

E-file User Alert

Filings which include multiple lead documents per selected event are negatively affecting the court record and are making it very difficult for Judicial Officers and Court staff to quickly find and efficiently locate selected lead documents in the electronic record. Filers are being contacted in order to remedy this issue as soon as possible. The Courts cannot resolve this filing issue alone and are asking for your help to avoid delays in processing your e-filed documents. Please review and follow the proper e-filing procedure below. Thank you.

Correct way to file

Add a separate filing code for each document being submitted (refer to the filing guide or below for more specific details). Each filing will then be visible as an event in the Register of Actions. The attachments portion of the filing should **only** be used for documents that are a part of the lead document such as exhibits, and NOT for filing separate documents.



NEW CASE FIND CASE

FILINGS BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

My Filings All Statuses All Locations From Date <M/d/yyyy> 15 To Date <M/d/yyyy> 15 Case or Envelope

Case # 62-CV-12-2887 - Bill Brown vs Acme Incorporated ()

Envelope # 5696 filed May 07, 2012 at 9:30 AM by Leah Arteaga on behalf of Scott Smith

Status	Filing Code	Filing Type	Filing Description	Reference Number
Accepted	Summons and Complaint	EFile	summons and complaint	66541
Accepted	Certificate of Representation	EFile	for plaintiff	66541
Accepted	Affidavit of Service	EFile	for cert of rep	66541
Accepted	Other Document	EFile	Exhibit list with ex	

Correct appearance of an envelope with multiple documents in the OFS filings tab. *NOTE: Multiple filing codes are really multiple documents submitted in the same envelope.*

View Register of Actions

RAMSEY CIVIL

REGISTER OF ACTIONS

CASE NO. 62-CV-12-2887

Bill Brown vs Acme Incorporated

Location: Ramsey Civil
Filed on: 05/07/2012

CASE INFORMATION

Case Type: Contract
Case Status: 05/07/2012 Open

DATE

CASE ASSIGNMENT

Current Case Assignment
Case Number: 62-CV-12-2887
Court: Ramsey Civil
Date Assigned: 05/07/2012

PARTY INFORMATION

Plaintiff **Brown, Bill**
123 Blue Street
Saint Paul, MN 55102

Defendant **Acme Incorporated**
987 First Avenue
Saint Paul, MN 55102

DATE

EVENTS & ORDERS OF THE COURT

EVENTS

05/07/2012 Other Document
Exhibit list with exhibits A & B

05/07/2012 Affidavit of Service
for cert of rep

05/07/2012 Certificate of Representation
for plaintiff

05/07/2012 Summons and Complaint
summons and complaint

Each filing code becomes an event in the Register of Actions.

62-CV-12-2887

Summary Detail Parties Events

Bill Brown vs Acme Incorp

Judge and court staff view of the electronic case file.

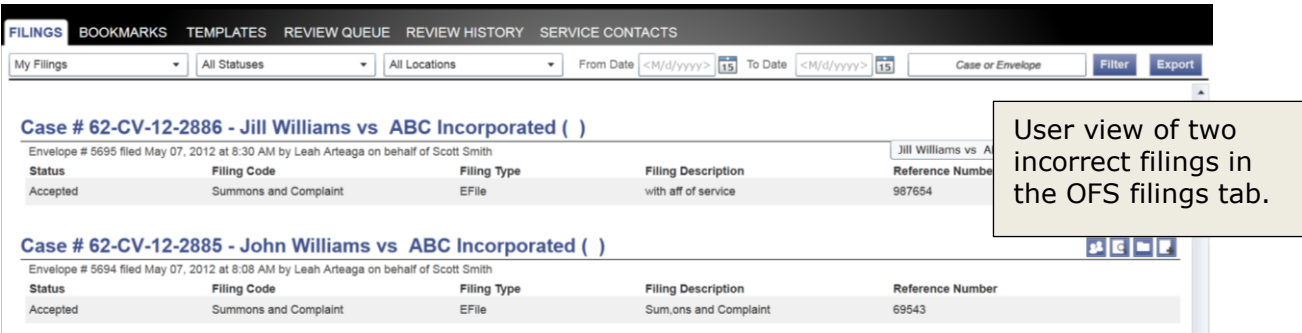
Most Recent Events & Hearings

- 05/07/2012 Other Document
Exhibit list with exhibits A & B
- 05/07/2012 Affidavit of Service
for cert of rep
- 05/07/2012 Certificate of Representation
for plaintiff
- 05/07/2012 Summons and Complaint
summons and complaint

Below are two examples of an incorrect filing and the result on the court record.

- Lead document with multiple separate documents added as attachments
- Lead document containing multiple separate documents within the single document

In both cases only one filing code was selected for an entire envelope, which has various separate documents being filed. When they enter the court system all documents are only available under the single filing code, which means only one event in the Register of Actions. Judges are only able to see that one event and all other documents submitted are basically buried when viewing the case electronically. The documents are hidden from view because they all appear within the single event and in order to find them the judge needs to search the entire large document.



