

## E-MACS Quick Reference for Court Reporters

### Note:

Please do not submit paper copies of any documents you e-file in E-MACS.

### E-filing the certificate as to transcript

The completed transcript certificate can be filed with the appellate courts with E-MACS. Please follow these guidelines regarding how to properly complete a transcript certificate filing:

- **Selecting the “Filed on Behalf of” option**

On the Filing Information page, check only yourself from the parties listed in the “Filed on Behalf of” section. As you are the e-filer, you should not select any other parties.

The screenshot shows the 'FILING INFORMATION' page. Under the 'Details' section, the 'Filed on Behalf of' dropdown is expanded. It lists several parties, each with a checkbox. The 'Party or Participant' checkbox is checked. A callout box points to this checkbox with the text: 'Only check yourself in the “Filed on Behalf of” section'.

- **Uploading the transcript certificate**

Please upload the transcript certificate as the lead document on the Upload Lead Document page (do not add it a second time for the proof of service).

The screenshot shows the 'UPLOAD LEAD DOCUMENT' page. It has a 'Lead Document' section with the following fields: 'Name' (with a 'Browse...' button), 'Part' (set to 1), 'Total Parts' (set to 1), 'Confidential Requested' (checkbox), 'Confidential Reason' (text area), and 'Comments' (text area). There is an 'Add Another Part' link and 'Previous' and 'Next' buttons at the bottom right.

- **Entering service information**

Attorneys that have E-MACS accounts can be served by E-MACS. They will be displayed in the E-MACS Service Recipients section of the service screen:

**SERVICE INFORMATION**

**E-MACS Service Recipients**

Name	Role	Representing	Address	Service Method
Smith, James	Attorney	Doe, John	jsmith@myemail.com	E-MACS service

**Conventional Service Recipients**

Name	Role	Representing	Address	Service Method	Service Date
Johnson, Adam	Respondent	Self-Represented		Mail	09/25/2014

Additional Service Information

Other Served

Non-attorneys and parties that do not have E-MACS accounts must be served by traditional means. They will display in the Conventional Service Recipients area of the service screen:

**SERVICE INFORMATION**

**E-MACS Service Recipients**

Name	Role	Representing	Address	Service Method
No records were found.				

**Conventional Service Recipients**

Name	Role	Representing	Address	Service Method	Service Date
ANSEL, JEFFREY ROSS	Attorney	United States Installment Realty Company (Respondent)	Winthrop & Weinstine, P.A. 225 South Sixth Street 3500 Capella Tower Minneapolis MN 55402	Mail	09/29/2014
Franczowiak, Carrie, CR.	Court Reporter	Self-Represented	C-859 Government Center 300 South Sixth Street Minneapolis MN 55487	Mail	09/29/2014
GOLLINGER, MATTHEW JOSEPH	Attorney	1893 Oil & Gas Limited Partnership (Appellant)	Zelle Hofmann Voelbel & Mason LLP 500 Washington Avenue South Suite 4000 Minneapolis MN 55415	None	
GRAY, PETER DANIEL	Attorney	Burlington Resources Oil & Gas, LP (Appellant)	Nilan Johnson Lewis P.A. 400 One Financial Plaza 120 South Sixth Street Minneapolis MN 55402	Mail	09/29/2014
Jones, Fred R.	Attorney	1893 Oil & Gas Limited Partnership (Appellant)	Goode Casseb Jones Riklin Choate & Watson, P.C. 2122 North Main Avenue San Antonio TX 78212	Mail	09/29/2014

## E-filing and e-serving transcripts

E-MACS cannot be used to deliver transcripts to the district court or to parties. Transcripts must be filed and served as permitted by the district courts.

## E-filing and e-serving the transcript delivery certificate

The transcript delivery certificate can be filed with the appellate courts with E-MACS. Attorneys that have E-MACS accounts can be served by E-MACS. They will be displayed in the E-service section of the service screen. Non-attorneys and parties that do not have E-MACS accounts must be served by traditional means. They will display in the conventional service area of the service screen.

**Note:** When serving a transcript delivery certificate through E-MACS, the service date will be the date of submission of the certificate, not the date the transcript was delivered. You can include the transcript delivery date in the comments box on the service screen.