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**MONTANA EIGHTEENTH JUDICIAL DISTRICT COURT RULES**

FILED

**Rule 1 Application of Rules.**

These rules are made pursuant to Rule 83, M.R.Civ.P., and apply to all cases filed in the Eighteenth Judicial District Court.

BY CA DEPUTY

These rules supplement the Montana Rules of Civil Procedure and the Montana Uniform District Court Rules. All prior rules issued by the Eighteenth Judicial District Court are rescinded and these rules apply.

If an order setting a requirement or restriction imposed by the court in a particular case conflict with these rules, the court's order supersedes these rules.

The Montana Uniform Municipal Court Rules of Appeal to District Court apply to appeals from the Bozeman Municipal Court to the District Court.

Mont. Code Ann. § 25-33-101, et seq., governs appeals from Justice and City Courts to District Court.

**Unless otherwise specified in these rules or in a statute, each of these rules applies to both civil and criminal cases.**

**Rule 2 Departments of the District Court.**

The District Court of the Eighteenth Judicial District is divided into four departments:

- Department No. 1 - presided over by Judge Peter B. Ohman
- Department No. 2 - presided over by Judge Rienne H. McElyea
- Department No. 3 - presided over by Judge John C. Brown
- Department No. 4 - presided over by Judge Andrew J. Breuner

**Rule 3 Chief Judge and Meetings.**

There is a Chief Judge. The position of Chief Judge is assumed for a calendar year by each presiding judge in the year set forth below and continuing in the same order thereafter:

- Department No. 1 - 2024
- Department No. 2 - 2025
- Department No. 3 - 2022
- Department No. 4 - 2023

The duties of the Chief Judge shall be to provide for the efficient management of district court business in cooperation with the other judges of the district. The judges shall meet at a regular time and place designated by the Chief Judge and at such other times as they shall agree.

All four judges shall serve simultaneously as Youth Court judges.

**Rule 4      Designation of Cases.**

All matters filed in each docket shall be allocated among the four departments in random selection. Depending upon the department in which the case is filed, the case designation shall end with the letter A, B, C, or D. Cases assigned to Department No. 1 are designated by last letter A; cases assigned to Department No. 2 are designated by last letter B; cases assigned to Department No. 3 are designated by last letter C; and cases assigned to Department No. 4 are designated by the last letter D.

If jurisdiction over the case passes to another judge, the case remains assigned to the original department, but the case number will end with an X (i.e., DV-20-1487AX). Pursuant to § 3-1-804(6), MCA, the first judge substituted or disqualified shall call in all subsequent judges by first attempting to call in another judge of the Eighteenth Judicial District Court prior to calling in a judge from another district.

**Rule 5      Division of Business.**

A. The general business of the departments will be scheduled as follows:

Department No. 1:

Criminal law and motion: Tuesdays at 8:30 a.m. and the first Friday of every month.

Criminal trial months: January, May, and September

Criminal omnibus hearings: 3<sup>rd</sup> Tuesday of the month at 1:30 p.m.

Department No. 2:

Criminal law and motion: Mondays at 8:30 a.m. and the second Friday of every month.

Criminal trial months: February, June, and October

Criminal omnibus hearings: 2<sup>nd</sup> Monday of the month at 1:30 p.m.

Department No. 3:

Criminal law and motion: Wednesdays at 8:30 a.m. and the third Friday of every month.

Criminal trial months: March, July, and November

Criminal omnibus hearings: 4<sup>th</sup> Wednesday of the month at 1:30 p.m.

Department No. 4:

Criminal law and motion: Thursdays at 8:30 a.m. and the fourth Friday of every month.

Criminal trial months: April, August, and December

Criminal omnibus hearings: 1<sup>st</sup> Thursday of the month at 1:30 p.m.

- B.** If a criminal omnibus hearing day falls on a holiday or conflicts with the court calendar, the judge may schedule it for another day, which will not conflict with the other departments.

**Rule 6 Standing Master**

The Eighteenth Judicial District Court has one standing master. The standing master performs their duty in accordance with §§ 3-5-124 through 3-5-126, MCA, and *18<sup>th</sup> Judicial District Third Amended Standing Order of Reference* filed September 21, 2017.

