



Getting Started with eFile and eServe (eFS)

How do I get started with eFS?

Take these three steps:

1. Designate a firm administrator (if you have a large firm, you may want to designate a backup firm administrator).
2. Attend training.
3. Complete account registration and firm setup.

Find more information at www.mncourts.gov/efile.

What does eFS cost to use?

As a filer, you're required to pay all statutory filing fees and a \$5 processing charge each time you pay fees through eFS.

What do I need to use the eFS System?

Review the [Minnesota District Court Registered User Guide for Electronic Filing](#).

Additionally consider:

- You will need a high-speed internet connection.
- Minnesota filers are encouraged to use Internet Explorer to eFile and eServe.
- Filers are strongly encouraged to file searchable PDF (.pdf) documents.

Be aware, scanning paper documents **does not** create a searchable PDF document.

Review [QRG: Creating a Searchable PDF Document](#) for instructions on converting other documents formats to PDF.



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When setting up a firm account, what are some tips for government agencies?

- When naming your firm in eFS, start with your jurisdiction (i.e., county or city name), followed by your agency type (e.g. X County Sheriff's Department or X City Police Department).
- If you're part of a state agency (i.e., the Public Defender, Department of Corrections) make sure your firm name clearly identifies your office and reflects your organization's structure. Start the name with your jurisdiction, followed by the state agency name (e.g., X District Public Defender's Office).
- Spell out your firm's name rather than using acronyms.
- Check with your central office or association to be sure your firm name is consistently applied across the agency.
- Set up and use a waiver account. You won't need a credit or debit card to do this.
- Attorneys who work full- or part-time with a government agency and also practice law privately will need a separate firm and email address for each practice.

How can I get training on eFS?

Training is available online. Register for a session at www.mncourts.gov/efile under the **eFile and eServe Training tab**. Quick reference guides are also available and provide step-by-step instructions on the most common eFS tasks.

What if I get stuck?

Contact the Minnesota Judicial Branch eFile Support Center for help.

- Phone: (612) 902-9585 or (844) 918-1724 if calling long distance from a landline phone.
- Send questions here:
<http://www.mncourts.gov/eFS-Support>
- [Public website](#)