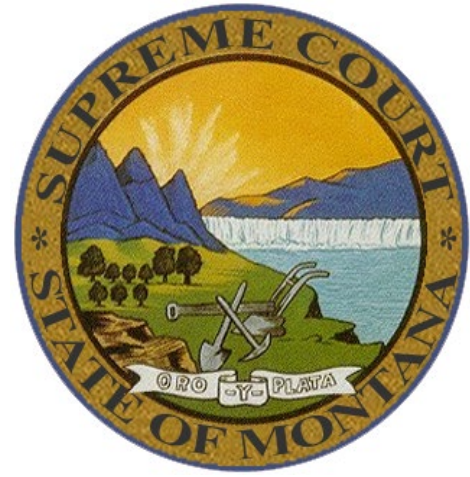


Montana Supreme Court E-Filing Automation Committee



May 20th, 2022
11:00 AM – 4:00 PM
Zoom meeting

Meeting ID: 894 7178 9868

Password: 069198

Dial by Telephone

+1 646 558 8656 or +1 406 444 9999

<https://mt-gov.zoom.us/j/89471789868?pwd=czVSMXFvSWVJWkN6MUUs3dW5QQkQ0QT09>

AGENDA

11:00 AM **Welcome and Introductions – Justice Shea**

Approval of Meeting Notes from July 2021 meeting

Overview of Current System and Schedules – Ryan Davies/Lisa Mader

Status of Action Items from Previous Meeting – Ryan Davies/Lisa Mader

Break

New items from committee members and others

Updates from Subcommittees

- Rules for Withdrawal of Attorney - Karen Kane
- DN Issues - Karen Kane
- Rules Regarding Mandatory Use and Uniformity - Justice Shea
- Best Practice - Ryan Davies
- Survey - Lisa Mader – Nothing to report

Set next meeting(s)

4:00 PM **Wrap Up and Adjournment**

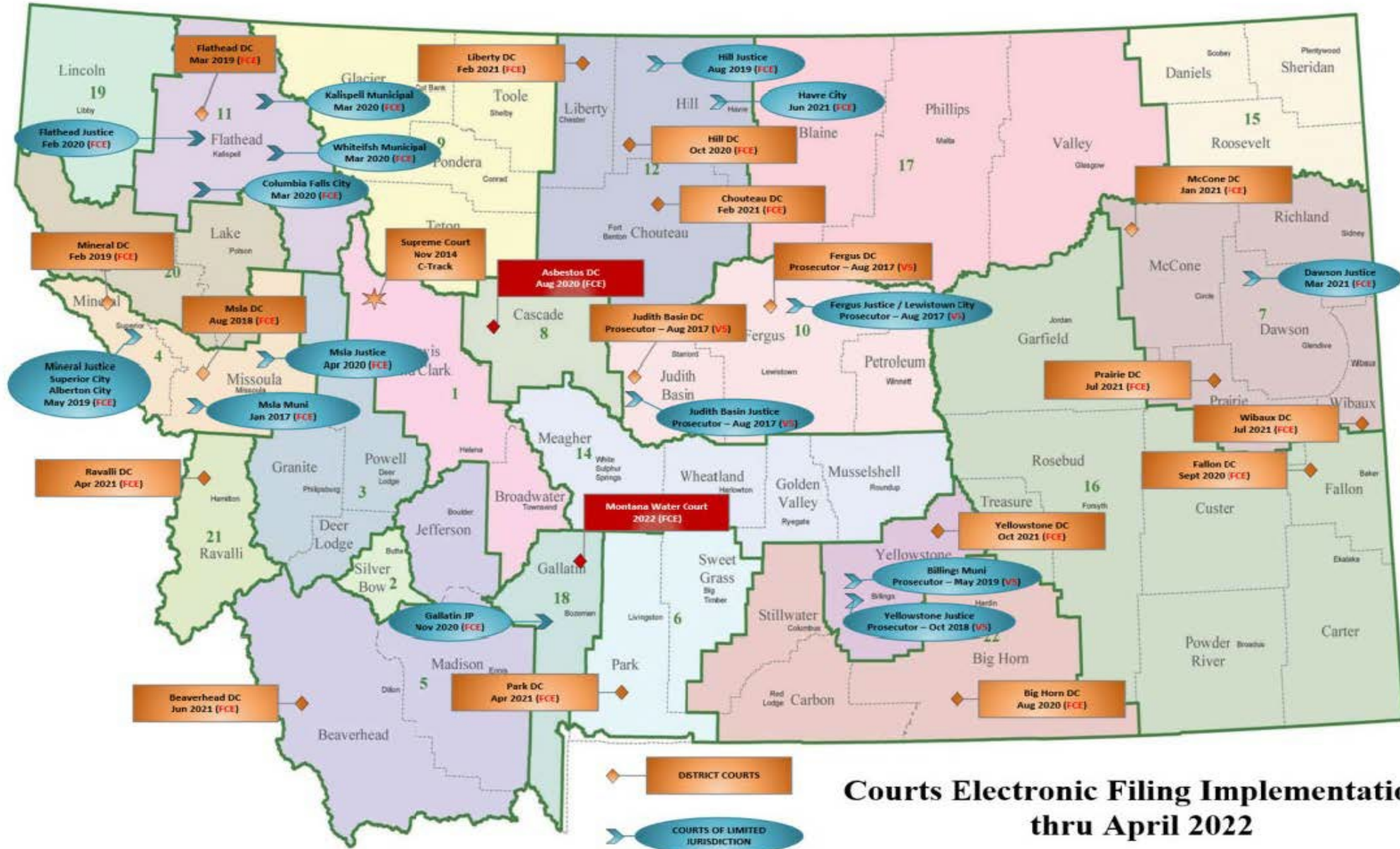
Contact: Ryan Davies, E-Filing Program Manager
Office of the Court Administrator
Rdavies2@mt.gov
(406) 841-2964



