



# OFFICE OF THE SANDERS COUNTY ATTORNEY

## SANDERS COUNTY COURTHOUSE

**Naomi R. Leisz**  
County Attorney

**Allison Smith**  
Legal Assistant

**Cheryl Nelsen**  
Legal Assistant

### TRANSMITTAL MEMORANDUM

December 16, 2020

**Effective immediately:**

1. Pursuant to the Uniform District Court Rules and the Montana Rules of Civil Procedure, the Sanders County Attorney's Office accepts electronic service (email) of court filings served upon the Sanders County Attorney at the following email addresses:

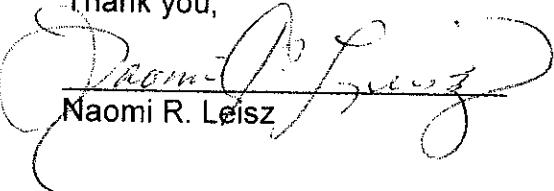
District Court Filings:	<a href="mailto:DCfilings@co.sanders.mt.us">DCfilings@co.sanders.mt.us</a>
Justice Court Filings:	<a href="mailto:JCfilings@co.sanders.mt.us">JCfilings@co.sanders.mt.us</a>

ALL court filings electronically served upon the Sanders County Attorney or the Special Deputy County Attorney should be electronically served to the above email address. Filings sent to any other email will NOT be accepted.

2. All correspondence regarding cases filed in Justice Court or District Court should be directed to the County Attorney or the Special Deputy County Attorney assigned to the case and the requisite legal assistant copied in on the email. Legal Assistants do not possess the authority to make procedural or substantive decisions about cases and therefore, any email correspondence directed in that regard to legal assistants will be deleted.

3. The County Attorney has scheduled regularly occurring ZOOM or in person conference time every Thursday 9 a.m. to 11:00 a.m., taking place in the County Attorney Conference Room for purpose of discussing plea negotiations and other matters pertaining to priority cases. Attorneys may email the County Attorney office for ZOOM instructions.

Thank you,

  
Naomi R. Leisz