



## Juvenile Court eFiling Guide for CHIPS

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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 @ 651-430-6311 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.



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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.
  - a. Examples: CHIPS Adjudication Order; Termination of Parental Rights Order, etc.
- 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. CHIPS/Permanency Case Initiation and Parties:** You are only required to enter Petitioner and children upon filing CHIPS and Permanency Petitions. All other parties and participants must be provided on the Petition and will be entered by court administration staff. If you are filing a subsequent pleading which adds a party, you must add the specific party or parties to the case. In EFS the “filing description” field, if for example filing an Amended CHIPS petition which adds an additional child, type *“Amended Petition add child Jane Doe”*.
- 16. 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 Child In Need of Protection or Services**

<b>Filing Code</b>	<b>Filing Description</b>
Acceptance of Tribal Court	Filing Description: Name of tribe
Acknowledgement of Rights	Filing Description: Name of person/s who is acknowledging rights.
Admission of Service	Filing Description: Name of Person/s admitting Service
Affidavit - Other	Filing Description: Name of Affiant



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<b>Filing Code</b>	<b>Filing Description</b>
Affidavit and Order for Publication or Alternate Service: File as Proposed Document	Filing Description: "Urgent" and Name of person/s to be served by publication, and name of Judge to be routed to for signature. Filing Comments: Identify Special handling Instructions and date of hearing
Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of filer; Proof of income attached.
Affidavit of Non Service	Filing Description: Name of person/s not served.
Affidavit of Prejudice	
Affidavit of Publication	Filing Description: Name of person/s served by publication
Affidavit of Service	Filing Description: Name of person/s served
Agreement	Filing Description: Title of Agreement
Amended Motion	Filing Description: Identify Date of Motion to be Amended
Amended Petition	Filing Description: Date of Petition to be Amended—note if adding child/ren
Application for Court Appointed Attorney	Filing Description: Name of Applicant
Assessment/Evaluation Report	Filing Description: Name of Party assessed/evaluated
Birth Certificate	Filing Description: Name child/ren
Briefs	Filing Description: Name of Judge
Cancel Interpreter	Filing Description: Type of Interpreter and Date of Hearing
Case Plan - Out of Home Placement	Filing Description: Name child/ren
Case Plan-Protective Services	Filing Description: Name child/ren
Certificate of Receipt of Transcript-Appellate Court	Filing Description: Date of Hearing and name of Judge
Certificate of Representation	Filing Description: Name of Attorney and Client
Certificate on Notice of Removal/Affidavit of Prejudice	Filing Description: "Urgent" and Name of Judicial Officer
Certified Copy of Divorce Decree	
Change of Venue From	Filing Description: Name of County From
CHIPS Adjudication Order: File as Proposed Document	Filing Description: Name of Child/ren and name of Judge to be routed to for signature



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<b>Filing Code</b>	<b>Filing Description</b>
Consent to Adopt	Filing Description: Name of Consenting Party
Consent to Adopt Findings and Order-CHIPS: File as Proposed Document	Filing Description: Name of Child/ren and Parent/s
Correspondence	
Counter Motion	Filing Description: Name of filer
Custody and Guardianship to Human Services Order-CHIPS: File as Proposed Document	Filing Description: Name of Child/ren and name of Judge to be routed to for signature
Death Certificate	Filing Description: Name of Person deceased
Discovery Disclosure	Filing Description: Name of filer
Exhibit List	Filing Description: Name of filer
ExParte Motion	Filing Description: Name of filer
ExParte Order: File as Proposed Document	Filing Description: <b>"Urgent EPC"</b> , if applicable <b>Call Court Administration @ 651-430-6311</b> Filing Comments: Special Handling Instructions
Findings and Order: File as Proposed Document	Filing Description: Date of Hearing
Findings of Fact or Order to Transfer Custody: File as Proposed Document	Filing Description: Date of Hearing
Findings of Fact, Conclusions of Law and Order: File as Proposed Document	Filing Description: Date of Hearing
Genetic Test Report	Filing Description: Name of Person in report
ICWA Eligibility or Enrollment-CHIPS	Filing Description: Name of Child/ren and Tribe
Interstate Compact Order-CHIPS [ICPC]: File as Proposed Document	Filing Description: "Urgent" with Name of Child/ren and name of Judge to be routed to for signature
Law Enforcement Information Sheet--Service	Filing Description: Name of subject
Memorandum	Filing Description: Name of filer
Motion	Filing Description: Name of filer
Motion and Affidavit	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
Motion to Intervene	Filing Description: Name of filer
Motion to Intervene as a Party	Filing Description: Name of filer



