

WORKERS' COMPENSATION COURT
NOTICE TO ATTORNEYS

Minute Entry No. 3578
Volume XVII

Helena, Montana
April 7, 2005

Various filing, scheduling, and notice issues have recently arisen. To deal with these matters, the Court is establishing the following policies.

1. **E-Mails:**

- a. E-mails will not be docketed, filed, or retained unless a party or attorney specifically requests it be docketed and filed. The request should be made in the e-mail itself or by letter with a copy of the e-mail attached. Matters which the attorney or party wishes to be a part of the Court file should ordinarily be presented by motion or other captioned document, or by formal letter.
- b. Drafts of orders or other documents circulated by the Court for comment of counsel will not be docketed or retained in the official Court file. Only the final Order or other final document will be docketed and filed. If there are objections to the final Order or document, they should be put in writing in a formal document and filed with the Court.
- c. When replying to e-mails on which the Court or Judge is a recipient, counsel should use the "reply to all" function to ensure all parties of record are copied with the reply.
- d. The Court's official attorney e-mail lists do not include paralegal and secretary e-mail addresses. When the E-Filing system is implemented, only one official e-mail address per attorney will be allowed. Please keep the Court apprized of current e-mail addresses.

2. **Letters:**

All letters except for cover letters will be filed and docketed in the official Court file. Cover letters will be attached to the document being filed.

3. **Scheduling Orders - Vacating Dates:**

Where the parties wish to vacate a trial setting, they shall inform the Court whether they wish the pretrial deadlines extended as well. If they do not agree to extended dates or do not advise the Court of their wishes, the original, existing pretrial deadlines, other than for the pretrial conference, shall remain in effect unless, upon motion of a party and for good cause, the Court fixes new dates.

Notice to Attorneys
April 7, 2005

4. **Telephone Conferences in Common Fund Cases:**

- a. Telephone conferences will initially be scheduled with attorneys involved in the particular issue.
- b. All other common fund attorneys will then be notified of the time and subject matter of the conference and provided an opportunity to participate. Attorneys wishing to participate must notify the Court in advance so they can be included in the call.
- c. Attorneys requesting telephone conferences in common fund cases must specify the subject matter of the conference so that the Court can include the subject matter in notifying other attorneys of the conference.
- d. No court reporter will be obtained unless specifically requested.
- e. If one party wants to tape record the telephone conference, that party will notify all parties participating in the conference. If there are objections to the tape recording, then a court reporter will be obtained.

MIKE McCARTER
Judge

Minute Entry e-mailed to all attorneys on April 7, 2005.