

E-Filing Automation Committee Meeting

June 15th, 2023, 2:00 PM – Held via Zoom

Attendees: Justice Jim Shea, Lee Bruner, Judge Audrey Barger, Amy McGhee, Miranda Johnson, Amy Tolzien, Craig McKillop, P. Mars Scott, Beth McLaughlin, Lisa Mader, Maggi Everett, Holley DeWitt, Ryan Davies

Not in attendance: Judge Shane Vannatta, Judge Jessica Fehr, Phyllis Smith, Peg Allison, Karen Kane, Matt Jennings, Nick Aemisegger

Approval of Meeting Notes from December 2022 Meeting

The meeting notes for the December 7th, 2022, Automation Committee meeting were approved.

Overview of Current System and Schedules

Installations and Schedule

Courts which installed E-Filing since the last committee meeting on December 7th, 2022:

- Montana Water Court – 12/13/2022
- Gallatin County District Court – 2/7/2023
- Cascade County District Court – 3/7/2023
- Lewis & Clark County District Court – 4/18/2023
- Sweet Grass County District Court – 6/1/2023

Courts scheduled for future installs of E-Filing:

- Daniels County District Court – 6/20/2023
- Roosevelt County District Court – 6/20/2023
- Sheridan County District Court – 6/20/2023
- Bozeman Municipal Court – 7/31/2023
- Dillon City Court – 8/15/2023
- Stillwater County District Court – 8/25/2023
- Belgrade Municipal Court – 9/5/2023
- Dawson County District Court – 9/25/2023

We have also reached out to the following courts about starting E-Filing but have not agreed on a date to start E-Filing yet.

- Broadwater County District Court
- Carbon County District Court
- Richland County Justice Court
- Hamilton City Court
- Helena Municipal Court

Statistics (Recorded on 6/2/2023)

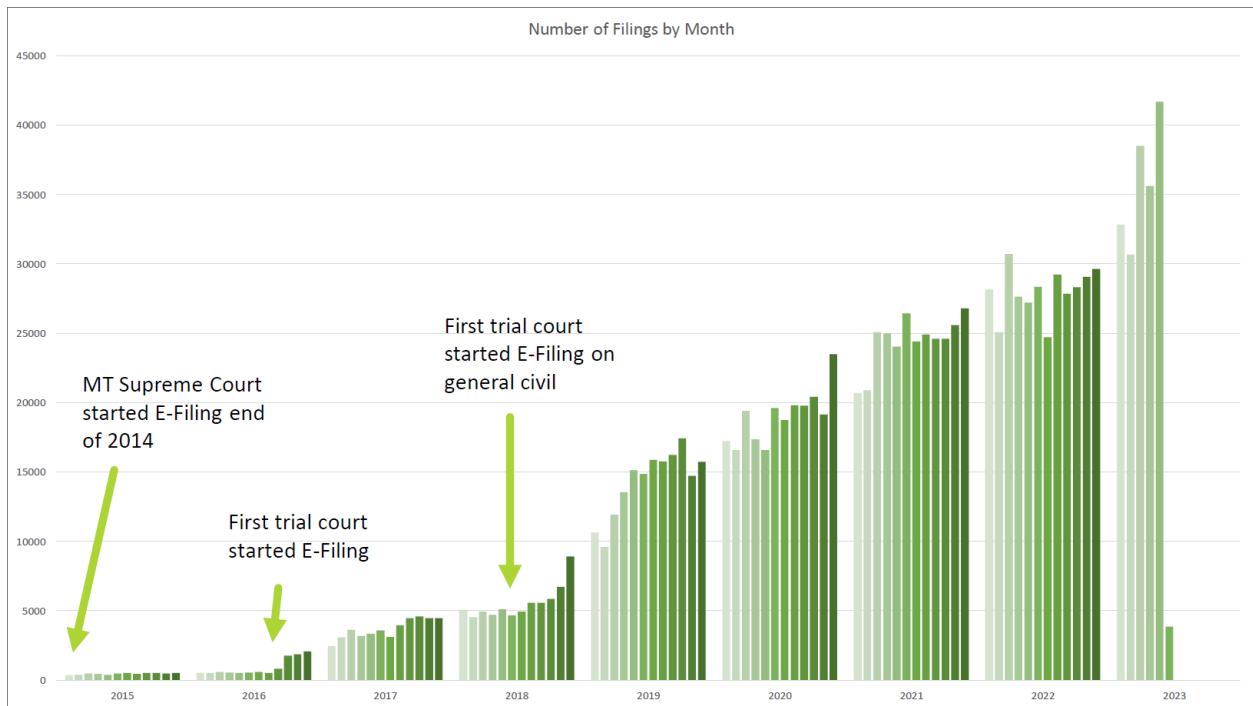
- Courts using E-Filing:

