## QUICK REFERENCE GUIDE

# FILING A CASE WITH MINNESOTA GUIDE & FILE

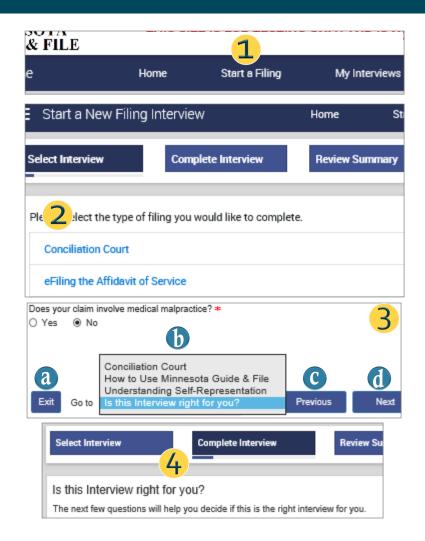


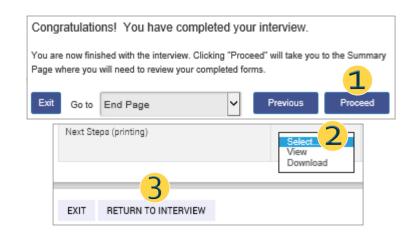
### Create forms using an interview

- 1. Click Start a Filing.
  - To work on a saved interview, click **My** Interviews and select **Resume** from the Actions dropdown menu.
- 2. Select a New Filing Interview.
- Use the buttons at the bottom of the page to move through the interview:
  - a. Click **Exit** to exit the interview.
  - Select from the Go to dropdown to go to a specific page (this only displays pages that are already complete).
  - c. Click **Previous** to go to the previous page.
  - d. Click **Next** to go to the next page.
  - Do not use the arrows or x on the internet browser to move through the interview or work may be lost.
- Read each page and answer each question as completely as possible. The blue bar below Complete Interview shows your progress.

## **Review completed forms**

- 1. Click Proceed.
- Select View or Download from the Actions dropdown to review the documents. Documents must be reviewed before printing or filing.
- 3. If needed, click **Return to Interview** to make changes to any of your answers.







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File

Go to

### File completed forms

On paper or electronically (not using Guide & File):

- 1. Select View from the Next Steps (printing) dropdown. It will open in a new browser tab.
- 2. Click File.
- Click Print. 3.
- Confirm print settings and click **Print**. 4.
- 5. Follow the instructions in the Next Steps document.
- Next Steps for each interview and filing method (electronic or paper) are available at http://mncourts.gov/Help-Topics/Guide -and-File.aspx under the Tools and Resources tab.

#### New tab View Duplicate tab Downloa New window New session Properties Advar Open... Pages to Print Edit ○ Current pag ○ Pages 1-3 ▶ More Optio Save as... GUIDE & FIL Close tab om Scale: 100 Page setup... Print... 4 Page 1 of Print MINNESOTA M GUIDE & FILE: NEXT STEP:

Next Steps (printing)

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0	Create a new one-time account	
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Electronically (using Guide & File):

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Not all cases can be filed electronically. If this option is available, select Yes when asked if you will eFile.

- 1. Click Pay Now.
- 2. Select a payment option and add the payment information.
- Click Continue. 3.
- Click Print Confirmation. 4.
- 5. Follow the instructions in the Minnesota Guide & File: Next Steps document to sign up for electronic service (required).



If unable to pay the filing fee, go to the Important Next Steps page of the interview for information about how to file Fee Waiver Forms, if available.



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