtechsupport@mt.gov. This email reaches our team of three and is the fastest way to get a response.

Good news! We updated the e-filing system mid-May, and have recorded a significant improvement in the speed of the e-filing website. We are continuing to work with our vendor to further improve page loading times.

Use the e-filing system more efficiently

Court selection: When you're searching for your court name in the dropdown menu, start typing the name of the court to narrow the options. This will alleviate scrolling through a long list of courts.

File primarily at one court? Click your name, "My Account," and then set your default court. Click Save!

Case Search (Attorneys): Did you know you can perform an open-ended case search to see all of your cases at a court?

1. Click Case Search.
2. Select your court. Don't enter any other criteria!
3. Click Search.