



ATTORNEY ADMISSIONS AND E-FILE

On September 27, 2021, the United States District Court for the District of Montana upgraded to the next generation of CM/ECF (NextGen CM/ECF). This upgrade allows attorneys to request admission to this court's bar and authorization to e-file online using PACER.

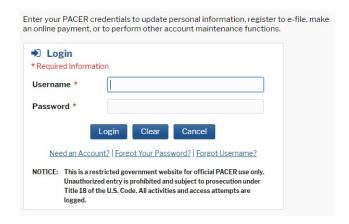
To apply for admission to this court's bar, an attorney must be an active member in good standing of the Montana State Bar and not subject to any pending administrative, disciplinary, suspension, or disbarment order in any jurisdiction. Please complete the online application using PACER and follow the instructions below. Before applying, attorneys must have an <u>individual, upgraded PACER account</u>. (shared PACER accounts cannot be used for this process). If an individual PACER account was created prior to August 2014, the account must be upgraded (see Upgrading Your PACER Account for instructions).

After the court reviews your application and verifies your membership in the Montana State Bar, an e-mail will be sent to you that will include a link to pay the admission fee. The admission fee must be paid within 7 days from the date of the e-mail. If the fee is not timely paid, the application will be denied and a new application will need to be submitted if you want to be a member of this court's bar.

ATTORNEY ADMISSIONS AND E-FILE INSTRUCTIONS

Go to PACER at https://pacer.uscourts.gov/. Click on the Manage MY Account link.





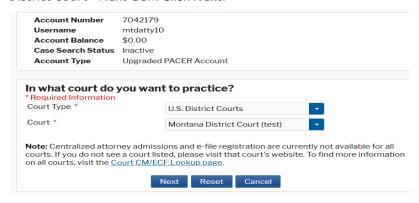
STEP 3 Click the Maintenance tab



STEP 4 Click the Attorney Admissions/ E-File Registration link



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



STEP 6 On the "WHAT WOULD YOU LIKE TO APPLY/REGISTER FOR" screen, click the Attorney Admissions and E-File link.

What would you like to apply/register for?



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.

Before continuing, view the local Policies and Procedures for Attorney Admission for the selected court

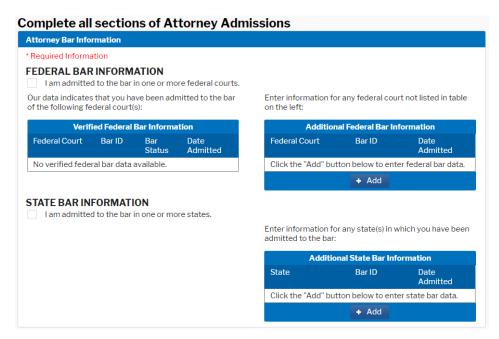
ADMISSIONS: To apply for admission to this court's bar, an attorney must be an active member of the State Bar of Montana and not subject to any pending administrative or disciplinary suspension or disbarment order in any jurisdiction. Please complete the online application by clicking the "Attorney Admissions and E-File" option above. All attorneys who practice in the District of Montana must read and comply with the District of Montana's Local Rules of Procedure. Please click the above link to access the Local Rules for the District of Montana. For additional information please see our website at www.mtd.uscourts.gov.

Back

Cancel

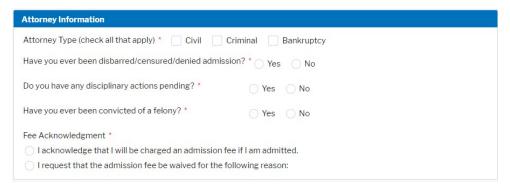
ATTORNEY BAR INFORMATION

STEP 7 On the "Attorney Bar Information" section: Select the appropriate check boxes to indicate federal bar or state bar admissions, if applicable. To add additional bar memberships, please click Add. If you are currently admitted to another NextGen CM/ECF court, it is automatically listed by the system. However, if you are also admitted to any courts that have not upgraded to NextGen CM/ECF, you will need to manually enter this information.



STEP 8 Respond to each question and check the box acknowledging that you will be charged an admission fee.

Exception: Federal Attorneys (attorneys that are currenlty employed or retained by the United States or the Federal Defenders of Montana) who are active members of the Montana State Bar are exempt from paying the admission fee and should check the box requesting that the fee be waived.



StEP 9 Upload the required Character Certificate

STEP 10 All questions must be answered truthfully to the best of your knowledge. Answers may be Yes or No, or you may provide an explanation when necessary. Click **Next.**

A	who is an artifactor of the Chate
Are you an attorney of good moral character w Bar of Montana? If yes, please enter your bar r are a new attorney awaiting admission to the N next question.) *	number. If no, please explain. (If you
	0
Did you pass the Montana Bar Examination du plan on getting sworn in to practice before the Montana at our spring or fall attorney swearing Montana Supreme Court swearing in ceremon your planned swearing in ceremonies. PLEASE ceremonies are optional in the District of Mon	e U.S. District Court for the District of ig in ceremony to be held after the ny? If so, please indicate the date of E NOTE: Attorney admission
	•
Do you certify that you have read the Local Ru the Guide for Filing in the District of Montana (Manual) and that you will comply with these ru	(fka Administrative Procedures
Do you certify that you are familiar with the CM, the District of Montana?*	/ECF User's Guide for Filing in
	•
Once you are admitted to this court's bar, you re Certificate of Admission in PDF format. Please to appear on your certificate. *	
	②
OATH: Do you solemnly swear that you will sup	pport, obey, and defend the

COMPLETE ALL SECTIONS OF E-FILE REGISTRATION

Constitution of the United States; that you will discharge the duties of attorney and

STEP 11 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.

