



DISTRICT OF MONTANA QUARTERLY NEWSLETTER



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Filing in a Shell Case: Reminder

When filing in a Shell Case, remember to click on the box on the left of the attorney/party association page to disassociate yourself as counsel of record. If you do not do so, you will mistakenly associate yourself with the shell case and you will receive NEFs for all shell case complaints. Do not worry! The clerk will add you as counsel of record when the actual case is opened.

Clerk of Court Divisional Offices

Billings: 247-7000

Butte: 782-0432

Great Falls: 727-1922

Helena: 441-1355

Missoula: 542-7260

District of Montana
Website:

www.mtd.uscourts.gov

Questions about filing electronically?

CM/ECF Electronic Learning Modules (ELMs) are available at:

[http://
www.mtd.uscourts.gov/
efiling.html#training](http://www.mtd.uscourts.gov/efiling.html#training)

Pay.gov

Pay.gov - Have you wondered if you were double billed for paying a filing fee using Pay.gov, or discovered you were upon receipt of your monthly credit card statement? Whenever docketing an event requiring a filing fee (complaint, notice of removal, admission of a *pro hac vice* attorney), if you hit the "Back" button after entering your payment information to attach a document or change something regarding your filing, you will be double billed. Best practice, make sure you have your document and all attachments/exhibits correctly saved to PDF and attached correctly during the filing process. If you do hit the "Back" button or realize you forgot to attach an attachment/exhibit, call the Help Desk (866-463-4052) for direction. The Clerk's office will be able to confirm if duplicate billing of a filing fee occurred, make the necessary arrangements to have the duplicate fee refunded, and/or direct you in the proper procedure of filing the missing attachment/exhibit.

Notices of Correction

In an effort to ensure that filing errors made by e-filers are handled consistently across the District, we will be implementing a new way of issuing Notices of Correction in the near future. Once the new procedure is implemented, when a correction notice is issued, the docket text will no longer describe the error made, there will be a form document attached to the entry which will give a brief overview of the error as well as any corrective action that may be necessary. If there are multiple errors made with a filing, there will be a form document for each error attached to the corrective entry.

When our IT department receives a "bounce back" e-mail for undeliverable NEFs that were sent to secondary e-mail addresses, a Notice of Correction will be entered on the docket and a form document attached, advising the account owner to take the corrective steps of maintaining his or her account to delete any secondary e-mail address that is no longer applicable, such as when a secondary e-mail address has been eliminated within the firm due to an employee's departure. It is the responsibility of the attorney as the account owner to ensure that his or her account is properly maintained so that NEFs are generated to the correct people he or she has designated, when there is a change in staffing, the account must be modified accordingly.

Public Access to Court Records (PACER)

- You can search for a federal court case by either going directly to the court the case was filed in or by utilizing the PACER Case Locator. Follow this link to get to both: <http://www.pacer.gov/findcase.html>

Please note that information in the PACER Case Locator system could be up to 24 hours old.

- PACER fees increased April 1st. See full article at: <http://www.pacer.gov/>
- PACER Case Locator Training is now available at: <http://www.pacer.gov/training/display.html>