

Water Court Attorneys and Authorized Staff


To-do List

- Register as **Attorney, Govt Attorney, or Authorized Staff**
(courts.mt.gov/courts/efile)
- Make sure proposed orders are e-filing friendly. (Word format. Please leave top right and lower right corners free of any words/images/footers. Suggested: Remove judge signature line and add ELECTRONICALLY SIGNED AND DATED BELOW.)
- Read the Temporary Electronic Filings Rules

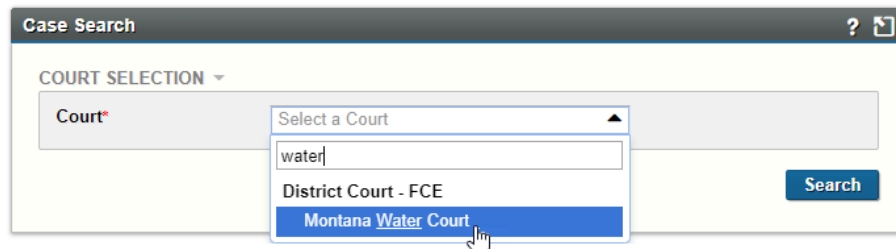
Authorize Support Staff

- 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. (Don’t try to 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.”
- Legal assistants- if you log in to e-filing and do not have options to case search or file, it means your attorney has not authorized you yet. *Check to see who you’re working on behalf of. The attorney’s name will be listed under yours.*


Home Page

- Click  to add/remove widgets
 - Submitted- not yet processed by clerks
 - Approved- filing approved by clerks and added to the case
 - Rejected- rejected by clerks, must resubmit entire filing (not just part)
 - Error- technical issue prevented filing from reaching clerks, must resubmit

Case Search Tab



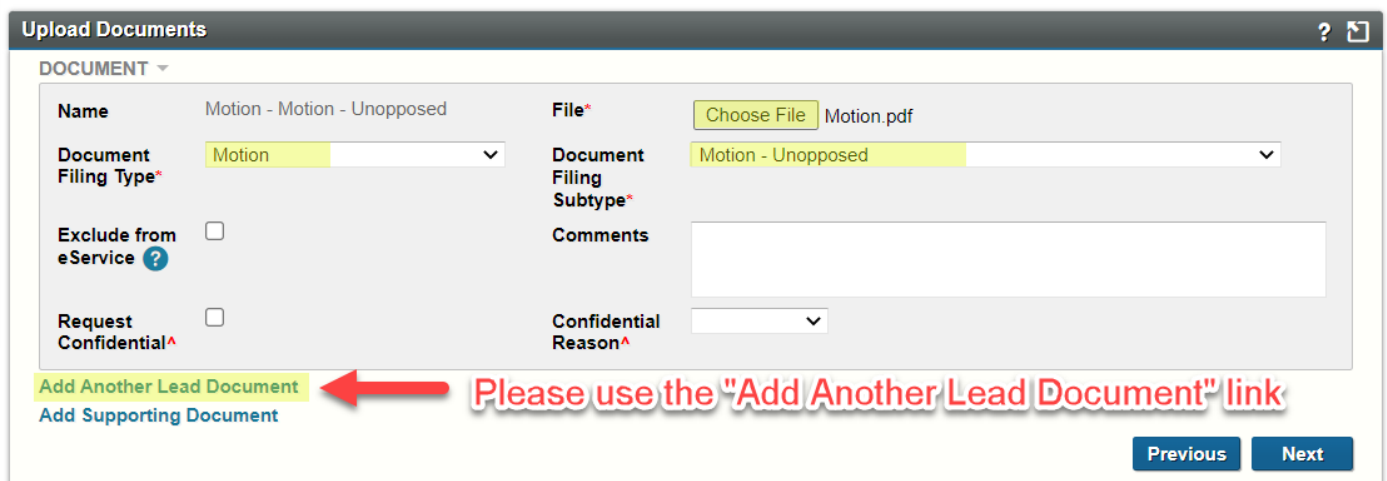
- Case search:
 - Start typing “Water” and click Montana Water Court. Then, without entering any search criteria, click “search” to **see all open cases on which you’re attorney of record.** (Uncheck “exclude closed” to see closed cases.)
 - Enter search criteria to narrow your search results.