- 1 Supreme Court
- 25 District Courts
- 9 Justice Courts
- 10 Municipal/City Courts
- 1 Water Court
- Active registered e-filers:
 - 7 Supreme Court Justices
 - 1 Clerk of Supreme Court
 - 68 District Court Judges
 - 24 Limited Court Judges
 - 30 Clerks of District Court
 - 2,698 Govt Attorneys/Attorneys
 - 139 Court Reporters
 - 1,055 Case Participants
 - 2,338 Authorized Staff
 - 6,360 total users (5,519 total users on 11/30/2022)
- Tickets: 1,240 support tickets opened between 12/7/2022 and 6/1/2023
- Number of E-Filing submissions:
 - 208,968 e-filings on 59,904 cases since 12/7/2022
 - 1,361,159 e-filings on 200,302 cases for all time

Stats by Month and Year

Figure 1 was shared with the committee showing the number of filings submitted through E-Filing by month. The addition of three large district courts to E-Filing is the main contributor to the sudden spike in the number of e-filings per month starting in 2023. We also noticed a small increase in the number of filings submitted per day after the performance of E-Filing increased.

Figure 1



Additional Stats

The following statistics are approximations based on the number and types of cases each court opened for the year of 2021.

District Courts

- 42.9% of District Courts are E-Filing.
- 80.9% of all DC, DJ, DD, DI, DN, DR, and DV cases in the state are enabled for E-Filing.
- 64.9% of all district court cases in the state are enabled for E-Filing.

Limited Jurisdiction Courts

- 14.0% of limited jurisdiction courts are E-Filing.
- 44.3% of all CR, TK, and CV cases in the state are enabled for E-Filing.
- 43.9% of all limited jurisdiction court cases in the state are enabled for E Filing.

All Trial Courts

- 22.4% of all trial courts in the state are E-Filing.
- 50.6% of all DC, DJ, DD, DI, DN, DR, DV, CR, TK, and CV cases in the state are enabled for E-Filing.
- 48.3% of all cases in the state are enabled for E Filing.
- Plus, MT Supreme Court, MT Water Court, and MT Asbestos Court.

The above statistics were provided to show that the 22.4% of trial courts enabled for E-Filing make up 48.3% of all trial court cases across the state. This is because many high-volume courts are using E-Filing.

Ticket cases at the limited jurisdiction courts not yet e-filing make up the largest share of cases which are not yet enabled; however, most ticket cases do not have many filings submitted on them once they are