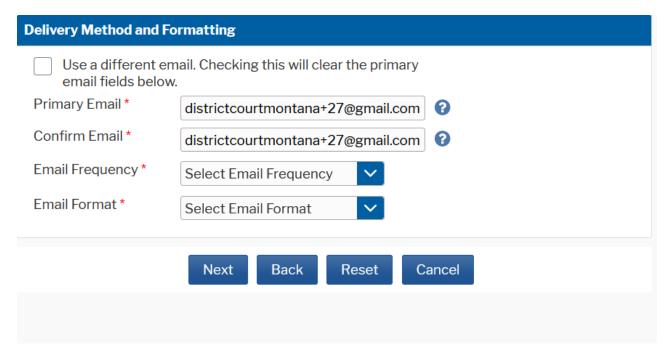
Complete all sections of E-File Registration

Filer Information		
* Required Information		
Role in Court	Attorney	
. Title	Select a title or enter your own	
Name	Twentyseven Montana	
above. Note: If m	at I am submitting the e-file registration for the individual listed ore than one individual uses this account, you must create a new PACER addividual who needs e-filing privileges, if she or he does not already have	
Please verify your add your CSO account.	lress. You may also enter a different address from the one provided for	
Use a different ac	ddress. Checking this will clear the address fields below.	
Firm/Office		
Unit/Department		
Address *	123 Test Ave	
Room/Suite	113	
City *	Missoula	
State *	Montana 🗸 ?	
County *	MISSOULA	

STEP 12 Optional: Enter the applicable information. Do not enter any information for the "Most Recent Case."

Additional Filer Information		
Already Admitted at Court	Select Court V	
Court Bar ID Other Names Used		
Most Recent Case (in court where you are registering)		

STEP 13 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.



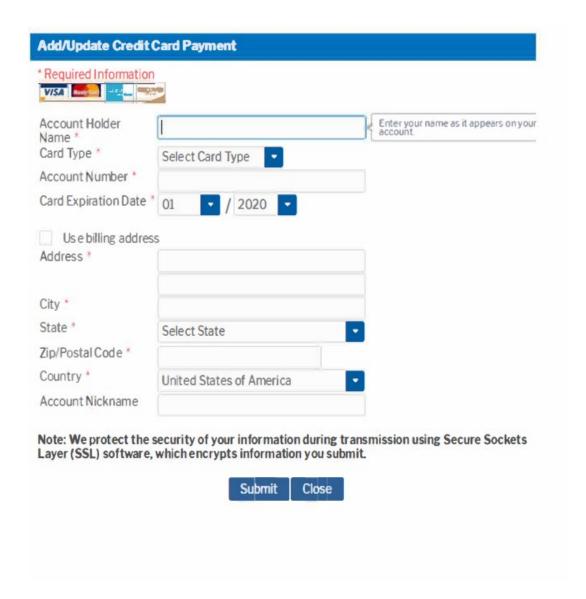
STEP 14 This screen is used to set up a payment account for PACER fees that you may incur. If you want to set up your PACER payment account at this time, please click Add Credit Card or Add ACH Payment. Please note, this screen is not used to pay any fees owing to the District of Montana.

^{**}Note: if you are interested in central billing for multiple people with PACER accounts, i.e. law firms, please refer to PACER Administrative Account User Manual.

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-filling 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 Back Cancel Next

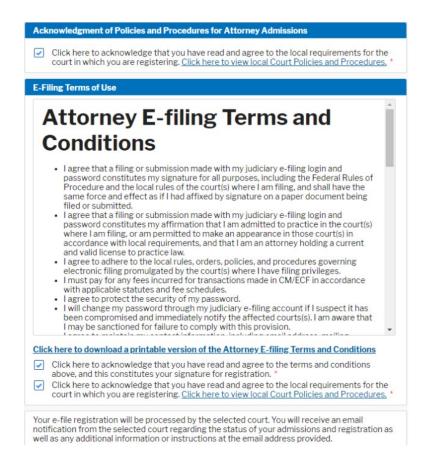
IMPORTANT: After you submit your application, you will be required to pay your admission fee online to the District of Montana using the link provided in an e-mail. You will be required to log in to PACER. It will ask for a Client Code, that can be left blank. Additional instructions on how to pay the fee after you receive the link can be found **here**.

STEP 15 Optional: Enter the payment information if you are setting up your PACER payment account. Click **Submit**.



ACKNOWLEDGE OF E-FILING TERMS AND CONDITIONS

STEP 16 After reading the "Attorney E-Filing Terms and Conditions" and the local court policies and procedures, check the acknowledgment boxes. Click Submit.



STEP 17 Click Done.