



# E-Filing Automation Committee Meeting

OVERVIEW OF CURRENT SYSTEM AND SCHEDULES

# Installs, Conversions, and Schedule

## Started E-Filing

Richland County District Court -  
9/21/2022

Glendive City Court - 11/2/2022

## Switched from V5 to FCE

Judith Basin County District Court -  
5/25/2022

Fergus County Justice Court -  
6/15/2022

Lewistown City Court - 6/15/2022

Fergus County District Court -  
07/20/2022

Judith Basin County Justice Court -  
07/20/2022

Yellowstone County Justice Court -  
9/21/2022

Billings Municipal Court - 11/2/2022

## Future Schedule

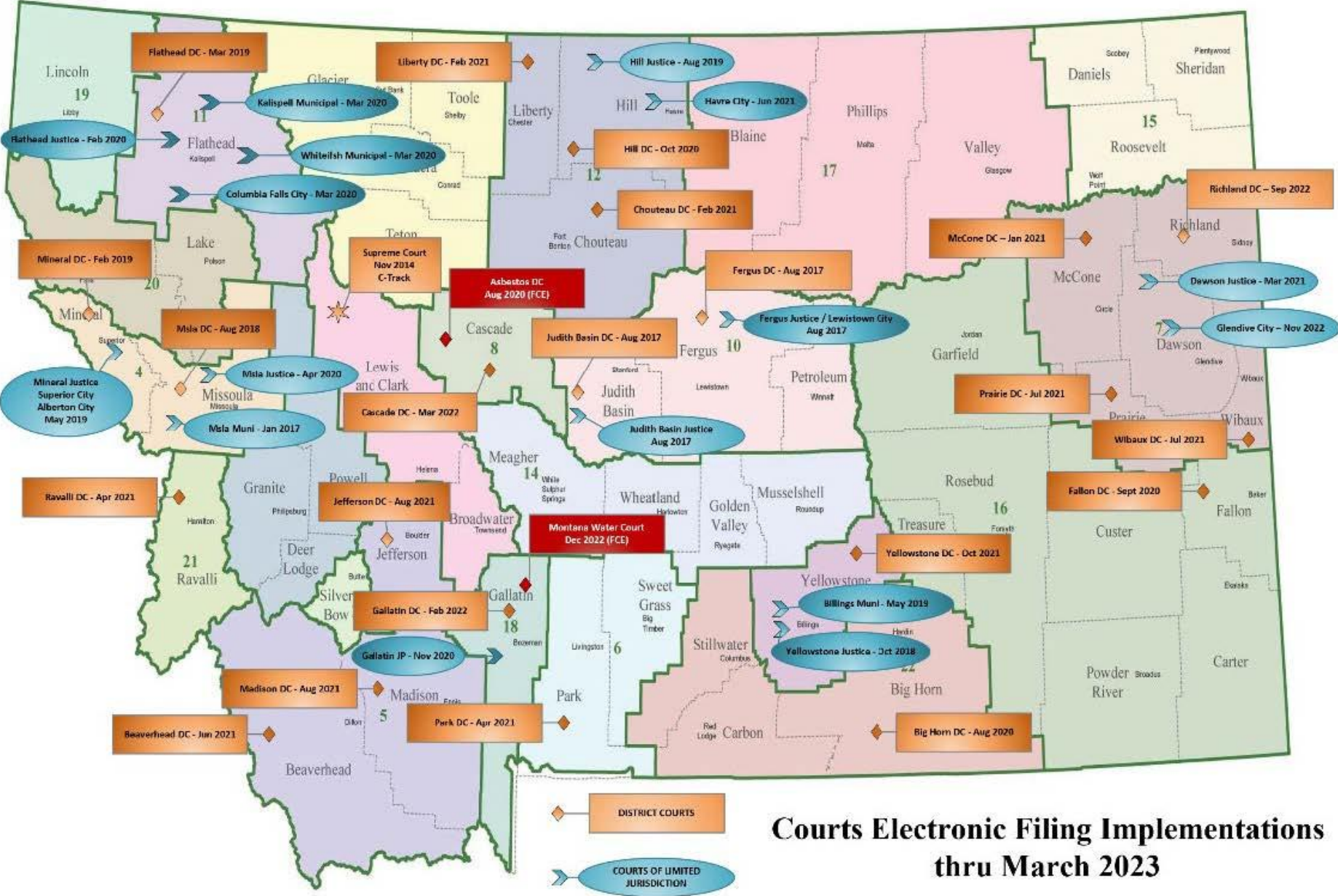
Montana Water Court -  
12/13/2022

Gallatin County District Court -  
2/7/2023

Cascade County District Court -  
3/7/2023

Sweetgrass County District Court,  
Dawson County District Court,  
Sheridan County District Court,  
Daniels County District Court, and  
Roosevelt County District Court -  
Spring 2023

# State of Montana Judicial Districts



**Courts Electronic Filing Implementations thru March 2023**

# Statistics

## Courts:

- 1 Supreme Court
- 21 District Courts
- 9 Justice Courts
- 10 Municipal/City Courts

