



United States District Court District of Montana



PRO SE E-FILING INSTRUCTIONS

Requirements

Pro Se filers have the option of registering to file directly in this Court's CM/ECF system and receive electronic service for individual cases in our Court if they meet the following requirements:

- Be a party to the case for which they are applying.
- The case filing fee is paid, or fee waiver has been granted by the Court (if applicable).
- Are not currently represented by an attorney(s).

Registration Steps

ALL of the following steps must be completed to successfully register to file directly in this Court's CM/ECF system and receive e-service.

Note: Steps 2 & 3 need to be completed only once. If you previously completed these steps for another case, you only need to complete Step 1 for each additional case.

1. STEP 1: Complete and submit the CM/ECF Registration Form for Pro Se Filers.
2. STEP 2: Register for a **PACER - Case Search Only** account.
3. STEP 3: Request Non-Attorney Filers access to CM/ECF via your PACER-Case Search Only account.

Step 1. Submit CM/ECF Registration Form for Pro Se Filers

A separate [CM/ECF Registration Form for Pro Se Filers](#) must be submitted for *each* case in which you wish to file directly in this Court's CM/ECF system and receive electronic service. You are required to have a case number before you can register for e-filing/service. If you are attempting to open a case, refer to our [Frequently Asked Questions](#) for more information.

Follow the steps below to properly fill out the form. You will file documents directly in the District of Montana's CM/ECF system, receive service of documents, and be notified via email that a document has been filed.

- Complete all fields.
Note: *All* fields are required including case number.
- Sign and date as instructed on the form.
- Submit the complete and signed CM/ECF Registration Form for Pro Se Filers as directed on form.



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Step 2. Register for a PACER - Case Search Only account

- For step-by-step instructions, see [Register for an Individual Pacer Account](#).
- If you already have a **PACER- Case Search Only** account, skip to Step 3: Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search ONLY account.

Step 3. Request Non-Attorney Filers Access to CM/ECF via your PACER-Case Search Only account

Once you have created your PACER - Case Search Only account, you must next request access to this District's CM/ECF system by completing the following steps:

1. Navigate to <https://pacer.psc.uscourts.gov/pscof/login.jsf>.
2. Enter your current 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.

Account Number	7039336
Username	wawdtestatty126
Account Balance	\$0.00
Case Search Status	Active
Account Type	Upgraded PACER Account

Settings	Maintenance	Payments	Usage
Update Personal Information		Attorney Admissions / E-File Registration	
Update Address Information		Non-Attorney E-File Registration	
Check E-File Status		E-File Registration/Maintenance History	



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4. Select **Non-Attorney E-File Registration**.

The screenshot shows a navigation menu with tabs for Settings, Maintenance, Payments, and Usage. The Maintenance tab is active. Under Maintenance, there are two columns of links. The link 'Non-Attorney E-File Registration' is highlighted with a red rectangular box.

Settings	Maintenance	Payments	Usage
Update Personal Information	Attorney Admissions / E-File Registration		
Update Address Information	Non-Attorney E-File Registration		
Update E-Filer Email Noticing and Frequency	Check E-File Status		
Display Registered Courts	E-File Registration/Maintenance History		

5. Select **U.S. District Courts** under **Court Type**.

6. Select **District of Montana, District Court** under **Court**.

- If you do not see **District of Montana, District Court** as an option, it means you are already admitted and registered (or were registered) to file in our court for at least one case.
- If you do not see our court as an option, you can skip registration for the Non-Attorney Filers account in PACER and simply submit the [CM/ECF Registration Form for Pro Se Filers](#).

7. Review the Local Court Rules and Directions.

8. Select the e-filing acknowledgement under the **Name** section.

9. Verify/Enter your address.

Note: This address will appear on public case dockets and will be used as the service address for any documents needing to be served via traditional means.

10. Verify your phone number.

11. Skip the **Additional Filer Information** field.

12. Verify/Update all required fields (*) in the **Delivery Method and Formatting** section.

Note: The email address entered here is where all electronic notifications will be sent when documents are filed in cases. *It is the filer's responsibility to make sure this email address is always up-to-date and active at all times while your case is pending.*

13. Select **Next**.

14. Select/Enter payment information.

- *You are not required to enter a payment method.* You can continue linking your account and e-filing with this court without supplying a payment method. If you do not enter a payment method you have to wait 7-10 days to get an activation token or you can call PACER.
- If you are registering without a credit card, leave all fields blank and select **Next**.
- You can use the same payment method you use for PACER fees (prepopulated by PACER) or you can enter a different payment method.

Note: You will not be charged to register to file with this Court.



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15. Review our local court policies and procedures, then select that you have reviewed and agree to our local requirements.
16. Review the **E-filing Terms of Use**, then select that you have read and agreed to the attorney e-filing terms and conditions.
17. Select **Submit**.
18. Your request for Non-Attorney Filers Access to CM/ECF has now been sent to the Court for review.

Note: This does not mean you are registered at this time. Once the Court review's your submission and determines that your registration is complete, you will receive a confirmation email from the Court and your [CM/ECF Registration Form for Pro Se Filers](#) will be docketed in the case.