

**EFFECTIVE MARCH 25, 2020
and
UNTIL FURTHER NOTICE**

In order to serve you in the safest possible manner, the Clerk of District Court office shall be operating under these new guidelines.

1. This office IS open for business but closed to walk-in traffic.
2. Marriage Licenses will be issued “By Appointment Only”, respecting strict office procedures. Call 375-6710 for an appointment.
3. We will be Suspending Passport Issuance until further notice.
4. All attorney filings shall be submitted via email or fax. No runners.
5. Certified copies may be requested via email and mailed to you.
6. Pro Se filings will be accepted via US Mail. Filings will be processed when fees or a notarized Affidavit of Indigence are submitted.
7. An area will be designated next to the front door for filings submitted in person. Once those documents are processed we will email a conformed copy to the filer. You MUST include your email address or a Self-Addressed Stamped Envelope to receive a conformed copy.
8. All child support, court fines/fees, and other court related payments shall be paid by debit/credit card, a cashier’s check, or money order. No Cash Payments Please!
9. Neither Parties nor Counsel will be allowed to congregate in our office while waiting for court orders after L&M. Those documents shall be emailed, mailed, or in an emergency only, provided to you in the main rotunda.

For questions regarding the above procedures, please call (406) 375-6710 or email your question to courtfilings@rc.mt.gov .

**Paige Trautwein
Clerk of District Court**