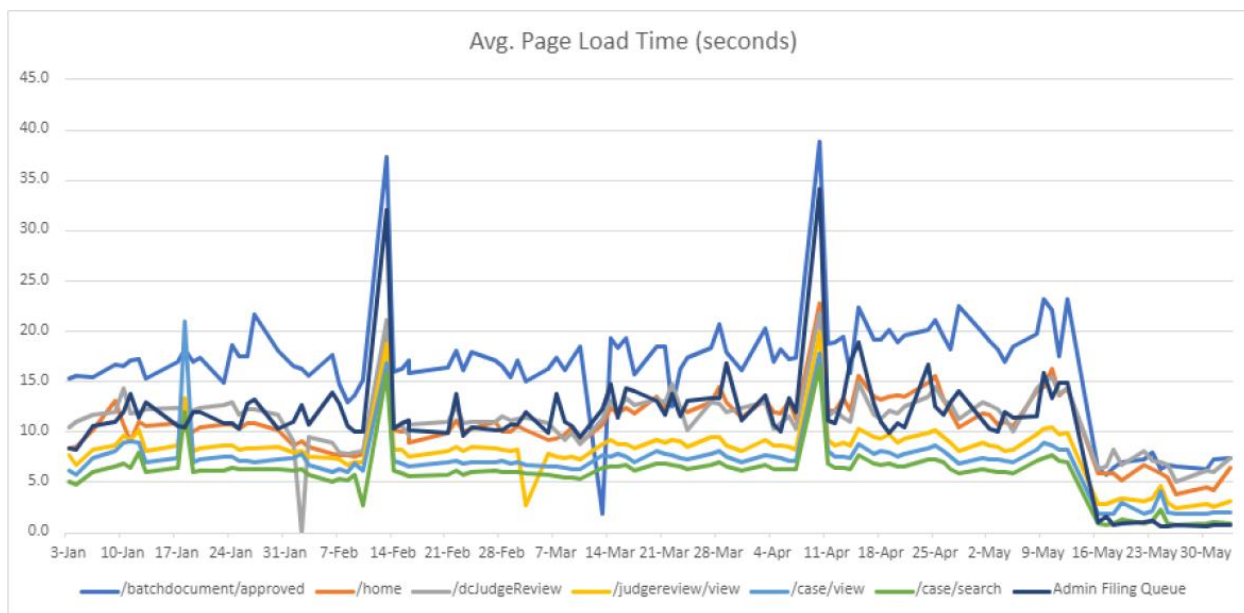
enabled at a court. Even though many ticket cases across the state are at courts not yet E-Filing, the number of “missed” e-filing opportunities per case is relatively small compared to other case types.

Updates, Fixes, and Changes

E-File Version Updates

- V7.6.0
 - Judges can send comments to the clerk and mark a filing as an emergency filing.
 - Non-government (Prosecutor) attorneys can open new cases. Previously, any new case types we enabled for E-Filing would require a government attorney to open the case, unless TR made a special exception for that case. This change gives us the ability to add new case types such as Statutory Lien cases.
- V7.6.1 – Improved the performance (speeds) of the E-Filing website. We expect to receive version 7.6.2 from TR which should further improve the speeds of the E-Filing website. Figure 2 was shared with the committee to show the improvement in the loading times since May 16th when the fix went into place. The home page was taking on average about 12 seconds to load before version 7.6.1 was installed, but now only takes about 6 seconds to load.

Figure 2



FCE Version Updates

- Version 8.2 Maintenance 2
 - Clerks can now set a Pending E-Filing Review queue default filter and sort order. There are both pros and cons to this update. The default filter will help those who always process the same types of filings every day but will make it harder for clerks to change the filter by case types because the filter now filters by the case subtype instead of case types. This is a problem for clerks who don't want to set a default, or they have a default set but want to look for a case type other than the types they have set as their default. We have put a ticket in with JSI to change the filter back to case types instead of case

subtypes, because there are simply too many of them. We have asked the vendor to give the clerks the ability to select the filing type again instead of the filing subtype. This is expected to be fixed in version 8.3.

- A hotkey was added to open the Pending Electronic Review queue.

Other Updates

- The E-Filing application servers have been updated to Windows 2019.
- We added new party types which were missing in E-Filing (Coroner, Obligee, Obligor, and Water Court party types). This allowed us to enable the Coroner's Inquest case type and will allow us to add new parties when we enabled new case types for E-Filing.
- Worked with the Montana Bar Association to allow federal attorneys to register with E-Filing primarily so that they can E-File at the Montana Water Court.

Outstanding Items

The following points are outstanding issues open with our vendors to be fixed. The first three are all scheduled to be fixed by JSI in FCE version 8.3.

