



**INTRODUCTION**  
Montana Courts - Electronic Filing Portal

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**WHAT IS ELECTRONIC FILING?**  
*Keeping it electronic end to end - paper on demand.*

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- Secure 24x7 filing from any location.
- Efficient access to the court record.
- Reduce paper, trips to the courthouse and storage requirements.
- Improve record quality.
- Protects court record from catastrophic events.
- Standard features for all courts, cases types and filers.

**BENEFITS**



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### HISTORY

1995 – Statutory Authority for electronic filing (3-1-115, MCA).

2007 – Supreme Court Commission on Technology identifies electronic filing as a strategic initiative for Montana Courts. Creates the Electronic Filing and Remote Access Task Force. Secures long range funds for pilot.

2009 – Task Force reports on functional requirements for electronic filing.

2011 – Draft Concept of Operation and proposed interim rules approved by COT for the purpose of procurement. COT appoints the RFP Committee.

2012 – RFP issued, proposals reviewed and scored, LT Court Tech awarded Contract.

2013 – Contract negotiations, updates to proposed interim rules, configuration of core (common) system components, further definition of project organization, pilots and work plans.



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### KEY CONCEPTS IN THE MONTANA COURTS E-FILING INITIATIVE

**Statewide initiative** – all courts, all case types, all filers.

**Voluntary.**

**Not a public access system.**

**Implementation Strategy**  
Develop and implement a standards based electronic filing system and a standard approach for developing filing case flows by major case category – incremental approach.

**Pilot Scope**  
Supreme Court, District Courts, Courts of Limited Jurisdiction. Prosecutor initiated filings, criminal appeals, and civil case filings.



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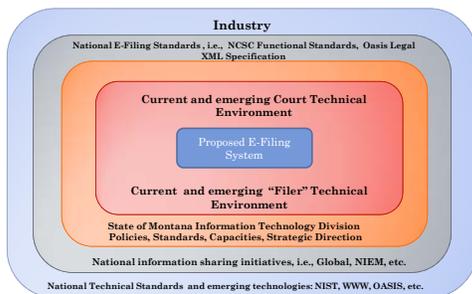
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### STANDARDS



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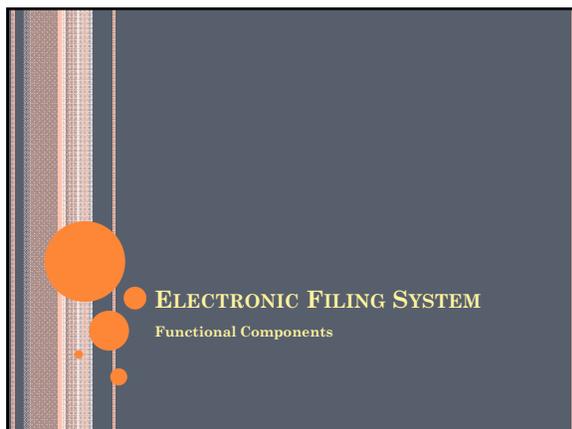
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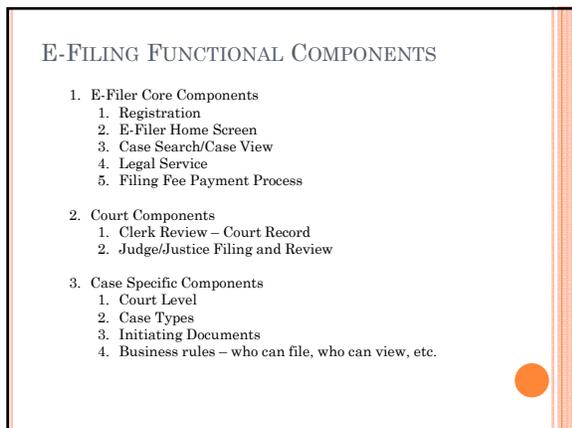
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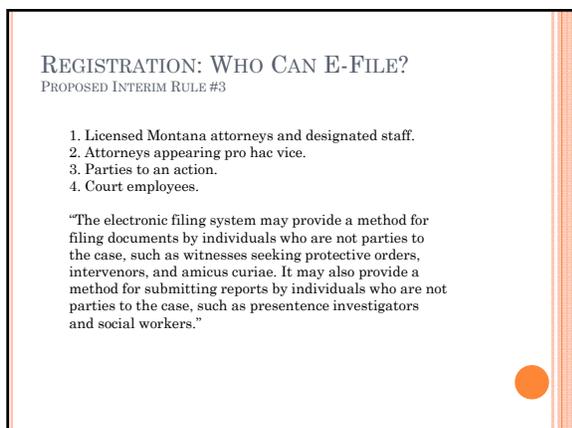
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### E-FILER REGISTRATION

