

## Juvenile eFiling Guide for Probation

1. **Deficient Document Filing**
  - Incorrect Fees, if applicable
  - Incorrect Venue
  - Incorrect Case Number
2. **Incorrect Case Number.** If court administration identifies the document has the wrong case number, the filing will be rejected. However, if court administration does not identify the wrong case number, it is possible it will be accepted into the wrong case and the Judicial Officer will not have it available for the court hearing.
3. **All Filings.** It is expected that all filings for Juvenile court will be eFiled, except Delinquency Petitions.
4. **Multiple Case Numbers.** Filings with multiple case numbers must be filed into each case.
5. **Proposed Orders.** All documents requiring a Judge’s signature should be filed as a Proposed Order or Document with a comment providing the title of the document.
6. **Courtesy Copies.** Judicial Officers want filers to include electronic courtesy copies of all under advisement submissions, evaluations, motions (for matters set for trial) and Probation Officer Reports emailed to their chambers email.
7. **Judicial E-Mail Addresses.** E-Mail addresses have been assigned to each judicial unit, referred to as chambers email. This email address should be used for courtesy copies via e-Filing or for proposed orders and other documents as requested by the Judicial Officer. [Chambers Email Addresses](#)
8. **Pleadings submitted in court.** Pleadings will no longer be accepted during court, except documents produced during the court hearing and/or signed by Judicial Officers. All pleadings must be e-Filed prior to the court hearing.
9. **Urgency or Warrant.** If your pleading is urgent or requests a warrant, the filer should include “urgent” or “warrant” in the filing description field. The filer may also send an email notification to alert court administration staff: [2ndJuvDelAdmin@courts.state.mn.us](mailto:2ndJuvDelAdmin@courts.state.mn.us).
10. **Group ID.** Group ID’s are no longer necessary on subsequent filing.
11. **Separate Documents.** For each event, you must enter a lead document.
12. **Specific Code.** Always use most descriptive filing code possible when filing documents, refrain from using general codes such as Other Document, Affidavit – Other, Petition – Other, Order – Other. These should only be used when a more specific filing code is not available.
13. **Eservice.** It is expected that Justice Partners will up for [eservice](#) on all cases with ordered evaluations or when cases are scheduled for trial. If you are required to serve a document upon someone who is not signed up for eservice, contact that person to request that they signup.
14. **Parties.** If you are filing a subsequent pleading which adds a party, you must add the specific party or parties to the case.
15. **Communications.** eFiling communications may be sent to the following email address: [2ndJuvDelAdmin@courts.state.mn.us](mailto:2ndJuvDelAdmin@courts.state.mn.us) for Delinquency.
16. **Orders.** Court administration will continue to distribute all orders to probation;
17. **Hearing Notices.** Court will not send Notices of Hearing to Probation because integrations provide that information to those offices.
18. **Probation Violations and Special Requests.** Probation will courtesy copy partners at filing.
19. **Restitution Documents.** All Restitution documents will be eFiled.

20. **NAR Calendars.** Court administration will no longer send probation a copy of the NAR calendar.

21. **Email Addresses.** Each agency will identify an email address for distribution of orders, documents and Initial Petitions.

<b>Ramsey County Attorney</b>	Delinquency & Traffic: <a href="mailto:RCAOJuvenileEFS@co.ramsey.mn.us">RCAOJuvenileEFS@co.ramsey.mn.us</a> Truancy: <a href="mailto:RCAOJuvenileTIP@co.ramsey.mn.us">RCAOJuvenileTIP@co.ramsey.mn.us</a> Runaway: <a href="mailto:RCAOJuvenileRIP@co.ramsey.mn.us">RCAOJuvenileRIP@co.ramsey.mn.us</a>
<b>Probation</b>	<a href="mailto:cc-juvenile-court-orders@co.ramsey.mn.us">cc-juvenile-court-orders@co.ramsey.mn.us</a> <a href="mailto:CHS.YouthEngagementProgram@co.ramsey.mn.us">CHS.YouthEngagementProgram@co.ramsey.mn.us</a> <a href="mailto:judith.franklin@CO.RAMSEY.MN.US">judith.franklin@CO.RAMSEY.MN.US</a>
<b>Public Defender</b>	<a href="mailto:2ndDistJuvService@pubdef.state.mn.us">2ndDistJuvService@pubdef.state.mn.us</a>

### Frequently Used Filing Codes

Topic	Filing Code	Filing Description	Special Instructions
EJJ	Sentencing Worksheet- EJJ		
Non-Appearance Reviews	Probation Recommendation		NAR Reports
Notice	Notice of Child's Location/Placement		
Probation Violation	Probation Violation Report		Used for Truancy/Runaway. Courtesy copy parties.
	Conditional Release Violation Report		Courtesy copy parties.
Proposed Order or Document	Proposed Order or Document	Title of Document.	Use for all documents requiring a Judicial Officer signature.
Report/Evaluation	Certification Study		
	Community Work Service Report		
	Other Investigation/Evaluation/ Assessment Report	Diagnostic Assessment	
	Predisposition Investigation Report	(POR)	Used for Probation Officer Report
	Progress Report		NAR for Truancy/Runaway
	Psychological Evaluation Report		
	Psychosexual Evaluation		

	Report		
	Report-Other	Staffing Report	
	Rule 20 Evaluation Report		
	Treatment Report		
Restitution	Affidavit for Restitution	[Victim Initials]	
	Other Document	Conf [Victim Initials]	
	Restitution Form/Certificate	Determination of Restitution	
	Correspondence	Obligation Letter to Juv	
	Correspondence	Victim Notification Letter	
	Payment Plan		
Special Request • no hearing request	Motion	Special Request	
Special Request • with hearing request	Request for Hearing	Special Request	
Transfer	Probation Transfer of Agent		
Transport	Order to Transport		Must be distributed by probation officer if filed by probation officer.