
eFile and eServe: New Functionality Quick Reference

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Overview

eFile and eServe changes improving usability and business processes of eFile and eServe will be in effect on Monday February 11, 2013. The following are the new and enhanced features

- [Select the "Opt-In" feature if it is necessary to upload Microsoft™ Word documents, rather than documents in PDF format.](#)
- [Select a filing code and upload associated documents from the same page.](#)
- [Add service contacts to initial filings.](#)
- [Set up an administrative email notification for the delivery of service.](#)
- [Receive document security message in service email.](#)
- [Receive notification when removed or replaced from service on a case.](#)

Uploading Microsoft™ Word Documents with the "Opt-In" Preference:

To retain the ability to electronically file Microsoft™ Word documents:

1. Login to eFile and eServe.
2. Click the **My Account** tab (in the upper right corner).
3. From the User Preferences page, click the **Opt-In for Microsoft™ Word file support** checkbox.

Checking the Opt-in box is a one-time selection; the user is agreeing to "opt-in" as a Microsoft™ Word user that will be allowed to submit a Microsoft™ Word document using eFile and eServe.

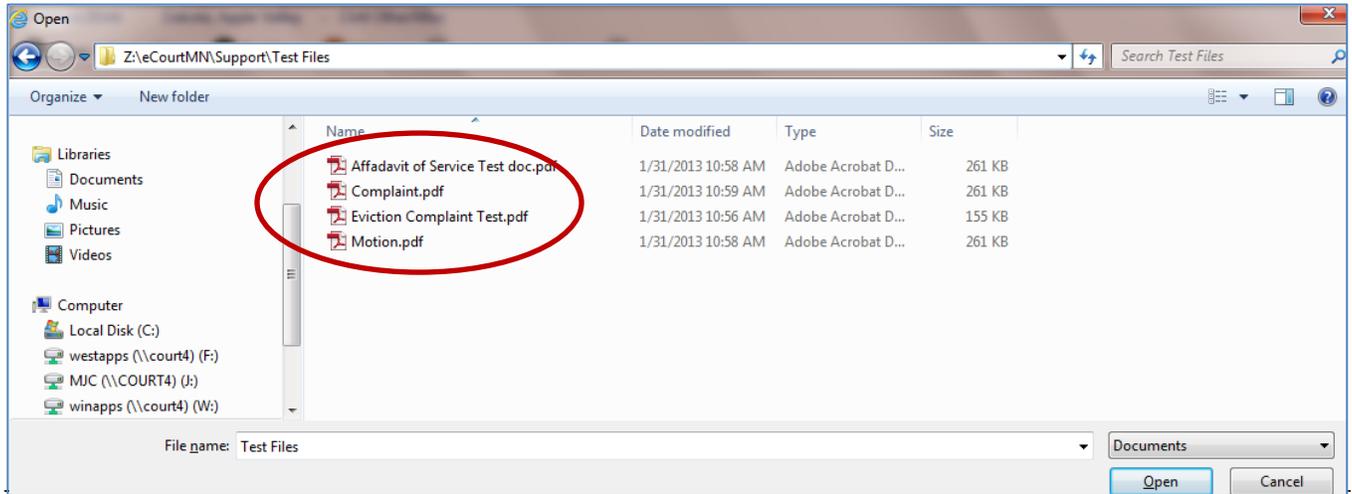
4. Click **Save**.



