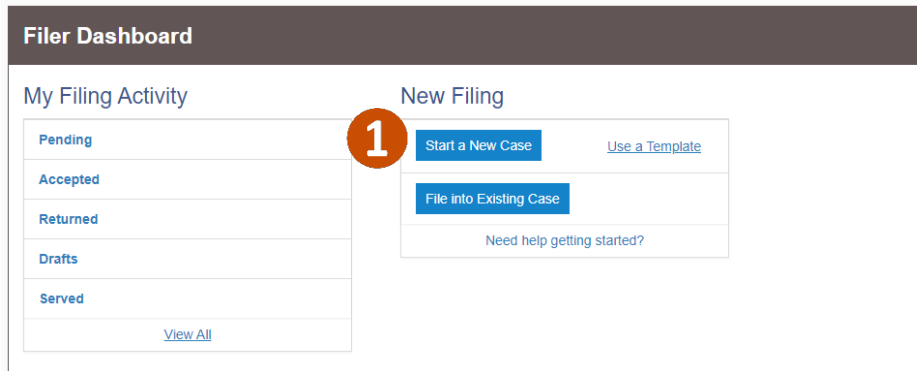


Quick Reference Guide – eFiling a New Case

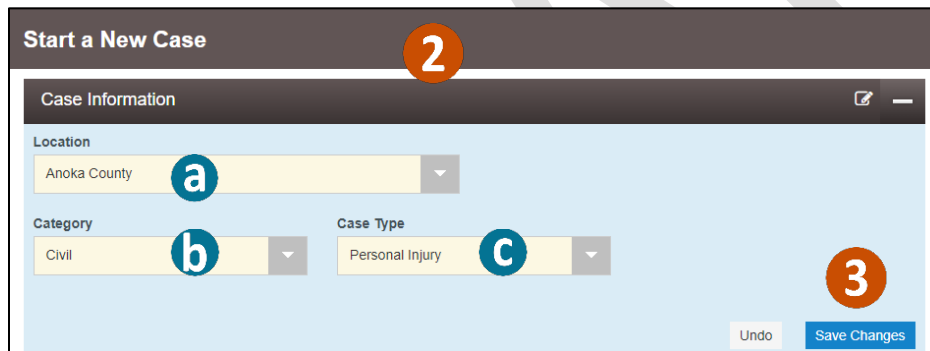
Start a New Case and enter Case Information

1. From the **Filer Dashboard**, click **Start a New Case**.



The screenshot shows the 'Filer Dashboard' with a 'New Filing' section. A red circle with the number '1' highlights the 'Start a New Case' button. Other options include 'Use a Template' and 'File into Existing Case'. A 'Need help getting started?' link is also visible.

2. Select the appropriate case details from the dropdowns:
 - a. **Location**
 - b. **Category**
 - c. **Case Type**
3. Click **Save Changes** to continue.



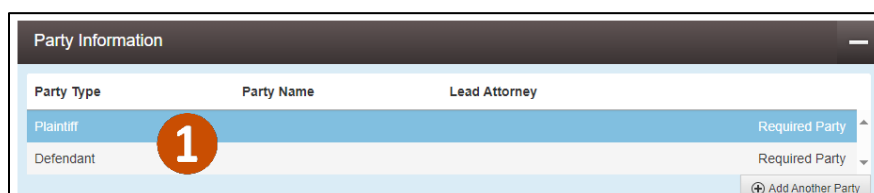
The screenshot shows the 'Start a New Case' form. A red circle with the number '2' is at the top. The 'Case Information' section has three dropdown menus: 'Location' (Anoka County), 'Category' (Civil), and 'Case Type' (Personal Injury). A red circle with the number '3' highlights the 'Save Changes' button at the bottom right.



A template can be used to file into a new case. Consider using a template if you file the same type of case often. For more information, see the [QRG - Creating and Using Templates](#) on www.mncourts.gov/efile on the eFile and eServe Training tab.