## Active Registered E-Filers:

- 7 Supreme Court Justices
- 1 Clerk of Supreme Court
- 46 District Court Judges
- 24 Limited Court Judges
- 30 Clerks of District Court
- 2509 Govt Attorneys/Attorneys
- 131 Court Reporters
- 760 Case Participants
- 2011 Authorized Staff
- 5,519 total users (5,376 total active users on 5/10/2022)

## Tickets:

- 1,520 tickets opened between 5/5/2022 and 11/30/2022

All Time		Since 5-20-2022	
E-Filings	Cases	E-Filings	Cases
1,145,755	166,323	178,100	48,862

Stats recorded on 11/30/2022

All Time		Court	Since 5/20/2022	
Filings	Cases		Filings	Cases
<b>68,442</b>	<b>4,494</b>	<b>Montana Supreme Court</b>	<b>5,113</b>	<b>712</b>
106	24	Alberton City Court	24	12
56,522	15,123	Billings Municipal Court	7,552	2,769
2,078	504	Columbia Falls City Court of Record	350	130
361	121	Dawson County Justice Court	110	64
3,453	761	Fergus County Justice Court of Record	780	265
53,723	15,895	Flathead County Justice Court	9,562	5,077
23,528	6,409	Gallatin County Justice Court of Record	7,047	3,024
3	3	Glendive City Court	3	3
6,549	1,249	Havre City Court	1,365	350
12,947	2,787	Hill County Justice Court of Record	1,829	708
1,579	298	Judith Basin Justice Court	185	56
9,220	2,433	Kalispell Municipal Court	1,443	605
3,552	711	Lewistown City Court of Record	380	127
7,194	1,591	Mineral County Justice Court	1,068	398
89,372	21,714	Missoula County Justice Court of Record	12,420	6,589
72,729	16,515	Missoula Municipal Court	10,016	2,697
246	67	Town Court of Superior	91	33
2,564	537	Whitefish Municipal Court	684	167
27,345	9,439	Yellowstone County Justice Court	4,953	3,265
<b>373,071</b>	<b>96,181</b>	<b>All COLJ</b>	<b>59,862</b>	<b>26,339</b>

All Time		Court	Since 5/20/2022	
Filings	Cases		Filings	Cases
3,005	586	Asbestos Claims District Court	509	189
5,649	609	Beaverhead County District Court	2,239	344
5,527	758	Big Horn County District Court	1,126	281
3,192	258	Chouteau County District Court	640	119
1,135	201	Fallon County District Court	279	81
22,452	1,111	Fergus County District Court	2,231	350
129,508	14,203	Flathead County District Court	19,503	4,021
24,818	1,602	Hill County District Court	4,176	581
3,139	424	Jefferson County District Court	1,364	256
3,046	131	Judith Basin County District Court	393	56
1,202	120	Liberty County District Court	223	49
4,772	436	Madison County District Court	1,834	265
69	24	McCone County District Court	18	12
10,970	1,084	Mineral County District Court	920	226
203,535	21,227	Missoula County District Court	20,612	4,453
15,255	1,286	Park County District Court	4,576	656
71	35	Prairie County District Court	17	13
26,928	2,910	Ravalli County District Court	8,691	1,462
1,215	267	Richland County District Court	1,215	267
90	36	Wibaux County District Court	27	13
238,664	18,340	Yellowstone County District Court	42,532	8,117
<b>704,242</b>	<b>65,648</b>	<b>All District Courts</b>	<b>113,125</b>	<b>21,811</b>

# Updates, Fixes, and Changes

## E-File Version Updates:

- v7.4.1 – Switched from ePass to Okta
- v7.4.2, v7.4.3, and v7.4.4 – Fixed various errors related to the Okta change
- v7.5.0 (current) – Combined the judges' review queues into one default queue

## FCE Version Updates:

- 8.2 – Minor bug fixes
- 8.2 Maintenance 1 Patches 0-3 (current) – Minor bug fixes
- 8.2 Maintenance 2 – Improved Pending E-Filing Review Queue filtering; added hotkey

## Other Updates:

- Implemented Order of Protection cases for E-Filing (existing cases only)
- MT Supreme Court case search fix (CTrack CMS update)
- TR renewed Adlib license
- Updated E-Filing SQL Database from 2012 to 2019



# Other Activities

Updated informational website – easier to find the important information

Water Court infrastructure established and corrected

Configuration changes to avoid creating civil costs in FCE through E-Filing

Tested Google Chrome plug-ins suggested by JSI to save information from being lost on the send page of the clerk's process – none were successful

Make the list of attorney bar numbers available to clerks for download.

# Outstanding Items

Judge comments to clerk / request emergency filing – Enhancement has been approved!

Ability to add new case types to E-Filing – Enhancement has been approved!

E-Filing website is slow – Conversation with vendor is ongoing

Duplicate payments – Logging added; maybe fixed?