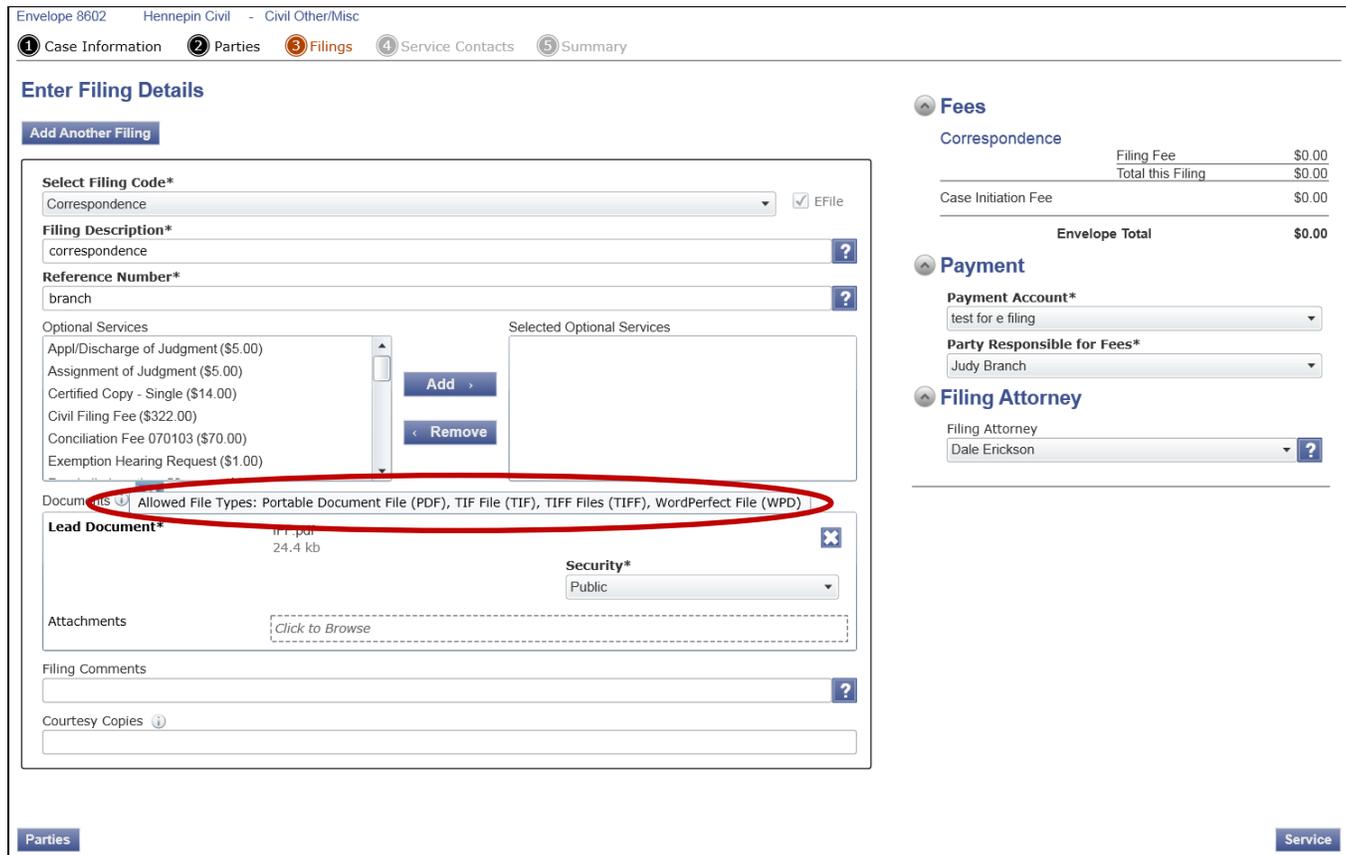
What if I don't 'opt-in'?

Most filers currently submit PDF documents as the standard format for security, readability, and search ability. If you are currently submitting Word documents when eFiling, you may use the opt-in feature, but we encourage eFilers to transition to PDF format.

If you have not opted in to use Microsoft™ Word, when uploading a document, other document formats *other than Microsoft™ Word*, will appear in the browse screen.



For more information, hover the Documents information icon (i) to read the tooltip on acceptable formats or click the question mark icon (?) to view contextual help.



Selecting a Filing Code and Uploading Associated Documents:

In the current eFile and eServe system, the selection of filing codes and document uploads are on separate pages. Filers now add their documents on the same page as the filing code.

1. After selecting a filing code, under Documents, select the Lead Document and attachments to upload.

The screenshot shows the 'Enter Filing Details' page for an envelope. The top navigation bar includes 'Case Information', 'Parties', 'Filings', 'Service Contacts', and 'Summary'. The 'Filings' tab is active. The main form area is titled 'Enter Filing Details' and contains several sections:

- Add Another Filing:** A button at the top left, circled in red.
- Select Filing Code*:** A dropdown menu set to 'Correspondence' with an 'EFile' checkbox.
- Filing Description*:** A text field containing 'correspondence'.
- Reference Number*:** A text field containing 'branch'.
- Optional Services:** A list of services with prices, including 'Appl/Discharge of Judgment (\$5.00)', 'Assignment of Judgment (\$5.00)', 'Certified Copy - Single (\$14.00)', 'Civil Filing Fee (\$322.00)', 'Conciliation Fee 070103 (\$70.00)', and 'Exemption Hearing Request (\$11.00)'. There are 'Add' and 'Remove' buttons.
- Documents:** A section containing:
 - Lead Document*:** A field showing 'IFP.pdf' (24.4 kb).
 - Attachments:** A dashed box with a 'Click to Browse' link.
 - Security*:** A dropdown menu set to 'Public'.
- Filing Comments:** A text area.
- Courtesy Copies:** A text area.