**Rule 7 Pleadings/Briefs.** The following rules apply to civil and criminal cases.

**A. Length.**

Pleadings/briefs in all cases, except initial pleadings and except where otherwise limited in any statute or rule, shall be limited to 20 pages, not including attachments. This page limit includes the statement of undisputed facts in a motion for summary judgment. No party shall file a separate statement of genuine issues, disputed, or undisputed facts when briefing a motion for summary judgment. Additional pages may be filed only with leave of the court upon a showing of good cause.

**B. Form of Briefs.**

Refer to Rule 1, Montana Uniform District Court Rules.

**C. Case Citations.**

Every specific reference to a statement from a cited case shall contain a pinpoint citation.

Pursuant to the various orders of the Montana Supreme Court (see, e.g. Order issued on February 25, 2010), the Montana Supreme Court cases issued before 1998 shall have the Montana Reports and Pacific Reporter citations and be in the following form:

**Primary cite:**

*Roe v. Doe*, 284 Mont. 301, 989 P.2d 472 (1997).

**Primary cite with pinpoint cite:**

*Roe v. Doe*, 284 Mont. 301, 305, 989 P.2d 472, 475 (1997).

**Pinpoint cite alone:**

*Roe*, 284 Mont. at 305, 989 P.2d at 475.

For citations to Montana Supreme Court cases issued after 1998, the *Matter of Opinion Forms and Citation Standards* 54 St. Rep. 1357 (1997) and Montana Supreme Court Order AF-07-0664 (Jan. 22, 2009) shall apply. The citations shall be in the following form:

**Primary cite:**

*Doe v. Roe*, 1998 MT 12, 286 Mont. 175, 989 P.2d 1312.

**Primary cite with pinpoint cite and one paragraph reference:**

*Doe v. Roe*, 1998 MT 12, ¶ 44, 286 Mont. 175, 989 P.2d 1312.

**Primary cite with pinpoint cite and more than one paragraph reference:**

*Doe v. Roe*, 1998 MT 12, ¶¶ 44-45, 286 Mont. 175, 989 P.2d 1312.

**Pinpoint cite alone:**

*Doe*, ¶ 44.

*Doe*, ¶¶ 44-45.

**D. Motions.**

Uncontested motions shall state in the caption and in the motion that opposing attorney/party does not contest the motion. Uncontested motions shall include a proposed order. If an uncontested motion does not state that it is uncontested, it will be treated as a contested motion and will be subject to Rule 2, Montana Uniform District Court Rules.

**E. Motions to Continue or for Extensions.**

Motions to continue and for extensions shall be in writing and shall state the position of opposing parties regarding the motion. If a motion to continue or for extension does not state the position of the opposing party, the motion may be subject to Rule 2, Montana Uniform District Court Rules. Depending on the circumstances, the court may rule on the motion prior to a response being filed.

**F. Filing Deadlines.**

Filing and scheduling order deadlines will be strictly adhered to unless a written motion for an extension has been received and approved by the court.

**G. Reminders to the Court.**

If a judge has any matter under advisement for more than 120 days, the attorney or self-represented litigant may send a letter to the judge, with copies to all parties, describing the matter under advisement and stating the date that it was submitted to the court.

**Rule 8 Specific Trial/Hearing Conduct.**

- A.** If a party is represented by more than one attorney, only one of the attorneys may question a specific witness.
- B.** If a party is represented by more than one attorney, and one of those attorneys object to a line of questioning, then only that objecting attorney may cross-examine the witness.
- C.** Attorneys must request permission of the court to approach witnesses.
- D.** If an exhibit is presented during trial/hearing, the attorney/party shall have the exhibit properly marked by the clerk. If the exhibit is a document, the attorney/party shall provide copies of the document to the judge and to the opposing attorney/party.
- E.** Plaintiff/Petitioner's exhibits shall be marked with numbers. Defendant/Respondent's exhibits shall be marked with letters.
- F.** Attorneys/parties shall not keep the court waiting but shall appear at the scheduled time ready to proceed.
- G.** Court decorum is determined by the presiding judge and court staff under the judge's direction and authority. Parties and attorneys shall maintain appropriate deference to the judge and his/her staff while in court.