- Login using a valid state active directory id (CUnnnn) or ePass id. *Identity Management*
- Select Role.
- Attorneys validate against the Roll of Attorneys.
- Accept Terms & Conditions.
- Enter registration information.

[E-Filer Login](#)                      [E-Filer Registration](#)




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### CASE SEARCH/CASE VIEW

- Search for a specific case(s) in participating electronic filing courts.
- Filer must be a party to the case to view case.
- Case information provided from the Court's case management/document management system.

[Case Search](#)                                      [Case View](#)




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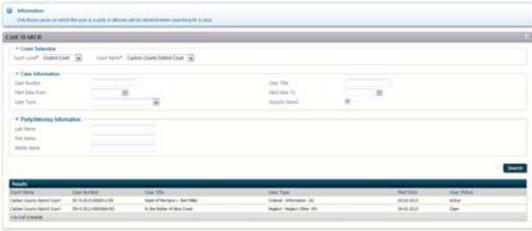
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### CASE SEARCH SCREEN



[Case View](#)

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### CASE VIEW SCREEN

[Return](#)

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### E-FILER HOME PAGE

- Manage filing queues (Draft, Submitted, Approved, Rejected).
- Review Service Notifications.
- Update account information.
- Review specific court policies.
- Initiate a filing on a new or existing case.
- Search and view court records on which e-filer is a party.

[E-Filer Home Page](#)

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### LOGIN SCREEN

[E-Filer Registration](#)

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### FILING FEE PAYMENT PROCESSING

- Functionality to be introduced in the Civil Pilot Phase.
- Statutory filing fees based on document type.
- Filer ability to request and receive fee waivers.
- EFS interfaces with PCI compliant payment processor (CitePay). Convenience fee.

[Filer Cart](#)




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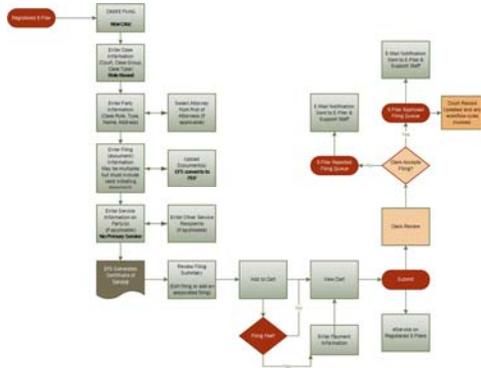
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### E-FILING REVIEW – NEW CASE FLOW




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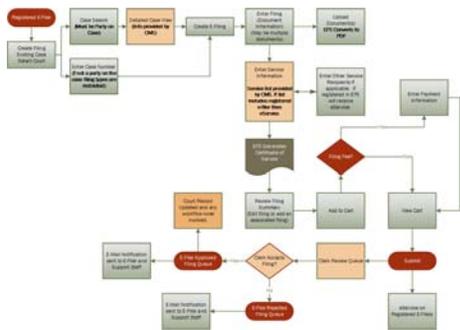
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### E-FILING REVIEW – EXISTING CASE FLOW




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### CLERK REVIEW

- Functions within the Courts' Case Management System.
- Review filings (accept, reject, or accept and route to judge).
- Acceptance automatically stamps and docketes filing and notifies filer of acceptance.

