

## Criminal Court eFiling Guide for Community Corrections

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

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8. **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.
9. **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.
10. **Proposed Orders:** All documents requiring a Judge’s signature should be filed as Proposed Documents with a comment providing the title of the document.

**EXAMPLES OF COMMONLY USED FILING CODES FOR COMMUNITY CORRECTIONS**

Document	Filing Code	Instructions
A & D	Recommendation Of Probation to Apprehend and Detain	Filing Description: A&D
Affidavit for Restitution	Affidavit for Restitution	Security should be confidential
Assessment/Evaluations	Assessment/Evaluation	Filing Description: type of assessment or evaluation. Security should be confidential
Bail Evaluations	Bail Study	Filing Description: Bail Eval.
Conditional Release Violation Report	Report	Filing Description: VCOR.
Community Work Service Report	Community Work Service Report	
Memos or Case updates	Correspondence	Filing Description: What is regarding.
Discharge from Probation	Proposed document	Filing Description: Discharge from Probation
Diversion Memo’s	Correspondence	Filing Descriptions: Diversion
Pre-Plea Worksheets	Pre-Plea Worksheet	Security level confidential
PSI	Presentence Investigation Report	Security level confidential
Probation Agreement	Probation Agreement	

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Probation Transfer	Probation Transfer of Agent	
Probation Violation Report	Probation Violation Report	
Probation Violation and request for Summons	Proposed Document	
Proposed Documents	Proposed Document	Filing Description: Name of document being filed.
Recommendation of Probation and Order of Court to Apprehend	Proposed Document	Filing Description: Probation Violation Warrant
Request for Warrant	Warrant Request	
Restitution Payment Plan	Payment Plan	
Restitution Worksheet	Restitution Form /Certificate	Security confidential
Sanction Agreement	Probationary Sanction	
Sentencing Worksheet	Sentencing Worksheet	Security level confidential