

eFile and eServe Filing Guide

Rejection Criteria

Submissions will only be rejected by the court for the following reasons:

- Insufficient fees
- Incorrect venue (including division)
- Subsequent document eFiled in wrong case number

Types of Filings (available for subsequent filings only)

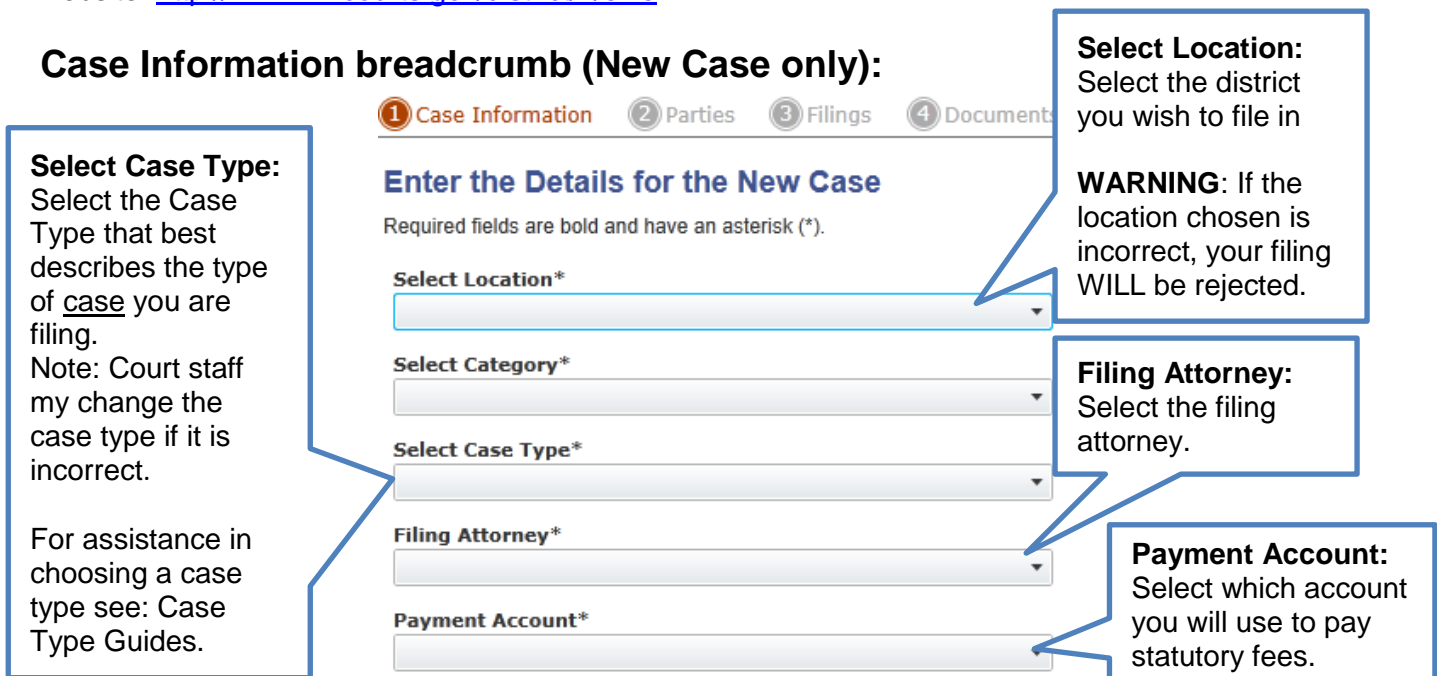
- **EFile** – only sent to the court (only option available during case initiation)
- **Serve** – only sent to the service contacts selected, sent at the time submitted (only available on subsequent filings)
- **EFileAndServe** – sent to the court, after the court accepts the filing, then service is sent out (there is a delay from the time of submission until service is sent, so if working with a deadline it is recommended that a Serve filing is submitted to make the deadline and avoid any delays in the sending of service)

Fees

- The correct statutory fees are to be added by the filer, and are subject to rejection.
- \$5 Convenience Fee is automatically assessed when paying statutory fees only.
- \$3 Service Fee is automatically assessed when Service is selected, and is a flat fee (no matter how many people or documents/pages are being served). Does not trigger the \$5 Convenience Fee.

