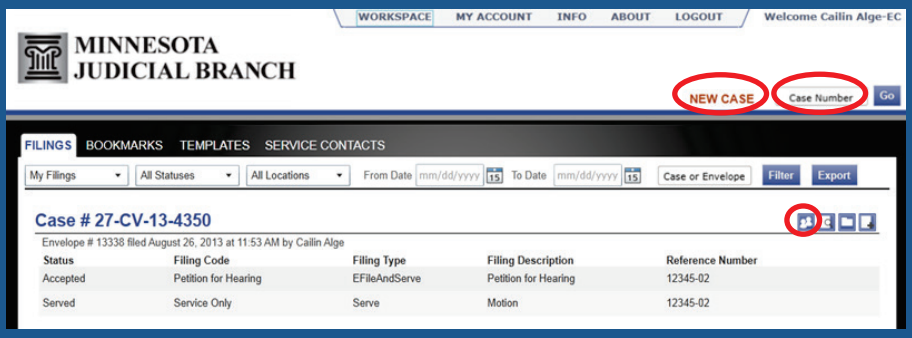
MINNESOTA JUDICIAL BRANCH

eCourtMN Minnesota Judicial Branch

Adding eService Contacts to a Case

Within the eFS Workspace (see below) is the section where Filers can add themselves to a Case Service Contact list.

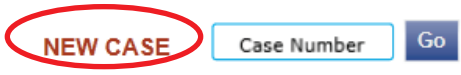


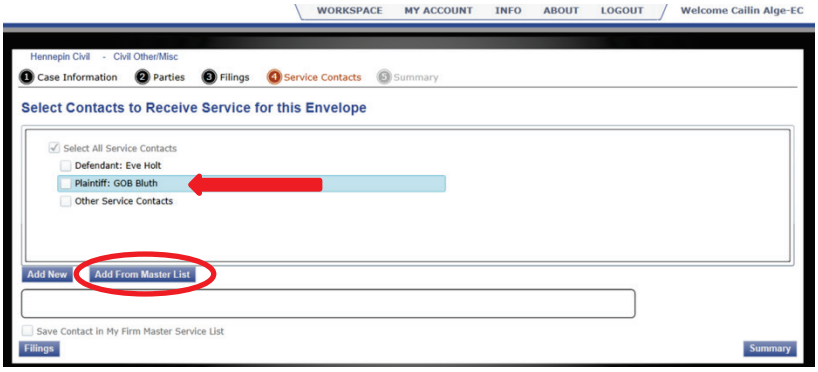
eService is an option at three different points in the case submission process;

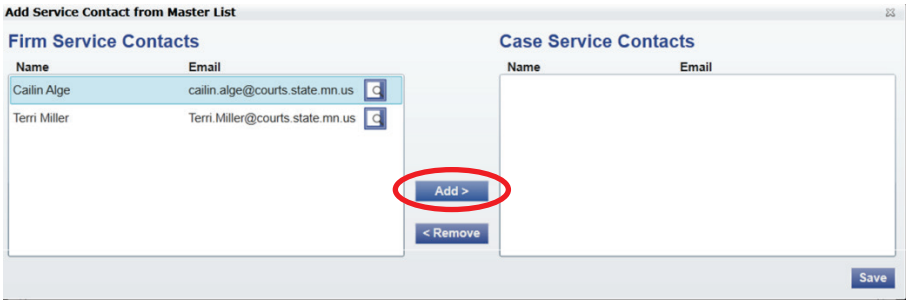
1. At initiation of a new case
2. When eFiling into an existing case for the first time
3. When eFiling a subsequent document in a case

