



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

**Washington County Court Administration
Business Process**

e-Filed, Facsimile, and Paper Filing

Process & Policy

Effective November 26, 2012

Authority:

Pursuant to Civil Rules of Procedure [Rule 5](#) the court administrator shall not refuse to accept for filing any paper because it is not presented in proper form as required by any court rule or practice.

Until such time as mandatory e-Filing is directed by the Supreme Court, this court will continue to accept filings by the following processes:

Process #1: e-Filing (EFS)

- a. New files (civil and family) will be accepted
- b. Subsequent documents for filing in an existing case will be accepted
- c. Exhibits included as part of a party's affidavit or pleadings will be accepted
- d. Exhibits relative to a hearing or trial will not be accepted – These must be submitted in the courtroom
- e. Applicable statutory filing fees apply, in addition to the credit card convenience fee per transaction

Process #2: Facsimile Transmittal

- a. New files will be accepted
- b. Subsequent documents for filing in an existing case will be accepted
- c. Exhibits included as part of a party's affidavit or pleadings will be accepted
- d. Exhibits relative to a hearing or trial will not be accepted – these must be submitted in the courtroom
- e. Applicable statutory filing fees apply, in addition to the \$25.00 transmission fee for each 50 pages, or part thereof, of the filing
- f. This option will be available until such time as e-Filing (above) is mandatory

Process #3: Paper Filings (by mail or drop-off at customer service counter)

- a. New files will be accepted
- b. Subsequent documents for filing in an existing case will be accepted, including a case opened through e-File and Serve
- c. Applicable statutory filing fees apply
- d. Exhibits included as part of a party's affidavit or pleadings will be accepted
- e. Exhibits relative to a hearing or trial will not be accepted – these must be submitted in the courtroom
- f. This option will remain available until such time as e-Filing is mandatory

Original documents required to be maintained on file with Court Administration must continue to be submitted in paper format. The Original Document Business Process will cover these in greater detail.

Applicable to all filings, and upon judicial decision, filings which a judge determines are inappropriate may be rejected and returned to filer upon order of the court, pursuant to Minnesota Rules of Court, Code of Judicial Conduct [Rule 2.9](#)