

Child Protection and Adoption Business Practice Changes

1. **Deficient Document Filing for Ramsey County Attorney's Office**
 - Incorrect Fees
 - 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. It is critical that the correct file numbers are applied to the documents.
3. **Reports.** All reports must be e-Filed. Reports will no longer be accepted via email.
4. **Multiple Case Numbers.** Filings with multiple case numbers must be filed in each case.
5. **Proposed Orders.** Proposed orders prepared by RCAO from hearings (not matters taken under advisement) should be e-mailed directly to the judicial officer's chambers email address. Submit all proposed orders in Microsoft Word.
6. **Courtesy Copies.** Judicial Officers want filers to include electronic courtesy copies of all pleadings filed in Electronic File and Serve 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 signed by Judicial Officers. All pleadings must be e-Filed prior to the court hearing.
9. **Urgency.** If your pleading is urgent, this must be indicated in the filing description field and special handling instructions in the filing comment. An email must also be sent to the 2ndJuvenileCHIPS@courts.state.mn.us.
10. **Group ID.** Group ID's are no longer necessary on subsequent filing.
11. **Confidential Addresses.** Do not add confidential addresses to the Electronic File and Serve System.
12. **Separate Documents.** For each event, you must enter a lead document. The attachment document should only be used for exhibits to the lead document.
13. **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.
14. **Eservice.** You must sign your agency up for eservice on all cases. 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.
15. **Parties.** You are only required to enter Petitioner and children upon filing Petitions. All other parties and participants must be provided on the Petition and will be entered by court administration staff. If you are filing a subsequent pleading which adds a party, you must add the specific party or parties to the case.