




# MINNESOTA GUIDE & FILE


## NEXT STEPS: Order for Protection (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: \_\_\_\_\_

 **Consider getting help from an advocate.** A domestic abuse advocate knows the court process and can support you through all the steps. There is a statewide directory of advocacy agencies at <http://www.mcbw.org>, that is a resource available for all domestic abuse victims, and also by 24 hour phone line at **866-223-1111**.

 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/](https://www.revisor.mn.gov/court_rules/gp/id/14/)).

These are your **Next Steps** after you have started an Order for Protection 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

- One 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 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/ofsw eb>, 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](mailto:ECourtMN@courts.state.mn.us)
- ✓ Website: <http://www.mncourts.gov/efile>

## STEP 2: Court will review the filed forms

- Once all of your forms are filed, a judicial officer will make a decision about your requests and issue an order. When the order is ready, you will get a notice by email from the eFS System with a link to view the order.
- Read your order carefully. Did the judicial officer:
  - **Grant** your request for the temporary Order for Protection (Ex Parte Order)?
  - **Deny** your request for an Ex Parte Order?
  - **Dismiss** the case (not grant your request)?
  - Schedule a **hearing** (with or without issuing an Ex Parte Order)?
- If the judicial officer **GRANTS** the Ex Parte Order, it will be effective immediately. The judicial officer may have also ordered a hearing. If the judicial officer did not order a hearing, the Respondent has the right to request a hearing within 5 days of service of the Petition and Ex Parte Order.

If a hearing is ordered, the Order for Protection (OFP) will be in effect until the date of the hearing. Depending on what happens at the hearing, the OFP may or may not continue.

- If the judicial officer **DENIES** the Petition for the Ex Parte Order **and** you have requested a hearing, then court administration will schedule a hearing. The court will send a notice of the date and time of the hearing to you and to the Respondent. There will be no OFP in effect before the hearing. You **must** attend the hearing. If you do not attend the hearing, the OFP may be dismissed.
- If the judicial officer **DISMISSES** the case, this means that the judicial officer does not believe that what you described in your Petition fits the definition of domestic abuse, or may not have enough information to make a decision. You can talk to a domestic abuse advocate or get legal advice to see what your options might be.
- 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: Service on Respondent

- A copy of any order (except dismissed OFPs) must be served on the Respondent. If your Petition gave an address in Minnesota where the Respondent can be served, court administration will send the documents to the Sheriff who will try to personally serve the Respondent. There is no fee for this service.

Service is complete when the Sheriff's Department personally delivers a copy of the papers to Respondent. This can take a week or more.

- If Respondent is under 18 years old and you gave the court the name and address of the parent or legal guardian, the court will mail a copy of the order to Respondent's parent or legal guardian.
- If the Sheriff tried to personally serve Respondent but could not, you may ask the court for permission to serve by another method, including publication. The *Affidavit and Order for Alternative Service or Publication* is available on the Minnesota Judicial Branch website at <http://www.mncourts.gov/GetForms.aspx?c=17&f=324> . Be sure to use the "Prepare for eFile" button to create a flattened PDF and then file the completed form through the eFS System website.
- If the Respondent cannot be served within 14 days from the date the Ex Parte Order is signed, and an *Affidavit and Order for Alternate Service or Publication* is not filed, the Ex Parte Order will expire. An OFP issued **after** a hearing will not expire if the Respondent cannot be served.

### STEP 4: Prepare for the hearing and go to court (if hearing scheduled)

- If a hearing is scheduled, you **must** attend the hearing. If you do not attend the hearing, the OFP may be dismissed.
- If you are granted an Ex Parte Order and Respondent asks for a hearing, the Ex Parte Order could be **dismissed if you do not attend the hearing** and offer evidence about the domestic abuse.

#### Need Help?

For questions about **Step 1** above, contact the eFile Support Center at 651-227-2002 or 1-855-291-8246, or [eCourtMN@courts.state.mn.us](mailto:eCourtMN@courts.state.mn.us).

For other questions, 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>.