Updated information, including revisions to this and other eFiling user materials can be found on the website: <http://www.mncourts.gov/district/2/eFile>

Case Information breadcrumb (New Case only):



Select Case Type: Select the Case Type that best describes the type of case you are filing. Note: Court staff may change the case type if it is incorrect. For assistance in choosing a case type see: Case Type Guides.

Select Location: Select the district you wish to file in. **WARNING:** If the location chosen is incorrect, your filing WILL be rejected.

Filing Attorney: Select the filing attorney.

Payment Account: Select which account you will use to pay statutory fees.

Form Fields: Case Information (1), Parties (2), Filings (3), Documents (4). Enter the Details for the New Case. Required fields are bold and have an asterisk (*). Fields include: Select Location*, Select Category*, Select Case Type*, Filing Attorney*, and Payment Account*.

Parties breadcrumb (New Case and Subsequent Filings):

① Case Information ② Parties ③ Filings ④ Documents ⑤ Summary ⑥ Confirmation

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff		
Defendant		

ADD PARTY

Party Type*: Plaintiff (dropdown) Person Business Attorney (dropdown)

First Name*: [text input] Middle [text input] **Last Name*:** [text input]

Address: [text input] **City:** [text input]

State: (dropdown) **Zip:** [text input]

Phone: [text input] **Filer ID:** [text input]

Add Party:

Add as many Parties to the case as necessary to match paperwork.

Party Type:

Choose how the party will be connected to the case.

Address:

This field should match paperwork. The field may be left blank if no address is available.

Filer ID:

The Filer ID Number is **NOT** the Attorney's Bar Number. Leave this field **BLANK** unless otherwise instructed by the court.

When entering party names and addresses:

- Spell names correctly
- Name should match the name on the filed documents
- Use upper and lower case
- Fully spell out entire address
- Please do not use punctuation
- Do NOT include doing business as (DBA) or alias names (NKA, FKA, AKA) as trustee or successor in the interest. This information should be on the paperwork submitted and must be entered by a court clerk. If preferred, a note to the clerk may be added in the filing comments, but should not be added in the name fields.

NOTE: The parties breadcrumb is the first step on a subsequent filing. The party information will be filled in. Once you have verified the party information matches the case that you are filing into or entered any additional parties, you may continue to the next step.

Filings breadcrumb (New Case and Subsequent Filings):

1 Case Information 2 Parties 3 Filings

Enter Filing Details

Select Filing Code*
 Filing Description*
 Reference Number*
 Optional Services
 Add →
 ← Remove
 Filing Comments
 Courtesy Copies ⓘ

Select Filing Code: use of Filing Code list is recommended. Select the code that best describes the document you are filing. This appears as part of the court record, so court staff may change this field. The system will filter codes based on what is typed.

Filing Description: Add information that helps describe the document. This comment may be changed by court staff.

- This is a required field.
- If filing a TRO or emergency filing please make note in this field.
- EG: 'Who' or 'what' for affidavits or affidavits of service, 'what' for motion, 'with exhibits' or 'attachments'.
- See Filing Code List for more information.

Reference Number: Enter numbers/letters internal to your firm for case identification.

Courtesy Copies: This can be used to send a file-stamped copy of the document to anyone you choose. Note: This is delivered once the filing has been accepted by the court. This is NOT considered service

Filing Comments: This is not a required field. Please add any information you will to provide to court staff only.

- Companion case numbers, if any
- Desired court date or interpreter request, if applicable.
- Reference to an Order allowing you to file under seal: indicate Judge and date of order.
- Additional info that you want the filing clerk to know.