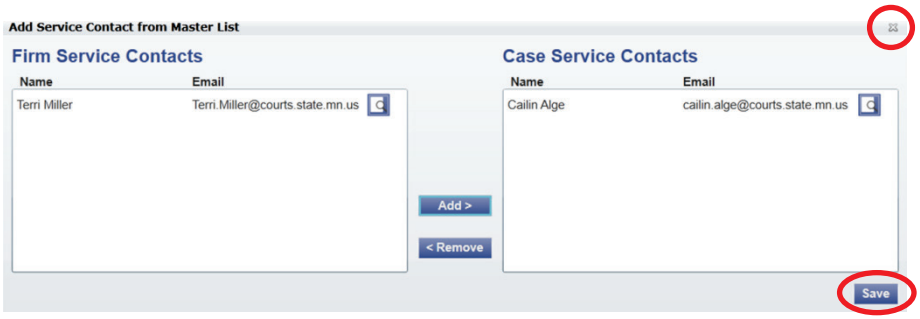
Option 1. At Initiation of a New Case

1. After successfully uploading documents in the 'Filings' section, a 'Service' button will appear in the bottom right-hand corner of your screen
2. On the 'Service Contacts' page double-click and highlight the party you represent
3. Click 'Add from Master List'
4. Choose the name and email address you wish to add for service from the 'Firm Service Contact' column by clicking on it to highlight it
5. Click 'Add' and that contact will appear under 'Case Service Contacts' and then click 'Save'
6. Repeat this step to add as many service contacts as needed before proceeding to the 'Summary' page
7. If you do not see the name and email address you are looking for under 'Firm Service Contacts' click the 'X' in the upper right-hand corner of the 'Add Service Contact from Master List'







