



SRMT Courts e-Filing Click Instructions

Version 10JAN2022

Foreword

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1. Court Document Electronic Filing

Access the Courts Tribal Site <https://srmt.tribalsites.com/> to electronically file documents to a case. You will need to create an account and be logged into your account to upload documents.

1.1. Register/Create an Account

- Click **Register** from the site menu at the top of the page. The Registration page will display.
- Enter all required information
 - ◇ First Name
 - ◇ Last Name
 - ◇ Email Address
 - ◇ Create a Password
- Click the checkbox to accept the site terms & conditions.
- Click the **Submit** button. A message will display indicating that the registration was successful.

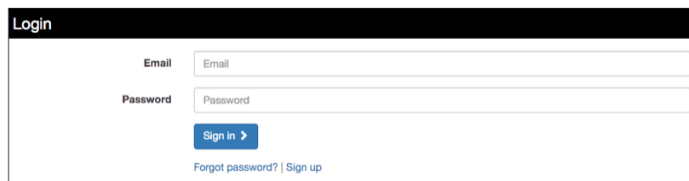


The registration form contains the following fields and elements:

- First Name ***: Text input field with placeholder "Enter first name ..."
- Last Name ***: Text input field with placeholder "Enter last name ..."
- Email ***: Text input field with placeholder "Enter email address ..."
- Password ***: Text input field with placeholder "Enter password ..."
- Confirm Password ***: Text input field with placeholder "Confirm password ..."
- ☐ I accept terms and conditions.
- Submit** button (green)

1.2. Login

- Click **Login** from the site menu at the top of the page. The Login page will display.
- Enter the email address and password.
- Click the **Sign In** button. A login successful message will briefly display before loading the home page.



The login form is titled "Login" and contains the following elements:

- Email**: Text input field with placeholder "Email"
- Password**: Text input field with placeholder "Password"
- Sign in >** button (blue)
- [Forgot password?](#) | [Sign up](#)

Note: If the password has been forgotten, click the **Forgot password** link on the Login page to enter the email address. An email message will be sent with instructions on resetting the password.

1.3. Upload Files

- From the site homepage click the **Click Here for Document e-Filing** button. The Case File Upload page will display.

-OR-

- Click the **Case File Upload** from the site menu at the top of the page. The Case File Upload page will display.
- Enter the Last Name & Case Number for the desired case.
- Click the **Next** button. The page will refresh and include buttons for file upload.

Case File Upload

Case File Management

Select Files *

[Choose Files](#) No file chosen

Maximum File Size: **20 MB**

[Upload](#) [Upload Files For Another Case](#)

Case File Upload History

No file uploaded yet

- Click the **Choose Files** button to select the desired file(s) to be uploaded. The selected files will be listed on the page with progress bars and a status of 'Not yet started'.
- To remove any files you do NOT wish to upload, click the **X** button for that file.
- Click the **Upload** button. As each file is uploaded the progress bar and status will be updated. All files uploaded will be listed at the bottom of the page in the Upload History section.

Case File Management

Select Files *

[Choose Files](#) No file chosen

Maximum File Size: **20 MB**

Screen Shot 2022-01-11 at 4.55:34 PM.png (19.33 KB)

Not started yet!

Screen Shot 2022-01-11 at 4.39:17 PM.png (38.14 KB)

Not started yet!

Screen Shot 2022-01-11 at 4.14:00 PM.png (22.25 KB)

Not started yet!

Screen Shot 2022-01-11 at 3.17:17 PM.png (19.89 KB)

Not started yet!

- Repeat steps to upload additional documents to the same case. Or, click the **Upload Files for Another Case** button to enter a new Name and Case Number to add files to a different case.

Case File Upload History

Name	Size	Date
screen-shot-2022-01-11-at-4-39-17-pm.png	38.14KB	Jan 12, 2022 12:28 am
screen-shot-2022-01-11-at-3-17-17-pm.png	19.89KB	Jan 12, 2022 12:28 am
screen-shot-2022-01-11-at-4-14-00-pm.png	22.25KB	Jan 12, 2022 12:28 am
screen-shot-2022-01-11-at-4-55-34-pm.png	19.33KB	Jan 12, 2022 12:28 am