E-Filing Automation Committee Meeting

OVERVIEW OF CURRENT SYSTEM AND SCHEDULE

State of Montana Judicial Districts



**Courts Electronic Filing Implementations
thru April 2022**

Statistics

Courts:

1 Supreme Court
20 District Courts
9 Justice Courts
9 Municipal/City Courts

Active Registered E-Filers:

7 Supreme Court Justices
1 Clerk of Supreme Court
46 District Court Judges
25 Limited Court Judges
31 Clerks of District Court
2385 Govt Attorneys/Attorneys
125 Court Reporters
663 Case Participants
2092 Authorized Staff
5,376 total users (4,666 total active users on
7/14/2021)

Tickets:

1,354 tickets opened between 5/1/2021 and
5/4/2022

All Time		Since 7-21-2021	
E-Filings	Cases	E-Filings	Cases
958,936	142,250	260,905	58,439

Stats recorded on 5-10-2022

More Stats!

Stats recorded on 5-10-2022

All Time			Since 7-21-21	
Filings	Cases	Court	Filings	Cases
63,114	4,160	Montana Supreme Court	7,405	827
81	18	Alberton City Court	35	13
1,727	417	Columbia Falls City Court of Record	641	191
5,143	1,018	Havre City Court	2,466	563
3,155	630	Lewistown City Court	629	165
155	49	Town Court of Superior	95	27
48,740	13,234	Billings Municipal Court	12,754	4,539
7,704	2,024	Kalispell Municipal Court	2,620	860
62,229	15,039	Missoula Municipal Court	10,844	3,076
1,827	423	Whitefish Municipal Court	793	222
244	90	Dawson County Justice Court	172	74
2,661	523	Fergus County Justice Court	322	91
43,820	13,844	Flathead County Justice Court	16,334	7,124
16,142	4,969	Gallatin County Justice Court	10,297	3,778
11,040	2,471	Hill County Justice Court of Record	3,098	977
1,390	255	Judith Basin Justice Court	135	41
6,086	1,386	Mineral County Justice Court	1,564	504
76,221	19,105	Missoula County Justice Court of Record	20,087	8,148
22,248	6,668	Yellowstone County Justice Court	4,731	1,694
310,613	82,163	All COJ	87,617	32,087

*Number of cases E-Filed on

All Time			Since 7-21-21	
Filings	Cases	Court	Filings	Cases
2,471	535	Asbestos Claims District Court	1,202	313
3,291	446	Beaverhead County District Court	2,977	435
4,357	653	Big Horn County District Court	1,844	397
2,523	203	Chouteau County District Court	1,370	134
845	160	Fallon County District Court	442	107
20,101	903	Fergus County District Court	3,289	285
108,825	12,401	Flathead County District Court	29,696	5,331
20,432	1,347	Hill County District Court	7,213	780
1,718	284	Jefferson County District Court	1,718	284
2,650	89	Judith Basin County District Court	431	30
965	100	Liberty County District Court	439	75
2,869	314	Madison County District Court	2,869	314
50	18	McCone County District Court	47	15
9,988	1,002	Mineral County District Court	1,695	321
181,825	19,486	Missoula County District Court	31,743	5,530
10,394	997	Park County District Court	8,075	875
51	24	Prairie County District Court	49	22
17,841	2,211	Ravalli County District Court	13,222	1,851
63	26	Wibaux County District Court	50	21
193,950	14,728	Yellowstone County District Court	57,512	8,405
585,209	55,927	All District Court	165,883	25,525

Infrastructure and System Activities: Completed

Upgraded E-Filing to version 7.2.2 – Strips metadata from documents; expands proposed order filing type to include other proposed documents; prevents a COS from being added to proposed documents 3/30/2022