[Clerk Pending Queue](#)

[Clerk Pending Case Detail](#)




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### E-FILING CART

Case Name	Case Number	Filing Service	Documents	Fees
Supreme Court	04-13-0011	Horton - Request Stipulation	2	\$0.00 X
Beaverhead County District Court		Charging Document - Information	3	\$0.00 X
Carbon County District Court	DC-0-2009-00005-01	Horton - Other	1	\$0.00 X
<b>Total</b>				<b>\$0.00</b>

I agree to the terms and conditions. **Submit Filings**

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### E-FILER SERVICE SCREEN

Name	Title	Representing	Address	Service Method
John Q. Public	Attorney	Smith, John (Partner)	123456789	eService
Smith, James	Attorney	Stapleton, Michael (Appellant)	88 Law Office Blvd Billings MT 16101	
Pro Se, Warren	Respondent	Pro Se	2 Street Rd Billings MT 16101	
Jackson, Steven		Steven.Jackson@afu.com		eService X
Thomas, William		123 Main St Anytown MT 12345		X

**Service Information**

Certified Date of Service  
Certified Date of Service will be the Date of Submission of the e-Filing.

**Previous** **Next**

[Sample COS](#)

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### SAMPLE CERTIFICATE OF SERVICE

#### CERTIFICATE OF SERVICE

I, Lloyd Hunt, hereby certify that I have served true and accurate copies of the foregoing Notice Incurring - Notice of Appeal to the following on 05-20-2013:

Tony Hart (Attorney)  
 123 Raven Rd.  
 Helena, MT 59601  
 Representing: John Public  
 Service Method: eService

Earl Badgley (Appellee)  
 3 Vine St.  
 Billings, MT 59009  
 Representing: Self-Represented  
 Service Method: Conventional Mail

William Thomas (Court Reporter)  
 123 Main St.  
 Anaconda, MT 59714  
 Service Method: Conventional Mail

Steven Jackson (Attorney)  
 1 Test St.  
 Helena, MT 59601  
 Service Method: eService

Electronically signed by Lloyd Hunt  
Dated: 05-20-2013

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### CLERK REVIEW CASE PENDING QUEUE

Case Number	Filing Type/Description	Assigned Date, T	F. Filing	Case/Document ID
03-04-0001	Notice of Dismissal	04/18/2013 10:00 AM	03/18/2013	0300017818
03-04-0002	Notice of Dismissal - Notice of Appeal	04/18/2013 10:00 AM	03/18/2013	0300017812
03-04-0003	Notice of Dismissal	04/18/2013 11:00 AM	03/18/2013	0300017814
03-04-0004	Notice of Dismissal	04/18/2013 11:00 AM	03/18/2013	0300017815
03-04-0005	Notice of Dismissal	04/18/2013 11:00 AM	03/18/2013	0300017816
03-04-0006	Notice of Dismissal	04/18/2013 11:00 AM	03/18/2013	0300017817
03-04-0007	Notice of Dismissal	04/18/2013 11:00 AM	03/18/2013	0300017819

[Case Detail](#)

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### CLERK REVIEW DETAIL

**Case Information**

Case Number: 03-04-0001  
 Filing Type: Notice of Dismissal  
 Assigned Date: 04/18/2013 10:00 AM  
 F. Filing: 03/18/2013

**Case Details**

Case Name: 03-04-0001  
 Filing Type: Notice of Dismissal  
 Assigned Date: 04/18/2013 10:00 AM  
 F. Filing: 03/18/2013

**Case Parties**

Party Name	Role	Address	Service Type	Default State of Service
John Public	Plaintiff	123 Raven Rd., Helena, MT 59601	Electronic	03/18/2013 10:00 AM
Earl Badgley	Defendant	3 Vine St., Billings, MT 59009	Conventional	03/18/2013 10:00 AM

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### JUDGE/JUSTICE FILING AND REVIEW

- Initiate a filing on a new or existing case.
- Manage filing queues (Draft, Submitted, Approved, Rejected).
- Review and process documents forwarded by Clerk of Court, e.g., motions and proposed orders.
- Update account information.
- Search and view court records.