- Included in FCE version 8.3 – Dismissed parties still show up on the case view and service information screens.
- Included in FCE version 8.3 – Problem unsealing auto-sealed documents.
- Included in FCE version 8.3 – The pending electronic review queue case type filter is unusable due to too many filing subtype options and no case type options.
- The state abbreviation is missing in the address on the COS generated by E-Filing.
- The ROA does not always accurately describe who the filer is when a payment is present. If Attorney A submits an E-Filing but uses Attorney B's CitePay wallet (it's often the practice for a firm to share a single wallet) to make the payment, then the ROA in FCE will indicate that Attorney B submitted the filing.
- The Judge Review Queue infrequently displays the wrong motion.
- Recently, FCE has an occasional problem auto assigning a judge to a case and instead prompts the clerk to select a judge manually. There is a slightly inconvenient work around for clerks who run into this problem.
- Occasionally the E-Filing website gives a "user not authorized" error to users when they attempt to log in. The user needs to completely close their browser and then open it back up.
- Duplicate payments from CitePay for a single E-Filing may have been fixed by some version or infrastructure update because we have not seen any of these recently, but we still are not yet ready to confirm that it has been fixed.
- Occasionally filings submitted through E-Filing will arrive in the clerk's queue successfully, but then send the filer an error at 3 AM the next day, and if the clerk routes the filing to a judge, it does not arrive in the judge's queue.

Status of Action Items from Previous Meeting

Amy McGhee has replaced Shirley Faust on the E-Filing Automation Committee.

Statutory Lien cases have not yet been enabled for E-Filing in the live system.

- We have enabled and tested them in our test environment. Although our tests have been successful, there is a modification which could greatly improve the workflow for the e-filer.
- In any of the five prosecutor-initiated district court cases, the plaintiff for the case is automatically added to the filing, so that the filer does not have to type the State of Montana information into the filing every time. Statutory Liens are similar to these prosecutor-initiated cases because they always have a common plaintiff depending on the type of SL case type it is.
- Since the Department of Revenue and the Department of Labor and Industry will be opening hundreds of these per week, it would benefit them a lot to have the plaintiff automatically added each time.
- This would be a change request for the vendor. Beth suggested asking DOR and DLI to pay for this change since they will be the beneficiaries of the change.

We have closed several enhancement requests with the vendor that were considered too expensive at this time.

- Justice Shea asked how the last legislative session might have affected the project's budget for updates. Beth reported that there were no specific requests for E-Filing enhancements, but there was an inflationary adjustment.

The list of supporting documents available for e-filers to use at trial courts has been modified so that 'Montana Statistics Reporting Form' is the only option available for filers to select.

- This was done to try and force users to select the 'Add Another Lead Document' link rather than the supporting document link.
- It took filers some time to figure out the change because they attempted to continue to use the supporting document link for things like proposed orders even though that was no longer an option.
- Miranda reported that users have since adjusted and it's working well.

A list of suggested filing type and filing subtype modifications has been compiled from committee members and other users.

- This list will be provided to the District Court Automation Committee and the Courts of Limited Jurisdiction Automation Committee for their approval of related FCE action types. Once the related FCE action types have been added to FCE, the suggested modifications will be configured in E-Filing.

The E-Filing Automation Sub Committees have been restructured.

- The Best Practice Subcommittee has served its purpose and has been disbanded.
- The two different rules subcommittees have been combined into a singular Rules Subcommittee.

Open Enhancement Requests from Last Meeting

The following enhancements requests were submitted to the vendors for estimates, but we are still waiting to hear back from them:

- Automatically fill in the first document filing type and subtype on the upload document page for attorneys. The system requires the filer to enter certain information twice.

- Make the filing type and subtype fields searchable, which will make it easier for attorneys and judges to select the correct filing types.
- Add a comment box on the attorney's filing summary page.
- Map a new filing type called Motion Unopposed (and others) in FCE.
 - This will allow us to make a filing type of Motion Unopposed, with more options underneath it.
 - The other mapping, which will be done at the same time, will also allow us to enable criminal extradition cases.
- The ability for clerks to check if an e-filing was routed to the judge.
- Make the route to judge field a mandatory field.