Enter Party Information

1. Click on the **Party Type** (e.g., Plaintiff, Defendant). If the party type that you think is most appropriate isn't listed, verify the selected case type by reviewing the **Case Information** in the previous step.



The screenshot shows the 'Party Information' form. It has a table with columns: 'Party Type', 'Party Name', and 'Lead Attorney'. The 'Party Type' column has a dropdown menu with 'Plaintiff' and 'Defendant' options. A red circle with the number '1' highlights the 'Plaintiff' option. To the right of the table, there are 'Required Party' dropdowns and an 'Add Another Party' button.

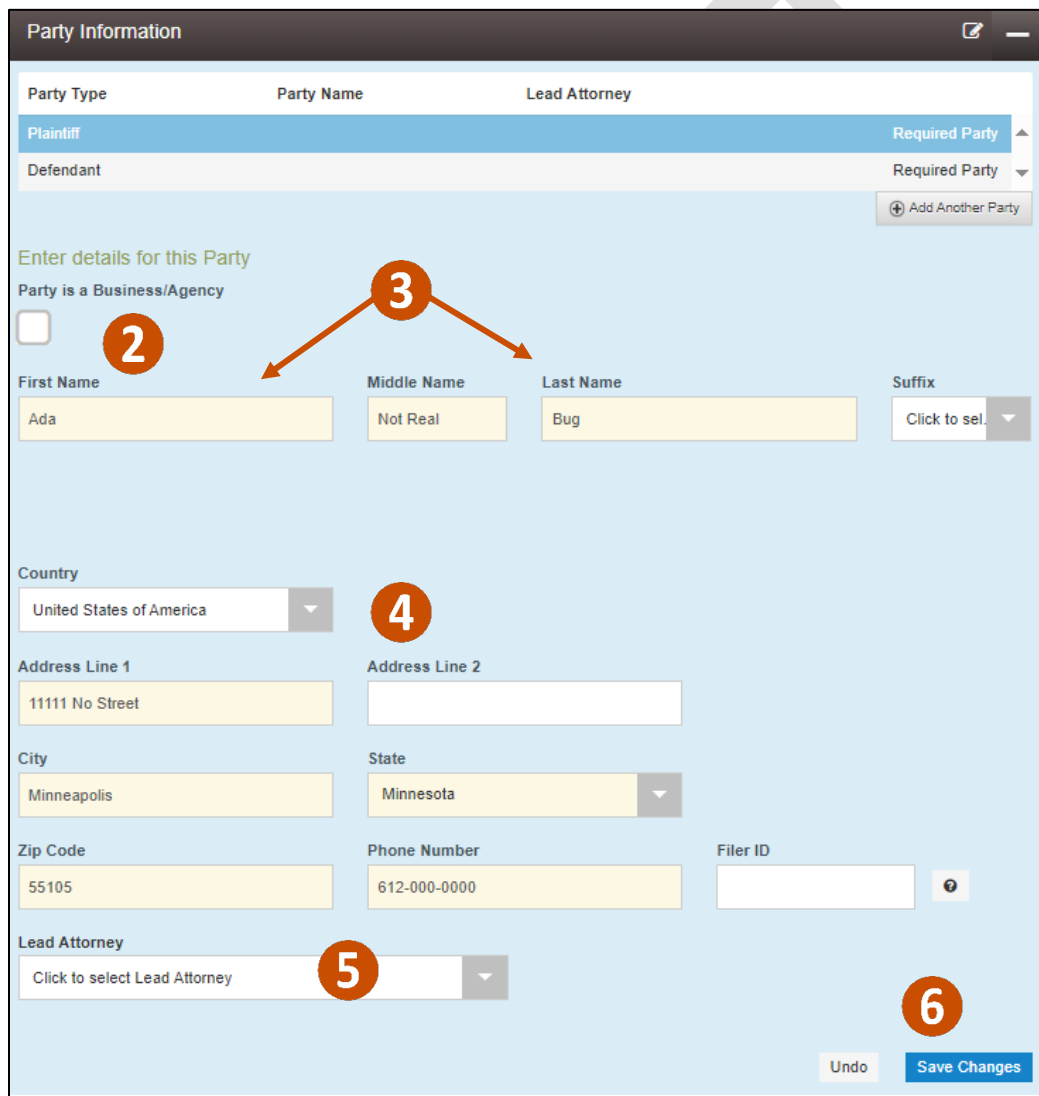
Quick Reference Guide – eFiling a New Case

