

UNITED STATES DISTRICT COURT



E-FILING INITIATING DOCUMENTS (COMPLAINT, NOTICE OF REMOVAL, ETC.) IN A SHELL CASE

For complete instructions for e-filing initiating documents in a shell case, view the electronic learning module entitled Filing in a Shell Case located on the Court's website.

All initiating documents should be e-filed in the shell case number 08-8000 for the appropriate Division (1 = Billings, 2 = Butte, 4 = Great Falls, 6 = Helena, and 9 = Missioula) .

The filing fee may be paid on-line during the e-filing process, or you may pay the Clerk's Office directly. If you opt to pay the Clerk's Office directly, you must do so before beginning the e-filing process so that you have a receipt number to enter at the payment screen.

E-file the initiating document (e.g., complaint, notice of removal) using the applicable event. Attach the Civil Cover Sheet and any additional documents to the initiating document. Also attach any summons(es) for issuance by the Clerk's Office.

Once you have completed the e-filing process, the NEF will be generated to Case Managers in the appropriate Division. The documents will be quality controlled and a case number and judge will be assigned. The actual case will be opened by the Clerk's Office and the initiating documents and its attachments will be entered into the actual case as of the date they were e-filed in the shell case. Once entered, you will receive the NEF generated from the actual case, which is how you will be advised of the case number

and judge assigned to your case. Any issued Summons(es) will be mailed to you unless you advise us that you would rather pick them up at the Clerk's Office. All future filings shall be made under the case number assigned.

For further assistance, call the CM/ECF Help Desk at 866-463-4052.