



Juvenile Court eFiling Guide for Delinquency

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.



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. PSI documents should continue to be sent via email.
- 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 Delinquency

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
Affidavit for Expungement	
Affidavit for Proceeding In Forma Pauperis	Filing Description: Identify Filer
Affidavit for Restitution	Filing Description: (Victim Initials)
Affidavit of Mailing	
Affidavit of Non-Service	Filing Description: Name of Subject & Agency (reason)
Affidavit of Service	Filing Description: Name of Subject & Agency (date of service)
Affidavit - Other	Filing Description: Name of Affiant
Agreement to Suspend Prosecution	



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

WASHINGTON COUNTY COURT ADMINISTRATION

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Filing Code	Filing Description
Amended Motion	Filing Description: Date of Motion Amended
Amended Order: File as a Proposed Document	Filing Description: Hearing Date and Judicial Officer
Amended Petition	Filing Description: Include brief description of Amendment
Application for Public Defender	
Assessment/Evaluation Report	Filing Description: Diagnostic Assessment
Booking Process Completed	
Briefs	Filing Description: "Urgent" if applicable; Identify Filer; Name of Judge to route briefs to
Certificate of Representation	
Certificate on Notice of Removal/Affidavit of Prejudice	
Certification Study	Filing Description: "Urgent" if applicable; Courtesy copy to Judge if directed
Change of Venue From	Filing Description: Name of County From
Change of Venue Not Accepted	
Citation	
Community Work Service Report	
Correspondence	Filing Description: Nature of Correspondence; or if restitution letter: Obligation Letter to Juv or Victim Notification Letter
Conditional Release Violation Report	Filing Description: "Urgent" if applicable
Confidential Information Form 11.1 personal information	
Demand/Request for Discovery	Filing Description: Identify Filer
Demand for Judge	Filing Description: "Urgent" if applicable; Identify Filer
Demand for Jury Trial	
Detention Report	
Discovery Disclosure	Filing Description: Identify Filer
Exhibit List	Filing Description: Identify Filer
ExParte Motion	Filing Description: "Urgent" if applicable; Identify Filer



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Filing Code	Filing Description
Expungement Order: File as a Proposed Document	Filing Description: Date of Hearing; Name of Judge
Extradition Document	Filing Description: "Urgent" if applicable;
Findings and Order: File as a Proposed Document	Filing Description: Date of Hearing; Name of Judge
Hammergren Warning Documentation	
Juvenile Payable Offense Guilty Plea and Waiver of Rights	Filing Description: Identify Filer
Jury Instructions Document	Filing Description: Date of Hearing
Memorandum	Filing Description: Name of Judge
Motion	Filing Description: "Urgent" if applicable; Identify Filer and Nature of Motion;
Motion for Adult Certification - Non Presumptive	Filing Description: "Urgent" if applicable; Identify Filer
Motion for Adult Certification-Presumptive	Filing Description: "Urgent", if applicable; Identify Filer
Motion for Discovery	
Motion for EJJ	Filing Description: "Urgent" if applicable; Identify Filer
Motion to Amend	
Motion to Dismiss	Filing Description: "Urgent" if applicable; Identify Filer
No Contact Order	
Notice of Appeal	Filing Description: Identify Filer
Notice of Appearance	
Notice of Case Assignment	
Notice of Change of Address	Filing Description: Identify Party Address changed
Notice of Child's Location/Placement	
Notice of Defense and Defense Witnesses	Filing Description: Identify Filer
Notice of Deficiency	
Notice of Evidence and Identification Procedures	Filing Description: Identify Filer
Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros	Filing Description: Identify Filer
Notice of Filing of Order	



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Filing Code	Filing Description
Notice of Intent to Impeach	Filing Description: Identify Filer
Notice of Intent to Prosecute	Identify Filer
Notice of Motion and Motion	Filing Description: "Urgent" if applicable; Identify Filer and Nature of Motion
Notice of Withdrawal of Counsel	
Notice to Remove	Filing Description: "Urgent" if applicable; Identify Filer
Notice - Other	Nature of Notice
Notice - Pay or Appear	
Notice - Rights of Victims in Juvenile Court	
Order-Change of Venue: File as a Proposed Document:	Filing Description: Date of Hearing
Order – Evaluation for Competency to Proceed (Rule 20.01): File as a Proposed Document	Filing Description: Date of Hearing; Courtesy copy to Judge if directed
Order Denying Probation Discharge: File as a Proposed Document	Filing Description: Date of Hearing
Order – Evaluation for Mental Deficiency/Illness (Rule 20.02): File as a Proposed Document	Filing Description: Date of Hearing; Courtesy copy to Judge if directed
Order - Other: File as a Proposed Document	Date of Hearing
Order Appointing Standby Counsel-Juvenile: File as a Proposed Document	
Order Denying Hearing: File as a Proposed Document	
Order Denying In Forma Pauperis Petition: File as a Proposed Document	
Order Denying Motion: File as a Proposed Document	Filing Description: Date of Hearing, if applicable; Name of Judge
Order Denying Public Defender: File as a Proposed Document	
Order Discharging Guardian Ad Litem: File as a Proposed Document	
Order for Appointment of Guardian Ad Litem: File as a Proposed Document	
Order for Booking: File as a Proposed Document	
Order for Continuance: File as a Proposed Document	Filing Description: "Urgent" if applicable; Date of Hearing
Order for Detention-Juvenile: File as a Proposed Document	Filing Description: Date of Hearing



