



Criminal Court eFiling Guide for Attorneys

- 1. Rejection Criteria based upon Rule 5.04 of the Rules of Civil Procedures:**
 - a. Incorrect Fees**
 - b. Incorrect Venue**
 - c. Incorrect Case Number** It is the filer's responsibility to ensure documents are uploaded to the correct case. Court Administration will reject filings if it is obviously filed on the incorrect case (for example, different party names on the document and case).

- 2. Multiple Case Numbers:** Filings with multiple case numbers must be filed separately into each case.

- 3. Separate Documents:** For each filing code used there should be only one lead document. If submitting more than one document select additional filings to add additional document code(s).

- 4. Specific Code.** Always use most descriptive filing code available when filing documents. Refrain from using general codes; refer to table below for common filing codes in your area or contact Court Administration if you have specific questions. If you are using a General Code, include the document name in the "Filing Description" field when uploading the document. General codes include: Other Document, Affidavit – Other, Petition – Other.

- 5. Urgency:** Documents uploaded to EFS are considered filed as of the date uploaded, regardless of the time reviewed and approved by Court Administration. If your document is time sensitive, please contact Court Administration to notify staff and confirm filing. Also please indicate in the "filing description" any pending hearings or deadlines.

- 6. Special Circumstances:** If your filing requires special instructions please include that information in the "filing comments".

- 7. Confidential Addresses.** Do not add confidential addresses to the Electronic File and Serve System.

- 8. eService:** If you are interested in receiving documents electronically, you must sign your agency up for eservice on all cases. If you are required to serve a document upon someone who is not signed up for eService, you may contact that party to request they



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sign-up for eServe or you will need to serve them with paper. Please note: eService is not available for Pro Se participants.

- 9. Hearing Notices:** Court Administration will distribute hearing notices to all parties in paper. This process will be re-evaluated during the eCourtMN implementation and may be subject to change.
- 10. Courtesy Copies:** Judicial Officers may direct electronic or paper courtesy copies be provided in some instances. PSI Documents should continue to be sent via email.
- 11. Proposed Orders:** All documents requiring a Judge’s signature should be filed as Proposed Documents with a comment providing the title of the document.
 - a.** Examples: Writs, Proposed documents/orders, and Order to Remove
- 12. Under Advisement Submission:** If submitting an ordered submission, note that in the additional “filing description” field.
- 13. Case Initiation:** Complaints may only be filed electronically through eCharging or eCitation; they may not be filed via EFS. If eCharging/eCitation not available, complaints may be filed in paper. This process does not change with implementation of Electronic File and Serve.
- 14. Documents produced and or signed in the courtroom:** Documents generated in the courtroom or signed by a judicial officer will be filed in paper.
 - a.** Examples: DANCO or cancellation, NCO or cancellation, Conditional Release Orders, and Firearm Orders.
- 15. Documents produced in court that do not require a Judge’s signature:** May be sent through EFS before or after court.
 - a.** Example: Speedy Trial Demand (made on the record, but eFiled after court)
- 16. Public Wi-Fi Access:** Public Wireless is available throughout Washington County Courthouse. You may access the internet through MJB_Guest or Washcoguest.



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Examples of Commonly Used Filing Codes for Attorneys

Document	Filing Code	Instructions
Affidavit of Service	Affidavit of Service	
Booking Motion and Order	Motion	Filing Description: Booking motion and proposed order
Certificate of Representations	Certificate of Representation	
Correspondence	Correspondence	Filing Description: To Judge Name, from Name
Disclosure of Witnesses	Other Document	Filing Description: Disclosure of Witnesses
Memorandum	Memorandum	Filing Description: To Judge Name and from Name
Motion	Choose type of Motion that best describes your document	Filing Description: Describe Motion
Notice of Intent to Impeach with Prior Convictions	Notice-Other	Filing Description: of intent to Impeach with Prior Convictions
Notice of Motion & Motion	Notice of Motion and Motion	Filing Description: Explanation of Motion (i.e. in limine)
Omnibus Notice, Request for Disclosure & Motion	Discovery Disclosure	Filing Description: Request for Contested OH or date of contested hearing



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

WASHINGTON COUNTY COURT ADMINISTRATION

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Document	Filing Code	Instructions
Proposed Jury Instructions	Jury Instructions Document	Filing Description: Proposed
Request for Continuance	Request for Continuance	Filing Comments: Date of hearing if soon.
Request for Disclosure	Request for Disclosure	
Request for Judicial Officer Removal	Request- Judicial Officer Removal	Filing Description: Judicial Officer Name.
Rule 20 Documents	Can vary depending on the document being submitted	Filing Description: If order should be proposed, Rule 20
Rule 30.01 Dismissal	Dismissal by Prosecuting Attorney Pursuant to Rule 30.01	
Rule 7 & 9	Discovery Disclosure	
Speedy Trial Demand	Demand-Speedy Trial	
Supplemental Disclosure Pursuant to Rule 9.01	Discovery Disclosure	
Witness List	Witness List	Filing Description: Defendants r States