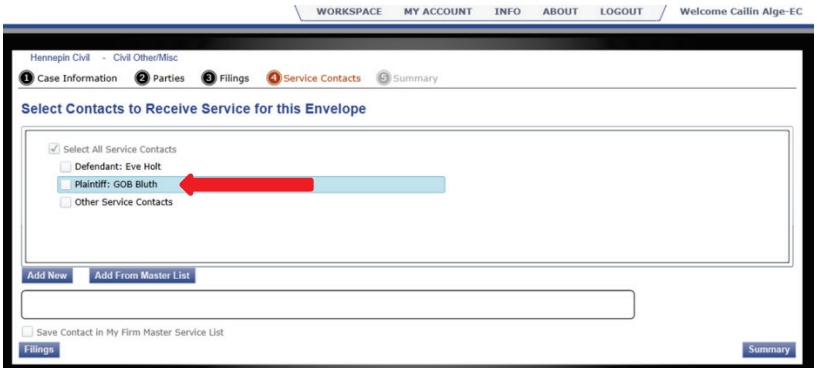


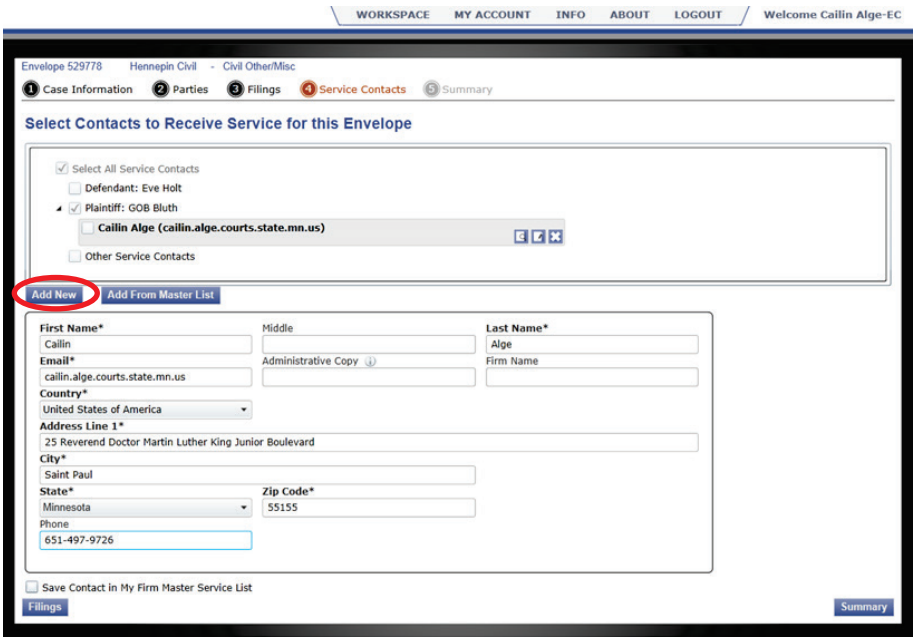
MINNESOTA JUDICIAL BRANCH

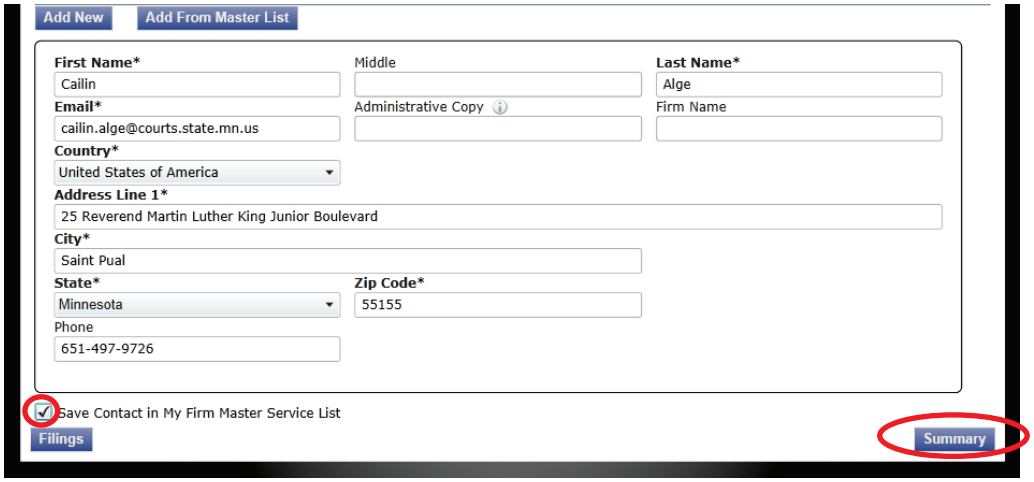
eCourtMN Minnesota Judicial Branch

Adding eService Contacts to a Case

8. On the 'Service Contacts' page double-click and highlight the party you represent
9. Click 'Add New' and enter the name, email address and address of the person to you wish to add service information
10. Check the small box in the bottom left-hand corner of the screen that says 'Save Contact in My Firm Master Service List' (Filers should only have to do this once in order to have that contact appear in the Firm Master Service Contact List
11. Repeat to add many service contacts before moving onto the 'Summary' page





