

Filed this 24 day of

Oct A.D. 20 19

at 12:30 o'clock P M

Molly G. Sweetgrass  
Clerk of District Court  
Park County, Montana

By \_\_\_\_\_  
Deputy

HON. BRENDA R. GILBERT  
District Judge  
Sixth Judicial District Court  
414 East Callender Street  
Livingston, Montana 59047  
406-222-4130

**MONTANA SIXTH JUDICIAL DISTRICT COURT  
PARK AND SWEET GRASS COUNTIES**

**STANDING ORDER REGARDING FAX AND EMAIL FILINGS**

Local Rule 10 J. currently provides the following:

Counsel shall not submit documents to the Clerk of District Court by telefax absent actual emergency. Inability to submit a document by a previously Court-ordered deadline shall not be considered an emergency.

Filing of documents is a matter within the purview of the Clerk of District Court, who wishes to implement a policy change regarding fax and email filings. The Local Rule will be amended to reflect this change. In the interim, pending a revision of the Local Court Rules, good cause exists for entry of the following standing order:

is amended as follows:

- 1. Sixth Judicial District Local Rule Ten J. is hereby amended as follows:

The preferred filing method for documents is via US mail or in person. However, documents may be submitted for filing by email or fax filing.

**Email filings:**

Park County 6th Judicial District Court parkdcc@mt.gov

Sweet Grass County 6th Judicial District Court clerkofcourt.sweetgrass@mt.gov

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1 **Fax filings:**

2 Sweet Grass County 6th Judicial District Court 406-932-5433

3 Park County 6th Judicial District Court 406-222-4128

4 The following guidelines must be followed:

- 5 i. All documents must be properly signed and dated.  
6 ii. Email documents must be in PDF format and submitted as an attachment to email.  
7 iii. A document having original signatures must be provided within five business days  
8 of the filing of any faxed or emailed documents.  
9 iv. The Clerk of Court shall print, date stamp, and file the email or fax. The hard copy  
10 original shall be filed upon receipt. When the original has been filed, the first page of  
11 the fax or email, reflecting the date filed, will be retained. The remainder of the fax or  
12 email may be discarded by the Clerk of Court.  
13 v. As dictated by statute, the filing fee for filing a pleading by fax or email in all  
14 criminal and civil proceedings shall be 50 cents per page. 25-1-201(1)(r)MCA  
15 vi. The use of fax or email transmission shall not change or delay the required payment  
16 of fees. It shall be the obligation of the person filing the fax or email document to pay  
17 any required fees in the manner and within the required time  
18 vii. Original exhibits and attachments must be MAILED to the District Clerk of Court.

14 2. Amendment of the Local Court Rules to reflect this change will be carried out in the  
15 forthcoming comprehensive review of Local Court Rules, which review will include the  
16 input of members of the local bar association.

17 DATED this 24<sup>th</sup> day of October, 2019.

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BRENDA R. GILBERT, District Judge

21 CC: Park County Clerk of District Court  
22 Sweet Grass County Clerk of District Court