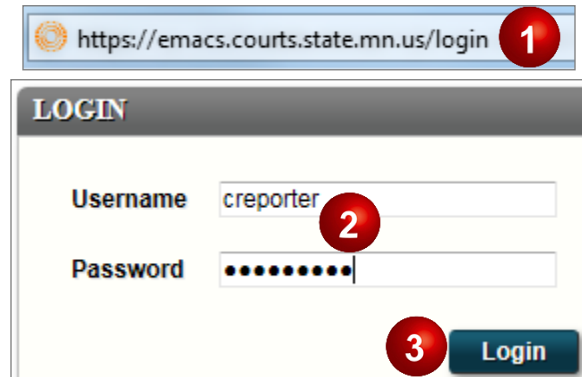


E-Filing and E-Serving in E-MACS for Court Reporters

Log in to E-MACS:

1. Go to <https://emacs.courts.state.mn.us/login>.
2. Type your **Username** and **Password**.
3. Click **Login**.

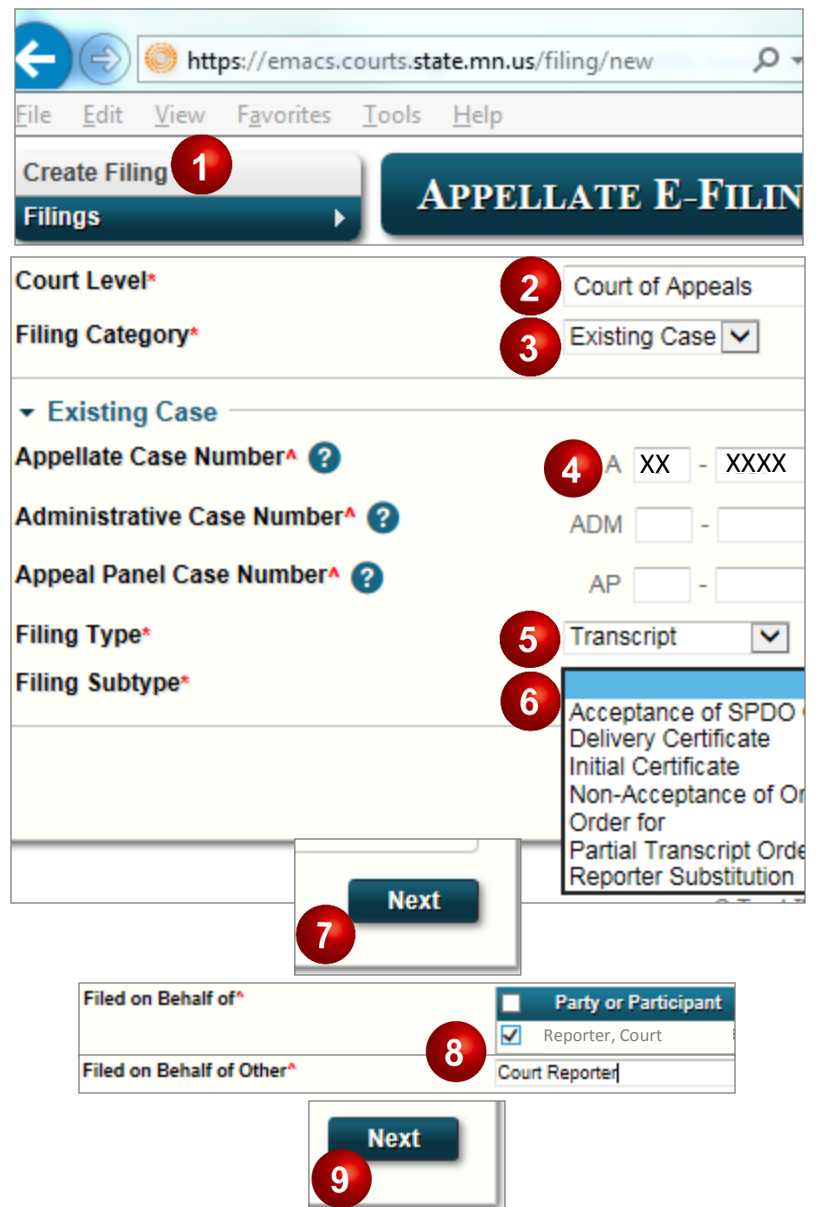


Create a new filing:

1. Click **Create Filing**.
2. Select **Court of Appeals**.
3. Select **Existing Case**.
4. Type the **Appellate Case Number**.
5. Select **Transcript**.
6. Select the **Filing Subtype**.
7. Click **Next**.
8. Check **your name**. If your name is not on the list, add it to the **Filed on Behalf of Other** field.
9. Click **Next**.



