

Frequently Asked Questions

General

How do I file a Lien on someone's property? Answer:

Construction and Mechanic's Liens are filed with the County Clerk and Records Office.

Where can I get a copy of a Montana birth or death certificates?

Answer:

County Clerk and Records Office

How can I reach the local Public Defenders Office? Answer

The Office public Defender in Kalispell can be reached by calling (406) 751-6080.

How can I find out about arrest warrants on myself and others? Answer:

You can contact your local County Sheriff's Office.

Where do I go to pay a Traffic ticket or citation?

Answer:

Traffic tickets are all handled by the court of limited jurisdiction – Justice Court, City Courts. The ticket or citation will list the name of the court and/or the name of the Judge.

Will I need to check in for court?

Answer:

Litigants and /or their legal representative must be present in court at or prior to the scheduled date and time.

Can I talk to the District Court Judge? Answer:

Any party to a case or one's legal representative may only have audience with the court at a scheduled hearing or attorney's conference.

Can I get forms from the District Court Office?

Answer:

Our office has several packets available with forms for the Public regarding Dissolutions and Parenting Plan. The cost to purchase each packet of forms is \$10.00.

How can I obtain copies of records (divorce decree, final parenting plans, marriage license etc.) and what is the cost?

Answer:

You can appear at the clerk of courts office personally or you can mail a written request to;

Sanders County District Court
1111 Main Street

PO Box 519
Thompson Falls, MT 598743

You will need to include a self-addressed stamped envelope and a check or money order made payable to the Clerk of Court. Statutory Fees vary depending on the request of document; Copies are \$1.00 per page for the first 10 pages and then \$.50 per page thereafter. A copy of a divorce decree is \$10 (regardless of how many pages), a copy of a marriage license is \$5.00 and if you need it certified it is an additional \$2.00. Certification of any document the fee is \$2.00.

Criminal

Can I pay supervision and/or felony restitution fees to the Clerk of Courts Office?

Answer:

Supervision fees and felony restitution fees are paid through the State Office in Helena Contact information is as follows;

Department of Corrections
1539 11th Avenue
PO Box 201350
Helena, MT 59620-1350
1 – 800- 801-3478

Marriage

What are the hours for processing marriage applications?

Answer;

Marriage License can be issued from 8:00am to 4:30pm, Monday – Friday. Each application process can take approximately 30 minutes.

Who can marry us?

Answer:

Please review the Montana Codes Annotated, Title 40 Family Law, 40-1-301
<http://leg.mt.gov/bills/mca/40/1/40-1-301.htm>

Do we have to have an appointment to get married by the Justice of the Peace and /or City Judge?

Answer:

Please refer to that department. (Justice Court and/or City Court)

If we did not get married within six months of applying for our license, is the license still valid?

Answer:

No, Marriage Licenses in Montana expire 180 days from the issue date. The couple will need to begin the process again and reapply for another marriage license. A new fee must be paid.

Passport Information

Where else can I get information about passports?

Answer:

US Dept. of State Passport website <http://travel.state.gov> or call the National Passport Information Center 1-877-487-2778

If you have any questions with completing the application prior to your appointment, please visit the Dept. of State website (travel.state.gov) or call the National Passport Information Center 1-877-487-2778.

** Passport Renewal Application are not processed through this office, please refer back to the renewal application or contact the Dept. of State.*

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