



U.S. District Court

District of Montana

Getting Started

Welcome. Pursuant to the Local Rules for the District of Montana, all attorneys are required to file their documents electronically unless good cause is shown. To become an e-filing attorney, the District Court requires the attorney to receive training on the Electronic Case Filing system, hereafter referred to as ECF.

Training requirements enabling attorneys to file electronically:

For attorneys' convenience, the District of Montana has developed computer-based electronic learning modules which will allow attorneys to meet the training requirements of the District. The electronic learning modules, hereafter referred to as ELMs, can be found under the **Electronic Case Filing** link, **Training & Manuals**. Once the ELMs have been viewed, and the Administrative Procedures Manual has been reviewed, attorneys will be required to take, and pass, a quiz to ensure that the training requirements have been met. The specific instructions regarding the quiz have been incorporated into the ELM Quiz module. Completion of the test with a passing score will assure the Court that the attorney is ready to begin e-filing.

Attorneys that have received ECF training from a different District Court other than Montana shall be issued a login and password to Montana's ECF database. Attorneys are required to complete the ECF User Registration Form which can also be found under the **Electronic Case Filing** link, **Training & Manuals** and **Forms**. After meeting the necessary requirements, a login and password shall be issued. We strongly encourage all attorneys to familiarize themselves with Montana's Administrative Procedures Guide and the ELMs which can be found under the **Electronic Case Filing** link, **Training & Manuals**.

Support staff of the e-filing attorneys are also **strongly encouraged** to familiarize themselves with the Administrative Procedures Guide as well as the ELMs. It is not necessary for support staff to mail or fax their quiz results to the Court as logins and passwords are **only** issued to the e-filing attorneys.