[Judge/Justice Review Queue](#)

[Judge/Justice Filing Detail](#)




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### JUDGE/JUSTICE FILING/REVIEW QUEUE

JUSTICE REVIEW QUEUE

Search:  [View Chief Justice's Review Queue](#)

1 of 10 pages

Case Number	Case Title	Filing Type	Filed Date	Filed on Behalf Of	Assigned Justice
CA 12-0024	State v. Corbin Butler	Motion: Motion to Dismiss	07-17-2012	State of Missouri (Qualified)	Hon. Chief Justice Mike McElroy
CA 12-0025	State v. Robert L. Rose	Motion: Statement of Trial - Brief	08-03-2012	Ferguson, Mark D. (Qualified)	Hon. Chief Justice Mike McElroy
CP 12-0026	Prager v. Prager	Motion: Appointment of Counsel	08-13-2012	State of Missouri (Qualified)	Hon. Justice Patrick Lester
CA 12-0026	State v. Jacky Harris	Motion: Extension of Time - Request Transcript	08-20-2012	State of Missouri (Qualified)	Hon. Justice Patrick Lester
CP 12-0027	State v. Sarah M. Ferguson	Motion: Trial Agreement - Request/Reply	08-20-2012	Carroll, Robert J. (Qualified)	Hon. Justice James C. Nelson
CA 12-0028	State v. Robert E. Rupp	Motion: Answer - Leave to Prolong	08-20-2012	Rubin, Clay (Qualified)	Hon. Justice James C. Nelson
CA 12-0028	State v. Jacky Harris	Motion: Request Order to Show Cause	07-10-2012	Wentworth, Brent (Qualified)	Hon. Justice Michael J. Arnold
CP 12-0028	State v. Tracy Hutchinson	Motion: On a Request - Request/Reply	07-20-2012	Lee, Michael J. (Qualified)	Hon. Justice Michael J. Arnold
CA 12-0031	State v. John D. Carter	Motion: Statement of Trial - Brief	07-20-2012	Johnson, Andrew (Qualified)	Hon. Justice Michael J. Arnold
CA 12-0030	State v. Steven Clark	Motion: Request Order to Show Cause	07-20-2012	Johnson, Steven (Qualified)	Hon. Justice Michael J. Arnold

1 of 10 pages

[Filing Detail](#)

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### JUDGE/JUSTICE FILING REVIEW (CASE DETAIL)

C TRACK FILING

JUSTICE REVIEW - FILING

Filing Details

Filing Type: Motion: Dismiss - Appointment/Prothonotary  
 Filed on Behalf of: State Attorneys Department  
 Filer: Brian J. Ryan  
 Comments: Please see comments submitted by the filer.

Case Information

Case Number: CA 12-0024  
 Case Title: State v. Corbin Butler  
 Filing Date: 07-17-2012

Requester Information

Requester Name: Brian J. Ryan  
 Requester Title: Attorney  
 Requester Email: bryan@mo.gov

Case Comments

Case Comments: [Empty]