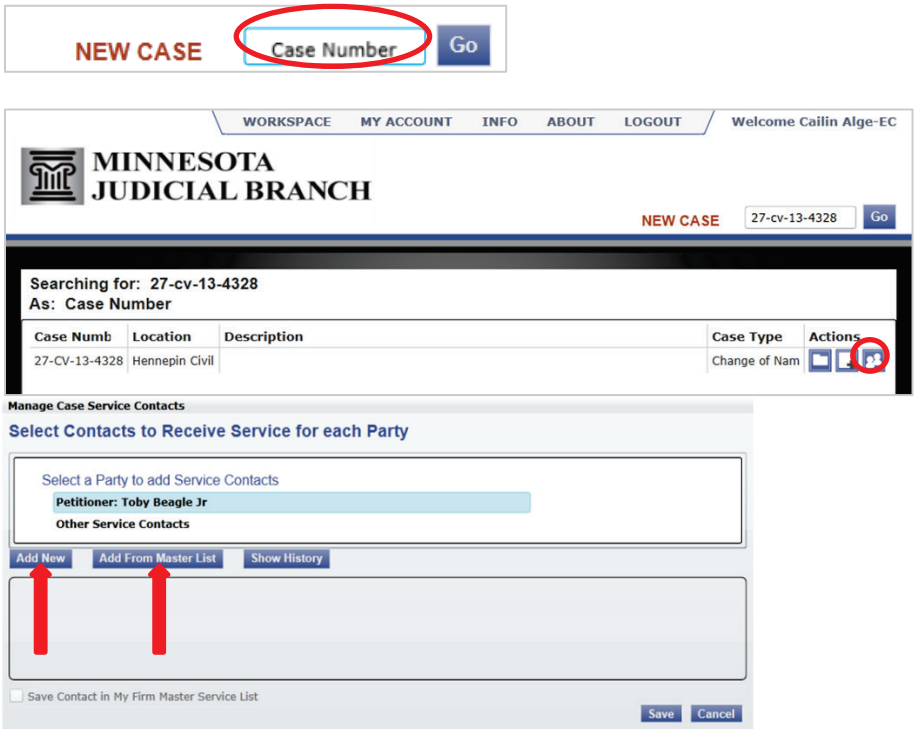


MINNESOTA JUDICIAL BRANCH

eCourtMN Minnesota Judicial Branch

Adding eService Contacts to a Case

Option 2. Adding a Service Contact upon the First Filing into an Existing Case



1. If the Filer did not initiate the case, or has not yet eFiled into the case, type the court file number (with dashes) into the search box next to 'New Case'
2. Follow the case number over to the right-hand side of the screen and click on the 'Service Contacts' icon
3. Double-click and highlight the party you represent, then add the person you wish to add from the Master List, or Add New
4. Repeat as necessary
5. Click Save

Option 3. Adding a Service Contact to a Case during subsequent filing

1. If the Filer has not yet eFiled into the case, type the court file number (with dashes) into the search box next to 'New Case'
2. Follow the case number over to the right-hand side of the screen and click on the 'Service Contacts' icon
3. Double-click and highlight the party you represent, then add the person you wish to add from the Master List, or Add New
4. Repeat as necessary
5. Click Save

