

Authorized Staff E-filing

- A paralegal or legal assistant needs his or her own e-filing account. Register with the role authorized staff.
- Authorized staff can view an attorney’s cases and file on an attorney’s behalf. An attorney must “Add Support Staff” to enable this function.
- **Authorized staff do not automatically receive eService emails that their attorneys receive.**

Attorney	Authorized Staff
<p>Receives e-mails for:</p> <ul style="list-style-type: none"> • Filings submitted by attorney themselves or authorized staff on attorney’s behalf* • eService from other filers <p>Receives application notifications (viewable when logged in to the e-filing website) for</p> <ul style="list-style-type: none"> • eService from other e-filers • Submitted/Accepted/Rejected/Error filing notifications submitted by the attorney or by authorized staff on attorney’s behalf <p><small>*Attorneys may opt out of filing notification emails. Attorneys may not opt out of eService emails.</small></p>	<p>Receives e-mails for:</p> <ul style="list-style-type: none"> • Only filings submitted from that authorized staff’s account • DOES NOT RECEIVE THEIR ATTORNEY’S ESERVICE E-MAILS <p>Receives application notifications (viewable when logged in to the e-filing website) for</p> <ul style="list-style-type: none"> • eService from other e-filers • Submitted/Accepted/Rejected/Error filing notifications submitted by the attorney or by authorized staff on attorney’s behalf

How do attorneys add support staff?

1. Authorized staff: Register for the e-filing system as authorized staff.
2. Attorneys: Log in to e-filing. Click your name then “My Account.” Scroll down and click “Add Support Staff.” Search for the staff member’s name. (Do not fill in all the search fields- last name only will suffice.) Click on the correct staff member’s account from the search results. Click “Save.”

How can authorized staff receive their attorney’s eService emails?

Only the attorney’s primary and secondary emails receive eService. Attorneys may add a staff or office email address as their secondary email.

Otherwise, authorized staff can check for eService in the application notifications section within the e-filing website. Click on the speech bubble next to your name to access application notifications.

Can one authorized staff member file on behalf of multiple attorneys?

Yes! Each attorney must “Add Support Staff.” Once this has been completed, the authorized staff will have the option to “Switch User” to choose which attorney to work on behalf of.



Court Orders

Court orders are distributed by clerks' offices, rather than through the e-filing system. If you have a concern about receiving orders, please reach out to the appropriate clerk's office.

How do attorneys remove support staff?

Attorneys: Log in to e-filing. Click your name then “My Account.” Scroll down and click on the “X” next to the correct staff member's account you would like to remove. Select OK to confirm you want to remove this staff member. Click “Save.”

Additional questions?

Browse through instructions at courts.mt.gov/courts/efile or e-mail efilingtechsupport@mt.gov