Envelope Details

Case # 62-CV-12-2886 - Jill Williams

Case Information

Location: Ramsey Civil
 Date Filed: 5/7/2012 8:30:42 AM
 Case Number: 62-CV-12-2886
 Case Description: Jill Williams vs ABC Incorporated
 Assigned to Judge: Scott Smith
 Attorney: Second Judicial District
 Firm Name: Leah Arteaga
 Filed By: Leah Arteaga

Summons and Complaint

Filing Type: EFile
 Filing Code: Summons and Complaint
 Filing Description: with aff of service
 Reference Number: 987654
 Status: Accepted

Fees

Court Fee: \$0.00
 Filing & Service Fee: \$0.00

Documents

Lead Document: WilliamsFiling.pdf [Original] [Transmitted]
 Attachments: View Stamped Document

Case #62-CV-12-2886
 Lead document containing multiple separate documents within the single uploaded document.

Envelope Details

Case # 62-CV-12-2885 - John Williams v

Case Information

Location: Ramsey Civil
 Date Filed: 5/7/2012 8:08:00 AM
 Case Number: 62-CV-12-2885
 Case Description: John Williams vs ABC Incorporated
 Assigned to Judge: Scott Smith
 Attorney: Second Judicial District
 Firm Name: Leah Arteaga
 Filed By: Leah Arteaga

Summons and Complaint

Filing Type: EFile
 Filing Code: Summons and Complaint
 Filing Description: Sum,ons and Complaint
 Reference Number: 69543
 Status: Accepted

Fees

Court Fee: \$320.00
 Filing & Service Fee: \$0.00
 Civil Filing Fee: \$320.00

Documents

Lead Document: Summons and Complaint.pdf [Original] [Transmitted]
 Cert of Rep with Aff of Service.tif [Original] [Transmitted]
 Aff of Service.pdf [Original] [Transmitted]
 Exhibit A.tif [Original] [Transmitted]
 Exhibit B.tif [Original] [Transmitted]

Attachments

View Stamped Document

Case #62-CV-12-2885
 Lead document with multiple separate documents added as attachments.

Envelope details of the two filings in OFS. *NOTE the document details.*

62-CV-12-2886

Summary Detail Parties Events

Jill Williams vs ABC Incorporated

Most Recent Events & Hearings

05/07/2012 Summons and Complaint with aff of service

Judge and court staff person view of the electronic case file. *NOTE: Only the lead document of summons and complaint is visible.*

62-CV-12-2885

Summary Detail Parties Events

John Williams vs ABC Incorporated

Most Recent Events & Hearings

05/07/2012 Summons and Complaint Sum,ons and Complaint

62-CV-12-2886

Summary Detail Parties Events Service Hearings

Jill Williams vs ABC Incorporated
Type Personal Injury

Documents Search Get All Documents

Show Obsolete Documents
 Show Document Versions
 Open in External Viewer

Type: All
Sort: Name
Show: All Documents

Doc	Date	Type	Name	Pgs
	05/07/2012		Ramsey Civil & Housing Public : Summons and Complaint	144

Further navigation uncovers the number of pages of the document and the attachments.

NOTE: It is very difficult to find the correct documents in a 144 page document.

Document Versions

Open in External Viewer

Type: All
Sort: Name
Show: All Documents

Date	Document Type	Document Name	Pgs
	05/07/2012	Ramsey Civil & Housing Cc Summons and Complaint	1
	05/07/2012	Ramsey Civil & Housing Pu Summons and Complaint	2
	05/07/2012	Ramsey Civil & Housing Pu Summons and Complaint	1
	05/07/2012	Ramsey Civil & Housing Pu Summons and Complaint	2
	05/07/2012	Ramsey Civil & Housing Pu Summons and Complaint	9

NOTE: All attachments receive the name of the lead document.

View Register of Actions

RAMSEY CIVIL

REGISTER OF ACTIONS
CASE No. 62-CV-12-2886

Jill Williams vs ABC Incorporated Location: Ramsey Civil
Filed on: 05/07/2012

CASE INFORMATION
Case Type: Personal Injury
Case Status: 05/07/2012 Open

DATE CASE ASSIGNMENT

DATE	CASE ASSIGNMENT
	Current Case Assignment Case Number: 62-CV-12-2886 Court: Ramsey Civil Date Assigned: 05/07/2012

PARTY INFORMATION

Plaintiff Williams, Jill
123 First Street
Saint Paul, MN 55102

Defendant ABC Incorporated
789 Washington Avenue
Saint Paul, MN 55102

DATE EVENTS & ORDERS OF THE COURT

DATE	EVENTS & ORDERS OF THE COURT
05/07/2012	EVENTS Summons and Complaint with aff of service

View Register of Actions

RAMSEY CIVIL

REGISTER OF ACTIONS
CASE No. 62-CV-12-2885

John Williams vs ABC Incorporated Location: Ramsey Civil
Filed on: 05/07/2012

CASE INFORMATION
Case Type: Personal Injury
Case Status: 05/07/2012 Open

DATE CASE ASSIGNMENT

DATE	CASE ASSIGNMENT
	Current Case Assignment Case Number: 62-CV-12-2885 Court: Ramsey Civil Date Assigned: 05/07/2012

PARTY INFORMATION

Plaintiff Williams, John
123 First Street
Saint Paul, MN 55102

Defendant ABC Incorporated
986 Idaho Street
Saint Paul, MN 55102

DATE EVENTS & ORDERS OF THE COURT

DATE	EVENTS & ORDERS OF THE COURT
05/07/2012	EVENTS Summons and Complaint Summons and Complaint

View of the Register of Actions.
NOTE: Only the lead document of summons and complaint is recorded. In order for all documents to be correctly listed in the Register of Actions they must each be submitted with their own filing code. (See the correct way to file above).