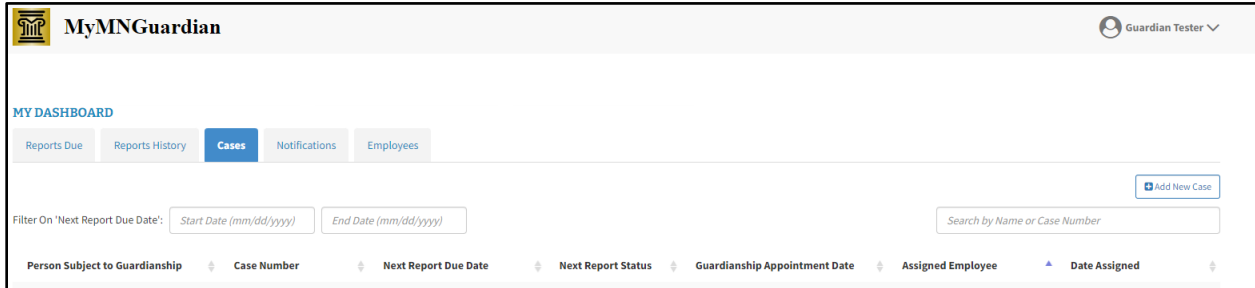


Quick Reference Guide – Adding a New Case to a MyMNGuardian (MMG) Account

Adding a New Case

1. From the home page, click **Cases**.
2. Click **Add Cases**.

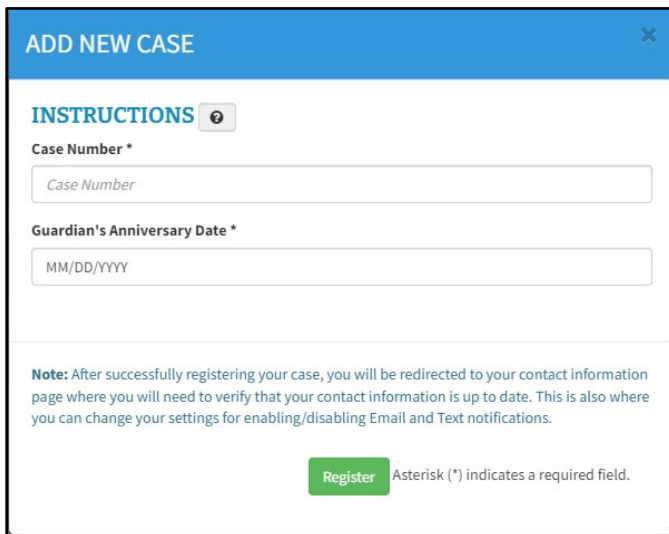


The screenshot shows the MyMNGuardian dashboard. At the top left is the logo and the text 'MyMNGuardian'. At the top right is the user name 'Guardian Tester' with a dropdown arrow. Below this is a 'MY DASHBOARD' section with tabs for 'Reports Due', 'Reports History', 'Cases', 'Notifications', and 'Employees'. The 'Cases' tab is selected. On the right side of the dashboard, there is a blue button labeled 'Add New Case'. Below the tabs, there are two input fields for 'Filter On 'Next Report Due Date':' with labels 'Start Date (mm/dd/yyyy)' and 'End Date (mm/dd/yyyy)'. To the right of these is a search bar labeled 'Search by Name or Case Number'. At the bottom of the dashboard, there is a table with columns: 'Person Subject to Guardianship', 'Case Number', 'Next Report Due Date', 'Next Report Status', 'Guardianship Appointment Date', 'Assigned Employee', and 'Date Assigned'.



A MMG Agency administrators account will need to be set up before a case can be added. See the **QRG – Creating a My CourtMN Account** and the **Application Overview for Agency Administrators** on the Minnesota Judicial Branch public website at <https://www.mncourts.gov/Help-Topics/MyMNGuardian.aspx> under the training tab.

3. Add the **Case Number** and **Guardian's Anniversary Date**.
4. Click **Register**.



The screenshot shows a modal window titled 'ADD NEW CASE' with a close button (X) in the top right corner. Below the title is an 'INSTRUCTIONS' section with a question mark icon. There are two required input fields: 'Case Number *' with a placeholder 'Case Number' and 'Guardian's Anniversary Date *' with a placeholder 'MM/DD/YYYY'. Below these fields is a note: 'Note: After successfully registering your case, you will be redirected to your contact information page where you will need to verify that your contact information is up to date. This is also where you can change your settings for enabling/disabling Email and Text notifications.' At the bottom of the form is a green 'Register' button and a legend: 'Asterisk (*) indicates a required field.'

5. Once the case has been registered, it can be assigned to an employee.
See the **QRG – Adding and Editing Employee and Cases** on the Minnesota Judicial Branch public website at <https://www.mncourts.gov/Help-Topics/MyMNGuardian.aspx> under the training tab.