- Case view: Click on the case in the search results to open case view.
 - **View documents on the case record** 
 - The Register of Actions only shows ROAs with documents unless ROA filter is changed.

FILTER ▾

Create Filing Tab


- Create Filing
 - **May file on ANY CASE (open or closed!), even if you're not attorney of record**
 - Fill in case number
 - Basin Number and Letter-Case Number-Case Subtype-Four Digit Year
 - Example: A preliminary (P) case subtype in 41M Two Medicine River, case year 2021: **41M-321-P-2021**
 - Select filing type. (Choose the closest option. The clerks can correct this later.)
- Filing Information
 - Optional: Leave a comments for the clerk. These comments will not be part of the record, they are only to help the clerk process your document, if necessary.
- Upload Document
 - The first document uploaded must have the same type and subtype selected on the Create Filing screen. Additional documents may be any type/subtype you choose.
 - To upload additional documents, click **"Add Another Lead Document."** Don't use "Add Supporting Document."
 - **Upload proposed orders in word or word-perfect format.** This allows the water judge/master to edit your order if needed. **Click "Add Another Lead Document." For the filing type, choose "Proposed Document."** This filing type allows the judge to sign your document!
 - Options: Add comments, exclude from eService, request confidential



Upload Documents ? 

DOCUMENT ▾

Name	Motion - Motion - Unopposed	File*	Choose File Motion.pdf
Document Filing Type*	Motion ▾	Document Filing Subtype*	Motion - Unopposed ▾
Exclude from eService ?	<input type="checkbox"/>	Comments	<input type="text"/>
Request Confidential^	<input type="checkbox"/>	Confidential Reason^	▾

[Add Another Lead Document](#)  **Please use the "Add Another Lead Document" link**

[Add Supporting Document](#)

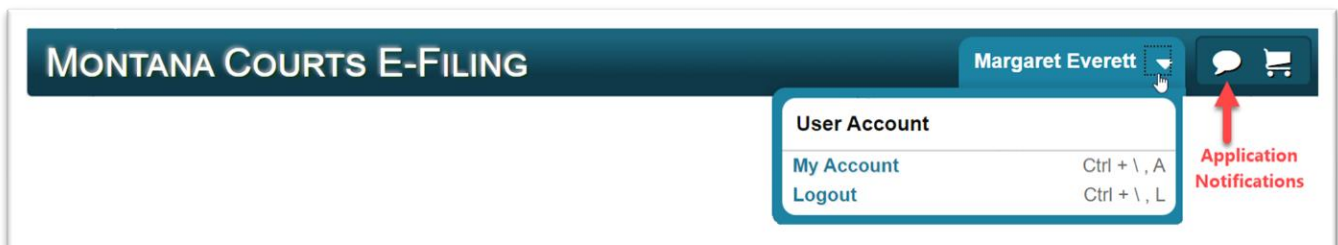
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- Service Information

- Service methods- eService is the only service method that is done automatically by the e-filing system. You may eServe other attorneys who are registered for e-filing.
- If a party does not need to be served, select “not served,” and they will not be listed on the certificate of service.
- Add other recipients if appropriate.
- **A certificate of service will be created from this information and appended to every lead document except “proposed documents.”**
- Filing Summary
 - Check your work!
 - Authorized staff- make sure you’re filing on behalf of the correct attorney.
- Cart
 - Submit filing- eService occurs at this point.

Receiving eService

- Attorneys receive eService via email and application notifications. Application notifications are accessed by clicking the speech bubble next to your name when logged in to e-filing. Authorized staff receive the same application notifications as their attorneys.
- **Authorized staff do not automatically receive their attorneys’ eService emails.** Attorneys, if you want your authorized staff to receive eService emails, enter their e-mail address as your secondary email in the “My Account” screen.
- You will not be notified of Orders or Minutes through the e-filing system. These will be distributed by the court as they were before e-filing.



Our Website: COURTS.MT.GOV/COURTS/EFILE

- E-filing System Login Link
- **Helpful Documents:**
 - [Temporary Electronic Filing Rules](#)- provides legal basis for e-filing system
 - [Best Practices](#)- includes recommended document template changes for e-filing
- Check the bulletin board for maintenance times and info.

CONTACT US

Quickest way to reach the e-filing team: efilingtechsupport@mt.gov