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Notice of Appeal	Filing Description: Name of filer
Notice of Appearance	Filing Description: Name of Attorney and Client
Notice of Change of Address	Filing Description: Name of party with change of address
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	Filing Description: Date of Hearing and person served by publication
Notice of Intervention as a Matter of Right	Filing Description: Name of filer
Notice of Motion and Affidavit	Filing Description: Name of filer and nature of motion
Notice of Motion and Motion	Filing Description: Name of filer
Notice of Post-Permanency Placement Disruption-CHIPS	Filing Description: Name of Child/ren
Notice of Trial Home Visit Revocation-CHIPS	Filing Description: Name of Child/ren
Notice of Withdrawal of Counsel	Filing Description: Name of Attorney and Former Client
Notice to Indian Tribe by Social Services Agency	Filing Description: Name of Child/ren and Name of Tribe
Notice to Remove	Filing Description: Name of filer and name of Judicial Officer to be removed
Order – Other: File as Proposed Document	Filing Description: “Urgent” when applicable; Title of Order; Name of Child/ren and Date of Hearing, if applicable; Name of Judge to be routed to for signature
Order Approving Child in Voluntary Foster Care for Treatment: File as Proposed Document	Filing Description: Name of Judge to be routed to for signature if applicable
Order Approving Voluntary Placement Until 21 Agreement: File as Proposed Document	Filing Description: Date of Hearing, if applicable; Name of Judge to be routed to for signature if applicable
Order Discharging Guardian Ad Litem: File as Proposed Document	Filing Description: Name of GAL



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<b>Filing Code</b>	<b>Filing Description</b>
Order for Continuance: File as Proposed Document: File as Proposed Document	Filing Description: Enter date of hearing to be continued and "Urgent if Applicable"
Order for Disclosure: File as Proposed Document	
Order for Dismissal: File as Proposed Document	
Order for Genetic Testing: File as Proposed Document	
Order for Hearing: File as Proposed Document	
Order for Proceeding In Forma Pauperis: File as Proposed Document	Filing Description: Name of Filer granted IFP
Order for Production of Medical Records: File as Proposed Document	
Order for Release of Records from Confidential/Sealed File: File as Proposed Document	
Order for Submissions-Under Advisement: File as Proposed Document	Filing Description: Name of Judge to be routed to
Order from Admit/Deny Hearing-CHIPS : File as Proposed Document	Filing Description: Date of Hearing
Order from Emergency Protective Care Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order from Intermediate Disposition Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order from Motion Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order from Permanency Progress Review Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order from Post Permanency Review Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order from Pre-Trial Hearing-CHIPS: File as Proposed Document	Filing Description: Date of Hearing
Order Granting Court Appointed Attorney: File as Proposed Document	Filing Description: Name of Party seeking Appointment
Order Granting Motion: File as Proposed Document	Filing Description: Date of Hearing
Order resulting from Review Hearing: File as Proposed Document	Filing Description: Date of Hearing
Order to eFile	



