

Proposed Judgment and Judgment Fees (Attorneys)- Best Practice Guide

The best practice for submitting a proposed judgment requires the attorney to pay the judgment fee at the time the proposed judgment is submitted in E-Filing. If the judgment does not get signed, contact the clerk's office to have the money refunded.

Create Filing page

- Select the court and case number.
- Select the filing type/subtype (selecting the correct filing subtype triggers the judgment fee).
 - Filing Type: Proposed Document
 - Filing Subtype - District Courts: Judgment Proposed
 - Filing Subtype - Limited Jurisdiction courts: Proposed Judgment
- See special note on summary judgments in Appendix A.

The screenshot shows the 'Create Filing' form with the following fields:

- COURT SELECTION** (dropdown menu)
 - Court***: Flathead County District Court
 - Filing Category***: Existing Case
- EXISTING CASE** (dropdown menu)
 - Case Number***: DV-15-2021-1130
 - Filing Type***: Proposed Document
 - Filing Subtype***: Judgment Proposed

A red box highlights the 'Filing Type*' and 'Filing Subtype*' fields.

Filing Information Page

- The fee and fee amount are displayed on the filing information page.
- If no payment is needed, then select the appropriate fee waiver to change the amount to \$0.
- You will not make the payment on the filing information page; instead, you are automatically redirected to CitePayUSA when you submit the filing from the cart.

Filing Information ?

DETAILS ▾

Comments

Request Emergency Filing

FILED ON BEHALF OF INFORMATION ▾

Filed on Behalf of* Name

[blurred]

[blurred]

FILING FEES

Fee Name	Amount
Judgment - Entry of Judgment From Prevailing Party	\$50.00
Total	\$50.00

FILING FEES ▾

Fee Waiver ▼ Comments

Upload Document page

- The first document uploaded on the Upload Document page must be the proposed judgment, and the document filing type and subtype must match what was selected on the Create Filing page.
 - Attach the proposed judgment as a MS Word or WordPerfect document.
 - Remove any date or signature line from all proposed documents to be signed by the judge; also remove any footers that will interfere with the court's e-signature block which prints in the bottom right corner.
- Attach any additional documents by clicking the link "Add Another Lead Document," labeling them appropriately. Even a motion, which is typically the first lead document would be attached as an additional lead document to the proposed judgment.

Upload Documents ?

DOCUMENT ▾

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

DOCUMENT ▾

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

[Add Another Lead Document](#)
[Add Supporting Document](#)

CitePayUSA payment

When you submit your filing from the Cart you will automatically be redirected to CitePayUSA, where you can make the payment.

Appendix A – Summary Judgments

When submitting a summary judgment for the judge to sign, do not submit the proposed judgment until the motion is ripe, and the judgment is ready to be signed.

- Submit the Motion for Summary Judgment and wait for it to become ripe.
- Once the Judgment is ready to be signed by the judge, upload it using the above instructions.