

TIPS FOR SUCCESSFUL E-FILING INFORMAL PROBATE

HENNEPIN COUNTY

ACCEPTANCE IN THE EFS SYSTEM OF YOUR E-FILING DOES NOT MEAN APPROVAL OF THE APPLICATION FOR THE INFORMAL PROBATE PROCESS

Check for Demands for Notice on the case at www.mncourts.gov
(We have a Demand for Notice tip sheet available upon request.)

Cases filed with demands may be denied after 30 days.

- Enter the correct filing fee \$297 only –NO \$ for copies
- What to put in the initial envelope –
 1. Application
 2. Acceptance & Oath
 3. Death Certificate
 4. Certificate of Representation
 5. Nominations/Renunciations (if applicable)
 6. Trust pages (if applicable)
 7. Electronic Copy (Will, Codicil or Separate Writing) (if applicable)

Do **NOT** e-file proposed orders or letters

Do **NOT** e-file any proposed Notice of Informal Probate

ATTORNEY MUST DELIVER ORIGINAL WILL, CODICIL, SEPARATE WRITING TO THE COURT EITHER BY US MAIL, COURIER OR IN PERSON

You must enter an address for the parties you enter into MNCIS

Filing codes should be as close to the caption of the document that is being filed as possible.

- The informal notice code is “other document”
- Each document is individually filed into the envelope (e.g. do NOT combine nominations or consents or bond waivers)
- The filing code for trust pages is “trust document”
- The filing code when ordering copies thru EFS is “copy request”

Copies come from the District Court Records Center located at:

DISTRICT COURT RECORDS CENTER

Skyway Level A Tower

300 SOUTH SIXTH STREET

MINNEAPOLIS MN 55487