Select Filing Code*
 Summons and Complaint
 Filing Description*
 with jury demand
 Reference Number*
 965478
 Optional Services
 Appl/Discharge of Judgement (\$5.00)
 Assignment of Judgement (\$5.00)
 Certified Copy - Single (\$14.00)
 Judg Form/Conf to \$7500 (\$75.00)
 Law Library Civil (\$10.00)
 Miscellaneous Writs (\$55.00)
 Motion/Response (\$100.00)
 Add →
 ← Remove
 Filing Comments
 Courtesy Copies ⓘ

Selected Optional Services
 Civil Filing Fee (\$320.00)
 Jury Fee (\$100.00)

Optional Services: Select statutory fees by highlighting in the Optional Services window and then select Add.
WARNING: If fee amount is insufficient, the filing WILL be rejected.

As many filings as necessary should be added. Please separate filings out by specific documents. Example:

- Summons & Complaint (Filing #1)
- Notice of Motion and Motion (Filing #2)
- Certificate of Representation (Filing #3)

Add Another Filing

Filings breadcrumb continued:

The **Payment Account, Party Responsible for Fees and Filing Attorney** will auto fill based on what is provided in the Case Information breadcrumb for New Cases. On Subsequent Documents you will need to select the appropriate **Payment Account, Party Responsible for Fees and Filing Attorney**.

Fees

Summons and Complaint

Filing Fee	\$0.00
Civil Filing Fee	\$320.00
Jury Fee	\$100.00
Total this Filing	\$420.00

Convenience Fee \$5.00

Envelope Total \$425.00

Payment

Payment Account*
 Test Card

Party Responsible for Fees*
 Citibank

Filing Attorney

Filing Attorney
 Scott Smith

Documents Tab (New Case and Subsequent Filings):

Envelope 7686 Case 62-CV-12-2925 Citibank vs Susan Lodahl Ramsey Civil - Con

1 Parties 2 Filings 3 Documents 4 Summary 5 Confirmation

Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:
 Portable Document File (PDF), TIF File (TIF), TIFF Files (TIFF), Word 2007 File (DOCX),

Filing	Document
Summons and Complaint - with jury demand	
Lead Document*	CitiBankSumComp.pdf 797.2 kb
Attachments	Click to Browse or Drag Files Here

- Attach documents with same process commonly used for email attachments.
- Make sure documents are signed, notarized, and legible.
- Check to ensure the document is for the correct case.

- New documents/filings should NOT be added as attachments, the attachments field should only be used to add documents that are attachments to the lead document listed directly above the box.
- Separate security levels may be selected for attachments.

Confidential Image
 Public Image
 Sealed Image

Security: Select Public Image unless there is a Statute, Rule or Court Order that allows the document to be confidential or sealed.

Summary breadcrumb (New Case and Subsequent Filings):

① Parties ② Filings ③ Documents ④ Summary ⑤ Confirmation

Envelope and Filing Summary

Case Information

Location	Ramsey Civil	Category	Civil
Type	Contract		
Attorney	Scott Smith	Account	Test Card
		Date Filed:	1/1/0001 12:00:00 AM

Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	Citibank	250 North Sunnyslope Road S		
Defendant	Susan Lodahl	963 Marine Street South, Sain		

Filings

Filing Type	Filing Code	Filing Description	Reference Number
EFile	Summons and	with jury demand	965478

Documents

Filing Component	File Name	Uploaded	Security
Lead Document	CitiBankSumComp.pdf	Ok	Public Image
Attachments			

Filing Fee	\$0.00
Civil Filing Fee	\$320.00
Jury Fee	\$100.00
Total this Filing	\$420.00
Convenience Fee	\$5.00
Envelope Total	\$425.00

Payment

Payment Account*

Party Responsible for Fees*

Filing Attorney

Filing Attorney

Verify that all the information is correct.

Submit: Select when you are ready to submit the filing to the court.

Previous Submit

Confirmation breadcrumb (New Case and Subsequent Filings):

Hennepin Civil - Contract

① Case Information ② Parties ③ Filings ④ Documents ⑤ Summary ⑥ Confirmation

Your Filing Has Been Uploaded Successfully

Envelope # 00004554 Return to My Filings

Code	Description	Reference Number	Type
Summons and Complaint	and Jury Demand	1234	EFile

Civil Case Filing Tip

- When filing a TRO or other emergency, indicate TRO or describe emergency in the filing description field.