Updated FCE from 8.1 Maint 2 Patch 2 to 8.1 Maint 5 (8.2 installed in DEV) – Minor e-filing bug fixes 3/9/2022

Installed a second Adlib server – The most stable the system has ever been 9/10/2021

Integrated with the Montana State Bar's new database (Euclid) – Emeritus attorneys remain active

Updated FullCourt v5 Tomcat e-filing services on the remaining v5 e-filing courts to maintain highest security levels

Reconfigured the memory allocation for the SQL database – Possible performance increase

Buffed FCE ESBs in anticipation of growth from Yellowstone County District Court civil e-filing (and beyond)

Other Activities

We hired Holley DeWitt!

Started E-Filing at Jefferson County District Court and Madison County District Court

The Montana Supreme Court updated Rule (3)(a) of the (TEFRs) – removing pro se litigants, to reduce confusion

Added local rules pertaining to E-Filing on our website

Enabled E-Filing on Civil and Domestic Relations cases at Yellowstone County District Court

Added filing subtype for attorneys to file signed orders

Infrastructure and System Activities: ongoing

E-Filing

Migrate E-Filing credential manager from ePass to Okta – Expected June 2022

Update E-Filing SQL server from SQL 2012 to SQL 2019

Update case initiation rules to allow for more cases (e.g. Statutory Lien cases)

Configuration manager – add litigant types (e.g. coroner's inquest cases)

Receipts arriving in FCE with no filing – Logging added in 7.3.0

Errors on documents that were submitted successfully (3 AM errors)

Unable to open documents from notification

State abbreviation is missing in address on COS

E-Filing is slow especially for Judges/JAs

How do we monitor the performance of E-Filing?

URL	Cumulative Stats (since server start)					Today's Stats				
	Requests	Avg Time (ms)	Min Time (ms)	Max Time (ms)	Last Run (ms)	Requests	Avg Time (ms)	Min Time (ms)	Max Time (ms)	
/admin/user/role/manage	6	92214	43982	153019	71794	2	112406	71794	153019	
/home;jsessionid=24EC172F0AD6DCB43BED82E9D4FF9DC1.member3	1	13540	13540	13540	13540	1	13540	13540	13540	
/dcJudgeReview/page	6	11305	981	26934	14388	4	13353	981	26934	
/batchdocument/approved	116	13186	2696	96974	9053	33	12934	5011	55157	
/dcJudgeReview	2700	11035	751	95432	10275	944	11686	752	95432	
/home;jsessionid=30111DD9D9D50F9204CC635E608B9693.member1	1	11618	11618	11618	11618	1	11618	11618	11618	
/mt/batchdocument/approved	6	8780	1857	25414	2584	4	10531	2584	25414	
/home	6205	9360	0	198397	625	2277	10294	0	198397	
/review/view	58	7243	2329	22410	16096	30	9020	2329	22410	
/review/save	34	7835	2308	42111	42111	19	9009	2915	42111	
/home;jsessionid=B486C88494CA3492FBE43F5CB01B8041.member2	1	8465	8465	8465	8465	1	8465	8465	8465	
/batchdocument/draft	363	6969	1399	48625	2848	168	8341	1470	43179	
/batchdocument/admin/filing/page	4	9634	5449	13532	10512	3	8335	5449	10512	
/batchdocument/submitted/page	3	7762	2731	17496	17496	3	7762	2731	17496	
/batchdocument/rejected	160	6157	1437	36731	8213	71	6832	1437	33431	
/batchdocument/submitted	177	6483	1614	46602	2003	67	6084	1614	20582	
/judgereview/save	768	5491	298	38416	598	285	5753	519	38416	

What is your experience?

Any improvement in the last month?

Okta, Okta, Okta

- Originally heard that Okta was going to replace ePass at the end of 2020
- The first applications migrated in early 2022
- The Deadline is June 30th, 2022
- SITSD's standard migration method will not work for E-Filing
- Usernames are being replaced by the user's primary email
- Reaching out to users about the upcoming changes
- Testing on our development site
- 2 hour timeout limit

Infrastructure and System Activities: ongoing

FCE

Dismissed parties still show up on the case view and Service information screens in E-Filing

Large filings do not arrive in the clerks' queue (100+ MB)

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

Judge review queue sometimes displays the wrong Motion

Documents getting stuck in FCE (fix should be included in 8.2 Maint 1)

Blockers in FCE 8.2+ updates

E-Filings with no money are creating civil costs if FCE is expecting money

ROAs disappear if you leave the second processing page without saving

What's the plan?