Lisa explained that the main contact with JSI for Montana has been on an extended leave of absence for several months now, so that is likely why we have not received estimates for the last three requests.

Amy Tolzien asked if a filing needed to have a proposed order for it to be routed to the judge. Ryan explained that the clerks decide what filings they send to the judge and which ones they do not, so that would need to be a conversation with the local clerks and judges.

Items for the Committee to Consider

- Should E-Filing be modified to handle cases with 500+ litigants?
 - The Montana Water Court had a case with over 1,000 litigants, and we discovered that it could not be e-filed on. The Montana Water Court has since broken the case up into smaller cases, so there is currently not a need for this change, but should we request a change now, in preparation for future large cases?
 - The instance at the Montana Water Court is the first time since e-filing began that we have run into this limit.
 - The committee will table this consideration until a further need arises.
- Should E-Filing auto generate the plaintiff on SL cases?
 - As suggested by Beth earlier in the meeting, we will reach out to DOR and DLI about them paying for this enhancement since they will be the beneficiaries of the change.
 - Since the E-filing Automation Committee previously voted to enable SL cases, we will enable SL cases whether the plaintiff is added automatically or not.
- Should the court name be added to the judge review queue?
 - Per a previous request of the E-Filing Automation Committee, the judge's review queues for all their courts were combined into a single queue, so that all filings from all courts show up in the default queue, instead of having to check each court separately.
 - The case number shows the court ID number which is unique to each court and can be used to identify the court, but the court name is not listed in the judge review queue.
 - The OCA believes this would likely be an expensive update.
 - The judges do have the ability to filter by each court.
 - The committee would like to hear from one of the district court judges before making any decisions on this request.
- Should an attorney be able to set up multiple accounts with the same attorney role?

- This request has come up a few times in the past. Often it comes up when an attorney works for multiple law firms at the same time, or they are doing Pro Bono work and do not want the cases related to one practice to be associated with the other practice.
- Currently attorneys can only register one account with the same role and bar number. There is an exception for Govt Attorneys to create two accounts since they have different roles.
- The role and the bar number are used to link the attorney's E-filing account to their cases in FCE.
- The changes to both the CMS and E-Filing would be quite extensive and costly.
- The committee voted to strike this request.
- Should E-Filing save non-eService recipients?
 - E-Filing will automatically add parties listed on the case to the E-Filing generated COS. Anyone not listed as a party on the case can be added to the COS, but their information must be typed in manually each time.
 - The request is asking for a method to save an entity (person, organization, agency, etc.) in E-Filing to quickly add them to the COS.
 - Amy Tolzien explained that they have several instances in which their office could use this, and that it would save time. Craig agreed.
 - Ryan suggested that there are possible browser plugins that could solve this for filers, and offered to check to see if any of these plugins would work in this scenario.
 - We will also put in a request with the vendor for an estimate.
- Should judges be able to set a different default sort order?
 - By default, the judge review queue is sorted by the last modified date.
 - Judge Barger suggested tabling this request until one of the district court judges was in attendance.
- Should extradition cases be enabled for E-Filing?
 - To enable extradition cases, we need JSI to map some E-Filing filing types to ROA codes in FCE.
 - Lisa explained that this one will be approved as soon as we get the estimate back from JSI.
 - The request to map the codes for extradition cases is also lumped in with a request for other mapping as well, such as the mapping required to make 'Motion – Unopposed' a filing type option in E-Filing.
- Should the case search name field return when searching for an "other party"?
 - A case will not be returned in the search results if you search for the name of a party who is designated in FCE as an 'other party' and the name does not match the name of anyone else on the case.
 - Craig asked if the attorney could just search for the case by the cause number? Yes, if the attorney knows the cause number, they could search for the case that way.
 - Judge Barger explained that the attorneys do not always know what the case number is, because she receives calls from attorneys asking about the case number.
 - The committee recommends getting a quote so we can see how much it costs.
- Should the documents in the E-Filing document repository be deleted?

