



Family Court eFiling Guide for Adoptions

1. **Rejection Criteria based upon Rule 5.04 of the MN Rules of Civil Procedure:**
 - 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 per State Court Administration eFiling rejection criteria (for example, different party names on the document and case). Documents electronically filed to the incorrect case will not be available to the Judicial Officer at the court hearing.
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 @ 651-430-6261 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 sign-up for eServe or you will need to serve them with paper. Please note: eService is not available for Pro Se participants.



WASHINGTON COUNTY COURT ADMINISTRATION

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- 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.
- 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.
- 12. Under Advisement Submission:** If submitting an ordered submission, note that in the additional “filing description” field.
- 13. Documents produced and or signed in the courtroom:** Documents generated in the courtroom or signed by a judicial officer will be filed in paper and subsequently imaged.
- 14. Documents produced in court that do not require a Judge’s signature:** May be sent through EFS before or after court.
- 15. Public Wi-Fi Access:** Public Wireless is available throughout the Washington County Courthouse. You may access through MJB_Guest or Washcoguest.

Examples of Commonly Used Filing Codes for Adoptions

Filing Code	Filing Description
Acknowledgement of Rights	Filing Description: Name of Person/s Acknowledging Rights
Admission of Service	Filing Description: Name of Person/s Admitting Service
Adoptee's List of Assets	
Adoption Communication or Contact Order: File as a Proposed Document	
Adoption Petition - Adult Adoption	
Adoption Petition - County Social Services Agency	Filing Description: Name of Social Worker
Adoption Petition - Direct Placement Adoption If urgent, contact court administration 651-430-6261	Filing Description: “Urgent,” when applicable Comments: Indicate Special Handling Instructions
Adoption Petition - Intercountry Adoption	Filing Description: Indicate IR-3 or IR-4 Visa



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Filing Code	Filing Description
Adoption Petition - Relative	
Adoption Petition - Step-Parent Adoption	
Adoption Placement Agreement	
Adoption Statement of Expenses	
Adoption Study Report (Homestudy)	Filing Description: Name of Child/ren and Name of Agency Reporting
Affidavit – Other	Filing Description: Name of Affiant
Affidavit and Order for Dismissal	
Affidavit and Order for Publication or Alternate Service: File as a Proposed Document	Filing Description: “Urgent,” when applicable Comments: Indicate Special Handling Instructions
Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of Filer; Proof of Income Attached.
Affidavit if Post-Placement Assessment Waived-Adoption	
Affidavit of Adoptive Parent	
Affidavit of Birth Parent-Adoption	
Affidavit of No Service	
Affidavit of Prejudice	
Affidavit of Publication	
Affidavit of Service	
Affidavit to Waive Post-Placement Assessment-Adoption	
Agreement	Filing Description: Title of Agreement
Amended Motion	Filing Description: Identify date of Motion Amended
Amended Petition	Filing Description: Identify date of Petition Amended
Birth Certificate	Filing Description: Name Child/ren and Note if Foreign
Briefs	Filing Description: Name of Filer
Certificate of Representation	Filing Description: Name of Attorney and Name of Client
Certificate on Notice of Removal/Affidavit of Prejudice	Filing Description: Name Judicial Officer



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Filing Code	Filing Description
Change of Venue From	Filing Description: Name of County From
Confidential Information Form 11.1 personal information	Filing Description: Name of Party with Conf Info
Consent of Adult-Adult Adoption	Filing Description: Name of Consenting Party
Consent of Child Over Age 14	Filing Description: Name of Consenting Party
Consent of Commissioner	
Consent to Adopt-Parent	Filing Description: Name of Consenting Party
Copy of Foreign Adoption Decree	Filing Description: Name Child/ren
Copy of Passport-Adoption	Filing Description: Name of Child/ren
Copy of Visa-Adoption	Filing Description: Name of Child/ren
Correspondence	
Death Certificate	Filing Description: Name of Person Deceased
DHS Background Check [Adam Walsh Background Check]	Filing Description: Name of Person on Background Check
Discovery Disclosure	Filing Description: Name of Filer
Exhibit List	Filing Description: Name of Filer
ExParte Motion	Filing Description: Urgent, when applicable and Name of Filer
ExParte Order: File as a Proposed Document	Filing Description: Nature of Relief and Urgent, if applicable
Fathers' Adoption Registry Search Results [MFAR]	Filing Description: Name Child/ren
Findings, Order, and Judgment and Decree-Adoption: File as a Proposed Document	Filing Description: Name Child/ren
Foreign Adoption Document with Translation	
Genetic Test Report	Filing Description: Name of Person Named in Report
Information for Notice of Adoption Petition	
Memorandum	Filing Description: Name of Filer
Motion	Filing Description: Name of Filer
Motion for Discovery	Filing Description: Name of Filer
Motion to Amend	Filing Description: Name of Filer
Motion to Dismiss	Filing Description: Name of Filer