3 AM filing errors – on going

Filings stuck in transit

State abbreviation is missing in address on COS

Dismissed parties still show up on the case view and service information screens

ROA does not always accurately describe who the filer is when payment is present

Judge review queue sometimes displays the wrong motion





# E-Filing Automation Committee Meeting

STATUS OF ACTION ITEMS FROM PREVIOUS MEETING

# Enhancement requests from last meeting

## Thomson Reuters

- ▶ The ability for the judge to mark items as an emergency
- ▶ Automatically fill in the first document filing type and subtype on the upload document page
- ▶ Make the filing type and subtype fields searchable
- ▶ Add a comment box on the filing summary page
- ▶ Law Firm setting for office management
- ▶ *A notice to eServed attorneys when a filing is rejected*
- ▶ *Give district court judges access to other judges' queues in the judicial district*
- ▶ *The ability for filers to submit one filing on multiple cases*

## Justice Systems Inc.

- ▶ Create a new filing type called Motion Unopposed
- ▶ The ability for clerks to check if an e-filing was routed to the judge

# E-Filing Automation Committee Meeting

New items from committee members and others

We will resume at 2:40 PM

# New items from members and other users

## TR

- Ability to track motions in E-Filing
- Judge to send notes to the JA when submitting e-filings

## JSI

- E-Filing review queue saves filters from last search (included in FCE 8.2 Maint 2)

## Other

- Remove supporting document option – TR or OCA

# Supporting Documents

**i** 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.
- Do not submit more than 80 MB combined file size in a single submission.
- Use "Add Another Lead Document" to upload proposed orders or any other additional documents.

FILING PROGRESS   Filing Information   Upload Documents   Service Information   Filing Summary

**Upload Documents** ?

DOCUMENT ▾

Name	Notice - Notice	File*	Notice.docx <a href="#">Replace</a>
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](#)

DOCUMENT ▾

Name*	▾	File*	<input type="button" value="Choose File"/> No file chosen <span>✕</span>
Exclude from eService ?	<input type="checkbox"/>	Comments	<input type="text"/>
Request Confidential^	<input type="checkbox"/>	Confidential Reason^	▾

[Add Supporting Document](#)

- Affidavit in Support
- Appendix
- Arrest Warrant
- Multiple Parts
- Proposed Order
- Related Documents
- Summons

[Previous](#) [Next](#)

# Subcommittees



Rules for Withdrawal  
of Attorneys



DN Issues



Survey



Rules Regarding  
Mandatory Use and  
Uniformity



Best Practice

## Subcommittee action items from last meeting

- The Rules Subcommittee will review the following items:
  - TEFR 10(a)1&2 – E-Filing signatures
  - TEFR 10(b)1&2 – Combinations of signatures
- Schedule a work session to review the available filing types and subtypes
- Lois needs to be replaced on the Best Practice Subcommittee
- The Survey Committee will look to conduct a survey this year
- Circulate the proposed rule for withdrawal of attorneys to the whole committee for review
- The OCA will add the subcommittees and their members to the website



# Organize Subcommittees

## Current Subcommittees and members

- Rules for Withdrawal of Attorneys
  - Karen Kane (chair), Judge Fehr, Nick Aemisegger, Phyllis Smith, Ryan Davies
- Rules Regarding Mandatory Use and Uniformity
  - Justice Shea (chair), Judge Barger, Peg Allison, Mars Scott, Lois Schlyer
- DN Issues
  - Karen Kane (chair), Nick Aemisegger, Peg Allison, Amy Tolzien/Linnea Forseth, a CASA representative
- Survey
  - Lisa Mader (chair), Judge Barger, Shirley Faust
- Best Practice
  - Lois Schlyer (chair), Judge Vannatta, Craig McKillop, Mars Scott

## Suggested Subcommittees and members

- Rules
  - Justice Shea (chair), Judge Fehr, Judge Barger, Peg Allison, Phyllis Smith, Mars Scott, Nick Aemisegger, Ryan Davies
- DN cases
  - Karen Kane (chair), Nick Aemisegger, Peg Allison, Amy Tolzien/Linnea Forseth, a CASA representative
- Survey
  - Lisa Mader (chair), Judge Barger, (replacement needed)
- Best Practice – Dissolve?
  - Maggi Everett (chair), Judge Vannatta, Craig McKillop, Mars Scott

# Subcommittees



Rules for Withdrawal  
of Attorneys



DN Issues



Survey



Rules Regarding  
Mandatory Use and  
Uniformity



Best Practice

# Schedule summer 2023 meeting - Zoom meeting poll

Q: Is the E-Filing Automation Committee too long, too short, or about right?

- Too long
- Too short
- About right

Q: Will you likely attend the summer 2023 E-Filing Automation Committee via Zoom or in person?

- Via Zoom
- In person

Q: Do mornings or afternoons generally work better for attending the committee?

- Mornings/Mid-day
- Afternoons (after the lunch hour)

Q: Do certain days of the week generally work better? (select all good days)

- Mondays
- Tuesdays
- Wednesday
- Thursdays
- Fridays

Q: Is June, July, or August preferred? (select all that apply)

- June
- July
- August