**Rule 9 Proposed Findings of Fact and Conclusions of Law.**

Rule 52(a)(1), M.R.Civ.P., requires district courts, in matters not involving a jury, to "find the facts specially and state its conclusions of law separately." "Rule 52(a) requires

findings of fact which are a recodation of the essential and determining facts upon which the district court rested its conclusions of law and without which the district court's judgment would lack support." *In re Banka*, 2009 MT 33, ¶ 10, 349 Mont. 193, 201 P.3d 830 (citing *In re Marriage of Barron*, 177 Mont. 161, 164, 580 P.2d 936, 938 (1978)).

The Montana Supreme Court also has urged district courts to resolve factual issues in criminal cases by written order, in order to avoid any decisions that may prove insufficient for appellate review. *State v. Stoumbaugh*, 2007 MT 105, ¶ 31, 337 Mont. 147, 157 P.3d 1137; *State v. Gittens*, 2008 MT 55, ¶ 27, n. 2, 341 Mont. 450, 178 P.3d 91 (citing *Stoumbaugh*, ¶ 31).

The parties in civil cases and the prosecution in criminal cases shall file Proposed Findings of Fact and Conclusions of Law with sufficient detail with the Clerk of the District Court as provided in this Rule or Rule 8, Montana Uniform District Court Rules. The defendant in a criminal case may file Proposed Findings of Fact and Conclusions of Law. The Proposed Findings of Fact and Conclusions of Law shall be clearly delineated as "Proposed." Copies of the Proposed Findings of Fact and Conclusions of Law shall be provided to the judge's law clerk by e-mail in Word format that can be modified and is not "read only," or in accordance with the procedure set forth by the judge in the final Pretrial Order. If no other procedure is specified, the proposed Findings of Fact and Conclusions of Law shall be filed in accordance with Rule 8, Montana Uniform District Court Rules. The sanctions allowed in Rule 8, Montana Uniform District Court Rules may apply to a violation of this rule.

#### **Rule 10 Court Security - Potentially Violent Situations; Duty of Party.**

Where the attorney/party believes that a potentially violent situation may arise, that attorney/party shall notify the judicial assistant of the assigned judge or standing master sufficiently in advance so that appropriate security measures can be taken.

#### **Rule 11 Final Pretrial Conferences.**

In both civil and criminal cases, at least one of the attorneys who will conduct the trial for a party and any self-represented party shall personally attend the final pretrial conference. A substitute attorney may be allowed to represent a party at a final pretrial conference only after written approval of the court upon a showing of good cause after written motion. The motion shall state the knowledge that the substitute attorney has about the case.

#### **Rule 12 Motions for Protective Order or Order Compelling Discovery - Good Faith.**

A motion for a protective order filed under Rule 26(c), M.R.Civ.P., or a motion for an order compelling discovery filed under Rule 37, M.R.Civ.P., shall be accompanied by

a certification that the movant has in good faith conferred or attempted to confer with other affected parties in an effort to resolve the dispute or to secure the disclosure or discovery without court action. Failure to include the certification or failure to make a good faith effort to confer may result in sanctions as allowed by Rules 26(c) and 37, M.R.Civ.P.

### **Rule 13 Time Allowed for Hearings and Trials.**

The Court will assign a time limit for all hearings and trials. In a motion requesting a hearing, the attorneys and self-represented litigants shall advise the court of the number of witnesses and the estimated length of time required for the hearing. The attorneys and self-represented litigants shall be realistic with the time estimated and requested for hearings and trials. Hearings and trials will be limited to the time set by the court.

### **Rule 14 Filing of Certificate of Service.**

Rule 5(a)(1), M.R.Civ.P., requires the following documents to be served:

- (A) An order stating that service is required;
- (B) a pleading filed after the original complaint, unless the court orders otherwise under Rule 5(c) because there are numerous defendants;
- (C) a discovery paper required to be served on a party, unless the court orders otherwise;
- (D) a written motion and any supporting brief, except one that may be heard ex parte;
- (E) a written notice, appearance, demand, or offer of judgment, or any similar paper; and
- (F) briefs, supporting appendices, and supporting affidavits.

