



United States District Court  
District of Montana



## ATTORNEY ADMISSIONS AND E-FILE

On September 27, 2021, the United States District Court for the District of Montana upgraded to the next generation of CM/ECF (NextGen CM/ECF). This upgrade allows attorneys to request admission to this court's bar and authorization to e-file online using PACER.

To apply for admission to this court's bar, an attorney must be an active member in good standing of the Montana State Bar and not subject to any pending administrative, disciplinary, suspension, or disbarment order in any jurisdiction. Please complete the online application using PACER and follow the instructions below. Before applying, attorneys must have an [individual, upgraded PACER account](#) (shared PACER accounts cannot be used for this process). If an individual PACER account was created prior to August 2014, the account must be upgraded (see [Upgrading Your PACER Account for instructions](#)).

After the court reviews your application and verifies your membership in the Montana State Bar, an e-mail will be sent to you that will include a link to pay the admission fee. The admission fee must be paid within 7 days from the date of the e-mail. If the fee is not timely paid, the application will be denied and a new application will need to be submitted.

## ATTORNEY ADMISSIONS AND E-FILE INSTRUCTIONS

**STEP 1** Go to PACER at <https://pacer.uscourts.gov/>. Click on the Manage MY Account link.



Click **“Login to Mange My Account”** & enter your PACER **Username** and **Password**.  
Click **Login**.

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Enter your PACER credentials to update personal information, register to e-file, make an online payment, or to perform other account maintenance functions.

## Login

\* Required Information

Username \*

Password \*

Login

Clear

Cancel

[Need an Account?](#) | [Forgot Your Password?](#) | [Forgot Username?](#)

**NOTICE:** This is a restricted government website for official PACER use only. Unauthorized entry is prohibited and subject to prosecution under Title 18 of the U.S. Code. All activities and access attempts are logged.

**STEP 2** Click the **Maintenance** tab

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[E-File Registration/Maintenance History](#)

Click the **Attorney Admissions/E-File Registration** link.

Settings **Maintenance** Payments Usage

[Update Personal Information](#) [Attorney Admissions / E-File Registration](#)  
[Update Address Information](#) [Non-Attorney E-File Registration](#)  
[E-File Registration/Maintenance History](#)

**STEP 3** From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select **Montana District Court**. Click **Next**.

|                    |                        |
|--------------------|------------------------|
| Account Number     | 7042179                |
| Username           | mtdatty10              |
| Account Balance    | \$0.00                 |
| Case Search Status | Inactive               |
| Account Type       | Upgraded PACER Account |

**In what court do you want to practice?**  
\* Required Information

Court Type \*

Court \*

**Note:** Centralized attorney admissions and e-file registration are currently not available for all courts. If you do not see a court listed, please visit that court's website. To find more information on all courts, visit the [Court CM/ECF Lookup page](#).

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**STEP 4** On the "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR" screen, click the [Attorney Admissions and E-File](#) link.

**What would you like to apply/register for?**



Attorney Admissions and E-File

E-File Registration Only

Pro Hac Vice

Multi-District Litigation

Federal Attorney

[Before continuing, view the local Policies and Procedures on Electronic Filing for the selected court](#)

ELECTRONIC FILING: 1. Attorneys who are members of this court's bar and have active cases, but do not have e-filing privileges, must select the "E-File Registration Only" option above to sign-up to e-file and receive notifications of case activity. 2. Pro hac vice attorneys who have been admitted to practice in this court per court order must select the "Pro Hac Vice" option above to sign-up to e-file and receive electronic notifications of case activity. 3. Attorneys employed by or on special assignment for the United States Government and its agencies or employed by a Federal Public Defender's Office must select the "Federal Attorney" option above to sign-up to e-file and receive electronic notifications of case activity. Prior to e-filing all attorneys must be familiar with the District of Montana's Guide to Filing. Please click the above link to access the Guide to E-Filing in District of Montana.

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[Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court](#)

**ADMISSIONS:** To apply for admission to this court's bar, an attorney must be an active member of the State Bar of Montana and not subject to any pending administrative or disciplinary suspension or disbarment order in any jurisdiction. Please complete the online application by clicking the "Attorney Admissions and E-File" option above. All attorneys who practice in the District of Montana must read and comply with the District of Montana's Local Rules of Procedure. Please click the above link to access the Local Rules for the District of Montana. For additional information please see our website at [www.mtd.uscourts.gov](http://www.mtd.uscourts.gov).

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Cancel

## ATTORNEY BAR INFORMATION

**STEP 5** On the "**Attorney Bar Information**" section: Select the appropriate check boxes to indicate federal bar or state bar admissions, if applicable. To add additional bar memberships, please click **Add**. If you are currently admitted to another NextGen CM/ECF court, it is automatically listed by the system. However, if you are also admitted to any courts that have not upgraded to NextGen CM/ECF, you will need to manually enter this information.

### Complete all sections of Attorney Admissions

#### Attorney Bar Information

\* Required Information

##### FEDERAL BAR INFORMATION

☐ I am admitted to the bar in one or more federal courts.

