

# INSTRUCTIONS for E-FILING TRANSCRIPTS at the Montana Supreme Court

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## Go to <https://mtefile.courts.mt.gov>

- If you are a state employee, log in with your State Employee Account by entering your c#. If you are not a state employee, login with your Okta account.

## Create Filing

- Court Selection: Select Montana Supreme Court
- Select “Existing Case” for the Filing Category: Enter the assigned appeal case number. The appellate case number can be found at <https://supremecourtdocket.mt.gov/>.
- Filing Type: Select “Record”
- Filing Subtype: Select “Transcript Filed”
- Click “Next”

The screenshot shows the 'MONTANA COURTS E-FILING' interface. On the left, a navigation menu has 'Create Filing' highlighted with a red arrow. The main header shows the user name 'Suzanne Esther Martinville'. Below the header is an 'Information' box with links to court ID numbers and filing fees. The 'Create Filing' form is displayed with the following fields:

COURT SELECTION	
Court*	Montana Supreme Court
Filing Category*	Existing Case

EXISTING CASE	
Case Number* ?	DA 20-0123
Filing Type*	Record
Filing Subtype*	Transcript Filed

A 'Next' button is located at the bottom right of the form.

## Filing Information

- There is typically **not** a reason that you would enter comments or check the “Request Emergency Filing” box.
- Filed on Behalf of: Select the party/parties who requested the transcript(s).
- Click “next.”

Home  
Create Filing  
Filings

**MONTANA COURTS E-FILING** Suzanne Esther Martinville

FILING PROGRESS Filing Information Upload Documents Service Information Filing Summary

**Filing Information**

**DETAILS**

Comments

Request Emergency Filing

**FILED ON BEHALF OF INFORMATION**

Filed on Behalf of*	Name
<input checked="" type="checkbox"/>	John Johnson (Appellant)
<input type="checkbox"/>	State of Montana (Appellee)

Next

## Upload Documents

- The first file you upload should be the Notice of Service of Appeal Transcripts (see sample at end), followed by the transcript(s).
- To upload the file, click on “choose file”, and select the appropriate file.
- Add as many files as necessary by clicking on “add supporting document” at the bottom of the box and then select “related documents” from the drop-down box.
- When you’ve uploaded all documents, click “next.”

**Home**  
**Create Filing**  
**Filings**

**▼ Filing Information**  
**Court** Montana Supreme Court  
**Type** Record - Transcript Filed

**▼ Case Information**  
**Court** Montana Supreme Court  
**Case** Direct Appeal - Criminal  
**Type** Criminal  
**Case** DA 20-0123  
**Short Title** State v. J.  
**Status** Closed  
**Filed Date** 03-02-2020

**MONTANA COURTS E-FILING** Suzanne Esther Martinville

**Information**

- Upload a virus-free document that is not password protected. A password-protected document will result in an error and your filing will not be submitted or otherwise processed.
- Upload a document in Word, WordPerfect or Portable Document File (pdf) format. If you are uploading a scanned document, save it in pdf format before uploading.
- File size is limited to 20 MB. If you need to submit a larger file, split it into two or more documents and click "Add Supporting Document" and select the document name "Multiple Parts."
- To file a proposed order: upload the motion or other lead document first. Click on "Add Supporting Document" and select the document name "Proposed Order."
- You may file an Appendix or Judgment Being Appealed by clicking on "Add Supporting Document."

**FILING PROGRESS** Filing Information **Upload Documents** Service Information Filing Summary

**Upload Documents**

**DOCUMENT** ▼

<b>Name</b>	Record - Transcript Filed	<b>File*</b>	Choose File NoticeServiceAppeal.docx
<b>Exclude from eService</b> ?	<input type="checkbox"/>	<b>Comments</b>	
<b>Request Confidential</b> ^	<input type="checkbox"/>	<b>Confidential Reason</b> ^	

**DOCUMENT** ▼

<b>Name*</b>	Related Documents ▼	<b>File*</b>	Choose File TranscriptPart1.docx
<b>Exclude from eService</b> ?	<input type="checkbox"/>	<b>Comments</b>	
<b>Request Confidential</b> ^	<input type="checkbox"/>	<b>Confidential Reason</b> ^	

[Add Supporting Document](#)

**Previous** **Next**

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

## Service Information

- All parties of record will appear on this page. Participants who are registered E-Filers will appear under the “Electronic Service Recipients.”
- Select the correct service method for each participant.
  - eService is the only type of service completed by the e-filing system upon submission of a filing. E-mail and Conventional Service must be completed by the filer outside of the e-filing system.
- Be aware that persons may be listed who are not to be served, in which case the selection is “not served.”
- Click “next.”

MONTANA COURTS E-FILING
Margaret Everett ▾

**i Information**

- A Certificate of Service will be created from information on this page.
- The E-Filing system will not append a Certificate of Service to a lead document uploaded with the filing type "Proposed Document" or to a "Supporting Document."
- When adding "Other Recipients" it is important to list an email or physical address that will show on the Certificate of Service. The exception is when listing a victim, in which case all address information is to be omitted.