- Judith Basin County District Court to FCE – May 2022
- Fergus County Justice Court & Lewistown City Court to FCE – June 2022
- Fergus County District Court to FCE – July 2022
- Judith Basin County Justice Court to FCE – July 2022
- Montana Water Court to start E-Filing August 2022
- Yellowstone County Justice Court & Billings Municipal Court to FCE – Fall of 2022
- Gallatin County District Court and Sweet Grass County District Court in early 2023?



E-Filing Automation Committee Meeting

Requests

Enhancement requests from last meeting

Thomson Reuters

- Emergency filing option for judges – Ticket 825
- A notice that something is in the judge's review queue – Ticket 11000
- Updates to the configuration manager or code for new cases (e.g. SL cases) – In discussions
- Display the sub-litigant type in E-Filing (Not yet entered)

Justice Systems Inc.

- Hotkey for the Pending Electronic Filing queue – Case 00305391
- Widget for the Pending Electronic Filing queue – Case 00305393
- Display sub-litigant type in E-Filing (Not yet entered)

New items from members and other users - Vendor changes

- Submit one filing for multiple cases
- Give all judges the ability to search all Montana Supreme Court cases (originally intended for the Asbestos Court)
- E-Filing notifies all attorneys who have been eServed when a filing is rejected
- Add embedded videos to documents
- E-File Service widget to include date of service
- Law Firm or Agency setting for attorneys to see all firm cases
- Automatically fill in the first document on the Upload Document screen
- Popup help messages
- Searchable filing types and subtypes
- Create a new filing type for Motion Unopposed – JSI
- Clerk's ability to check if something was routed to the judge

What action to take with the requests

Request Description	already submitted	status	notes
One filing for multiple cases	no		▼
All judges can search all Supreme Court cases	yes		
Notice to all eService recipients of rejected filings	no		
MS Embedded videos	no		
Service widget includes date	yes		
Searchable types/subtypes	no		
Autofill first document on upload document page	no		
Popup help messages	no		
District court judges access other judges queues of "non local" courts	yes		
Emergency filing option for judges	yes		
Notice of filing in judge queue	yes		
Display sublitigant type	no		
Law Firm or Organization setting	no		
FCE			
Motion Unopposed filing type	no		
Hotkey for clerk's queue	yes		
Widget for clerk's queue	yes		
Display sub-litigant type	no		

Status options: Get quote, Keep request, Discard, or Carry forward on wishlist

New items from members and other users - Other

Configuration:

- E-File on existing Order of Protection cases

Administrative:

- Only the Judge's consent needed to start E-Filing
- Review Rule 10(a)1 & 2 – Clarification needed
- Review Rule 10(b)1 & 2 – Modify the rule to allow for remote work/hearings



(10) SIGNING PLEADINGS, MOTIONS AND OTHER PAPERS:

(a) SIGNATURES ON ELECTRONIC FILINGS:

1. A registered user's log-in and password serve as the user's signature on all documents electronically filed with the Court.
2. Except as provided by (10)(b), where a hand signature would otherwise appear, each document filed electronically by a registered user may be signed in the format `"/s/ Chris E. Attorney."`
3. A registered user shall not knowingly permit or cause the user's password to be used by anyone else. If a registered user has reason to suspect that the security of the user's log-in and password has been compromised, the E-Filing System Administrator must be contacted immediately.
4. Only a judge, registered user, clerk of court, court reporter, or deputy clerk of court may use the `"/s/"` signature form, and, except as provided by (10)(b) (1)(a) only when signing the document as the filer.



(10) SIGNING PLEADINGS, MOTIONS AND OTHER PAPERS:

(b) JOINTLY FILED DOCUMENTS; MULTIPLE SIGNATURES:

1. Documents requiring signatures of more than one party may be filed in one of the following ways:

(a) Where all signers are registered users and where all consent to the filing, by using the "/s/" electronic signature as to all parties;

(b) Where all signers use hand signatures, by scanning the document and filing it electronically without the "/s/" signature by any party;

(c) By scanning one or more identical documents with hand signatures and attaching each document as an exhibit to a document bearing the registered user's "/s/" electronic signature; or

(d) By using any other method prescribed by the Court.

2. In no event may one signature page be signed in the "/s/" electronic form by one party and by hand signature by another party.



E-Filing Automation Committee

Updates from Subcommittees

Subcommittees



Rules for Withdrawal
of Attorneys



DN Issues



Survey



Rules Regarding
Mandatory Use and
Uniformity



Best Practice

Set next meeting

November

November 2022							^	v
Su	Mo	Tu	We	Th	Fr	Sa		
30	31	1	2	3	4	5		
6	7	8	9	10	11	12		
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	1	2	3		

December

December 2022							^	v
Su	Mo	Tu	We	Th	Fr	Sa		
27	28	29	30	1	2	3		
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

January

January 2023							^	v
Su	Mo	Tu	We	Th	Fr	Sa		
1	2	3	4	5	6	7		
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31	1	2	3	4		