



Electronic File & Serve Requirements

There are certain requirements to participate in the electronic file and serve initiative with the Second District to which a submitting agency must adhere. Below, are further details about the requirements.

Terms

- After the Electronic File & Serve participation requests have been reviewed by court administration, firms chosen to participate will receive an E-file & Serve Information Packet. A final participation agreement form will be included in the packet.
- It is expected that all firms that sign the final participation agreement have reviewed all information about the e-filing initiative and will participate fully. Full participation includes the requirements listed in this document as well as the complete information in the E-file & Serve Information Packet.
- The filing details require the selected e-filing participants to file all new and pending court documents for major civil and defaults as of the project start date (First quarter of 2011), and will expand to other case types as the project progresses.
- The Ramsey County Attorney's Office will be provided filing details that require them to e-file all new and pending court documents for Title IV-D Establishment cases in the Second quarter of 2011.

Technology

Usage Requirements

Browser Requirements

File & Serve is supported by current versions of the Windows operating system using Internet Explorer 5 or above.

Connection Requirements

A high-speed Internet connection is recommended.

Minimum Screen Resolution

For best results, a setting of 1024 x 768 or better is highly recommended. If necessary, users can set their monitors to 800 x 600 pixels, but doing so may compromise the graphic display.

Software Requirements

Odyssey File & Serve supports documents in the following formats:

- Word Perfect
- Portable Document Format (**.pdf**)
- Tagged Image File Format (**.tiff**)
- Microsoft Word (**.doc or .docx**)

You will need a PDF viewer to read documents distributed through e-filing. Adobe Reader may be downloaded at no cost from www.adobe.com.

You will need a Windows version that supports opening compressed .zip files in order to access documents on which you have received service.

- Windows XP and later versions of Windows have a standard utility for unzipping files. This makes the process of using a zip file transparent. If you are using Windows 2000 or earlier, you may need to install software to unzip the file