**MINNESOTA
JUDICIAL BRANCH**
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Filing Code	Filing Description
Order for Hearing: File as a Proposed Document	
Order for Payment: File as a Proposed Document	
Order for Proceeding In Forma Pauperis: File as a Proposed Document	
Order for Release: File as a Proposed Document	Filing Description: "Urgent" if applicable; Name of Judge to be routed to
Order for Release of Records from Confidential/Sealed File: File as a Proposed Document	
Order for Submissions-Under Advisement: File as a Proposed Document	Filing Description: Name of Judge to be routed to
Order Granting Public Defender: File as a Proposed Document	
Order Resulting from Review Hearing: File as a Proposed Document	Filing Description: Date of Hearing
Order to Appear: File as a Proposed Document	
Order to Recuse: File as a Proposed Document	Filing Description: "Urgent" and Name of Judicial Officer Recused
Order to Reimburse Court for In Forma Pauperis: File as a Proposed Document	
Order to Remove: File as a Proposed Document	Filing Description: "Urgent" and Name of Judicial Officer Recused
Order to Transport: File as a Proposed Document	
Other Document	Filing Description: Title of Document; or If Restitution Form; (Victim Initials)
Other Investigation/Evaluation/Assessment Report	Filing Description: Courtesy copy to Judge if directed
Payment Plan	
Petition for Writ of Habeas Corpus	Filing Description: Date of Hearing
Petition - Juvenile	Filing Description: Level of Offense e.g. "Felony"
Petition - Other	Warrant, if applicable; Truancy or Runaway
Plea Agreement	
Predatory Offender Notification Form	
Predisposition Investigation Report	Filing Description: Probation Officer Report or POR
Pretrial Agency Report	
Probable Cause Found to Detain	



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Filing Code	Filing Description
Probation Recommendation	
Probation Transfer of Agent	
Probation Violation	Filing Description:
Probation Violation Report	
Progress Report	
Proof of Driver's License	
Proof of Insurance	
Proposed Document	Use for all Proposed Orders Filing Description: "Urgent" when applicable and Title of Document Filing Comments: Reflect Special Handling Instructions
Psychological Evaluation Report	
Psychosexual Evaluation Report	
Redacted Version	
Report-Other	Filing Description: "Urgent" if applicable; Staffing Report
Request for Change of Venue	
Request for Continuance [along with Proposed Order]	Filing Description: "Urgent" if applicable; Date of Hearing and Type of Hearing
Request for DANCO Protected Person Data for Prosecutor	
Request for Detention	
Request for Disclosure	
Request for Hearing	Filing Description: "Urgent", if applicable; Special Request, if applicable
Request for Interpreter	Filing Description: Identify language; date of hearing; and party requiring interpreter
Request-Judicial Officer Removal	Filing Description: "Urgent" if applicable; Identify Filer
Request for Subpoena	
Request for Transcript	Filing Description: Date of Hearing; Name of Judge
Request/Motion for Expungement	
Response to Post Conviction Relief	



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Filing Code	Filing Description
Responsive Motion	
Restitution Form/Certificate	Filing Description: Determination of Restitution
Rule 20 Evaluation Report	Filing Description: "Urgent" if applicable.
Search Warrant	
Sentencing Worksheet-EJJ	
Statement of Rights	
Stipulation	
Subpoena	
Subpoena with Service	
Substitution of Counsel	
Summons	
Supplemental Order for Proceeding In Forma Pauperis: File as a Proposed Document	Filing Description: Identify Filer
Transcript	Filing Description: Date of Hearing; Type of Hearing; Judicial Officer
Treatment Report	
Verdict	
Victim Impact Statement	
Waiver of Appearance	
Waiver of Counsel	
Waiver of Extradition	
Waiver of Jury Trial	
Warrant Request	Filing Description: "Urgent", if applicable; "Warrant"
Warrant Returned	
Withdrawal of Speedy Trial Demand	
Witness List	Filing Description: Identify Filer
Writ of Habeas Corpus	Filing Description: "Urgent" if applicable; Date of Hearing