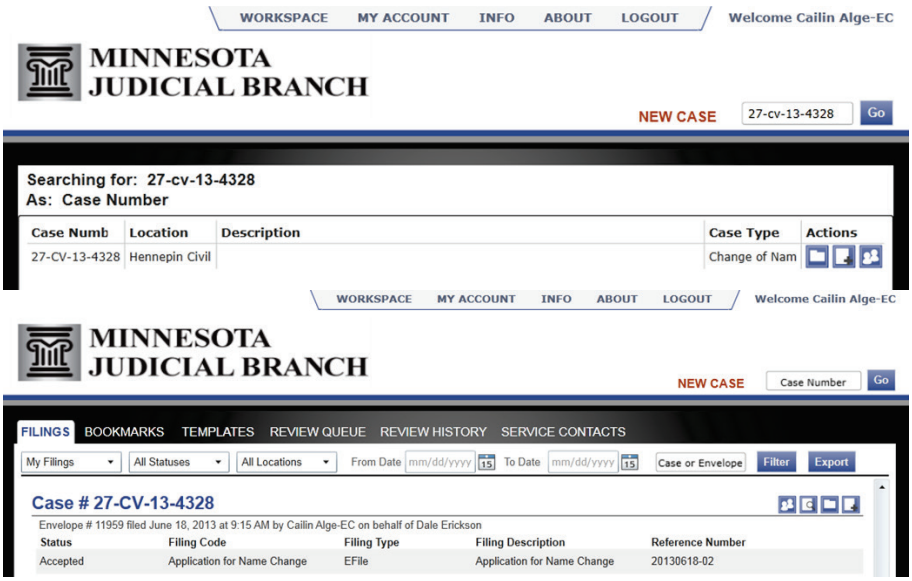
MINNESOTA JUDICIAL BRANCH

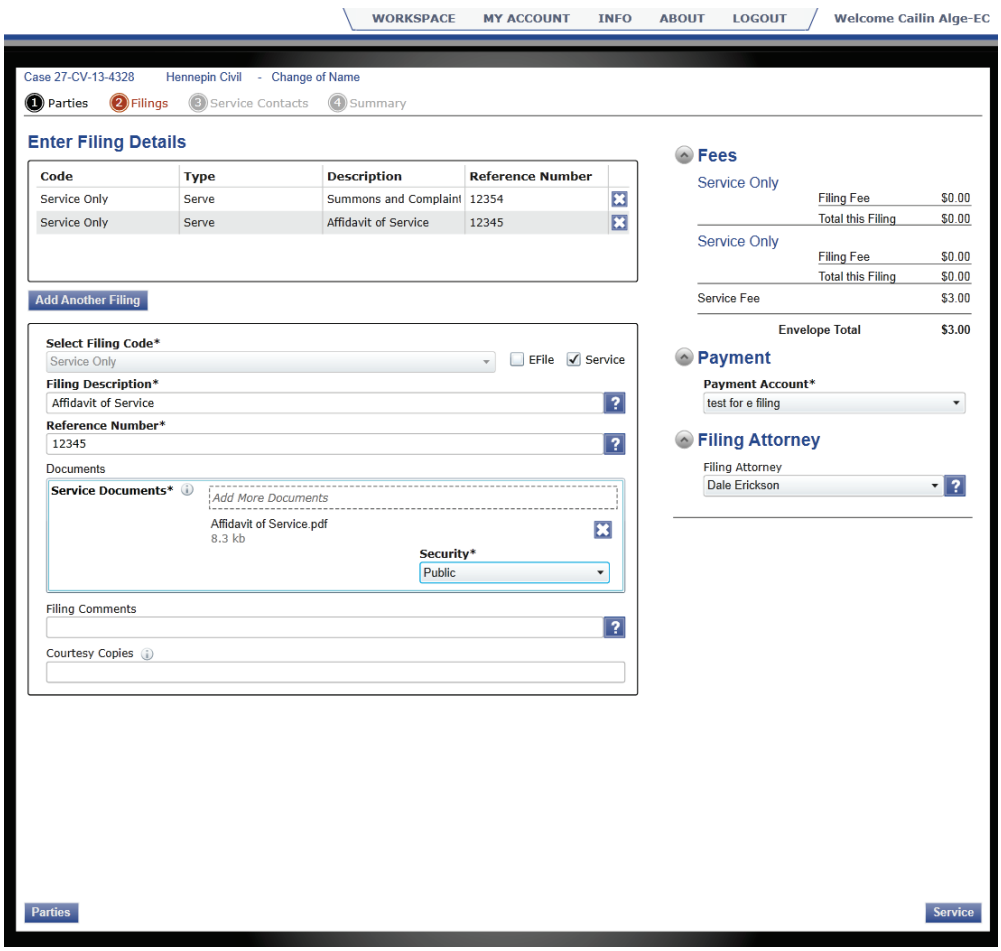
eCourtMN Minnesota Judicial Branch

Adding eService Contacts to a Case

eService Only Option

1. Search for your case (using the court file number) and click 'Start a New Subsequent Filing' or go to your Workspace and click 'File into this Case'
2. Once on the 'Filings' page, the options for eFiling and eService will be to the right of the 'Select Filing Codes' dropdown – check both the 'eFile' box and the 'Service' box to 'eFile & eServe' together (so the service will go out after the eFiling is accepted by the court), or uncheck 'eFile' and check 'Service' to do 'Service Only' (which goes out immediately)
3. Like eFiling, all documents should be uploaded as lead documents and each document should have its own security classification (once the eFile& eServe, or Service Only is submitted none of the service information, including the security classification, may be changed or altered





REMINDER: Service only option is in process IMMEDIATELY after submission. If you choose to eFile & eServe, service will occur only AFTER your filing is accepted by the court. If your submission is rejected then the eFile & eService process will NOT occur. Be mindful of these differences when submitting time sensitive material for service.

