



DISTRICT OF MONTANA QUARTERLY NEWSLETTER



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NEW LOCAL RULES

The new amendments to the Local Rules went into effect on April 7, 2014. All attorneys and support staff are encouraged to review the changes.

- ◆ *Statement of Stipulated Facts:* No less than seven days prior to the preliminary pretrial conference, the plaintiff is required to file a Statement of Stipulated Facts to which all parties agree. L.R. 16.2(b)(3). The statement can be filed using the event Statement of Stipulated Facts found under the Other Documents menu.
- ◆ *Motion Exhibits:* Within seven days after a motion is decided, exhibits that could not practically be scanned into the electronic record must be reclaimed by the filing party. L.R. 1.4(f)(2)(B); Admin Manual § 4.g(5)(b). The clerk's office will notify you if the exhibit is needed by this or any other court. L.R. 1.4(f)(3); Admin. Manual § 4.g(5)(c).
- ◆ *Consent to Magistrate Judge:* The time for returning forms for consenting or objecting to the jurisdiction of the United States magistrate judge has been shortened to 14 days after the form has been served by the clerk's office. L.R. 73.1(c)
- ◆ *Filing Documents Subject to a Protective Order:* Documents containing information subject to a protective order are no longer pre-authorized to be filed under seal. Parties may redact such documents, but only if they first file a motion for leave to redact and receive an order allowing them to do so. L.R. 26.4(b). Please see the Admin Manual § 6.b.iv(5) for instructions on filing redacted documents subject to a protective order.
- ◆ *Patent, Trademark, and Copyright:* Attorneys filing patent, trademark, or copyright cases are now required to complete Form AO 120 or AO 121 upon filing a new action. Please review L.R. 3.1(b) and Admin Manual § 8.k for further information.
- ◆ *Social Security Cases:* Unless the defendant files a motion to dismiss, the clerk's office will issue a social security briefing schedule after the answer and administrative record have been filed. L.R. 78.2.

Administrative Procedures Manual - Updated

The [Administrative Procedures Manual](#) has been reorganized and modified in accordance with the new Local Rules which went into effect on April 7, 2014. You are encouraged to review the [Administrative Procedures Manual](#) so that you are aware of the latest changes.

Conventionally Filed Document Pursuant to Local Rule 1.4(f) and the Administrative Procedures Manual

Local Rule 1.4(f) no longer requires filers to submit Form A – Notice of Filing Item with a conventional filing. Form A no longer exists. When filing a document conventionally, the document should be accompanied by an original certificate of service. The clerk's office will e-file the certificate of service, and within the docket text note the location of the non-electronic item.

Clerk of Court Divisional Offices

Billings: 247-7000 Great Falls: 727-1922 Butte: 497-1279 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>

CM/ECF Helpdesk: 866-463-4052