2. If the party is a business, check **Party is a Business/Agency**, and enter the business name.
3. Enter the party's **First Name** and **Last Name**.
4. The address, city, and state are not required fields, but entering this information in eFile and eServe (eFS) is strongly recommended.
5. If the party has a lead attorney in your firm, select them from the dropdown.



If the Filer ID was received from court administration, the filer can use this to populate the details for the party, but it is not a required field.

6. Click **Save Changes** to continue.



The screenshot shows the 'Party Information' form with the following fields and callouts:

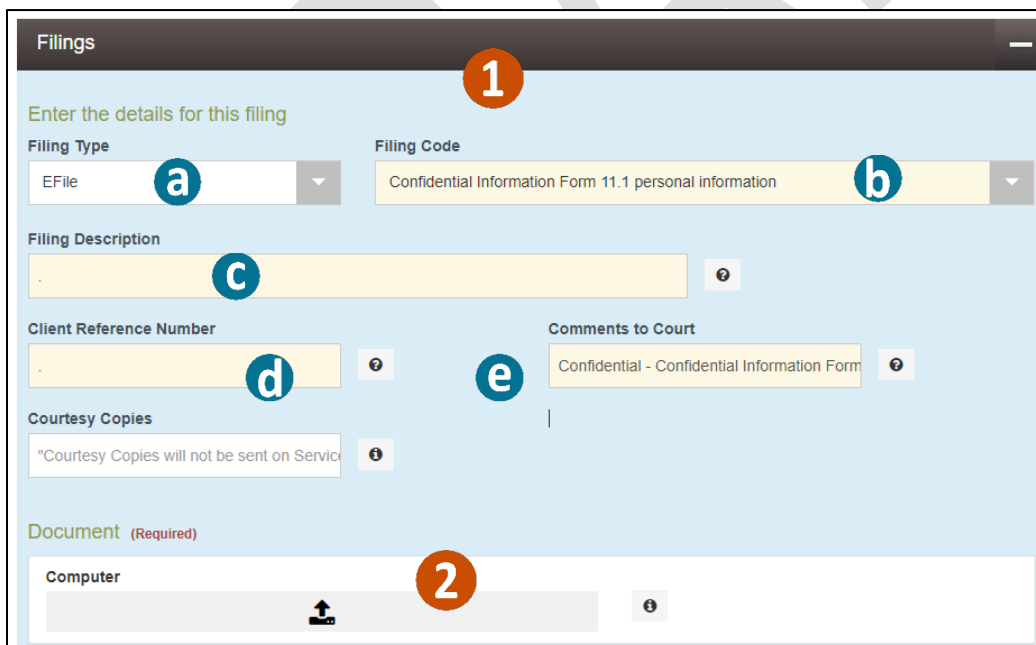
- Party Type:** A dropdown menu with 'Plaintiff' selected. Callout 2 points to the 'Party is a Business/Agency' checkbox.
- Party Name:** Fields for 'First Name' (Ada), 'Middle Name' (Not Real), and 'Last Name' (Bug). Callout 3 points to the 'First Name' and 'Last Name' fields.
- Country:** A dropdown menu with 'United States of America' selected. Callout 4 points to this field.
- Address:** Fields for 'Address Line 1' (11111 No Street), 'Address Line 2', 'City' (Minneapolis), and 'State' (Minnesota).
- Zip Code:** 55105
- Phone Number:** 612-000-0000
- Filer ID:** An empty field with an information icon.
- Lead Attorney:** A dropdown menu with 'Click to select Lead Attorney' selected. Callout 5 points to this field.
- Buttons:** 'Undo' and 'Save Changes' buttons at the bottom right. Callout 6 points to the 'Save Changes' button.