Our data indicates that you have been admitted to the bar of the following federal court(s):

| Verified Federal Bar Information        |        |            |               |
|---|--------|------------|---------------|
| Federal Court                           | Bar ID | Bar Status | Date Admitted |
| No verified federal bar data available. |        |            |               |

Enter information for any federal court not listed in table on the left:

| Additional Federal Bar Information                      |        |               |
|---|--------|---------------|
| Federal Court   | Bar ID | Date Admitted |
| Click the "Add" button below to enter federal bar data. |        |               |
| + Add   |        |               |

##### STATE BAR INFORMATION


☐ I am admitted to the bar in one or more states.

Enter information for any state(s) in which you have been admitted to the bar:

| Additional State Bar Information                      |        |               |
|---|--------|---------------|
| State   | Bar ID | Date Admitted |
| Click the "Add" button below to enter state bar data. |        |               |
| + Add   |        |               |

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**STEP 6** Enter the name of your sponsoring attorney. The sponsoring attorney is the attorney that signs the required [Character Certificate](#) that you will upload at Step 8. The sponsoring attorney must be an active member of this Court's bar and an active member of the State Bar of Montana.

| Sponsoring Attorney |                      |              |   |
|---------------------|----------------------|--------------|---|
| Bar ID              | <input type="text"/> | Jurisdiction | <input type="text" value="Select Court"/>  |
| First Name          | <input type="text"/> | Middle Name  | <input type="text"/>  |
|                     |                      | Last Name    | <input type="text"/>  |

**STEP 7** Respond to each question and check the box acknowledging that you will be charged an admission fee.

- Exception: Federal Attorneys (attorneys that are currently employed or retained by the United States or the Federal Defenders of Montana) are exempt from paying the admission fee and should check the box requesting that the fee be waived.

| Attorney Information  |  |
|---|--|
| Attorney Type (check all that apply) *  | <input type="checkbox"/> Civil <input type="checkbox"/> Criminal <input type="checkbox"/> Bankruptcy |
| Have you ever been disbarred/censured/denied admission? *                                     | <input type="radio"/> Yes <input type="radio"/> No   |
| Do you have any disciplinary actions pending? *   | <input type="radio"/> Yes <input type="radio"/> No   |
| Have you ever been convicted of a felony? *   | <input type="radio"/> Yes <input type="radio"/> No   |
| Fee Acknowledgment *  |  |
| <input type="radio"/> I acknowledge that I will be charged an admission fee if I am admitted. |  |
| <input type="radio"/> I request that the admission fee be waived for the following reason:    |  |

**STEP 8** Upload the required [Character Certificate](#). This certificate must be signed by an attorney that is an active member of this Court's bar and an active member of the State Bar of Montana.



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**STEP 9** All questions must be answered truthfully to the best of your knowledge. Answers may be Yes or No, or you may provide an explanation when necessary. Click **Next**.

### Additional Attorney Information Required by Court

Are you an attorney of good moral character who is an active member of the State Bar of Montana? If yes, please enter your bar number. If no, please explain. (If you are a new attorney awaiting admission to the Montana State Bar, please see the next question.) \*



Did you pass the Montana Bar Examination during the current calendar year AND plan on getting sworn in to practice before the U.S. District Court for the District of Montana at our spring or fall attorney swearing in ceremony to be held after the Montana Supreme Court swearing in ceremony? If so, please indicate the date of your planned swearing in ceremonies. PLEASE NOTE: Attorney admission ceremonies are optional in the District of Montana \*



Do you certify that you have read the Local Rules for the District of Montana and the Guide for Filing in the District of Montana (fka Administrative Procedures Manual) and that you will comply with these rules and procedures? \*



Do you certify that you have completed the training provided by the District of Montana or that you are a registered user in another federal district or bankruptcy court's ECF system? \*



Once you are admitted to this court's bar, you will receive an e-mail that contains a Certificate of Admission in PDF format. Please enter your name as you would like it to appear on your certificate. \*



OATH: Do you solemnly swear that you will support, obey, and defend the Constitution of the United States; that you will discharge the duties of attorney and

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COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

**STEP 10** Under the “Filer Information” section, review the information and make changes, if necessary, and check the acknowledgment that you are submitting the e-filing registration for an individual.

## Complete all sections of E-File Registration

### Filer Information




**\* Required Information**

Role in Court Attorney  
Title    
Name Twentyseven Montana

☒ I acknowledge that I am submitting the e-file registration for the individual listed above. **Note: If more than one individual uses this account, you must create a new PACER account for the individual who needs e-filing privileges, if she or he does not already have one. \***

**Please verify your address. You may also enter a different address from the one provided for your CSO account.**

☐ Use a different address. Checking this will clear the address fields below.

Firm/Office   
Unit/Department   
Address \*   
  
  
Room/Suite   
City \*   
State \*     
County \*  

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Optional: Enter the applicable information under Additional Filer Information. Do not enter any information for the "Most Recent Case."