MINNESOTA JUDICIAL BRANCH

eCourtMN Minnesota Judicial Branch

Adding eService Contacts to a Case

Related eFile and eServe Frequently Asked Questions

When is eFile and eServe mandatory?
Does it apply to adoptions and CHIPS case types?
Does it apply to Family case types, such as domestic abuse cases?
Does it apply to Civil case types, such as Harassment cases?

Effective September 16, 2013, attorneys and government agencies will be required to file civil and family cases electronically and serve electronically in district courts in the following counties: Cass, Clay, Cook, Dakota, Faribault, Hennepin, Kandiyohi, Lake, Morrison, Ramsey and Washington. E-Filing and E-Service in these case types has been mandatory in Hennepin County and Ramsey County district courts since September 1, 2012. The requirement does not apply to probate/mental health, adoption, child protection or conciliation court cases.

How long do I have to access the emailed links to documents that have been eServed or eFiled?

Upon acceptance by the local court, the filer receives an email notification indicating that the filing was accepted and a link to the documents that were accepted. Beginning September 16, 2013 the link to the document(s) will only be active for 30 days. Filers are encouraged to download and retain copies of all documents in their document management system for easy reference.

Can I sign other attorneys/agencies up for eService?

No. Each individual wishing to be eServed with documents must sign themselves up for eService.

What if I need to sign myself up for eService under Multiple Parties?

Add your service contact information first, then click the "Link Parties with this Contact" icon.

Will I receive multiple pieces of service if my name is on the Service Contacts list more than once?

Yes. If you represent multiple parties in a case and your e mail address is listed for service for each party, then you will receive an e mail notification relevant to the activity (service or filing) that occurs for each of these parties. Example, Notice of Motion served on 3 parties you represent, you will receive 3 emails with the same document for each party you represent.

What do I need to do if I no longer represent a client on a case? Example, Substitution of counsel has been filed.

You will need to remove yourself from service on each of the cases and each of the

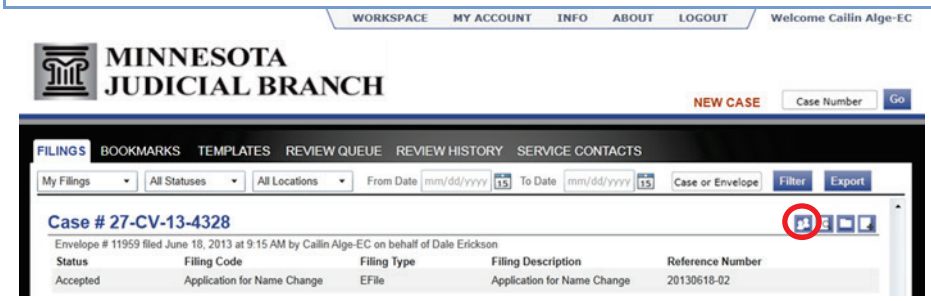
Adding eService Contacts to a Case

parties (in the case of multiple parties) that you are listed for service in the eFS tool. If you are not able to remove your information, it may be that someone other than yourself added your service information to the party. You will have to contact the person that added you and have them remove you as service contact for the party in question.

Removing eService Contact Information

Follow the steps listed below to remove the information listed for yourself as the service contact for the party you represent.

You will have to repeat this process for each of the parties for which you are listed as the service contact. If you are not able to remove yourself or the "Remove Service Contact" Icon is not available to select, that may mean that someone other than you added your information as a service contact on the case. You will need to contact the party that added you as a service contact and have them remove you. This is why it is vital for each individual to add themselves to the service contact list and NOT have someone else add you as the service contact.



1. Go to the Service Contacts Icon

2. Find your name on the Service Contact list (it may be appear multiple times for multiple parties)
3. Select the "Remove Service Contact" Icon and then Save.