7. Repeat steps 1 - 4 for all parties in the case. If another party needs to be added, click **Add Another Party**, select the **Party Type**, and enter the party information.


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Enter the Filings details

1. Enter the required information:
 - a. Select **EFile** or **EFileAndServe** from the **Filing Type** dropdown.
 - b. Select a **Filing Code** from the searchable dropdown. Select and look for a code that matches the title of the document being filed. If there is not a code that exactly matches the document, then pick a more general code. You can add more details in the filing description field. If you are filing a Proposed Order, please select the filing code **Proposed Order or Document**.
 - c. Enter a **Filing Description**. This may be the purpose of the filing or supplemental details related to the selected filing code. The court clerk reviews the descriptions, which may become part of the official court record. If you don't think a comment is necessary, enter a period. Do not duplicate the filing code.
 - d. Enter a **Client Reference Number**. This is used to associate a filing with personal records. This could be a number or party name. Enter a period if you do not use and organize your files with a client reference number.
 - e. In the **Comments to Court** field, type in the document's security level as either Public, Confidential, or Sealed. If you choose Confidential or Sealed, include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).
2. In the **Computer** field, click the arrow pointing up icon to upload the document.



The screenshot shows the 'Enter the details for this filing' form in the Minnesota eFiling system. The form is titled 'Filings' and contains several input fields. A red circle with the number '1' is positioned at the top of the form. Below it, the 'Filing Type' dropdown is set to 'EFile' (labeled 'a') and the 'Filing Code' dropdown is set to 'Confidential Information Form 11.1 personal information' (labeled 'b'). The 'Filing Description' field is empty (labeled 'c'). The 'Client Reference Number' field is empty (labeled 'd'). The 'Comments to Court' field contains the text 'Confidential - Confidential Information Form' (labeled 'e'). The 'Courtesy Copies' field contains the text '"Courtesy Copies will not be sent on Service'. At the bottom, the 'Document (Required)' section has a 'Computer' field with an upload icon (labeled '2').

 The **Courtesy Copies** field is optional, but you can enter email addresses to receive electronic copies of your filings in this envelope. **This is not the same as service** and is not tracked in the system.

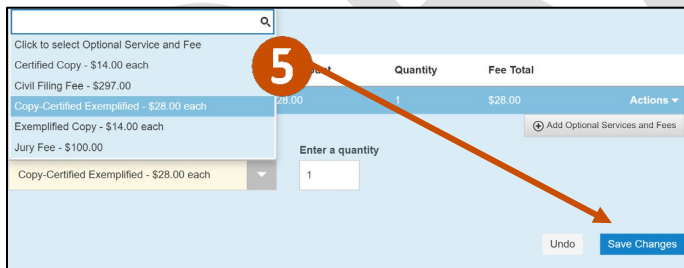
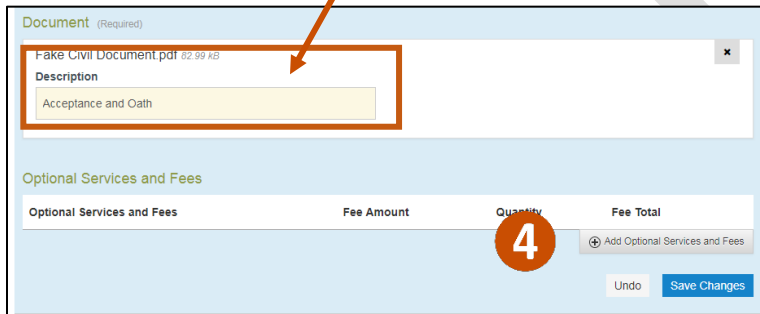
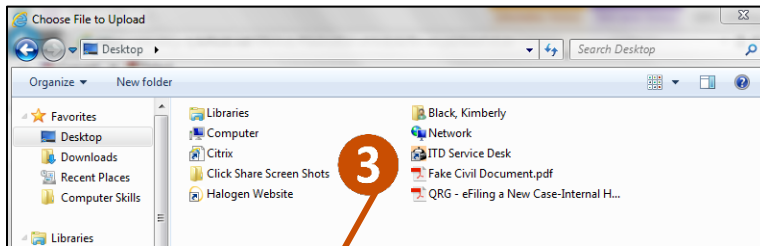
Quick Reference Guide – eFiling a New Case

