



DISTRICT OF MONTANA QUARTERLY NEWSLETTER



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ATTENTION CJA PANEL ATTORNEYS:

On appointments post 3/1/13, all **CJA 20 & 21** vouchers must be submitted electronically through the CJA eVoucher system. You may find pertinent instructions in the CJA eVoucher Attorney Training Manual located on the court's website at: <http://www.mtd.uscourts.gov/evoucher.html>

Electronic Filing - Scanning Specification Reminders

Pursuant to the Administrative Procedures Manual for Filing in the District of Montana, the scanner should be configured no finer than 300 dpi (dots per inch) and black and white rather than color scanning for imaging non-computerized documents. When scanning photographs which are not available digitally, they should be scanned using a color setting on the scanner rather than scanning them in black and white.

Transcript Designation and Ordering Form

When requesting a transcript, please use the District of Montana's Transcript Designation and Ordering Form. Remember to docket the form in CM/ECF, mail to opposing counsel if they are not electronic filers, and serve the court reporter.

Describing Attachments When E-filing

When you arrive at the page for uploading attachments, please describe the documents. Remember that it is easier for the judge to locate the document on the docket sheet if you have labelled it as something other than Exhibit A.

You do not need to select a category from the Category box. Instead, you can text in the entire description in the Description Box. So, if you were attaching an insurance policy marked as Exhibit A, describe it as shown below.

Attachments	Category	Description
1. Q:\ARCHIVE\F-CR-13-84-BLG-DWM_Mot <input type="button" value="Browse..."/>	<input type="text"/>	Exhibit A - Insurance Polic <input type="button" value="Remove"/>

On the other hand, if you have selected the word Exhibit from the Category box, do not repeat the word in the in the Description box. Instead, text in only the rest of the description in the Description box as shown below.

Attachments	Category	Description
1. Q:\ARCHIVE\F-CR-13-84-BLG-DWM_Mot <input type="button" value="Browse..."/>	Exhibit	A - Insurance Policy <input type="button" value="Remove"/>

Clerk of Court Divisional Offices

Billings: 247-7000 Great Falls: 727-1922 Butte: 782-0432 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