



**MINNESOTA
JUDICIAL BRANCH**
TENTH JUDICIAL DISTRICT

**Washington County Court Administration
eFiling Rejections**

Process & Policy

Effective November 26, 2012

Authority:

Statutory and Rule Reference: [Rule of Civil Procedure 5.04](#)

Court Administration Process: [CAP 110.13](#)

Requirements:

1. All documents submitted for filing through Odyssey eFile and Serve will be accepted for filing with the exception of:
 - a. Documents with insufficient or missing fees
 - b. Document with incorrect Venue (as indicated by case caption)
 - c. Documents with incorrect Case Number

2. If documents submitted to the court for filing have incorrect fees, incorrect venue or incorrect case number, they will immediately be rejected through EFS back to the filing party.
 - a. A description of the rejection will be included in a comment field.

3. *If Court Administration recognizes a document being submitted for filing containing a minor discrepancy a comment will be placed on the MNCIS event outlining the deficiency found. Court Administration may contact filing party prior to acceptance and inform the filer accordingly.*