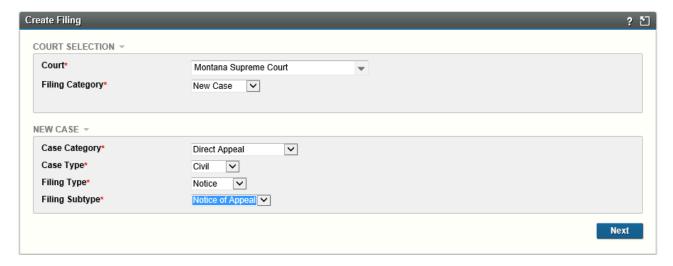
Filing a new Direct Appeal case at the Montana Supreme Court

Table of Contents

Create Filing	1
Filing Information – including Filing Fees	
Upload Documents	3
Service Information – preparing the Certificate of Service	3
Filing Summary – check your work and add the Motion for Fee Waiver if applicable	4
[Optional] Add a Motion for Fee Waiver	4
Making a payment – CitePay E-Filing Payments	5
()	Upload Documents

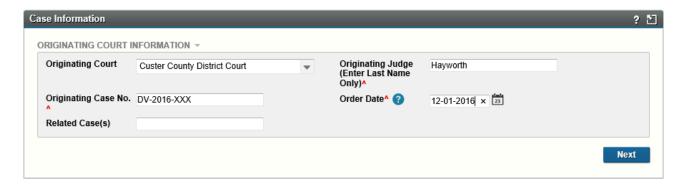
1. Create Filing

Fill in the blanks on the Create Filing page. Click the "Next" button.



2. Case Information

Fill in the blanks on the Originating Court Information page. Click the "Next" button.



3. Party Information

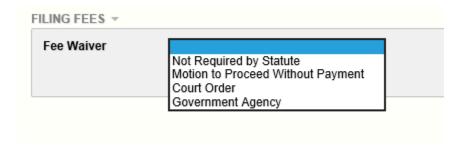
Add all parties on the Party Information page. Click the "Next" button.



4. Filing Information – including Filing Fees

- Add any relevant comment to the Clerk of Court.
- Click the checkbox to Request Emergency Filing only if the filing represents a true emergency.
- Click on all parties you are filing on behalf of.
- Note that a filing fee of \$100.00 will be charged if you do not specify that you are submitting a
 fee waiver for this filing.

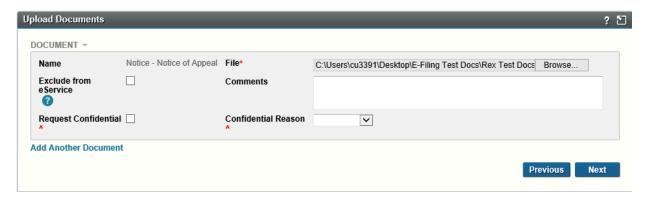
To submit a fee waiver, select the appropriate option from the drop-down menu at the bottom of the page.



If you select "Motion to Proceed Without Payment" you will need to add the Motion from the Filing Summary page. See section 8 below.

5. Upload Documents

Use the "Browse" or "Choose File" button, and then select the Notice of Appeal document from your computer.



Do not add the Motion to Proceed Without Payment on this page. Instead, see section 8 below.

6. Service Information – preparing the Certificate of Service

- Check that you are serving other registered e-filers.
- Check which service method you will use for any non-registered service recipients (Conventional or E-mail delivery).
- Add any other recipients who you want to show on the Certificate of Service.
- If there are no eService recipients, select the date of the Certificate of Service.



7. Filing Summary - check your work and add the Motion for Fee Waiver if applicable

Check that all information is correct and that the attached documents are the correct ones and that the fee is correctly listed. Use the "Edit Filing" button to make necessary changes. When satisfied, click "Add to Cart."

8. [Optional] Add a Motion for Fee Waiver

8.a. Click on the button "Attach Fee Waiver Motion/Other" to display the Associated Filing page. Click the "Next" button.



- 8.b. Click the box on whose behalf the filing fee is being paid. Click the "Next" button.
- 8.c. Upload the Motion to Proceed Without Payment of Filing Fee. Click the "Next" button.



- 8.d. Make any necessary changes to the Service Information page. The service screen at this time applies only to the Motion to Proceed Without Payment of Filing Fee. Click the "Next" button.
- 8.e. Check your work on the Filing Summary page. If the entries for Motion to Proceed Without Payment of Filing Fee are correct, Click "Add to Cart."
- 8.f. Your cart will contain a single filing with two documents attached. One of the documents will be the Notice of Appeal and the second will be the Motion to Proceed Without Payment of Filing Fee. The fee amount will be \$0.00.



8.g. The Filing Submission verification will show these details.



9. Making a payment – CitePay E-Filing Payments

From the Cart, click on the "Submit Filings" button to link to the secure payment processor.





Click on the "One-Time Payment" button and enter valid credit card information in the fields on the following page.

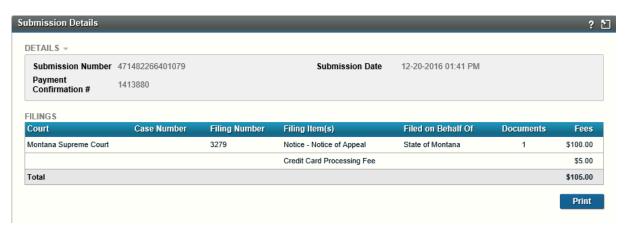


Please note that there is a credit card processing fee that is added to the statutory filing fee.

All fields with a red asterisk must be filled in correctly. (The Receipt email address is optional.)

- Expiration Month is a 2-digit number, so a leading zero is required for months January through September (01-09).
- Expiration Year is a 2-digit number indicating the last two digits of the year. For example, for 2021, enter only 21.

Click on the "Process Payment" button. An intermediate screen indicates that your payment is being processed. When successful, you will be returned to the E-Filing system and a message indicates that your filing has been submitted with the proper payment.



Creating and Using a Wallet Account is discussed in a separate document.