



# **Guide to Using CM/ECF Media Accounts**

# USING CM/ECF MEDIA ACCOUNTS

## **Overview:**

The U.S. District Court, District of Montana, uses an electronic case management system (CM/ECF) to maintain the Court's record of activity (the docket) in both civil and criminal cases. CM/ECF also provides the means for filing and accessing case documents in electronic (PDF) format by attorneys, and for accessing case documents by the public.

Members of the media may designate specific cases in CM/ECF in which to receive e-mail Notices of Electronic Filing (NEFs) of case activity. Media users will then receive a notification when there is a public entry made in the case(s) they have designated. The e-mail will contain the docket text which will give a brief description of the docket entry and a hyperlink to any document(s) that may be available through that docket entry. Some docket entries are text only, and do not have any documents associated with them.

A [U.S. Courts PACER account](#) is required to designate cases in CM/ECF and to view/print any PDF documents linked in NEFs received. PACER billing fees apply and sealed, or restricted documents are not accessible. Secondary e-mail recipients (with specific cases) may also be designated on each media account.

## **Steps to obtaining a Media Account and receiving NEF notifications**

1. Complete a Non-Filing Registration form and e-mail it with your press credentials to [MTD\\_registration@mtd.uscourts.gov](mailto:MTD_registration@mtd.uscourts.gov).
2. Submit a Non-Attorney E-File registration request through PACER as detailed in this Guide.
3. Configure e-mail settings, and designate specific cases, using the procedure described below.

## **Useful Resources:**

Public web site [Media Information page](#)

U.S. Courts PACER Service Center: <http://pacer.psc.uscourts.gov> or (800) 676-6856

CM/ECF Help Desk: (866) 463-4052

[U.S. Courts Media Information](#)

## STEP ONE: REGISTRATION FORM

A media noticing account is designed to permit an individual employed by a newspaper, television, radio, or other media organization to apply for a read-only media account to access the District of Montana's Electronic Filing System/PACER. The Court reserves the right to grant, deny, or withdraw access to the system at any time without advanced notice.

In order to initiate this process, complete a registration form and e-mail it with your press credentials to [MTD\\_registration@mtd.uscourts.gov](mailto:MTD_registration@mtd.uscourts.gov). It is imperative that we receive this registration form so we can approve your Montana CM/ECF account in PACER.

## STEP TWO: REQUESTING ACCESS TO THE DISTRICT OF MONTANA THROUGH PACER.

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your PACER Username and Password.

**Note:** If you forgot your current PACER username or password, you may request a reset from the **Manage My Account** page by selecting **Forgot Your Password? Or Forgot Username?**

3. Select the **Maintenance** tab.
4. Select **Non-Attorney/E-File Registration**.



The screenshot shows the PACER interface with three tabs: 'Settings', 'Maintenance', and 'Usage'. The 'Maintenance' tab is active. Under this tab, there are two columns of links. The left column contains: 'Update Personal Information', 'Update Address Information', and 'Check E-File Status'. The right column contains: 'Attorney Admissions / E-File Registration', 'Non-Attorney E-File Registration', and 'E-File Registration/Maintenance History'. A red arrow points from the left column towards the 'Non-Attorney E-File Registration' link in the right column.

5. Select **U.S. District Courts** under **Court Type** and select **Montana District Court** under **Court**.



The screenshot shows a form titled 'In what court do you want to practice?'. Below the title is a red asterisk and the text '\* Required Information'. There are two dropdown menus. The first is labeled 'Court Type \*' and has 'U.S. District Courts' selected. The second is labeled 'Court \*' and has 'Montana District Court' selected. Below the dropdowns is a note: '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](#).' At the bottom of the form are three buttons: 'Next', 'Reset', and 'Cancel'.

6. Review the highlighted instructions, then select **E-File Registration Only**.

### 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

7. Complete all sections of E-File Registration.

- For Court Type select **U.S. District Courts**.
- For Court select **Montana District Court**.
- For Role in Court, select Party.
- Check the acknowledgement box.

### Complete all sections of E-File Registration

#### filer Information

Please note that not all courts accept non-attorney filers and some accept only specific types of non-attorney filers. If the selected court does not allow a specific type of non-attorney filer, you will not be able to register for filing privileges at that court.

#### \* Required Information

Court Type \*   

Court \*   

[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.

Role in Court \*   

Name



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.\***

8. Under Delivery Method and Formatting choose your preferred e-mail frequency and e-mail format.

### Delivery Method and Formatting

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

Primary Email \*  ?

Confirm Email \*  ?

