




MINNESOTA GUIDE & FILE

NEXT STEPS: Conciliation Court (eFiling)

Write down the email and username you used for your Guide & File account. You will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district and conciliation courts).

Email: _____

Password: _____

 Now that you have chosen to eFile, you must file all other documents using the eFS System for the rest of this case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).

These are your **Next Steps** after you have started a **Conciliation Court** case electronically (“eFiled”) at the end of the Minnesota Guide & File interview:

STEP 1: Add yourself as a service contact in eFS once case is accepted

- Once you decide to eFile, you **must** accept any documents or notices from the court or the other party electronically through the eFS System. Because you have filed electronically, you must now sign up for electronic service.
- Internet Explorer (IE), version 9 or higher, is the recommended internet browser for using the eFS System. If you are unable to use Internet Explorer, use HTML5 instead with other browsers, such as Google Chrome, Safari, or Mozilla Firefox.

Follow these steps based on your internet browser – Internet Explorer (recommended) or Other:

Using Silverlight through **Internet Explorer**:

1. Check your email often (the email address you used to set up your Minnesota Guide & File account). **After you receive an email saying that your case is accepted** (this may take 1 – 2 business days), **go to the Minnesota Judicial Branch eFS System online** at <https://minnesota.tylerhost.net/>, and log in using your Minnesota Guide & File credentials (email address and password).

2. After the case has been accepted, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.

- [QRG: Adding Yourself as a Service Contact in eFS](#)

Using HTML5 if using **other browser** (ONLY if unable to use IE):

1. Check your email often (the email address you used to set up your Minnesota Guide & File account). **After you receive an email saying that your case is accepted** (this may take 1 – 2 business days), **go to the Minnesota Judicial Branch eFS System online** at <https://minnesota.tylerhost.net/ofswb/>, and log in using your Minnesota Guide & File credentials (email address and password).

2. After the case has been accepted, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.

- [QRG: Adding and Removing Service Contacts from the List and Case](#)

- If your email ever changes or you no longer have access to that email account, you must update your account information. **If you need any help with eFS, please contact the eFile Support Center.**

Help with eFS

Contact the eFile Support Center for help.

- ✓ By phone: 651-227-2002 or 1-855-291-8246
- ✓ By email: eCourtMN@courts.state.mn.us
- ✓ Website: www.mncourts.gov/efile

STEP 2: Court administration will issue a *Summons*

- Keep checking your email account. Generally, the court will electronically serve (eServe) you with a *Summons*. You will receive a link to the *Summons* in an **email** from no-reply@tylerhost.net.
- **Note:** If your email address is not included in eFS then you may be served a copy of the *Summons* by mail.
- The *Summons* will be available in the eFS System for download for **30 days**. If you do not download the *Summons* within 30 days, you will need to contact local court administration to get a copy, and you may have to pay a copy fee.
- If your email address changes or you are no longer able to access your email you used to create your Minnesota Guide & File account, you must be sure to update your email address in the Minnesota Judicial Branch eFS System in order to be electronically served with any papers from the court or other parties.

STEP 3: Serve all of the parties

- **Rule 508(d) of the Minnesota General Rules of Practice** describes how each defendant should be served with the *Statement of Claim and Summons*.
- **If your claim is less than \$2500, and if a defendant's address is within the county you are filing in,** then the Court Administrator will try to serve that defendant.
- **If your claim is for more than \$2500,** then you must serve each defendant by certified mail, and you must eFile proof of service with Court Administration **within 60 days** of when the *Summons* was issued.
- Fill out *Conciliation Court Affidavit of Service* (CCT103) after serving Defendant to prove service. CCT103 is available online at <http://mncourts.gov/GetForms.aspx?c=10&f=172>.
- **If a defendant does not live in Minnesota,** you may be required to have that defendant personally served. See Minn. Stat. § 491A.01, subd. 7, at <https://www.revisor.leg.state.mn.us/statutes/?id=491A.01#stat.491A.01.7>.

STEP 4: eFile Proof of Service

Unless Court Administration served each defendant, you will need to eFile proof of service (*Conciliation Court Affidavit of Service*, CCT103) within 60 days of Court Administration issuing the *Summons*. **Proof of service must be eFiled before there can be a hearing.**

Choose one of the following two options for eFiling the completed *Affidavit of Service*:

A. USING MINNESOTA GUIDE & FILE	B. USING THE eFS SYSTEM
<ul style="list-style-type: none"> Go to the Minnesota Guide & File website (https://minnesota.tylerhost.net/SRL) and log in to your account with your email address and password. Once you are logged in, go to “Start a Filing” and then choose the “Affidavit of Service” Interview. You will need an electronic copy of the completed <i>Affidavit of Service</i> saved as a flattened PDF in order to upload through this interview. You will also need the court file number (also known as the case number) to verify you are uploading to the correct file. Enter the required details, and then upload the completed <i>Conciliation Court Affidavit of Service</i> form. 	<ul style="list-style-type: none"> You can also eFile the completed <i>Affidavit of Service</i> form directly in the eFS System. You will need an electronic copy of the completed <i>Affidavit of Service</i> saved as a flattened PDF to upload. Your Guide & File log-in information (email and password) also gets you into the eFS System. If you filed an <i>Affidavit of Inability to Pay</i> or set up a one-time payment account in Guide & File, then in the eFS System, you will need to add a payment account with a debit or credit card (even if there is no filing fee). This is not necessary if you eFile through Guide & File. For more information, see http://www.mncourts.gov/eFile

STEP 5: Prepare for the hearing, then go to court

- Conciliation Court hearings are informal, but you must be prepared to present your case. If a witness does not want to appear, you can ask Court Administration for a subpoena to compel them to appear. There is a fee for each subpoena. Written statements and affidavits of people who do not appear in court have very little value, and the judge may not accept them as evidence.
- You should also **bring all other relevant evidence** to court such as receipts, repair bills, estimates, and other items to help prove your claim. If a defendant or some other person has documents relating to your claim that they will not give to you, you can get a subpoena to require the person to give you the documents. Before you go to court, **prepare a list of facts you want to present**. Organize your presentation as clearly and completely as possible so you will not forget important facts and details.
- What happens if you do not appear for the hearing?** All parties must appear at the hearing. If you do not appear at the hearing, the judge may dismiss your claim or award a "default" judgment against you on any counterclaims.
- For more information about Conciliation Court, please look at the “Conciliation Court” Help Topic online starting at <http://mncourts.gov/Help-Topics/Conciliation-Court.aspx> . You can watch a 10-minute video, “How to Handle a Conciliation Court Hearing,” with tips on how to prepare for your Conciliation Court hearing under the “Related Videos” tab.

Need Help?

For questions about **Steps 1, 2, or 4B** above, call the eFile Support Center at 651-227-2002 or 1-855-291-8246, or email eCourtMN@courts.state.mn.us.

For questions about **Steps 3, 4A, or 5**, call the Statewide Self-Help Center at 651-435-6535, or go to <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.