- The E-Filing document repository has a copy of every document which has ever been submitted through the E-Filing portal. This equals about 4.5 terabytes worth of data.
- The OCA is currently paying about \$7,000 per year to store this data.
- The links to view these documents in E-Filing do not work after the filing batch has expired after 60 days.
- These documents are not the official court record.
- The official record remains accessible through the case search and FCE.
- The options available to us are:
 - Delete the documents after so many days.
 - Move them to another archive which is more cost efficient but not backed up.
 - Move them to another archive which is backed up, but not much more cost efficient.
 - Leave the documents as they are.
- Lee asked what type of confidential information might be included in those documents. Any confidential information that a filer includes on a document which was submitted through the E-Filing system resides in the repository.
- Craig explained that their agency must get approval from the secretary of state to destroy their documents every year and wants to know if that is true in this situation.
- The committee voted to delete documents in the E-Filing repository after they have been in the repository for 90 days. We will not take any action on the motion to delete the documents until after 30 days after the vote was taken while the OCA checks to see if there are any document retention requirements that may prevent us from being able to delete the documents.
- This has been completed since the committee meeting was held.
- Should the Rules Subcommittee review the TEFR (6)(b)2?
 - The rule reads: (6)(b)2. A party agrees to accept electronic notification of service by: (a) Serving a notice on all parties that the party accepts electronic service and filing the notice with the court. The notice shall include the electronic service address at which the party agrees to accept, service; or (b) Electronically filing any document with the court using the electronic filing system. The act of electronic filing is evidence that the party agrees to accept notification of service at the electronic service address the party specified when registering as a user of the electronic filing system.
 - A situation came up when an attorney had never completed (a) or (b) in the above rule, but because he had registered with E-Filing he received eService.
 - Ryan is concerned that the rules do not line up with the way the technology works, because someone can register for E-Filing and not submit an e-filing, but because they are registered other attorneys will automatically start eServing them.
 - Mars says he thinks this should go in front of the Rules Subcommittee but believes the system should give some sort of warning to attorneys letting them know that by registering they are agreeing to receive eService.
 - Justice Shea also agrees this is something appropriate for the Rules Subcommittee to review and bring it back to the full committee for approval.
- Should Case participants be able to file writs for Pro Se litigants?

- The E-Filing team was asked by an organization (not attorneys) if they could submit filings through the E-Filing system for Pro Se litigants.
- Beth asked if this becomes an unauthorized practice of law if someone is filing on behalf of someone else but not representing them. Justice Shea says it would depend on if they were filing through a limited scope representation but then it's still unclear if this qualifies as limited scope.
- Mars explained that there are special notices for limited scope representation, and that attorneys can "ghost write" for a self-represented litigant, but that doesn't mean they can start filing for them.
- Miranda explained that this would complicate things further for clerks.
- Until E-Filing is available for Pro Se litigants, we can't make special Pro Se exceptions.
- The committee agreed that organizations should not be able to E-File for Pro Se litigants.
- Ryan explained that there were additional complications with making payments through E-Filing in this situation that he was prepared to bring up in the discussion, but he did not bring them up because the committee had already decided that Case participants should not be E-Filing for Pro Se litigants.
- Should Case participants be able to file petitions for Pro Se litigants on Order of Protection cases?
 - The discussion for the previous question also addresses this question. Case Participants will not be allowed to file Order of Protection cases for Pro Se litigants.
- Issues with County Attorneys leaving office.
 - Probation & Parole e-filed documents on a case where the deputy County Attorney was listed as counsel of record, but the deputy County Attorney was no longer with the County Attorney's office. Because the former deputy County Attorney was an eService recipient, eService was served on an E-Filing account attached to an email which no longer existed.
 - Prior to E-Filing, P&P would not have addressed it to a specific attorney but would have physically sent it to the County Attorney's office to be distributed within their own office appropriately.
 - Amy Tolzien explained that they have experience with this situation, and that it typically happens on closed cases where they are not updating counsel on those cases. On a petition to revoke they receive the ROV from the probation officer first, and then file the petition and update the attorney on the case.
 - Miranda asked/suggested if the deputy County Attorney could list a generic office email address as the secondary email on their account so that eService is delivered to the office regardless.
 - Amy asked what happens if an attorney who was registered with E-Filing as a county attorney has their account inactivated, are they still listed as an eService recipient? If their account is inactivated when they leave, then they are no longer listed as an eService recipient, and the e-filer would be prompted to serve the county attorney conventionally (e.g., by mail) and the County Attorney's office would receive that service outside of E-filing.