Email Frequency \*  ▼ ←

Email Format \*  ▼ ←

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

9. Payment Information. This section is optional. If you do not wish to enter payment information just select **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](#) [Back](#) [Cancel](#)

10. Read and agree to the terms and conditions and acknowledge that you read and agree to the Court's local rules and procedures. Click Submit.

### E-Filing Terms of Use

will promptly contact the court(s) and request to terminate my filing privileges.

- By contacting the court(s), I may request to terminate my status as a non-attorney filer at any time.
- I understand that, if I am a provider of a post-petition instructional course concerning personal financial management, and I am filing a certificate of the debtor's completion of the course, the certificate must be timely filed in accordance with Fed. R. Bankr. P. 1007(c). I understand that my limited filer privileges may be revoked if I do not file a certificate of a debtor's completion of the course in a timely manner, as failure to do so could result in the closing of the debtor's case without a discharge. I understand that, if my filing privileges are revoked by the court, the court will notify the Executive Office for U.S. Trustees or Bankruptcy Administrator of the revocation.
- I understand that court(s) may revoke my electronic filing privileges and, therefore, my ability to electronically file documents.
- If the terms and conditions change, information regarding the changes will be posted at: [Non-Attorney E-Filing Terms and Conditions](#). I understand that it is my responsibility as the account holder to read any posted changes. Continued use of my judiciary e-filing account following any posted changes means that I accept and agree to the changes.
- I certify under penalty of perjury that the information I am submitting to register for electronic filing is true and correct.

[Click here to download a printable version of the Non-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.

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



11. The request will be sent to the District of Montana, where generally it will be processed in under 24 hours. You may check the status of your request in PACER by clicking the Check E-file Status link under the Maintenance tab.

### Confirmation Page

# Thank You for registering!

Your request has been forwarded to the court. You will receive an email when the registration has been processed. To check the status of your request, log in to **Manage My Account** and select the [E-File Registration/Maintenance History](#) from the **Maintenance Tab**.

## STEP 3: CONFIGURING E-MAIL SETTINGS & ADD CASES TO RECEIVE NOTICE

1. Login to the Court's CM/ECF system using your PACER username and password.

On the blue program menu line across the top of the page, click on "Utilities" and then "Maintain Your E-mail Address":

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Utilities**

**Your Account**  
[View Your Transaction Log](#)  
[Change Client Code](#)  
[Change PACER Exemption Status](#)  
Maintain Your E-mail  
[Review Billing History](#)

**Miscellaneous**  
[Legal Research ...](#)  
[Mailings...](#)  
[Verify a Document](#)  
[Internet Payment History](#)

[Release 6.3 Menu Items...](#)  
[NextGen Release 1.1 Menu Items](#)

2. Click on the e-mail address that you would like to add a watchlist for.

CM/ECF Civil Criminal Query Reports Utilities Search Help Log Out

**Email Information for Michelle Media**

Registered e-mail addresses	Configuration options
<b>Primary e-mail address:</b> <div style="background-color: #cccccc; width: 100px; height: 15px; margin-bottom: 5px;"></div> <b>Secondary e-mail addresses:</b> <a href="#">add new e-mail address</a> <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	Select an e-mail address to configure.

**Click on your e-mail address.**

3. Enter a case number under 'Add additional cases for noticing', then click 'Find this case'.  
 When the 'Add case(s) button appears, you may click it to add it to your 'watchlist.'

ECF Civil Criminal Query Reports Utilities Search Logout

**Email Information for test media**

Registered e-mail addresses	Configuration options
<b>Primary e-mail address:</b> <a href="#">media_email@gmail.com</a> <b>Secondary e-mail addresses:</b> <a href="#">add new e-mail address</a> <input type="button" value="Submit all changes"/> <input type="button" value="Clear"/>	<input type="text" value="media_email@gmail.com"/> Should this e-mail address receive notices? <input checked="" type="radio"/> Yes <input type="radio"/> No How should notices be sent to this e-mail address? <input checked="" type="radio"/> Per Filing <input type="radio"/> Summary Report In what format should notices be sent to this e-mail address? <input checked="" type="radio"/> HTML <input type="radio"/> Text Should this e-mail address receive general announcement notices from this court? <input checked="" type="radio"/> Yes <input type="radio"/> No <b>Case-specific options</b> Add additional cases for noticing <input type="text" value="2:15cv266"/> <input type="button" value="Find This Case"/> These cases will send notice per filing. (default method) <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice as a summary report"/> These cases will send notice as a summary report. (alternate method) <input type="button" value="Remove selected cases"/> <input type="button" value="Change selected cases to notice per filing"/>

Enter a case number for your watchlist.