Consumer Credit & Contract Cases Submitted for Administrative Default

- Consumer Credit and Contract Cases submitted with five-part affidavit requesting administrative default judgment should be filed with the case type of **Default Judgment**.

ICMC Data Sheets (Family Court)

- ICMC data sheets should be submitted to the assigned judicial officer by e-mail to the e-mail address boxes that have been set up for each judicial unit. This is the **ONLY** exception to the requirement that pleadings be filed electronically.

Business Practices/Division: [Civil Court](#), [Family Court](#), [Housing Court](#)

Sending eService - Filings breadcrumb (Subsequent Filings only):

1 Parties 2 Filings 3 Service Contacts 4 Documents 5 Summary 6 Confirmation

Enter Filing Details

Code	Type	Description	Reference Num
Notice of Motion and M	EFile	for summary judgmen	987456
Proposed Document	EFileAndServe	Order granting summ	987456
Service Only	Serve	motion for summary j	987456

Add Another Filing

Select Filing Code*
Service Only

Filing Description*
motion for summary judgment

Reference Number*
987456

EFile Service

Check the box/es next to the Filing Code area to select the desired type of filing. Types of filings and fees are explained on page 1 of this document.

Fees

Notice of Motion and Motion

Filing Fee	\$0.00
Motion/Response	\$100.00
Total this Filing	\$100.00

Proposed Document

Filing Fee	\$0.00
Total this Filing	\$0.00

Service Only

Filing Fee	\$0.00
Total this Filing	\$0.00

Service Fee \$3.00
Convenience Fee \$5.00

Envelope Total \$108.00

Payment

Service Contacts breadcrumb (Subsequent Filings only):

1 Parties 2 Filings 3 Service Contacts 4 Documents 5 Summary 6 Confirmation

Select Contacts to Receive Service for this Envelope

Select All

- Defendant: ITS Technologies & Logistics Inc
 - Beth Lewandowski (beth.lewandowski@courts.state.mn.us)
- Defendant: ITS Technologies & Logistics LLC
 - Leah Arteaga (leah.arteaga@courts.state.mn.us)
 - Test User (efiletraining2@gmail.com)
- Plaintiff: Jason Johnson
 - Dana Dowd (dana.dowd@courts.state.mn.us)
 - Leah Arteaga (leah.arteaga@courts.state.mn.us)
- Other Service Contacts

Select those that should receive service.

Note: Just because you sign up to receive eService does not guarantee that you will be selected by the sender.

NOTE: If no one is signed up for service, you should call and request that they sign up. If they refuse, you may need to send service by traditional methods and should inform the judge's chambers. DO NOT add people for service if they are not from your firm.

Envelope 5326 Case 62-CV-11-5771 Jason Johnson vs ITS Technologies & Logistics LLC, d/b/a ITS Technologies & Logistics Inc, ITS Technologies & Logistics LLC

1 Parties 2 Filings 3 Service Contacts 4 Documents 5 Summary 6 Confirmation

Envelope Details

Filing Type: EFileAndServe

Filing Code: Motion

Filing Description: judge name doc description copies sent

Reference Number: judge name

Comments: judge name

Courtesy Copies: leah.arteaga@courts.state.mn.us

Status: Submitting

Fees

Court Fee: \$0.00

Filing & Service Fee: \$0.00

Documents

Lead Document: 62FA102197.pdf [Original]

Attachments:

Service Details

Status	Name/Email	Firm	Served	Date/Time Opened	Log
Not Sent	Dana Dowd dana.dowd@courts.state.mn.us	Ramsey County Family	No	Not Opened	View
Not Sent	Leah Arteaga leah.arteaga@courts.state.mn.us	Ramsey County Family	No	Not Opened	View
Not Sent	Test User efiletraining2@gmail.com		No	Not Opened	View
Not Sent	Beth Lewandowski beth.lewandowski@courts.state.mn.us		No	Not Opened	View

The Summary page will show those selected to receive service.

The Envelope Details (on the filings tab of the workspace) will show Service Details.