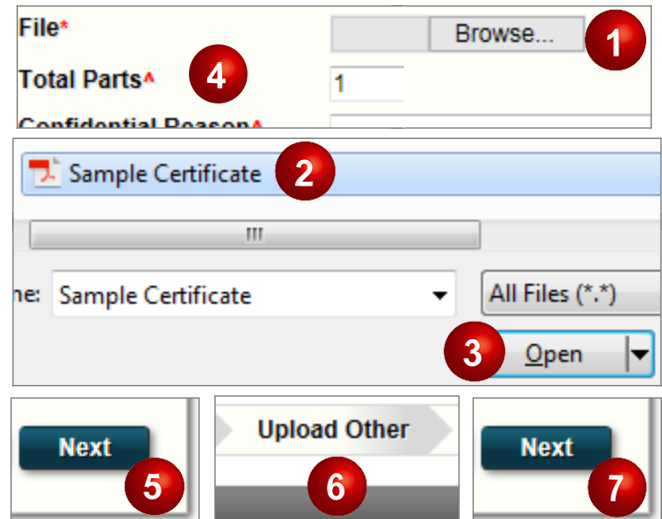
Do not file transcripts in E-MACS. Do not file paper copies of documents filed in E-MACS.



E-Filing and E-Serving in E-MACS for Court Reporters

Upload the document:

1. Click **Browse**.
2. Select the **file** to upload.
3. Click **Open**.
4. If needed, type the **Part** and **Total Parts** (for documents that have been split).
5. Click **Next**.
6. Repeat steps 1-5 on the **Upload Other** screen to upload more documents.
7. Click **Next**.



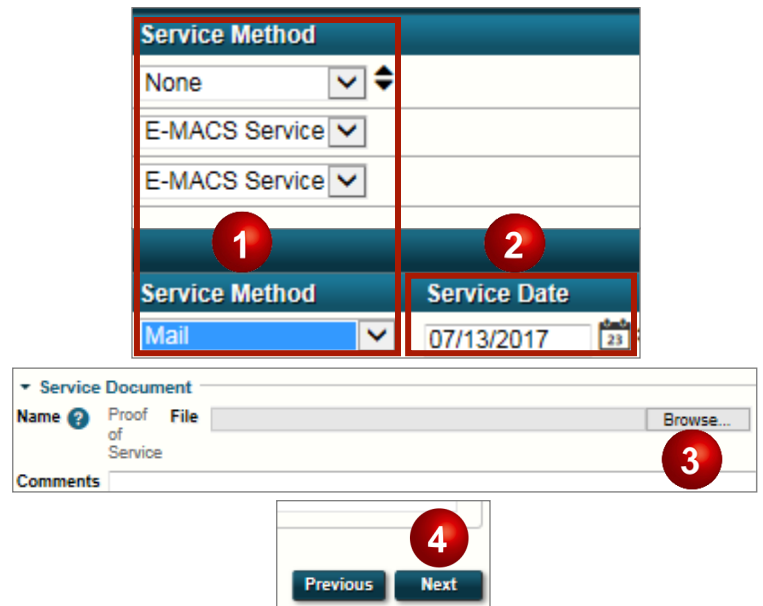
The screenshot shows the document upload process. Step 1: 'Browse...' button. Step 2: File selection window showing 'Sample Certificate'. Step 3: 'Open' button. Step 4: 'Total Parts' input field with '1'. Step 5: 'Next' button. Step 6: 'Upload Other' button. Step 7: 'Next' button.

Add service details:



Parties listed under E-MACS Service Recipients may be served electronically through E-MACS **with no additional proof of service**. When serving parties by conventional means (i.e., in person, by mail, or by e-mail) proof of service must be uploaded in E-MACS.

1. Select the **Service Method** for each party.
2. If needed, add a **Service Date** (for conventional service).
3. If needed, click **Browse** to upload proof of service (for conventional service).
4. Click **Next**.



The screenshot shows the 'Service Method' and 'Service Date' selection process. Step 1: 'Service Method' dropdown menu. Step 2: 'Service Date' input field. Step 3: 'Browse...' button for proof of service. Step 4: 'Next' button.

Review, edit, and submit the filing:

1. Review the **Filing Details**.
2. If needed, click **Edit Filing** to make changes.
3. Click **Save Filing and Check Out**.
4. Click **Submit Filings**.



The screenshot shows the 'FILING SUMMARY' and submission options. Step 1: 'Filing Details' section. Step 2: 'Edit Filing' button. Step 3: 'Save Filing and Check Out' button. Step 4: 'Submit Filings' button.