Then click 'Find This Case'

Select whether or not to receive individual NEFs for activity in cases (“Per Filing”) or to receive a single daily “Summary Report” of activity in all cases entered.

**NOTE:** In order to receive NEFs immediately upon filing with the court, keep the default “Per Filing” setting.

4. Repeat for other cases as needed
5. Click Submit to save your selections

When entering case numbers, use the following format:

**2:15-cv-123** for **civil cases**, **or**

**2:15-cr-123** for **criminal cases**

**Or other case numbers as appropriate**

Both civil and criminal cases may be included for noticing. When adding a criminal case with multiple defendants, the “Select a case” confirmation screen requires each defendant to be selected as a separate case):

The screenshot displays the ECF system interface for configuring email notices. The top navigation bar includes 'Civil', 'Criminal', 'Query', 'Reports', 'Utilities', 'Search', and 'Logout'. The main content area is titled 'Email Information for Test Media' and is divided into two columns: 'Registered e-mail addresses' and 'Configuration options'.

**Registered e-mail addresses:**  
Primary e-mail address: [test@hotmail.com](mailto:test@hotmail.com)  
Secondary e-mail addresses: [add new e-mail address](#)  
Buttons: 'Return to Person Information Screen' and 'Clear'

**Configuration options:**  
test@hotmail.com  
Should this e-mail address receive notices?  Yes  No  
How should notices be sent to this e-mail address?  Per Filing  Summary Report  
In what format should notices be sent to this e-mail address?  HTML  Text  
Should this e-mail address receive general announcement notices from this court?  Yes  No  
Show all cases for this e-mail address (Copy case lists from here)

**Case-specific options:**  
Add additional cases for noticing  
0:10-cr-2-1 Hide Case List  
Select a case:  
0:10-cr-00002-JRT-JSM USA v. Doe et al  
 0:10-cr-00002-JRT-JSM-1 John 1 Doe  
 0:10-cr-00002-JRT-JSM-2 John 2 Doe  
Add case(s)

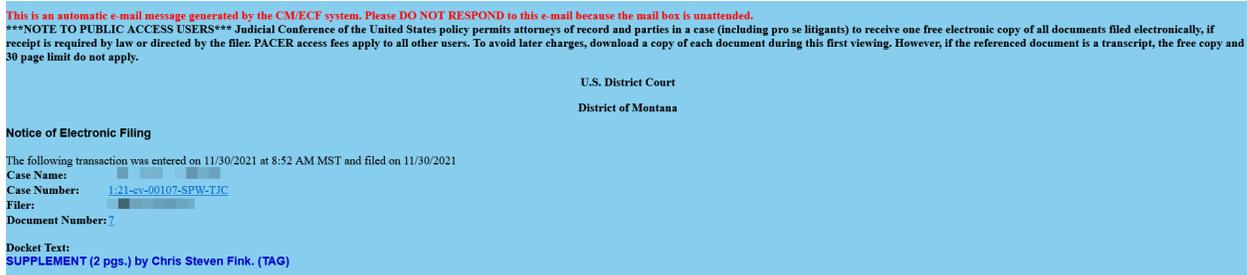
These cases will send notice *per filing*. (default method)  
0:09-cv-00060-PJS-FLN Larson v. FMS Investment Corp. et al (interest)  
Remove selected cases Change selected cases to notice as a summary report

These cases will send notice *as a summary report*. (alternate method)  
Remove selected cases Change selected cases to notice per filing

If desired, the procedure above may also be used to establish one or more secondary e-mail addresses associated with the media account, each of which may have specific cases designated for noticing.

## ACCESSING CASE DOCUMENTS FROM NEFS

When the Notice of Electronic Filing (NEF) is received by e-mail, the message displays the type of docketed event (e.g., motion or order), the text of the docket entry, and hyperlinks to the document and case number associated with the filing:



If the recipient's e-mail program and web browser are properly configured, clicking on the document hyperlink in the e-mail message should launch the web browser, and display the Court's CM/ECF – PACER login page. In order to view the case document (and any attachments), a PACER account must be used.

Once authenticated as a PACER user, the PDF document should be displayed. Similarly, clicking on the case number hyperlink will display the entire docket sheet for the case.

PACER billing fees apply for access to both case documents and docket sheets.

**NOTE:** Although a NEF is received by media account holders, some case documents may not be available to PACER users. Certain documents in Social Security appeals cases, transcripts or other documents may be restricted. Contact the ECF Help Desk for more information on specific document restrictions.