



## FEDERAL ATTORNEY ADMISSIONS AND E-FILE

Admission of government attorneys to practice in the District of Montana is governed by Local Rule 83.1(c), which provides that an attorney currently employed or retained by the United States or by the Federal Defenders of Montana may appear in this court in any matter within the scope of the attorney's employment, provided the attorney: (1) is an active member of another federal bar or of the bar of the highest court of a State, territory, or insular possession of the United States; (2) is not subject to any pending administrative, disciplinary, suspension, or disbarment orders in any jurisdiction; and (3) has completed the E-File registration for federal attorneys on PACER.

### FEDERAL ATTORNEY ADMISSIONS AND E-FILE INSTRUCTIONS

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

The screenshot shows the PACER website interface. At the top, the PACER logo and tagline 'Public Access to Court Electronic Records' are visible. Below the logo is a navigation bar with links for 'Register for an Account', 'Find a Case', 'File a Case', 'My Account & Billing', 'Pricing', 'Help', and a search function. The main content area is titled 'What can we help you accomplish?' and features four columns of service tiles. The third column, 'Manage Your Account', is highlighted with a red circle. This column contains four sub-links: 'Register for an Account', 'Manage My Account Login', 'Billing', and 'Forgot Username or Password?'. A mouse cursor is positioned over the 'Manage My Account Login' link.

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**STEP 2** Click **“Login to Mange My Account”** and enter your PACER **Username** and **Password**. Click **Login**.

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 \***

[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 3** 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](#)

**STEP 4** 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 5** From the **Court Type** list, select **U.S. District Courts**. From the **Court** list, select **Montana District Court**. Click **Next**.

<b>Account Number</b>	7042179
<b>Username</b>	mtdatty10
<b>Account Balance</b>	\$0.00
<b>Case Search Status</b>	Inactive
<b>Account Type</b>	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 6** On the "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR" screen, click the [Federal Attorney](#) 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 

**COMPLETE ALL SECTIONS OF E-FILE REGISTRATION**

**STEP 7** 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	Select a title or enter your own 
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	<input type="text"/>
Unit/Department	<input type="text"/>
Address *	123 Test Ave
	<input type="text"/>
	<input type="text"/>

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**STEP 8** Additional Filer Information is optional, enter the applicable 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 (in court where you are registering)	<input type="text"/>

**STEP 9** 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

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**STEP 10** This screen is used to set up a payment account for PACER fees that you may incur. 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 optional and is not used to pay any fees owing to the District of Montana. Click Next.

## 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](#)

Next

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Cancel

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## ACKNOWLEDGE OF E-FILING TERMS AND CONDITIONS

**STEP 11** After reading the “Attorney E-Filing Terms and Conditions” and the local court policies and procedures, check the acknowledgment boxes. Click **Submit**.

**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.

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