

ATTENTION ATTORNEYS:

Yellowstone County District Court Clerk is requesting the following in submission of documents:

- 1) Each document is to be submitted as a “lead” document. If not, your filing will be rejected. We do not accept documents submitted as “related documents”.
- 2) Proposed Summons are to be submitted as PROPOSED ORDERS OR PROPOSED DOCUMENT-SUMMONS PROPOSED
- 3) You may submit exhibits to documents 2 different ways:
 - a) As an attachment to your original document and filed as one document, or
 - b) *If as a separate filing, it MUST have a pleading heading/caption that states “Exhibits (ex. 1-?, or A-? to Document (place name of original document). If not, it will be rejected.*
- 4) If a document is to be sealed, the pleading heading MUST state “To be filed under seal”. We cannot accept a sealed document for filing UNLESS there is a prior Order Granting Sealing or the document is sealed per statute.
- 5) A Notice of Appearance MUST be filed if you are appearing for the first time in an existing case with the first documents you are filing or they will be rejected.
- 6) If filing a Motion To Amend Complaint, DO NOT attach your original Complaint to your Motion. The original Amended Complaint is to be filed AFTER Order has been granted.
- 7) The Clerk’s office can no longer “lodge” documents. Please do not submit documents to “lodge” for future use.
- 8) DO NOT submit proposed Writs with proposed Judgments. Submit proposed Writs AFTER the Judgment has been signed and processed by this office.
- 9) Submit a motion for default and proposed default as one filing, but separate documents. THE DEFAULT FOR CLERK SIGNATURE MUST BE FILED AS A NOTICE, NOT PROPOSED ORDER OR PROPOSED

DOCUMENT-DEFAULT PROPOSED. After default has been entered, then file the motion for entry of default judgment with supporting affidavits.

10) File proposed Judgment as a separate filing with attached fee.

As a reminder, if you are filing a document that has a fee attached, and you wish to file multiple documents (Such as complaint, summons, etc.) the document with a fee attached MUST BE THE FIRST DOCUMENT LISTED.