

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 and contact either Court with questions. Thank you.

2nd District:
 Phone: 651.266.8275
[Email](#) 2nd District

4th District:
 Phone: 612.543.4000
 Email 4th District [Court e-File Team](#)

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> To Date <M/d/yyyy> 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.*

62-CV-12-2887

Summary Detail Parties Events

Bill Brown vs Acme Incorp

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

Judge and court staff view of the electronic case file.

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

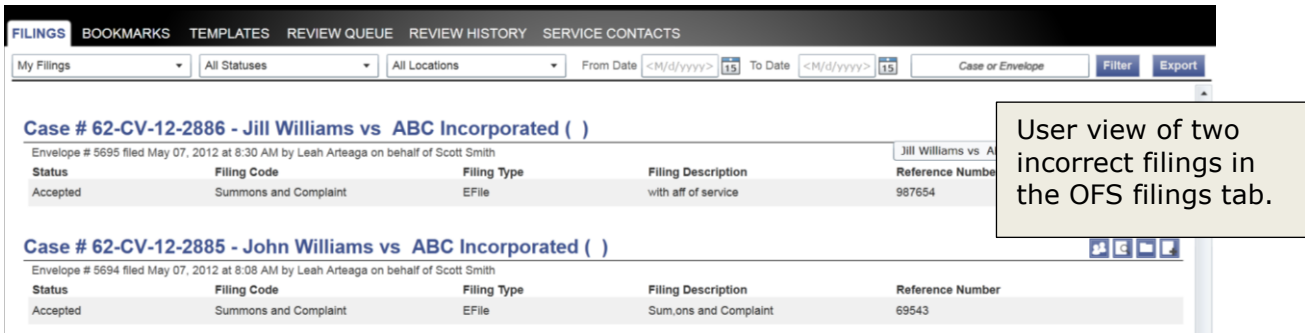
DATE	EVENTS
05/07/2012	Other Document <i>Exhibit list with exhibits A & B</i>
05/07/2012	Affidavit of Service <i>for cert of rep</i>
05/07/2012	Certificate of Representation <i>for plaintiff</i>
05/07/2012	Summons and Complaint <i>summons and complaint</i>

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

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.

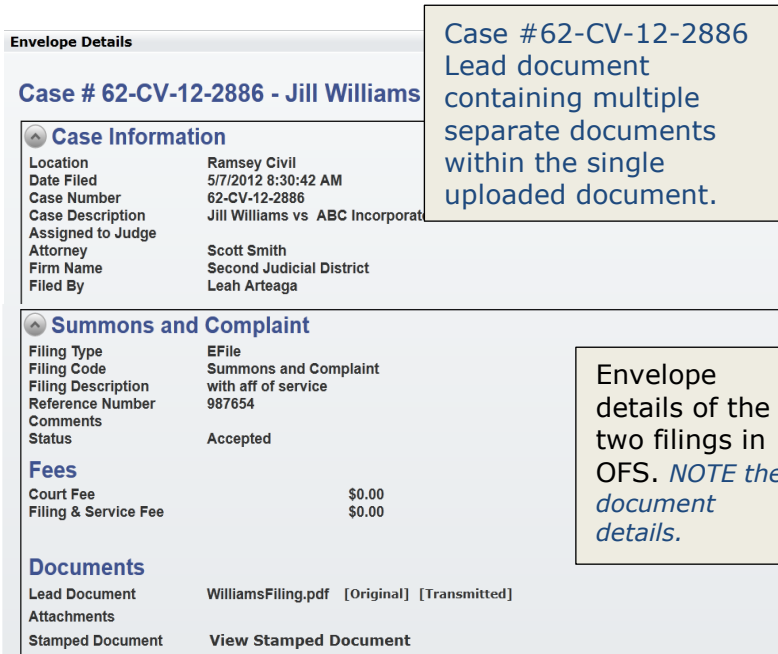


Case # 62-CV-12-2886 - Jill Williams vs ABC Incorporated ()
Envelope # 5695 filed May 07, 2012 at 8:30 AM by Leah Arteaga on behalf of Scott Smith

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

Case # 62-CV-12-2885 - John Williams vs ABC Incorporated ()
Envelope # 5694 filed May 07, 2012 at 8:08 AM by Leah Arteaga on behalf of Scott Smith

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



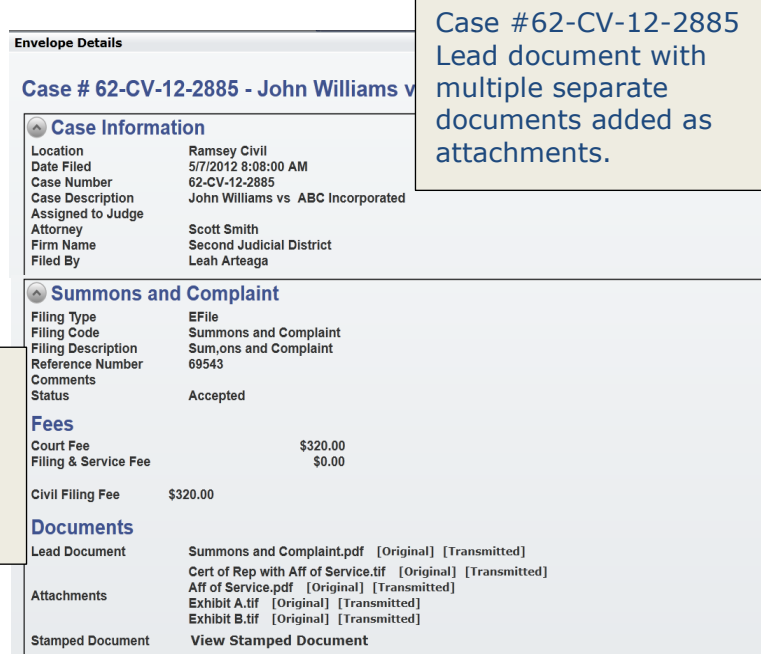
Envelope Details
Case # 62-CV-12-2886 - Jill Williams

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: [blank]
Attorney: Scott Smith
Firm Name: Second Judicial District
Filed By: Leah Arteaga

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

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

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



Envelope Details
Case # 62-CV-12-2885 - John Williams vs ABC Incorporated

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: [blank]
Attorney: Scott Smith
Firm Name: Second Judicial District
Filed By: Leah Arteaga

Summons and Complaint
Filing Type: EFile
Filing Code: Summons and Complaint
Filing Description: Sum,ons and Complaint
Reference Number: 69543
Comments: [blank]
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: [blank]
Stamped Document: View Stamped Document



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



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.

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

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

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

05/07/2012 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

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

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