Rule 5(d), M.R.Civ.P., requires that "any paper after the complaint that is required to be served – together with a certificate of service – must be filed within a reasonable time after service."

Proof of service shall be made by an affidavit of the party or the party's attorney making service, or by the certificate of the party's resident attorney making service or by an acknowledgment in writing from the party or attorney served, and such affidavit, certificate or acknowledgment shall be filed within 10 days after service. Failure to make proof of service does not affect the validity of the service.

If a party fails to file a certificate of service or proof of service for those documents specified in Rule 5(a)(1), M.R.Civ.P., the court may not consider the document.

### **Rule 15 Mediation.**

- A. When the court orders mediation, each party shall have a person

with ultimate settlement authority attend the mediation **in person** and participate in the mediation in good faith. If the person who has ultimate settlement authority is a party, then the party shall **personally** appear at the mediation.

- B. During the mediation session only the party and the party's attorney or the party appearing pro se and a person with ultimate settlement authority, who is not a party, may attend the mediation session. No member of a party's family or any other person may attend mediation unless all parties agree to the attendance of another person.

### **Rule 16      Electronic Filing**

Upon order, the Eighteenth Judicial District will be implementing an electronic filing system. The Montana Supreme Court has adopted rules governing access to and use of the electronic filing system. See *In Re Temporary Electronic Filings Rules*, AF-14-0745, filed October 3, 2017. These rules are incorporated herein.

Use of electronic filing system for all lawyers admitted to practice in Montana, including those appearing *pro hac vice*, court reporters, and case participants will be mandatory in the Eighteenth Judicial District for all cases subject to Temporary Electronic Filing Rule 6(a). Case participants include members of reporting agencies such as CASA, Adult Probation & Parole, and compliance programs.

Use of the electronic filing system is not currently mandatory for self-represented litigants.

Instructions on how to become a registered user and for accessing the electronic filing system are available at <https://courts.mt.gov/courts/efile>.

### **Rule 17      Video Appearances**

Any request to appear by video must be made by motion and shall state whether the motion is opposed. The requesting party is responsible for arranging the video appearance with the judicial assistant of the department in which the hearing is to be held. A motion for video appearance must be made at least twenty-four (24) hours in advance of the hearing, absent emergency approval by the court.

### **Rule 18      Treatment Court**

The judges of the Eighteenth Judicial District Court have established an Adult Treatment Court pursuant to Montana Code Annotated Title 46, Chapter 1, Parts 11 and 12. Treatment Court is held in Department 3 under Honorable Judge John Brown.



The Treatment Court program seeks to improve the community by establishing an extensive diversionary program of incentives and sanctions aimed at assisting the rehabilitation of an offender's substance use disorder and/or mental health conditions.

Eligibility for Treatment Court will be reviewed in accordance with state law and the internal operating rules of the Treatment Court Program.

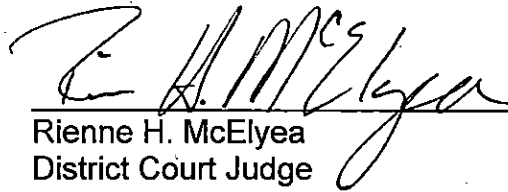
Pursuant to § 46-1-1104(8), MCA, defendants with sexual offense convictions are not eligible to participate in the Treatment Court.

Treatment Court operations will be guided by the Montana Rules of Judicial Conduct, Montana Rules of Professional Conduct, internal operating policies and procedures, and the National Association of Drug Court Professionals' best practice standards.

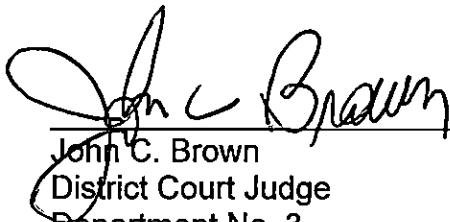
These Rules shall be effective as of July 1, 2022.



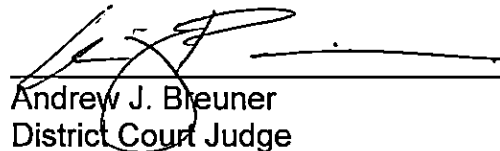
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