

CLERK OF DISTRICT COURT SIXTH JUDICIAL DISTRICT

Molly Bradberry

Pamela Reisenauer, Deputy
Meghan Miller, Deputy
Shannon Foster, Deputy

December 13, 2022

Greetings!

The State of Montana Office of the Court Administrator under the direction of the Commission on Technology has implemented the Public Portal Access system.

The public can search by party name or case number for unsealed Park County District Court cases. If a case is located, you may then view a list of documents filed in the case. To view the individual documents, you may come into our office and view them on the public computer or you may contact us to have the document(s) emailed to you or printed and mailed to you. State statute charges do apply for emailed and printed copies. The Public Portal does not have a document view function.

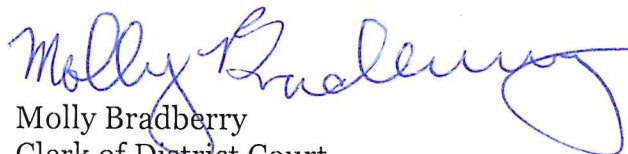
Go to <https://courts.mt.gov> to access the Public Portal. Then click on PUBLIC ACCESS PORTAL(S). On this screen, click on <https://deportal.pubcourts.mt.gov> This will take you to a screen titled LOG IN TO PUBLIC ACCESS PORTAL. There will be a drop down at the bottom of this screen where you will choose Park District Court and then click Log In.

You may then search for a case by party name or case number. You may also view the Park County District Court calendar.

For your convenience, attached are instructions on how to search by party name, how to search using the case number, and instructions on how to view the Court calendar.

Also attached are the RULES FOR ACCESS TO THE TRIAL COURT PUBLIC RECORD PORTAL. These can also be found on the Public Portal.

We hope this new Public Portal will be beneficial to you. If you have any questions or concerns, please do not hesitate to contact us at 222-4125. Thank you!



Molly Bradberry
Clerk of District Court
Park County

TO SEARCH BY PARTY IN THE PUBLIC PORTAL

Go to <https://courts.mt.gov>

Click on PUBLIC ACCESS PORTAL (S)

Click on <https://dcportal.pubcourts.mt.gov>

Use the drop down to select PARK COUNTY and click
LOG IN

Click SEARCH at the top of the screen

Click Case Searches

Click By Party

Enter the name of the party you are looking for

Click Search

If there are cases associated with the name, a list of
cases will appear

To go into a case, click on the case number that appears
in BLUE

To see a list of the documents in the case, click on the
tab that says ROA on the left side of the screen

To view a document, contact the Clerk's office to either
have the document(s) emailed to you or printed for you
(State statute charges apply)

You may also come into our office and use the Public Computer to view documents free of charge

TO FIND A CASE IN THE PUBLIC PORTAL USING THE CASE NUMBER

Go to <https://courts.mt.gov>

Click on PUBLIC ACCESS PORTAL (S)

Click on <https://dcportal.pubcourts.mt.gov>

Use the drop down to select PARK COUNTY and click
LOG IN

Click CASES at the top of the screen

Enter the case number in the Case Lookup boxes

Click Retrieve

To view a list of documents filed in the case, click the
ROA tab on the left of the screen

To view a document, contact the Clerk's office to either
have the document(s) emailed to you or printed for you
(State statute charges apply)

You may also come into our office and use the Public
Computer to view documents free of charge

TO VIEW THE COURT CALENDAR

Go to <https://courts.mt.gov>

Click on PUBLIC ACCESS PORTAL (S)

Click on <https://dcportal.pubcourts.mt.gov>

Use the drop down to select PARK COUNTY and click
LOG IN

Click SCHEDULING at the top of the screen

Click Weekly Court Calendar

Enter the date

Click Retrieve

Under the day of the week, you will see the words
CRIMINAL and CIVIL in blue

Click on the blue CRIMINAL and CIVIL to see the
hearings scheduled

RULES FOR ACCESS TO THE TRIAL COURT PUBLIC RECORD PORTAL

Section 1.00- Purpose of these Rules

These rules provide policy guidance for the use of the Full Court Enterprise portal that provides public access to records filed with district court and courts of limited jurisdiction. These rules are not intended to address access to official court records available through local Clerks of Courts' offices. Access to official court records is governed by statute and court orders. Best practice guides for searching and using the public portal, including links to the appropriate local court, are available at courts.mt.gov. The public portal is intended to:

- (a) Maximize accessibility to court records,
- (b) Support the role of the judiciary,
- (c) Promote governmental accountability,
- (d) Contribute to public safety,
- (e) Protect individual privacy rights and interests,
- (f) Make most effective use of court and clerk of court staff,
- (g) Provide excellent customer service, and
- (h) Not unduly burden the ongoing business of the judiciary.

