

# Tips when using Odyssey File and Serve

## Rejected Documents

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

- Missing or incorrect fees
- Incorrect venue (including division)
- Subsequent document e-filed in wrong case number

## Civil Case Filing Tips

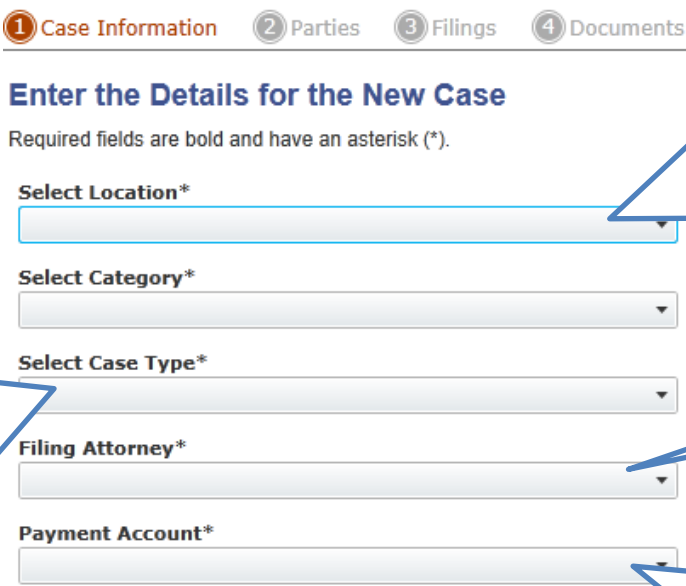
- When filing a TRO or other emergency, use the filing code REQUEST FOR EMERGENCY JUDGE ASSIGNMENT and attach the form found here: <http://www.mncourts.gov/district4?page=1824> and add “Emergency” as the Additional Filing Description. (Filings Tab)

## Five-Week Redemption Case Filing Tips

- Use case type of Civil-Other. (Case breadcrumb)
- Add an email address as the Additional Filing Description. This is where the summons will be sent to. (Filings breadcrumb)
- Add your desired court date to the Filing Comments. If the court date does not fall within the allowed time frame by statute at the end of case entry, the date could be changed by the clerk. (Filings breadcrumb)

Update information, including revisions to this and other 4<sup>th</sup> District specific training and e-Filing user materials can be found on our website at: <http://www.mncourts.gov/district/4/?page=3953>.

## Case Information breadcrumb (New Case only):



**1 Case Information** 2 Parties 3 Filings 4 Documents

### Enter the Details for the New Case

Required fields are bold and have an asterisk (\*).

**Select Location\***

**Select Category\***

**Select Case Type\***

**Filing Attorney\***

**Payment Account\***

**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 document: Guide to Choosing a Case Type.

**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.

## Parties breadcrumb (New Case and Subsequent Documents):

On new cases, you must enter all the named plaintiffs/petitioners and named defendants/respondents.

On subsequent documents, you can review the already named parties and you can add parties who have been included since case initiation.

Hennepin Civil - Contract

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:**  
Add as many Parties to the case as necessary.

**Party Type:**  
Choose how the party will be connected to the case.

ADD PARTY

<b>Party Type*</b> Plaintiff	<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	<b>Attorney</b> [Dropdown]
<b>First Name*</b> [Text]	<b>Middle</b> [Text]	<b>Last Name*</b> [Text]
<b>Address</b> [Text]	<b>City</b> [Text]	
<b>State</b> [Text]	<b>Zip</b> [Text]	
<b>Phone</b> [Text]		<b>Filer ID</b> [Text]

**Address:**  
If no address is available, please leave those fields blank. Do not add the firm's address in place of a party's address.

#### Filer ID:

The Filer ID Number is **NOT** the Attorney's Bar Number. Leave this field blank for Plaintiffs and Defendants unless otherwise instructed by the court.

When typing in party names and addresses:

- Spell names correctly
- Name should match on 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)

## Filings breadcrumb (New Case and Subsequent Document):

**Select Filing Code:**  
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. As you type a word, the system will filter and display only codes that include that word.

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

- This is a required field.
- For 5 week redemptions add the email address where the Summons should be sent.

