## How to Resubmit an Errored Filing

Errored filings can be modified and resubmitted from errored filing queues.

## 1. Open the rejected queue by clicking **Filings** then **Error**.

Home			Margie Johnson				
Case Search		MONTANA C	OURTS E-FILING	Mary Jones			
Create Filing							
Filings	Þ	Draft (7)			? 🖸		
		Submitted (7)			\$		
		Rejected (4)	louised to There are Deat				
		Approved (18)	developed by Thomson Reut	ers Court Management Solution	ns		
		Error (1)					

2. Click the grey resubmit arrow.

Home Case Search	Montana Courts	• • =			
Create Filing Filings	Error Filing Queue	_	_		? โ
Filing Management     Dep(7)	FILINGS Court	Case Number	Filing Item(s)	Last Modified 🔻	Resubmit
Submitted (7)	Flathead County District Court	DV-15-2023- 0000020-AU	Motion - Motion	08-04-2023 10:04 AM	*
Rejected (4) Approved (18)	1 to 1 of 1 records				Delete
Error (1)					Defette

3. A prompt will pop up, informing you that you're creating a draft of the errored filing. Click OK.



- 4. The Errored filing will open.
  - If no changes are needed, click "Add to Cart" and then skip to step 6.
  - **If you paid previously** with the errored filing, click "Filing Information" at the top of the page.
  - If you need to change your documents, click "Upload Documents" at the top of the page. After changing your documents, click "Next" until you reach the Filing Summary page.

SE DETAILS *						
Court	Flathead County District Court		Case Type	Civil - DV - Amount Due		
ING INFORMATION -						
Filing Number	815850		Filing Type	Motion - Motion		
Request Emergency Filing			Filed on Behalf of			
Comments						
Certified Date of Servic	e 08-04-2023					
CUMENTS	Dogwost Confidentia	Confidential Despon	Evalude from a S	envice Commente		
CUMENTS ame	Request Confidentia	Confidential Reason	Exclude from eSe	ervice Comments		
OCUMENTS ame o records were found.	Request Confidentia	I Confidential Reason	Exclude from eS	ervice Comments		
DCUMENTS ame o records were found. ECTRONIC SERVICE R	Request Confidentia RECIPIENTS (PARTIES ON CAS	Confidential Reason	Exclude from eS	ervice Comments		
OCUMENTS ame o records were found. ECTRONIC SERVICE R ame	Request Confidentia RECIPIENTS (PARTIES ON CAS Role	Confidential Reason E) Representing	Exclude from eSe Addres	ervice Comments s	Service Method	
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DOCUMENTS ame o records were found. ECTRONIC SERVICE R ame o records were found. DIVENTIONAL SERVICE ame Otto Otter the Example	Request Confidentia RECIPIENTS (PARTIES ON CAS Role E RECIPIENTS (PARTIES ON C Role Defendant	Confidential Reason Confidential Reason Representing ASE Representing Self-Represented	Exclude from eSc Addres Addres 123 Exam	ervice Comments s s	Service Method Service Method Email	
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- 5. If you paid with your errored filing...
  - First: Click "Filing Information"
  - Second: Select the fee wavier "Already Paid."
  - Third: Add a comment to the clerk's office to let them know you already paid, and the DATE, TIME, and ATTORNEY so they can find your receipt.
    - I paid with an errored filing. The errored filing/payment was submitted THIS DATE at THIS TIME under THIS ATTORNEY.
  - Fourth: Click "Next." It is important you click "Next" because this acts as a save button! Continue to click next until you reach the Filing Summary page, and add your filing to the cart.

LING PROGRESS	Filing Information	Upload Documents	Service Information	Filing Summary	
ling Information					?
DETAILS -					
Comments		1			
Request Emergen Filing	ncy 🗆				
ILED ON BEHALF	OF INFORMATION -				
Filed on Behalf of	Name				
	Otter, Otto (	(Defendant)			
	Roy G Biv C	Collections (Plaintiff)			22
ILING FEES		2		0	
Fee Name 🔺				3	Amount
Appearance					\$70.00
Total					\$0.00
FILING FEES -					
Fee Waiver	Already Paid	~	Comments	I paid with a filling filing/payment was 7TH at 3:43 PM ur	that errored. The errored submitted on SEPTEMBER ider attorney MARY JONES.
-				4	Next

## 6. Click "Submit Filings."

Montana Courts E-Fili	NG		Margie Jo Mary Jon	es 🗢 🗩	7
art					? 5
SUMMARY -					
Number of Filings 1		Total \$0.00	)		
FILINGS					
Court	Case Number	Filing Item(s)	Documents	Fees	
Flathead County District Court	DV-15-2023-0000020-AU	Motion - Motion	2	\$0.00	×
1 to 1 of 1 records					1
		By submitting the fili	ng(s), you are agreeing to the Terms	and Conditions of	Use
				Submit Filin	108

7. When the filing is submitted, you'll be returned to the home screen. Click Filings then Error to go back to the error queue again.

Home	Maurau Cours	E Fullio			Margie Johnson 🖕 🦱 📁		
Case Search	WONTANA COURTS E-FILING				Mary Jones 🎽 🏹 🚝		
Create Filing							
Filings 🔶	Draft (7)						
	Submitted (8)	e been submitted for revie	w and processing.				
	Rejected (4)						
	Approved (18)					? 🔁	
	Error (1)					10	
	Submission 67160169 Number 67160169	4213123973	Submission Date	n 09-08-20	023 04:45 PM		
	FILINGS						
	Court	Case Number	Filing Number F	iling Item(s)	Filed on Behalf Of	Documents	
	Flathead County District Court	DV-15-2023-0000020-AU	815850 N	Notion - Motion	Otto Otter the Example	2	
						Print	

8. Since we've already dealt with this errored filing, we can delete the error from our list. Select the filing by check the box on the left, and then click delete.

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Case Search	MONTANA COURTS	WONTANA COURTS E-FILING			
Create Filing					
Filings	Error Filing Queue				? โ
▼ Filing Management	FILINGS				
Draft (7)		Case Number	Filing Item(s)	Last Modified 🔻	Resubmit
Submitted (8)	Flathead County District Court	DV-15-2023- 0000020-AU	Motion - Motion	08-04-2023 10:04 AM	4
Rejected (4)	1 to 1 of 1 records	Sector Sector Sector			
Approved (18)					
Error (1)					Delete
				-	