FILING PROGRESS
Filing Information
Upload Documents
**Service Information**
Filing Summary

Service Information
? 🗨

**ELECTRONIC SERVICE RECIPIENTS (PARTIES ON CASE)**

Name	Role	Representing	Address	Service Method
Paul, Avery	Attorney	John Johnson (Appellant)	averypaul@email.com	eService ▾
Jacobs, Ida Ruth	Govt Attorney	State of Montana (Appellee)	idaruthj@email.com	eService ▾
Smith, Lillian	Govt Attorney	State of Montana (Appellee)	smithl@email.com	Not Served ▾

**CONVENTIONAL SERVICE RECIPIENTS (PARTIES ON CASE)**

Name	Role	Representing	Address	Service Method
No records were found.				

**OTHER RECIPIENTS**

Name	Role	Address	Service Method
Johnson, John Johnny		123 Apple Street Helena 59000	Conventional ▾ <span style="float: right;">✕</span>

[Add Other Recipients](#)

**CERTIFIED DATE OF SERVICE ▾**

Certified Date of Service will be the Date of Submission of the E-Filing. A certificate of service will be generated upon the successful submission of the E-Filing.

Previous
Next

## Filing Summary

- Check this page to make sure everything is correct.
- Click “add to cart.”

### Information

- Check your work!
- Make sure that all parties are correctly listed and that service methods for the parties and any others is correct.
- We recommend that you click on the document icon to insure that you have uploaded the correct document.
- If you need to make corrections, use the Edit Filing button below or select from the Filing Progress arrows at the top of the page to locate the correct screen and make the necessary changes.
- If you have more than one filing to submit on the same case, you may use the “Attach Fee Waiver Motion/Other” button. Note however, that associated filings are treated as a single batch and if one of the filings is rejected for any reason, all associated filings will be rejected. To avoid this, create separate filings and add each to the cart, they will then be considered for approval/rejection independently.

FILING PROGRESS   Filing Information   Upload Documents   Service Information   **Filing Summary**

### Filing Summary



#### FILING INFORMATION

<b>Filing Number</b>	1098776	<b>Filing Type</b>	Record - Transcript Filed
<b>Request Emergency Filing</b>		<b>Comments</b>	
<b>Certified Date of Service</b>	Certified Date of Service will be the Date of Submission of the E-Filing.		

#### DOCUMENTS

Name	Request Confidential	Confidential Reason	Exclude from eService	Comments
Record - Transcript Filed				
Related Documents				

#### ELECTRONIC SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
Paul, Avery	Attorney	Johnson, John (Appellant)	averypaul@email.com	eService
Jacobs, Ida Ruth	Govt Attorney	State of Montana (Appellee)	idaruthj@email.com	eService
Smith, Lillian	Govt Attorney	State of Montana (Appellee)	smithl@email.com	Not Served

#### CONVENTIONAL SERVICE RECIPIENTS (PARTIES ON CASE)

Name	Role	Representing	Address	Service Method
No records were found.				

#### OTHER RECIPIENTS

Name	Role	Address	Service Method
Johnson, John Johnny		123 Apple Street Helena MT 59000	Conventional

[Edit Filing](#)   [Attach Fee Waiver Motion/Other](#)   [Add To Cart](#)

## Submit Filing

- Click “submit”

**MONTANA COURTS E-FILING** Suzanne Esther Martinville

Cart

SUMMARY

Number of Filings	1	Total	\$0.00
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FILINGS

Court	Case Number	Filing Item(s)	Documents	Fees
Montana Supreme Court	DA 20-0123	Record - Transcript Filed	2	\$0.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [Terms and Conditions of Use](#)

 **Submit Filings**

## Submission Details

Save receipt by clicking “print.”

Submission, approval, rejection, or error notifications will appear in the notification bubble at the top of the page. An approval or rejection notice will be sent after the clerk’s office processes your filing. An error notification would indicate that the filing errored on the way to the clerk’s office, and needs to be resubmitted.

**MONTANA COURTS E-FILING** Suzanne Esther Martinville

Information

- Your electronic filings have been submitted for review and processing.


Submission Details

DETAILS

Submission Number	672101658434739402	Submission Date	07-21-2022 02:18 PM
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FILINGS

Court	Case Number	Filing Number	Filing Item(s)	Filed on Behalf Of	Documents
Montana Supreme Court	DA 20-0123	814558	Record - Transcript Filed	Johnson, John	2

 **Print**

## Example Transcript

Jane Doe, RPR  
Official Court Reporter  
205 Bedford Street, Suite B  
Hamilton, MT 59840  
406-XXX-XXXX

IN THE SUPREME COURT OF THE STATE OF MONTANA  
Number DA XX-XXXX

STATE OF MONTANA,  Plaintiff and Appellee,  vs.  JAMES SMITH,  Defendant and Appellant.
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### NOTICE OF SERVICE OF APPEAL TRANSCRIPTS

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I, Jane Doe, RPR, Official Court Reporter, hereby certify that on the XXth day of MONTH, YEAR, the following appeal transcripts were distributed to all parties listed in the Certificate of Service:

May 14, 2015, Omnibus Hearing  
August 6, 2015, Trial Status Hearing  
August 13, 2015, Preliminary Pretrial Conference

(scanned signature or “/s/ Jane Doe”)

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Jane Doe, RPR  
Official Court Reporter

(Note: The e-filing system automatically generates the Certificate of Service from information that is input on the *Service Information* tab; therefore, there is no need to list the parties served on this document.)