



DISTRICT OF MONTANA QUARTERLY NEWSLETTER



VOLUME 2, ISSUE 3, JULY 2012

COURTHOUSE NEWS - BILLINGS & MISSOULA

James F. Battin Courthouse - Move to the New Building

On August 10, 2012, the Billings staff will begin to move the Court to its new location at 2601 2nd Avenue North. No court proceedings will take place during the week of August 13, 2012, in order to allow staff to concentrate on unpacking and making sure the new courthouse is shipshape. Billings will be back to business as usual the week of August 20, 2012.

Russell E. Smith Courthouse - August Renovations

The front entrance to the Russell Smith Courthouse in Missoula will be unavailable during the month of August. Renovations are being made to the main lobby of the building as well as the basement atriums. Public access will be granted through the man-gate on the east side of the building. Visitors to the building will be required to go through the regular screening process located at the back entrance. The Clerk's Office will be providing customer service on the first floor and will escort the public/attorneys upstairs if needed. The Probation department will also be responsible for escorting visitors to the basement level accordingly. Questions or concerns may be directed to the Clerk's Office at 406-542-7260.

ATTENTION:

CM/ECF will be down from August 9th at 5:30 pm until August 12th at 12:00 pm.

NEFs

Have you received an NEF from the Court regarding a filing and not viewed or downloaded the document attached to the NEF? This may not be a good practice. Documents filed in CM/ECF and sent to you with the NEF are only available for 15 days from receipt of the e-mail notification. If you do not download the document within the 15 days, you will have to download the document through PACER and be charged a fee. Best practice: download the document as soon as you receive the NEF.

Search Feature

Not sure where to find your event when E-filing a pleading? Use the CM/ECF "Search" feature located on the dark blue ribbon bar at the top of the screen. Click on "Search" and a fillable drop-down box will appear where you can enter in your pleading type. For example, if you are filing a Certificate of Service, type "certificate" in the Search drop-down box; all CM-ECF events (both civil and criminal) regarding certificates will appear. From this screen, you can click on the appropriate event and complete your E-filing.

REMINDER: The Butte Division of the Clerk's Office has a new phone number: (406) 497-1279.

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