## Additional Filer Information

|  |   |
|--|---|
| Already Admitted at Court                                | <input type="text" value="Select Court"/> ▼ |
| Court Bar ID   | <input type="text"/>                        |
| Other Names Used   | <input type="text"/>                        |
| Most Recent Case<br>(in court where you are registering) | <input type="text"/>                        |

**STEP 11** Delivery Method and Formatting refers to your method, frequency, and e-mail format preferences for Notices of Electronic Filings (NEF) received from NextGen CM/ECF. If you want your NextGen CM/ECF e-mails delivered to a different e-mail address other than the one you have registered with PACER, enter that e-mail address here. You may receive your NEFs either "Once per Day (Daily Summary)" or "At The Time of Filing (One E-mail per Filing)." The most requested e-mail format is HTML, but you can select Text, if you prefer. Click Next.

## Delivery Method and Formatting

☐ Use a different email. Checking this will clear the primary email fields below.

|                   |  |
|-------------------|--|
| Primary Email *   | <input type="text" value="districtcourtmontana+27@gmail.com"/> ? |
| Confirm Email *   | <input type="text" value="districtcourtmontana+27@gmail.com"/> ? |
| Email Frequency * | <input type="text" value="Select Email Frequency"/> ▼            |
| Email Format *    | <input type="text" value="Select Email Format"/> ▼               |

[Next](#)[Back](#)[Reset](#)[Cancel](#)

**STEP 12 Payment Information:** This screen is used to set up a payment account for PACER fees that you may incur, it is optional. If you want to set up your PACER payment account at this time, please click Add Credit Card or Add ACH Payment. Please note, this screen is not used to pay any fees owing to the District of Montana.

**\*\*Note:** if you are interested in central billing for multiple people with PACER accounts, i.e. law firms, please refer to [PACER Administrative Account User Manual](#).



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**Payment Information**

**NOTE:** Not all courts accept ACH payments. If the court to which you are making a payment does not accept ACH, then ACH payments will not be available as an option during payment. In addition, the PACER Service Center does not accept ACH payments for PACER (case search) fees.

This section is optional. If you do not enter payment information here, you may do so later by selecting the **Make One-Time PACER Fee Payment** option under the **Payments** tab.

Select your method of payment from the **Add Credit Card** and **Add ACH Payment** options below. You may store up to three payment methods.

To designate a card as the default for e-filing or admissions fees, click the **Set default** link in the box(es) below. To remove the card as a default, click the **Turn off** link.

[Add Credit Card](#) [Add ACH Payment](#)

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**Add/Update Credit Card Payment**

**\* Required Information**



Account Holder Name \*

Enter your name as it appears on your account.

Card Type \*

Select Card Type

Account Number \*

Card Expiration Date \*

01

/

2020

☐ Use billing address

Address \*

City \*

State \*

Select State

Zip/Postal Code \*

Country \*

United States of America

Account Nickname

Note: We protect the security of your information during transmission using Secure Sockets Layer (SSL) software, which encrypts information you submit.

Submit

Close

Click **Submit**.

**IMPORTANT:** After you submit your application, you will be required to pay your admission fee online to the District of Montana using the link provided in an e-mail. You will be required to log into PACER. It will ask for a Client Code, that can be left blank. Additional instructions on how to pay the fee after you receive the link can be found [here](#).

## ACKNOWLEDGEMENT OF E-FILING TERMS AND CONDITIONS

**STEP 13** After reading the “Attorney E-Filing Terms and Conditions” and the local court policies and procedures, check the acknowledgment boxes. Click Submit.

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## Acknowledgment of Policies and Procedures for Attorney Admissions

- ☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

## E-Filing Terms of Use

### Attorney E-filing Terms and Conditions

- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my signature for all purposes, including the Federal Rules of Procedure and the local rules of the court(s) where I am filing, and shall have the same force and effect as if I had affixed by signature on a paper document being filed or submitted.
- I agree that a filing or submission made with my judiciary e-filing login and password constitutes my affirmation that I am admitted to practice in the court(s) where I am filing, or am permitted to make an appearance in those court(s) in accordance with local requirements, and that I am an attorney holding a current and valid license to practice law.
- I agree to adhere to the local rules, orders, policies, and procedures governing electronic filing promulgated by the court(s) where I have filing privileges.
- I must pay for any fees incurred for transactions made in CM/ECF in accordance with applicable statutes and fee schedules.
- I agree to protect the security of my password.
- I will change my password through my judiciary e-filing account if I suspect it has been compromised and immediately notify the affected court(s). I am aware that I may be sanctioned for failure to comply with this provision.

[Click here to download a printable version of the Attorney E-filing Terms and Conditions](#)

- ☒ Click here to acknowledge that you have read and agree to the terms and conditions above, and this constitutes your signature for registration. \*
- ☒ Click here to acknowledge that you have read and agree to the local requirements for the court in which you are registering. [Click here to view local Court Policies and Procedures.](#) \*

Your e-file registration will be processed by the selected court. You will receive an email notification from the selected court regarding the status of your admissions and registration as well as any additional information or instructions at the email address provided.

**STEP 14 Click Done.**