Section 2.00- Who Has Access under these Rules

Every member of the public will have the same access to the trial court public portal as deployed by the Office of Court Administrator under the direction of the Commission on Technology. The COT recognizes the rules will need to change as more courts use e-filing and different technologies become available to increase the type of information available in a centralized public portal.

Section 3.00- Definitions

For purposes of these rules:

- (a) "Public Portal" is a web-based searchable case index, which provides the case number, case type, party names, and the name of the court in which the case is filed. The public portal is not the court record.
- (b) "Court record" includes:
 - (1) Any document, information, or other item that is collected, received, or maintained in the official case file by a court or clerk of court in connection with a judicial proceeding;
 - (2) Any index, calendar, docket, register of actions, official record of the proceedings, order, decree, judgment, minute, and any information in a case management system created by or prepared by the court or clerk of court that is related to a judicial proceeding; and
 - (3) Information maintained by the court or clerk of court pertaining to the administration of the court or clerk of court office and not associated with any particular case.
- (c) "Court record" does not include:

- (1) Notes, drafts and other judicial work product prepared by a judge or for a judge by court staff or individuals working for the judge related to cases before the court when it is not included in the official case file.
- (2) Other non-court records maintained by the public official who also serves as clerk of court.
- (3) Information gathered, maintained or stored by a governmental agency or other entity to which the court has access, but which is not part of the court record.

Section 4.00- Public Access Portal Search Terms

- (a) The public access portal shall allow the public to search by court, by name of the party so long as the party is over the age of 18 years, or by the case number.

Section 4.10- General Access Rule

- (a) Information in the online public portal is accessible to the public except as prohibited by section 4.30.
- (b) The local clerk of court should be contacted regarding questions about records not available in the public access system.

Section 4.20- Court Records Subject to Remote Access by the Public

The public portal shall include:

- (a) Litigant/party indexes to cases filed with the court;
- (b) Listings of new case filings, including the names of the parties;
- (c) Register of actions showing what documents have been filed in a case; and
- (d) Calendars or dockets of court proceedings, including the case number and caption, date and time of hearing, and location of hearing.

Section 4.30- Court Records Exempt From Remote Search Access by the Public

The public portal shall not include:

- (a) Cases specifically sealed by statute including, but not limited to, child abuse and neglect cases, adoption cases, paternity cases, and commitment cases;
- (b) Cases filed under the Youth Court Act and designated as a juvenile case (DJ) in the case management system; and,
- (c) Cases sealed through order of the court.

Section 5.00- How Court Records May Be Accessed

- (a) Full case records identified through the public portal will be available for public access in each courthouse during hours established by each court. The public portal will be available for access at least during the hours established by the court for courthouse access, subject to unexpected technical failures or normal system maintenance announced in advance.
- (b) Upon receiving a request for access to information, the court will respond within a reasonable time regarding the availability of the information and provide the information within a reasonable time.
- (c) Costs associated with providing court records are outlined in statute.

All courts will inform the public of the rules by which the courts will correct, expunge, or update inaccurate information.

Section 6.0 - Procedure to Correct or Update Inaccurate Information

An individual who believes the public portal contains clerical errors may submit a written request for correction to the court, clerk of court, or other custodian who maintains the record, with a copy served on all parties to the case. Such request shall be no longer than two pages in length. The custodian shall promptly do one of the following:

- (a) Correct a clerical error for which no court order is required
- (b) forward the request to the court to be considered informally; or
- (c) forward the request to the party or participant who submitted the record containing the alleged clerical error who in turn may seek appropriate relief from the court.

Upon forwarding under clause (b), the court may either correct the error on its own initiative or direct that the request will only be considered pursuant to a motion requesting correction. The court's direction may also establish appropriate requirements for a motion. The request for correction authorized in the rule need not be exhausted before other relief is requested.