3. Locate the document and upload it. Once the document is uploaded, the description field will match the selected filing code.

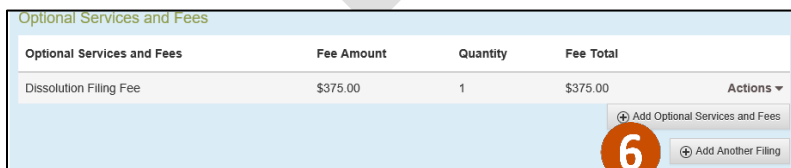


The document must be in PDF format.

4. If you owe a fee for the filing(s), click **Add Optional Services and Fees**.
5. In the **Optional Services and Fees** dropdown, select the fee that you owe and click **Save Changes**.
Repeat steps 4 and 5 to add additional fees to this document.



6. To add additional documents you want to file, click **Add Another Filing**, and repeat Steps 1-5.

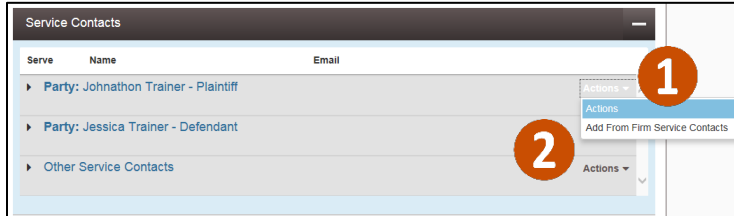


For more information on court fees, go to www.mncourts.gov/Help-Topics/Court-Fees.

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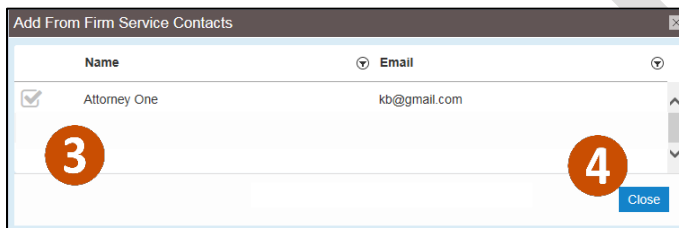
Select Service Contacts to receive service

1. Click **Actions** across from the party name to add a service contact.
2. Select **Add From Firm Service Contacts** from the dropdown. If you are not a part of a group or firm of filers, the menu may say, **Add From Service Contacts**. Select whichever option appears.




Do not add service contact information for another party. Parties need to sign up on their own.

3. Check the box to the left of each name to add the contact.
4. Click **Close**. The selected service contacts will be added to the case.

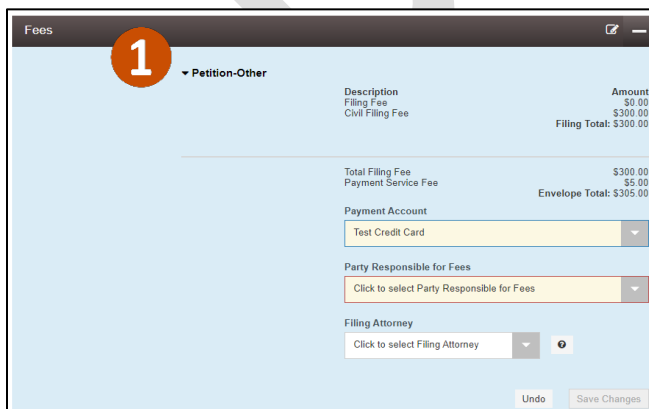



Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts.