On the right side of the form, there are sections for 'Fees' and 'Payment':

- Fees:** A table showing 'Correspondence' with 'Filing Fee' and 'Total this Filing' both at '\$0.00', and 'Case Initiation Fee' at '\$0.00'. The 'Envelope Total' is '\$0.00'.
- Payment:** Includes a 'Payment Account*' dropdown (set to 'test for e filing'), a 'Party Responsible for Fees*' dropdown (set to 'Judy Branch'), and a 'Filing Attorney' dropdown (set to 'Dale Erickson').

At the bottom of the page, there are 'Parties' and 'Service' buttons.

2. To add a second filing to the envelope, click **Add Another Filing** at the top of the screen.
3. When finished, click **Service** to continue submitting the filing.

Selecting Contacts to Receive Service on Initial Filings:

When submitting an initial filing, a new page is available to enter service contact information. (Note: This function does not include sending service on initial filings.) Once the court accepts the initial filing, this enhancement saves a step when doing Service Only to send service.

1. After clicking New Case to begin an initial filing and entering case information, parties, filing code, and uploading documents, the new Service Contacts page is presented.

Hennepin Civil - Civil Other/Misc

1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

Select Contacts to Receive Service for this Envelope

Select All Service Contacts

Defendant: Courtney Case

Plaintiff: Judy Branch

Other Service Contacts

Save Contact in My Firm Master Service List

2. Select contacts from the firm master list or add new service contacts for this filing.
3. When finished entering contacts, click **Summary** to continue submitting the initial filing.

Setting Up Administrative Notification:

The administrative email functions as an optional additional email for the delivery of service. This feature is similar to the Courtesy Copy email; however, it does not appear on the eService Details page.

- Administrative email notification is not considered when determining if service was completed.
- Only the email and not any additional name, phone number, or address is associated with the administrative notification.
- An administrative email can be used on an individual filing basis. However, if the administrative email is to be used multiple times, or if an associated name, phone number, or address is needed, add the administrative notification recipient as a separate service contact.
 1. After entering case information, parties, filing code, and uploading documents, the Service Contacts page is presented. In the Administrative Copy field, enter the email address of the recipient to receive this notification.
 2. When finished, click **Summary** to continue with the filing submission.

The screenshot shows the 'Service Contacts' page in the Hennepin Civil eCourtMN system. The page title is 'Hennepin Civil - Civil Other/Misc'. The navigation tabs are: 1 Case Information, 2 Parties, 3 Filings, 4 Service Contacts (active), and 5 Summary. The main heading is 'Select Contacts to Receive Service for this Envelope'. Below this, there are checkboxes for 'Select All Service Contacts', 'Defendant: Courtney Case', 'Plaintiff: Judy Branch', and 'Other Service Contacts'. A search bar with a magnifying glass icon is also present. Below the selection area, there are buttons for 'Add New' and 'Add From Master List'. The main form contains fields for 'First Name*', 'Middle', 'Last Name*', 'Email*', 'Address', 'State', 'Zip Code', 'Phone', 'Firm Name', and 'City'. The 'Administrative Copy' field is highlighted with a red circle. At the bottom, there is a checkbox for 'Save Contact in My Firm Master Service List' and a 'Summary' button.

Other Email/Notification Changes:

- If there is a document in a service filing that is confidential, the email will include verbiage about the confidential nature of the documents.
- Current service recipients on a case are notified via email when being removed as a service recipient on a case. The service recipient is also notified when being replaced with another service contact. Recipients can only be removed by someone in their firm.

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Business Hours: Monday – Friday from 8:30 am – 4:30 pm (CST). Closed state government holidays except Columbus Day.

Email via [mncourts.gov](http://www.mncourts.gov) website: <http://www.mncourts.gov/?page=4696>

Phone: 651-227-2002 (if calling from 612, 651, 763, or 952) or 855-291-8246 (if calling from all other area codes)