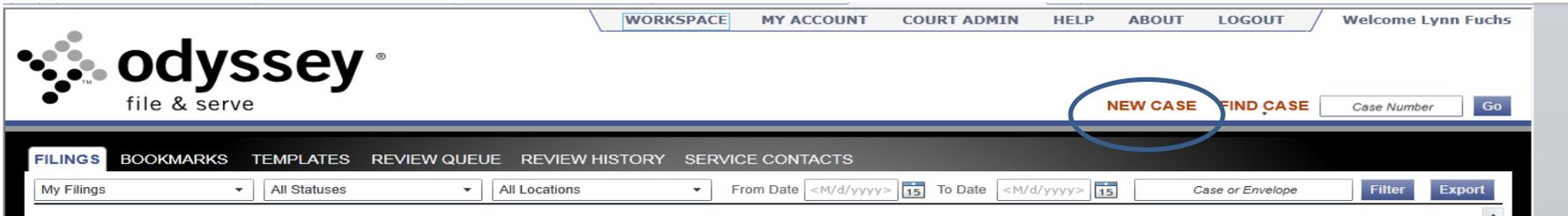


# How to e-File Landlord Initiated Cases in Housing Court

Payment or a **signed [In Forma Pauperis Order](#)** must accompany the filing, unless fees are waived by statute. Payment must be made by credit card (Visa, MasterCard or Discover).

Click on “New Case” link to begin



## Case Information

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

### 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\***

Location – choose *Hennepin-Housing* (if you choose any other location your filing will be rejected)

Category – choose *Civil* (it will be the only option)

Case Type – choose *Eviction*

Filing Attorney – choose *name of attorney/agent/landlord* the case is being filed on behalf of. Choices will be displayed in a dropdown box. May be left blank if not being filed by attorney.

Payment Attorney – choose *appropriate credit card*. If you have a signed In Forma Pauperis order, choose *Waiver Account*

Click “Next”

## Parties

Hennepin Civil - Consumer Credit Contract

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**Enter the Details for the Parties Involved in this Case**

| Party Type | Name | Attorney |
|------------|------|----------|
| Plaintiff  |      |          |
| Defendant  |      |          |

**ADD PARTY**

**Party Type\***  
Plaintiff  Person  Business Attorney

**First Name\***  **Middle**  **Last Name\***

**Address**  **City**

**Previous** **Next**

Plaintiff(s) – enter the name and address of the owner or entity. Do NOT use punctuation unless it is part of the owner’s name. Do NOT include dba, a MN corporation, in successor to or other descriptors. Add all of the plaintiffs (if more than one) and do so in the order listed on the Complaint. Leave the Filer ID field blank UNLESS the court has provided you with your Filer ID number.

Defendant(s) – same as Plaintiff. If property includes a garage, add *and garage* to the street address. Do NOT add John Doe, Mary Roe, etc as defendants.

To add additional plaintiffs or defendants, click on “Add Party” and fill in as listed above.

Click “Next”

## Filings

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### Enter Filing Details

Select Filing Code\*  
Complaint-Civil  EFile

Filing Description\*  
Steven Scott Mgmt 1 of 10, john.doe@gmail.com

Reference Number\*  
123

Optional Services

|  |       |
|--|-------|
| Appl/Discharge of Judgement (\$5.00)   | Add → |
| Assignment of Judgement (\$5.00)       |       |
| 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)      |       |

Selected Optional Services

|                             |
|-----------------------------|
| Civil Filing Fee (\$322.00) |
|-----------------------------|

← Remove

Filing Comments  
not available 6-1-12 AM

Courtesy Copies ⓘ  
john.doe@gmail.com

Add Another Filing

Previous Next

### Fees

Complaint-Civil

|                   |          |
|-------------------|----------|
| Filing Fee        | \$0.00   |
| Civil Filing Fee  | \$322.00 |
| Total this Filing | \$322.00 |