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

WASHINGTON COUNTY COURT ADMINISTRATION

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Filing Code	Filing Description
Notice - Other	
Notice of Appeal	Filing Description: Name of filer
Notice of Child's Location/Placement	Filing Description: Name Child/ren
Notice of Filing of Order	Filing Description: Date of Order
Notice of Filing of Order and Entry of Judgment	Filing Description: Date of Order
Notice of Hearing	Filing Description: Date of Hearing
Notice of Hearing by Publication	
Notice of Intent to File Adoption Petition	
Notice of Motion and Affidavit	Filing Description: Name of Filer
Notice of Motion and Motion	Filing Description: Name of Filer
Notice of Motion and Motion for Pre-Adoptive Custody	Filing Description: "Urgent"
Notice of Withdrawal of Counsel	Filing Description: Name of Filer
Notice to Remove	Filing Description: Name of Filer
Notice-Publication of Order	
Order - Other: File as a Proposed Document	Filing Description: Title of Order and Date of Hearing, if applicable
Order for Appointment of Guardian Ad Litem: File as a Proposed Document	Filing Description: Name of GAL Appointed
Order for Continuance: File as a Proposed Document	Filing Description: Enter Date of hearing to be Continued
Order for Intercountry Adoption [Recognition of Foreign Adoption]: File as a Proposed Document	Filing Description: Name of Child/ren
Order for Proceeding In Forma Pauperis: File as a Proposed Document	Filing Description: Name of Filer Granted IFP
Order for Release of Records from Confidential/Sealed File	
Order Granting Motion: File as a Proposed Document	
Order to eFile: File as a Proposed Document	
Order to Recuse: File as a Proposed Document	Filing Description: "Urgent" and Name of Judicial Officer Recused
Order to Remove: File as a Proposed Document	Filing Description: "Urgent" and Name of Judicial Officer Removed
Order Waiving Post-Placement Assessment-Adoption: File as a Proposed Document;	
Other Document	Filing Description: Title of Document



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Filing Code	Filing Description
Post Placement Assessment-Adoption	Filing Description: Name of Child/ren
Pre-Adoptive Custody Order: File as a Proposed Document	Filing Description: "Urgent"
Proof of Termination of Parental Rights	Filing Description: Name of Child/ren
Proposed Document	Use for all Proposed Orders Filing Description: "Urgent" when applicable and Title of Document Filing Comments: Reflect Special Handling Instructions
Recognition of Parentage	Filing Description: Name of Parent and Name of Child/ren
Report of Guardian Ad Litem	Filing Description: Hearing Date and Judicial Officer
Report of Social Worker	Filing Description: Name of Child/ren and Hearing Date
Report-Other	Filing Description: Title of Document, Nature of Report, Name of Child/ren and Hearing Date
Request for Change of Venue	Filing Description: Name of Filer
Request for Continuance	Filing Description: Name of Filer
Request for Disclosure	Filing Description: Name of Filer
Request for Hearing	Filing Description: Name of filer
Request for Interpreter	Filing Description: Name of Person Needing Interpreter, Language Needed and Date of Hearing
Request for Transcript	Filing Description: Date of Hearing
Request for Trial Court Record-Appellate Court	
Responsive Motion	Filing Description: Name of Filer, Response to Date of Motion
Social and Medical History-Adoption	
Social Services Affidavit to Support and Finalize Adoption	
Stipulation	
Substitution of Counsel	Filing Description: Name of Attorney and Name of Client
Supplemental Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of Filer; Proof of Income Attached.



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Filing Code	Filing Description
Transcript	Filing Description: Type of Hearing, Date of Hearing, Judicial Officer Name
Waiver of Appearance	Filing Description: Name of Person Waiving Appearance
Waiver of Counsel	Filing Description: Name of Person Waiving Counsel