

## MDL ATTORNEY E-FILING REGISTRATION

Attorneys not admitted to the federal bar for the District of Montana who wish to appear for their MDL clients in this court must request e-filing access to the District of Montana CM/ECF system through PACER. Follow the below instructions to request e-filing permissions in this district.

1. Log in to PACER ([www.pacer.gov](http://www.pacer.gov))
2. Click **Manage Your Account**.

The screenshot shows the PACER website header with the logo and the text "Public Access to Court Electronic Records". Below the header is a navigation bar with links: "Register for an Account", "Find a Case", "File a Case", "My Account & Billing", "Pricing", and "Help". The main content area is titled "What can we help you accomplish?" and features four service cards:

- Search for a Case**: Learn options to find case information.
- Filing Electronically**: Find court specific information to help you file a case electronically and developer resources.
- Manage Your Account**: Create a PACER account or log in to manage your account and pay a bill.
- Move to NextGen CM/ECF**: Is your court migrating to NextGen CM/ECF? Follow these steps to prepare in advance.

A green arrow points from the "Filing Electronically" card to the "Manage Your Account" card.

3. Click **Manage My Account Login** from Manage Your Account menu.

This screenshot is similar to the previous one, but the "Manage Your Account" card is expanded into a menu. The menu items are:

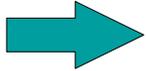
- Manage Your Account
- Register for an Account
- Manage My Account Login
- Pay a Bill
- Forgot Username or Password?

A green arrow points from the "Filing Electronically" card to the "Manage My Account Login" option in the menu.

4. On the next screen, click **Log in to Manage My Account**.

## Manage My Account Login

Login to manage your account details, like updating your address and email and payment information. If the federal court you're doing business with uses NextGen CM/ECF, you can also apply for attorney admissions or register to file electronically.



[Log in to Manage My Account](#)

Visit the main PACER website ([pacer.uscourts.gov](http://pacer.uscourts.gov)) for more information on [managing your account](#).

5. On the next screen click the **Maintenance** tab and then click the **Attorney Admissions/E-File Registration** link.

Settings	<b>Maintenance</b>	Payments	Usage
<a href="#">Update Personal Information</a>		<a href="#">Attorney Admissions / E-File Registration</a>	
<a href="#">Update Address Information</a>		<a href="#">Non-Attorney E-File Registration</a>	
<a href="#">Check E-File Status</a>		<a href="#">E-File Registration/Maintenance History</a>	

6. Select **U.S. District Courts** as the Court Type and **Montana District Court** as the Court. Click Next.

**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](#).

7. On the next screen, select **Pro Hac Vice**.

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

	<input type="button" value="Attorney Admissions and E-File"/>
	<input type="button" value="E-File Registration Only"/>
	<input type="button" value="Pro Hac Vice"/>
	<input type="button" value="Multi-District Litigation"/>
	<input type="button" value="Federal Attorney"/>

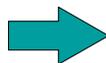
8. **Complete all sections of Pro Hac Vice Registration**, click Next.
9. Enter **Payment Information**, click Next. (This section is optional, you can just click Next to bypass).
10. Read the E-Filing Terms of Use. Click to mark both acknowledgments at the bottom.

#### 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.](#) \*

11. Click Submit. Your e-file registration will be processed by the selected court. You will receive an email notification from the U.S. District Court of Montana regarding the status of your registration, as well as any additional information or instructions at the email address provided.
12. Once you receive an e-mail indicating that your e-file registration has been processed, file a motion to appear pro hac vice in the individual case opened for your client (not in the master docket). After your pro hac vice motion has been granted you must file a notice of appearance in the master docket.