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.
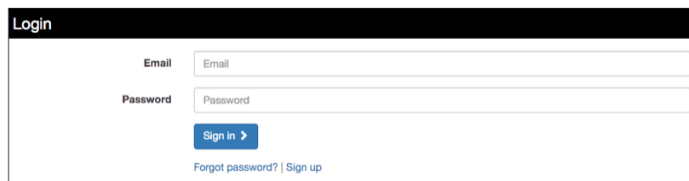

1.2. Login
- Click **Login** from the site menu at the top of the page. The Login page will display.
- Enter the email address and password.
- Click the **Sign In** button. A login successful message will briefly display before loading the home page.

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.

<div align="center">-OR-</div>

- 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.

- 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.

- 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.