- Inactivating the attorney's account when they leave and/or listing the general office email as the secondary email would prevent most instances of eService notifications from not being received by the attorney's former office.
- Offices can either call the OCA and ask us to inactivate the account of an attorney who's left their office, or we recommend law offices add the step of inactivating the E-Filing account to the exit tasks when an attorney leaves.

Subcommittee Updates

DN Issues Subcommittee

The DN Issues subcommittee is meeting monthly to discuss topics related to DN cases and some new bills from the legislative session which will affect DN cases.

Survey Subcommittee

Lisa said that they will look to do a new survey in the fall.

Amy McGhee will replace Shirley Faust on the survey subcommittee.

Rules Subcommittee

The Rules Subcommittee provided recommendations for rule changes to TEFR (10)(a) & (10)(b). These proposed changes hope to clarify what is a valid signature on an e-filed document. Below are the following recommendations.

(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.~~

~~2.1.~~ Except as provided by (10)(b), where a hand signature would otherwise appear, each document filed electronically by a registered user ~~may~~shall be signed in the format "/s/ ~~Chris E. Attorney.~~Signer's Name" or with a handwritten signature.

~~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.~~

~~4.2.~~ 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.

(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~~ With a combination of hand signatures and ~~attaching each document as an exhibit to a document bearing the registered user's "/s/" electronic~~ signatures where all signers consent to the filing; 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.~~

Current rule (10)(a)(3) is recommended to be moved to (3)(h)

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.

- Rule (10)(a)1 was removed to clarify that a signature mark must be placed on the document, and that a document without either a handwritten signature, or a /s/ signature was not signed. The login and password is not a signature.
- Because (10)(a)1 was removed, (10)(a)3 was no longer relevant to this section of the rules and moved to (3)(h).
- Rule (10)(b) was modified so that jointly filed documents can be signed by all parties whether they were a registered user or not, and it was modified so that a combination of handwritten signatures and /s/ signatures can be used on the same page.

- The Committee voted to adopt the changes to the TEFRs (10)(a) and (10)(b). Justice Shea will bring the updated rules to the Supreme Court Justices to sign.
- Justice Shea will ask Jeanine to get in touch with Ryan about making the changes to the rules.

The Rules Subcommittee recommended two new rules to the E-Filing Automation Committee. These rules were in response to discussion from the May 28th, 2020, E-Filing Automation committee. The purpose of the rules is to protect confidential information from unauthorized personnel, namely support staff who have left or changed employment. The rules were recommended to be added to the TEFRs as (11)(c) and (11)(d), respectively.

1. Only registered users who are parties or otherwise authorized to access confidential, sealed cases may access such cases via the Electronic Filing System for Montana Courts.
 2. All registered users of the Electronic Filing System shall take immediate steps to remove a staff member's account from list of Authorized Support Staff upon the staff member's change of employment and are strongly encouraged to change their Electronic Filing System password. Instructions to remove the staff member's account from the list of Authorized Support Staff can be found here: https://courts.mt.gov/external/efile/instructions/Authorized_Staff.pdf
- The E-Filing Automation Committee voted to adopt the two proposed rules as (11)(c) and (11)(d).