Assigned Justice: Hon. Chief Justice Mike McElroy

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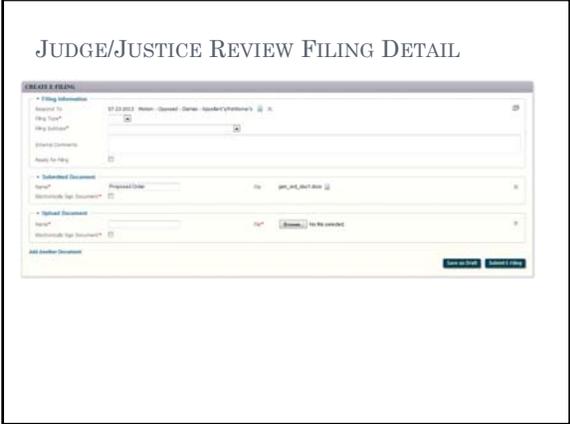
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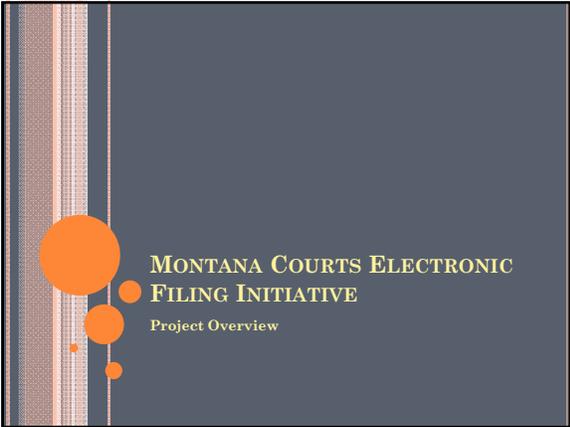
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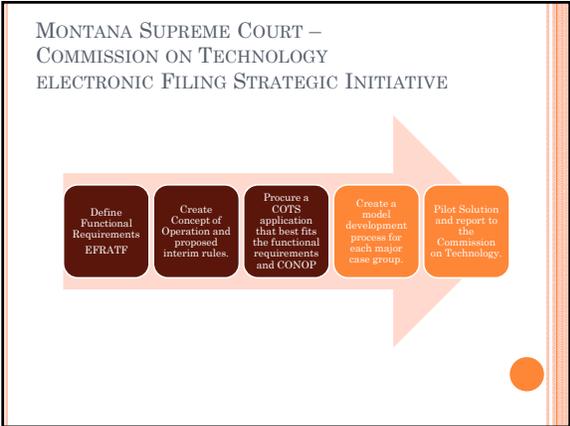
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**PURPOSE OF THE MAJOR CASE CATEGORY TRACK TEAMS (SUBJECT MATTER EXPERTS)**

- Vet proposed E-Filing Rules, Technical Policy Manual and other official documentation developed by the Office of the Court Administrator during the course of the pilot relating to the targeted case category.
- Define e-filing requirements unique to the assigned case category including security, work flows and document templates.
- Participate in end-to-end user acceptance testing of electronic filings to ensure defined requirements are met.




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**MAJOR CASE GROUPS**

Supreme Court	District Courts	Courts of Limited Jurisdiction
Direct Appeals	Criminal	Civil
Original Proceedings	Civil	Small Claims
	Commitments	Criminal
	Juvenile	Traffic
	Abuse & Neglect	Landlord/Tenant
	Family	Unlawful Detainers
	Probate	




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**PURPOSE OF THE PILOT**

Overlapping phase between design and implementation.

- Allows evaluation of proposed interim rules, system architecture and procedures. ***Proof of Concept***
- Evaluate document workflows developed by the major case groups.
- Verify cost/benefit assumptions.
- Identify gaps and refinements.




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**PILOT COURTS**

Montana Supreme Court

Courts in Missoula & Mineral counties (4<sup>th</sup> Judicial District)

5<sup>th</sup> Judicial District Courts (Madison, Beaverhead and Jefferson)

Courts in Fergus, Judith Basin and Petroleum Counties (10<sup>th</sup> Judicial District)

Yellowstone County Justice Court




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**SCOPE OF THE PILOT**

Phase 1: Prosecutor initiated filings and appeals. (Criminal, Abuse & Neglect, Civil Commitments, and Juvenile.)  
1<sup>st</sup> 6 months of 2014.

Phase 2: General Civil with attorney representation by the close of 2014.




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**OFFICE OF THE COURT ADMINISTRATOR**

- Provide overall system-wide project management, including change control process, vendor contract management and communication plans.
- Provide and maintain a secure, hosted environment for e-filing system and related applications with 24-hour availability.
- Develop training materials and other resources for e-filing courts and e-filers.
- Facilitate the integration of the e-filing system with the court Case Management Systems.
- Work closely with the major case category track teams to implement their recommendations.
- Coordinate among and between the various stakeholders to insure successful e-filing pilot.




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