


# Housing Court Filing Guidelines

## General Guidelines

- The Second Judicial District (Ramsey County Court) will not automatically assign court dates, please follow the directions on [Selecting an Available Court Date for Housing Court](#).
- Immediately upon submitting the filing, select the service button  and sign up for mandatory e-service. Further details on adding yourself for eService can be found [here](#).  
**\*\*The summons will be delivered to you by eService. If you are not signed up for service you will not receive your summons until this step is completed.\*\***

## Filing Tips: Use the [Filing Guide](#)

### 2 Parties

- Use upper and lower case letters (Capitalization) on names.
- Do not use punctuation.
- Do not include et al, AKA or DBA information. The clerk will add this information from the submitted documentation.
- Include the address for both the landlord and tenant.
- Include the phone number for the plaintiff when this information is available.

### 3 Filings

- Use the [filing codes](#) as a guide when filing.
- When adding a new case the following information should be added to the **Filing Description**:
  - Your preferred Court Date. **You may find the [available court dates by following these instructions](#).**
    - Do not select a court date if the calendar size is 30 cases or more. Call the clerk for instruction if you wish to use this court date. 651-266-8230.
    - If you are using the Sheriff for service you must pick a court date that is a full 14 days from the date of filing.
  - Indicate if the Sheriff will be used for service.
  - Indicate if there is urgency on the filing and (briefly) why.