



## Juvenile Court eFiling Guide for Guardian Ad Litem

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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 filed (uploaded) in EFS 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



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sign-up for eServe or you will need to serve them with paper. Please note: eService is not available for Pro Se participants.

- 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 Guardian ad Litem

Filing Code	Filing Description
Report of Guardian Ad Litem	Filing Description: Hearing date and Judicial Officer
Correspondence	
Proposed Document (Proposed Orders)	<b>Use for all Proposed Orders</b> Filing Description: “Urgent” when applicable and Title of Document Filing Comments: Reflect Special Handling Instructions
Notice of Motion & Motion	Filing Description: Name of filer (GAL)
Discovery Disclosure	Filing Description: Name of filer (GAL)
Memorandum	Filing Description: Name of filer (GAL)



**MINNESOTA  
JUDICIAL BRANCH**  
TENTH JUDICIAL DISTRICT

WASHINGTON COUNTY COURT ADMINISTRATION

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Affidavit - Other	Filing Description: Name of Affiant
Amended Petition	Filing Description: Date of Petition to be Amended; What is Amended
Notice-Other	Of Objection of Guardian Ad Litem