To add a service contact to your master list, go to www.mncourts.gov/efile and click the eFile and eServe Training tab. See QRG – Adding and Removing Service Contacts to the List and Case for instructions.

Add the fees (payment type)

1. The Fees section is where you can see the total amount of fees you added to your filing(s) and select the details to pay the fees (Payment Account, Party Responsible for Fees, and Filing Attorney).



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- a. Select the **Payment Account** you would like to use to pay the fee(s). If you do not have a payment account to select, please see [QRG: Adding and Removing Payment Accounts](#) for help with adding a payment account. If the drop-down menu has a Waiver Account but you do not have a fee waiver and do not represent a government agency, you will need to add a payment account. [Click here to go to the Waiver Account](#) information in this guide.
 - b. Select the **Party Responsible for Fees**
 - c. If applicable, select the **Filing Attorney**
2. Click **Save Changes**.



The Party responsible for fees is the party that is paying the filing fee required to file the documents with the court.

If you are the:

- Filer of the documents and you are a party to the case, then you can select your name.
- A firm filing on behalf of a party to the case, you select your client’s name as being responsible for fees.

Fees

▼ Petition-Other

Description	Amount
Filing Fee	\$0.00
Civil Filing Fee	\$300.00
Filing Total: \$300.00	

Total Filing Fee	\$300.00
Payment Service Fee	\$5.00
Envelope Total: \$305.00	

Payment Account

a Test Credit Card

Party Responsible for Fees

b Click to select Party Responsible for Fees

Filing Attorney

c Click to select Filing Attorney

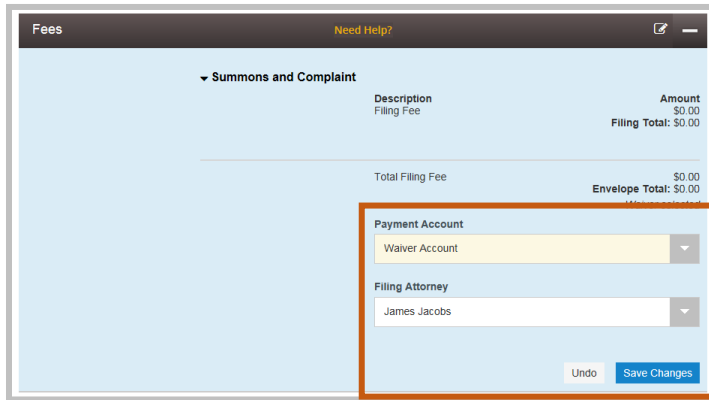
2

Undo Save Changes

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Waiver Account – Select only when:

- Representing a government agency that is not required to pay a fee under Minn.Stat.§
- A court order has been granted for a fee waiver (In Forma Pauperis (IFP))



If the fee waiver application is pending, do not add optional service fees when you are in the Filings Section. Select your credit card payment account for the payment method (there will be no charge applied to the account if you did not add a fee to your filing as in Step) and complete the filing process.

If the application for a fee waiver has been approved, choose Waiver Account.

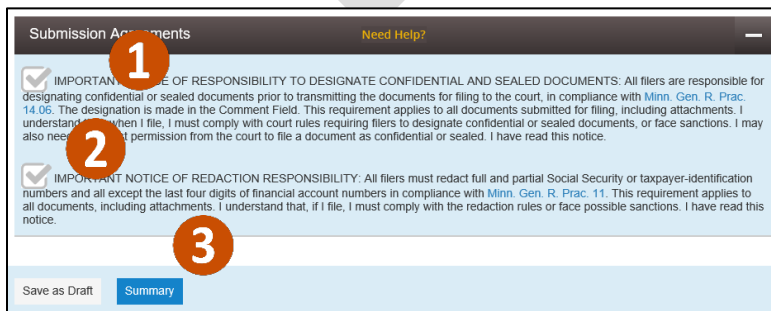
If the application for a fee waiver is denied, make sure the **Total Filing Fee** amount is correct and select a credit card account for the payment method.