**Reference Number:**  
Enter a number 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 provide to court staff only.

- Companion case numbers, if any
- Case numbers of any prior cases involving the same party
- Desired court date
- Reference to an Order allowing you to file under seal
- Additional info that you want the filing clerk to know

**Optional Services:** Select statutory fees by highlighting in the Optional Services window and then click Add.

**WARNING:** If fee amount is incorrect, your filing WILL be rejected.

You may add as many filings as necessary. Please separate filings out by specific documents. Example:

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

**Form Fields:**

- Select Filing Code\*
- Filing Description\*
- Reference Number\*
- Optional Services (List: Certified Copy - Single (\$14.00), Exemption Hearing Request (\$1.00), Facsimile less than 50 pages (\$25.00), Judg Form/Conf to \$7500 (\$70.00), Judgment Search - Single (\$5.00), Miscellaneous Writs (\$55.00), Motion/Response (\$100.00))
- Filing Comments
- Courtesy Copies ⓘ
- Selected Optional Services (List: Civil Filing Fee (\$322.00), Jury Fee (\$100.00))

**Buttons:** Add →, Remove ←

**Navigation:** 1 Case Information, 2 Parties, 3 Filings, 4 Documents, 5 Summary, 6 Confirmation

## Filings breadcrumb continued:

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

**Fees**

Summons and Complaint

Filing Fee	\$0.00
Civil Filing Fee	\$322.00
Jury Fee	\$100.00
<b>Total this Filing</b>	<b>\$422.00</b>

---

Case Initiation Fee \$0.00  
 Convenience Fee \$5.00

---

**Envelope Total \$427.00**

**Payment**

Payment Account\*  
 Test Master Card - # from Steve 2/6/12

Party Responsible for Fees\*  
 Bo Duke

**Filing Attorney**

Filing Attorney\*  
 William Hicks

## Documents Tab (New Case and Subsequent Document):

Hennepin Civil - Contract

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

### Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:

- Adobe PDF
- Microsoft Word (DOC)
- Microsoft Word (DOCX)
- Word Perfect (WPD)
- Tagged Image Format (TIF)
- Tagged Image Format (TIFF)

Filing	Document	Security
Summons and Complaint - and Jury Demand	Summons, Compliant, Aff of Service (credit card... 49 kb	Public Image
Attachments	<i>Click to Browse or Drag Files Here</i>	Confidential Image Public Image Sealed Image

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

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

Separate security level may be selected for attachments.

## Summary breadcrumb (New Case and Subsequent Documents):

Hennepin Civil - Property Damage

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

### Envelope and Filing Summary

**Case Information** [Edit](#)

Location	Hennepin Civil	Category	Civil
Type	Property Damage		
Attorney	Robert Blaeser	Account	Test Master Card - # from Steve 2/6/12
		Date Filed:	

**Parties** [Edit](#)

Party Type	Name	Address	Phone	Attorney
Plaintiff	Bo Duke			
Plaintiff	Luke Duke			
Defendant	Boss Hogg			

**Filings** [Edit](#)

Filing Type	Filing Code	Filing Description	Reference Number
EFile	Summons and Co	and Jury Demand	1234

**Documents** [Edit](#)

Filing Component	File Name	Uploaded	Security
Lead Document	Summons, Compliant, Aff of Service.doc	OK	Public Imag
Attachments			

**Fees**

Summons and Complaint	
Filing Fee	\$0.00
Civil Filing Fee	\$322.00
Jury Fee	\$100.00
<b>Total this Filing</b>	<b>\$422.00</b>
Case Initiation Fee	\$0.00
Convenience Fee	\$5.00
<b>Envelope Total</b>	<b>\$427.00</b>

**Payment**

Payment Account\*

Party Responsible for Fees\*

**Filing Attorney**

Filing Attorney

[Previous](#) [Submit](#)

**Verify that all the information is correct.**

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

## Confirmation breadcrumb (New Case and Subsequent Documents):

Hennepin Civil - Property Damage

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

**Your Filing Has Been Uploaded Successfully**

**Envelope # 00005229** [Return to My Filings](#)

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