

1/10/2023

To
E-Filing attorneys at
district and limited
courts

Clerk of Court at
district and limited
courts

Supporting document link changes at District and Limited Courts

This change applies to all trial courts but not the
Montana Supreme Court.

As of 1/10/2023 the only document which may be
uploaded as a supporting document is the Montana
Statistics Reporting Form. All other documents should be
uploaded using the link *Add Another Lead Document*.

Use the Document Filing Type 'Proposed Document'
when attaching proposed orders.

Upload Document Screen

The screenshot shows the 'Upload Documents' interface. At the top, there's a 'DOCUMENT' dropdown menu. Below it, the form is organized into several sections: 'Name' (set to 'Motion - Motion'), 'File*' (with a 'Choose File' button and 'No file chosen' text), 'Document Filing Type*' (a dropdown menu), 'Document Filing Subtype*' (a dropdown menu), 'Comments' (a text area), 'Exclude from eService?' (a checkbox), 'Request Confidential?' (a checkbox), and 'Confidential Reason*' (a dropdown menu). At the bottom left, there are two links: 'Add Another Lead Document' and 'Add Supporting Document', both enclosed in a red rectangular box. A red arrow points from the right side of this box towards the left. At the bottom right, there are 'Previous' and 'Next' buttons.

Montana Courts Electronic Filing

Contact us for questions at efilingtechsupport@mt.gov

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