If you select a waiver account, remember to select the Filing Attorney, if applicable, and Save Changes.

Complete the Submission Agreements

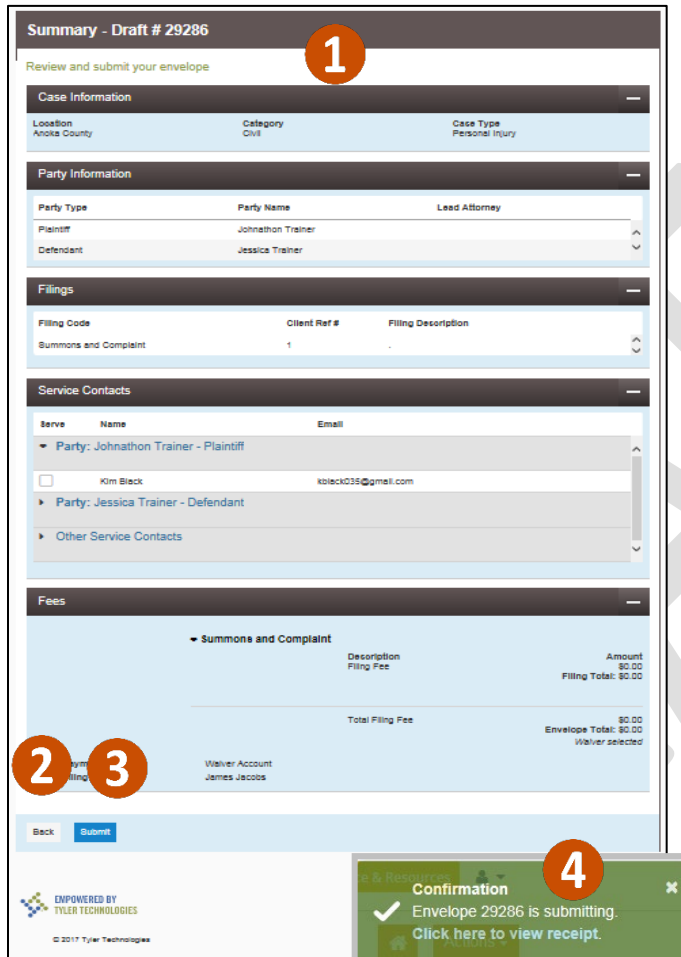
1. Read the Submission Agreement Disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents and check the box.
2. Read the Submission Agreement regarding the Notice of Redaction Responsibility and check the box.
3. Click **Summary** to continue so that you can submit or **Save as Draft** to save it as a draft and return it to your Filer Dashboard. If you select “Save as Draft,” your filing **will not** be submitted to the Court or served to any eService Contact.



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Review, edit, and submit the filing in the Summary

1. Review the filing summary.
2. If you need to edit any section and make corrections before submitting, click **Back** to go back into your envelope.
3. Click **Submit** to submit your documents for eFiling or Service.
4. The confirmation box will appear. Click the link to view the receipt or click x to close.



Summary - Draft # 29286

Review and submit your envelope

Case Information

Location	Category	Case Type
Anoka County	Civil	Personal Injury

Party Information

Party Type	Party Name	Lead Attorney
Plaintiff	Johnathon Trainer	
Defendant	Jessica Trainer	

Filings

Filing Code	Client Ref #	Filing Description
Summons and Complaint	1	

Service Contacts

Serve	Name	Email
Party: Johnathon Trainer - Plaintiff		
<input type="checkbox"/>	Kim Black	kblack035@gmail.com
Party: Jessica Trainer - Defendant		
Other Service Contacts		

Fees

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
Waiver selected	

Waiver Account: James Jacobs

Back Submit

Confirmation
 ✓ Envelope 29286 is submitting.
 Click here to view receipt.