In one of the Rules Subcommittee meetings Mars asked when the TEFRs should be made permanent and a formal process for modifying the rules put in place. Since the rules are temporary and do not require a public comment period, it is easier to make changes to the rules, but at some point, the process should be formalized.

- Phyllis Smith brought up the fact that most courts are still not on E-Filing and thought that could be important in determining when the rules are made permanent.
- Mars asked Ryan if we (E-Filing) are past the vetting process, or if there are other changes which we expect to come up.
 - We are generally past the vetting process.
 - Pro Se Litigants e-filing someday in the future still leave us with a big question mark.
 - There are many other case types which are not yet enabled for E-Filing, but the mechanics of E-Filing will likely not change much with these additional case types.
 - Lisa pointed out that we have only made a few changes to the E-Filing rules in quite a long time, and the rules are thoroughly vetted except for Pro Se filing.
- Justice Shea recommends putting this on the next E-Filing Automation Committee meeting agenda for further discussion, after everyone has had a chance to think about it beforehand.

Schedule the Next E-Filing Automation Committee Meeting

Ryan sent out a new NeedToMeet meeting poll for scheduling the next E-Filing Automation Committee meeting in November/December. The next meeting is set for December 7th, 2023 from 1:00 PM to 4:00 PM.

Meeting Adjourned.

Action Items for Committee Members

- The OCA will provide the list of E-Filing types and subtypes modification suggestions to the District Court automation Committee and Limited Jurisdiction Automation Committee chairs to be reviewed by their respective committees for approval.
- The OCA will reach out to the DOR and DLI about paying for an enhancement to automatically add the plaintiff at the beginning of each SL case.
- The OCA will enable SL cases after reaching out to the DOR and DLI.
- The OCA will explore browser plugins or extensions to help resolve the issue related to saving other service recipients in E-Filing.
- The OCA will request a quote from the vendor about saving other service recipients in E-Filing.
- The committee will discuss the judge's ability to set a new sort order in the Judge's Review Queue in a later meeting when a district court judge is present.
- The OCA will approve the enhancement to map the filing types to ROA codes when provided with a quote and will then enable E-Filing for extradition cases.
- The OCA will request a quote from the vendor to allow case searches to search by "other party" names.
- The OCA will inquire if we can delete the documents from the E-Filing repository after 90 days.
- The OCA will delete documents in the E-Filing repository after 90 days. Contingent on the above point.
- The Rules Subcommittee will discuss TEFR (6)(b)2.
- Justice Shea will ask Jeanine to get in touch with Ryan about updating the TEFRs.
- Justice Shea will bring the updated Rules to the Supreme Court Justices to sign.
- Ryan will include the topic of making the TEFRs permanent on the next meeting agenda.
- The E-Filing Automation Committee will reconvene on December 7th, 2023.

Abbreviations that may be used in this document:

- Adlib – the embedded document processing engine for all documents flowing through the e-filing system
- API – application programming interface, facilitating data exchanges between separate applications
- COLJ – Courts of Limited Jurisdiction
- COS – Certificate of Service
- DLI – State of Montana Department of Labor and Industry
- DN – Abuse and Neglect, a case type at the district court level
- DOR – State of Montana Department of Revenue
- ePass – the current identity management software and database used for e-filing access
- FCE – FullCourt Enterprise, the newest version of the court case management system in use by all courts of limited and general jurisdiction
- IT – Information Technology; may refer specifically to the Montana Judicial Branch Information Technology division
- JSI – Justice Systems, Inc. – the FCE/V5 software vendor
- OCA – Montana Supreme Court Office of the Court Administrator
- OPD – State of Montana Office of Public Defender
- Okta – the incoming identity management software and database use for e-filing access
- ROA – Register of Action – docket entry

- SL – Statutory Lien(s), a case type at the district court level
- SITSD – State of Montana Information Technology Services Division
- TEFr – Temporary Electronic Filing Rules
- TR – Thomson Reuters, the e-filing system software vendor
- V5 – FullCourt, the legacy court case management system, now being replaced by FCE