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Order to Recuse	Filing Description: Name of Judicial Officer
Order to Reimburse for In Forma Pauperis: File as Proposed Document	Filing Description: Name of Party to Reimburse and Amount
Order to Remove: File as Proposed Document	Filing Description: "Urgent" and Name of Judicial Officer
Order to Show Cause: File as Proposed Document	Filing Description: Caption of Order
Order-Assessment/Evaluation: File as Proposed Document	Filing Description: Caption of Order
Order-Change of Venue : File as Proposed Document	Filing Description: Caption of Order
Order-Contempt: File as Proposed Document	Filing Description: Caption of Order
Order-Psychological Evaluation: File as Proposed Document	Filing Description: Caption of Order
Other Document	Filing Description: Title of Document
Parental Consent to Termination	Filing Description: Name of Parent/s and Name of Child/ren
Permanency Petition: Permanent Custody to Agency	Filing Description: PCTA
Permanency Petition: Temporary Custody to Agency	
Permanency Petition: Termination of Parental Rights	Filing Description: TPR
Permanency Petition: Termination of Parental Rights and Permanent Custody to Agency	
Permanency Petition: Termination of Parental Rights and Transfer Legal Custody	
Permanency Petition: Termination of Parental Rights, Transfer Legal Custody, and Permanent Custody to Agency	
Permanency Petition: Transfer Legal Custody and Permanent Custody to Agency	
Permanency Petition: Transfer Permanent Legal & Phys Custody	Filing Description: TLC
Permanent Custody to Agency Findings and Order: File as Proposed Document	Filing Description: Name of Child/ren and name of Judge to route to for signature
Petition - Other	Filing Description: Title of Document
Petition for Writ of Habeas Corpus	Filing Description: Name of Individual to be Writ and Date of Hearing



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<b>Filing Code</b>	<b>Filing Description</b>
Petition-Child in Need of Protection or Services	Filing Description: Indicate if EPC or CHIPS
Petition-Permanency Review for Vol. Foster Care for Treatment	Filing Description: VFCT
Progress Report	Filing Description: Name of person/s subject of report
Proof of Termination of Parental Rights [Copy of TPR Order]	Filing Description: Name of child/ren
Proposed Document	<b>Use for all Proposed Orders</b> Filing Description: "Urgent" when applicable and Title of Document Filing Comments: Reflect Special Handling Instructions
Psychological Evaluation Report	Filing Description: Name of Person
Recognition of Parentage	Filing Description: Name of Parent and Name of Child/ren
Redacted Version	Filing Description: Title of Document and Redaction Version
Report of Guardian Ad Litem	Filing Description: Hearing Date and Judicial Officer
Report of Social Worker	Filing Description: Hearing Date and Judicial Officer
Report-Other	Filing Description: Title of Document, Name of Person/s 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, date of hearing, and "Urgent" if applicable
Request for Subpoena	
Request for Transcript	Filing Description: Date of Hearing
Responsive Motion	Filing Description: Name of filer, Date of Applicable Motion
Stipulation	
Subpoena	Filing Description: Witness summoned
Substitution of Counsel	Filing Description: Name of Client



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Supplemental Affidavit for Proceeding In Forma Pauperis	Filing Description: Name of filer; Proof of income attached.
Supplemental Order for Proceeding In Forma Pauperis: File as Proposed Document	Filing Description: Name of Filer Granted IFP
Termination of Parental Rights Findings and Order-CHIPS: File as Proposed Document	Filing Description: Name of Child/ren and Parent/s and name of Judge to route to for signature
Transcript	Filing Description: Type of Hearing, Date of Hearing, Judicial Officer Name
Transfer of Legal Custody Findings and Order-CHIPS: File as Proposed Document	Filing Description: Name of Child/ren and name of Judge to route to for signature
Treatment Report	Filing Description: Name of Person who is Subject of Report
Voluntary Foster Care for Treatment Report	Filing Description: VFCT Rpt 165 <sup>th</sup> day
Voluntary Placement Agreement	Filing Description: Name of child/ren
Waiver of Counsel	Filing Description: Name of Person Waiving Counsel
Waiver of Personal Service	Filing Description: Name of Person Waiving Service
Witness List	Filing Description: Name of Filer
Writ of Habeas Corpus	Filing Description: Name of Person to be Writ and Date of Hearing