

Tips when using Odyssey File and Serve for 5 week redemptions

NOTE: all fields in red are required fields

Enter the details for the new case:

Location

Select a location:

Hennepin County Civil

District you want to file in

Case Category

Select a case category:

CV - Civil

Division you want to file in

Case Type

Select a case type:

COT - Civil Other/Misc

Select Case Type of Civil-Other.

Enter the details for the involved parties for this case:

Plaintiff

Select whether the party is a person or company then enter name, address, and phone details.

Person Company

First Name * Middle Name Last Name *

Jennifer Jones

Address

38092 Xerxes Avenue South

City State Zip Code

Minneapolis Mn 55407

Area Prefix Number Ext.

Filer ID Number

Add Additional Plaintiff

When typing in party names and addresses:

- Spell names correctly.
- Do NOT use punctuation such as periods or commas. Use ' or – if part of name.
- Include middle name if known
- Do NOT include doing business as (dba) or alias names (nka, fka, aka)
- Use legal business name
- Use upper and lower case
- Fully spell out entire address

Defendant

Select whether the party is a person or company then enter name, address, and phone details.

Person Company

First Name * Middle Name Last Name *

Gus Miller

Address

3090 France Avenue South

City State Zip Code

Minneapolis Mn 55417

Area Prefix Number Ext.

Filer ID Number

Add Additional Defendant

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Please enter details for filing #1:

Filing Code

Select the filing type for this document:

Select the code that best describes the document (s) you are filing.
For 5 week redemptions – it would be just the complaint.

Additional Filing Description

Insert additional information to add to the Filing Code chosen above:

Example -- If selecting "Aff - Affidavit" as the Filing Code, enter "of Service" below.

An e-mail address for the filer as to where the summons should be sent to.

Fee Schedule

Select one or more fee schedules (hold down your Ctrl key to select multiple):

CERTCOPY - Certified Copy - Single (\$14)	↑
EXECUTION - Writs of Execution (\$55)	
EXEMPTHEAR - Exemption Hearing Request (\$1)	
FAXFEE - Facsimile Less than 50 pgs (\$25)	
FILEFEE - Civil Filing Fee (\$322)	
FOREIGN - Jdg Forgn/Confs to \$7500 (\$70)	↓

WARNING: IF FEE AMOUNT IS INCORRECT- YOUR FILING WILL BE REJECTED. If uncertain, call Civil Filing at 612-348-3164 to determine appropriate amount.

Filing Comments

Enter any comments about this filing for the reviewer and/or for your own records.

Reference Number

Enter an identification number that you or your firm will use to cross-reference this filing:

For use to identify the case within your firm

"Sticky note" - add

- Desired court date.
If the court date does not fall within the allowed time frame by statute at the time of case entry, the date could be changed by the clerk

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Please enter the details for this envelope:

Filing Attorney

Select the filing attorney (from your firm):

Payment Account

E-file payment & filing fees will be taken from account selected:

 

Courtesy Copies

Enter a list of email addresses to be sent courtesy copies, comma separated:

This can be used to send a copy to your client or anyone else you would like to receive a copy.

Note: This is delivered upon acceptance by the court unless using "Serve" only option where it is sent when you submit envelope.

Note: All documents must be in one of the following formats:

- Adobe PDF
- Microsoft Word (DOC, DOCX)
- Word Perfect (WPD)
- Tagged Image File (TIF, TIFF)
- ASCII Text (TXT)

Filing #1:

Lead Document

Browse...

Document Security

Add Attachment

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

Select Public unless there is a Statute or Rule that allows the document to be confidential or an order sealing the particular document is also being filed.

Clicking the following button will submit your filing to the court.

Upload files and submit envelope

Select when you are ready to "File" and send to the Court, to "Serve" or to "Serve and File".

Note that it may take several minutes for this to complete if you are uploading one or more large documents and/or are on a relatively slow internet connection.

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Timelines

Absent technical problems, Civil Filing will process subsequent documents within 4 business hours of filing and accept new judge assigned cases within 1 business day of filing. TRO an emergency documents will be processed within one business hour of being submitted up until 3:00 p.m. each day.

Rejecting documents

Submissions will only be rejected for the following reasons:

- Insufficient fees
- Incorrect venue (including division)
- E-filed in wrong case number
- Until otherwise notified, e-filed in non-electronic case

Civil Filing will no longer be responsible for finding and notifying any one of any deficiency as to form.

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