Case Initiation Fee \$0.00  
Convenience Fee \$5.00

Envelope Total \$327.00

### Payment

Payment Account\*  
New as of 2/14/12

Party Responsible for Fees\*  
test test

### Filing Attorney

Filing Attorney

Filing Code – choose *Complaint-Civil*

Filing Description – add *email address* of where you want the Summons sent. If you are filing more than one case and want the same court date, include your *Filer ID number* (if provided) or *management agency name* along with *x of y*

EXAMPLE: Steven Scott Mgmt 1 of 10, [john.doe@gmail.com](mailto:john.doe@gmail.com)

Reference Number – this is a number for you to track your cases and/or your billings.

Optional Services – choose *Civil Filing fee* or *None* if you have a signed In Forma Pauperis Order (if you do not choose the appropriate fee your filing WILL be rejected.)

Filing Comments – Court date will be within 10-14 days of your filing. List any date or time during this time period you are NOT available to appear in court. If you do not list any unavailable dates, you will get the next available court date.

Courtesy Copies – add email addresses of anyone you want to receive a courtesy copy of the file stamped copy of your filing ONCE the court has accepted it. If you have made arrangements for service with someone outside your firm or business, you may want to include their email address so they get a file stamped copy of the Complaint to serve. The court will email the Summons to the email address provided in the Additional Filing Description on the Filing tab but will NOT send them a copy of the Complaint.

Payment – choose appropriate *credit card*. If you have a signed In Forma Pauperis order, choose *Waiver Account*

Filing Attorney – choose *name of attorney/agent /landlord* the case is being filed on behalf of (if any). Choices will be displayed in a dropdown box.

If filing Power of Attorney, click on *Add Another Filing*. Filing Code would be *Power of Authority In Unlawful Detainer*. Filing Description would be *Power of Authority*. Reference Number would be the same number as Filing #1. Do NOT choose a fee under Optional Services for this filing code. Leave Filing Comments blank. Courtesy Copies – same as Filing #1 – add email addresses of anyone you want to receive a copy.

Click “Next”

## Documents

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### Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:  
Portable Document File (PDF), TIF File (TIF), TIFF Files (TIFF), Word 2007 File (DOCX), Word 97/XP File (DOC), WordPerfect File (WPD)

| Filing  | Document  | Security |
|---|---|----------|
| Complaint-Civil - Steven Scott Mgmt 1 of 10, john.doe@gmail.com |   |          |
| Lead Document*  | <input type="text" value="Click to Browse or Drag Files Here"/> |          |
| Attachments   | <input type="text" value="Click to Browse or Drag Files Here"/> |          |

Filing #1 – attach the Complaint, similar to attaching a document to an email. Appropriate file formats are Word, pdf or tiff. Choose appropriate Document Security (most documents will be Public). If there are attachments to the Complaint (i.e., lease), choose *add attachment* and repeat.

If more than one filing (ie Power of Attorney), repeat under Filing #2.

Click “Next”

Review the filing on the Summary screen. Click Edit to make any necessary changes. When finished, Click “Submit”. A Confirmation screen will appear.

If the status of your filing is *Submitting or Submitted*, you may cancel the filing; no fees will be charged to your credit card. If your filing is “*Under Review*” and you wish to cancel it, call the court for assistance.

**FILINGS** BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

My Filings All Statuses All Locations From Date <M/d/yyyy> 15 To Date <M/d/yyyy> 15 Case or Envelope Filter Export

**Envelope # 00005732**

Envelope # 5732 filed June 20, 2012 at 12:17 PM by Lynn Fuchs

| Status    | Filing Code     | Filing Type | Filing Description                            | Reference Number |
|-----------|-----------------|-------------|---|------------------|
| Submitted | Complaint-Civil | EFile       | Steven Scott Mgmt 1 of 10, john.doe@gmail.com | 123              |

Once the court has accepted your filing, they will prepare the Summons and email it to the email address you provided in the Filing Description. The court will delete the email address from the record once the Summons is sent; it will NOT be part of the court record.