

kept in the clerk's custody until archived. The docket must reflect the date of their filing, a brief description, and their location.

(B) Exhibits.

(i) If it is not practical to file an exhibit in the electronic record, the court will not permanently retain the exhibit.

(a) At the conclusion of a trial or hearing, each party is responsible for reclaiming any unfiled exhibits, unless the presiding judge orders otherwise.

(b) If an exhibit pertinent to a motion is not electronically filed, it must be reclaimed within seven days after the motion is terminated.

(ii) In the event an exhibit not electronically filed is required by this or another court, the parties will be notified and must resubmit the exhibit as the clerk directs.

(c) Broadcasting Prohibited. Inside the courthouses of this District, broadcasting is prohibited, regardless of technology or medium.

(d) Cameras and Personal Electronic Devices.

(1) *General Rule.* Personal electronic devices, including but not limited to tablets, cameras, phones, or laptop computers, whether capable of transmitting or recording or not, must not be used or possessed in any courthouse of this District. Upon entry to a courthouse and upon demand, all such devices are subject to security screening and screening for compliance with this rule. Devices not subject to an exception must be left with court security officers.

(2) *Exceptions.*

(A) District of Montana judges and other federal district, appellate, magistrate, and bankruptcy judges may use personal electronic devices in any courthouse or courtroom and may set policy for chambers staff.

- (B) Employees of the clerk of court, the United States Probation Office, and the United States Marshals Service, contract court security officers, and building managers and General Services Administration employees may use personal electronic devices in any courthouse.
- (C) Attorneys appearing before the court in a calendared matter, including scheduling conferences, may use personal electronic devices that are not disruptive or distracting. Use must be limited to purposes related to the appearance. Personal electronic devices may not be used to communicate publicly about the case. Photography, video-recording, and verbatim recording are prohibited. Audible rings or alarms are prohibited. In courtrooms, voice communication using personal electronic devices is prohibited. In sealed proceedings, personal electronic devices may not be used for communication. An attorney may authorize an employee to use a device in compliance with this paragraph, but the attorney is exclusively responsible for the employee's conduct.
- (D) Office of the United States Attorney.
 - (i) The United States Attorney may authorize use of cameras and personal electronic devices inside his or her office space but must prohibit any use of such devices in courthouse space and any photography or video-recording showing courthouse space.
 - (ii) The following persons are authorized to bring personal electronic devices into a courthouse but may not use such devices, except as otherwise provided by this Rule:
 - (a) employees of the United States Attorney's Office or the U.S. Department of Justice;
 - (b) provided they have business in the U.S. Attorney's Office, federal agents or other law enforcement officers and federal employees holding a federal Personnel Identity Verification card; and

- (c) any individual identified in a writing that is signed by an Assistant United States Attorney and presented to court security officers prior to the individual's entry.

- (E) Court reporters employed by or acting pursuant to contract with the court may use personal electronic devices. Photography and video-recording are prohibited. In courtrooms, personal electronic devices must not be used for voice communication and must not use audible rings or alarms.

- (F) Persons who rely on personal electronic devices for medical reasons may use their devices. Photography and video-recording are prohibited.

- (G) By written order, a judge may authorize use of personal electronic devices in administrative proceedings and photography or video-recording on ceremonial occasions, such as naturalization or investiture proceedings.

(e) Court Staff. All courtroom and courthouse personnel, including but not limited to marshals, deputy marshals, court clerks and office personnel, probation officers and office personnel, and the staff of a judge, are prohibited from disclosing to any person, without authorization by the court, information relating to a pending matter that is not part of the public records of the court. No such personnel may divulge any information concerning arguments or hearings held in chambers or otherwise outside the presence of the public.

1.4 Means of Filing.

(a) General Rules.

- (1) Except as otherwise provided by these rules, nothing may be filed with the court by means other than use of the court's electronic case filing system ("ECF"), mail directed to the clerk of court's address for postal service, or in-person delivery to the clerk's office.

- (2) To the greatest extent possible, the record of each case, including exhibits, will be maintained in ECF and available to remote public