MINNESOTA JUDICIAL BRANCH
COURT SERVICES DIVISION
Inform ● *Instruct* ● *Inspire*

Working with Fillable Smart Forms
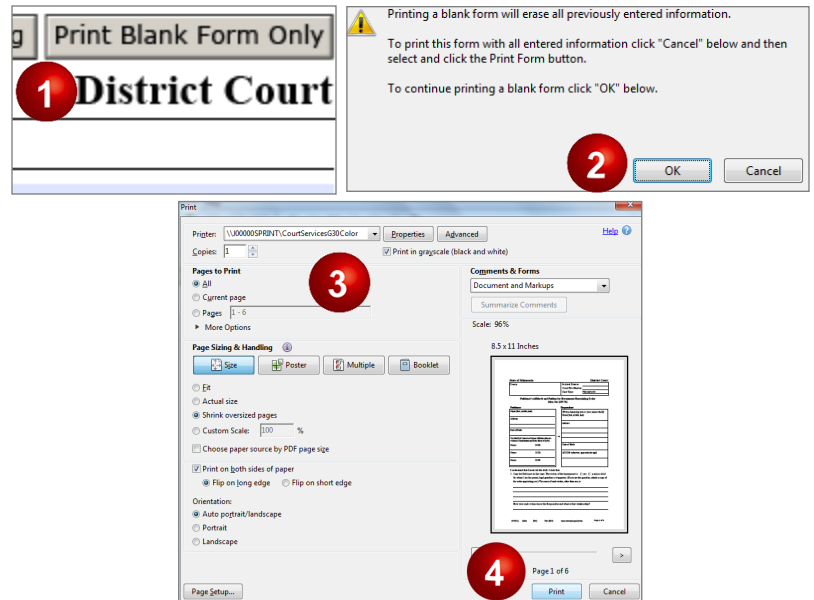
To complete a form:

By handwriting answers:

1. Click **Print Blank Form Only**.

2. Click **OK** on the warning.

3. If needed, update the **printer settings**.

    ⚠️ Documents filed with the court must be single-sided. Do not print double-sided forms for filing.
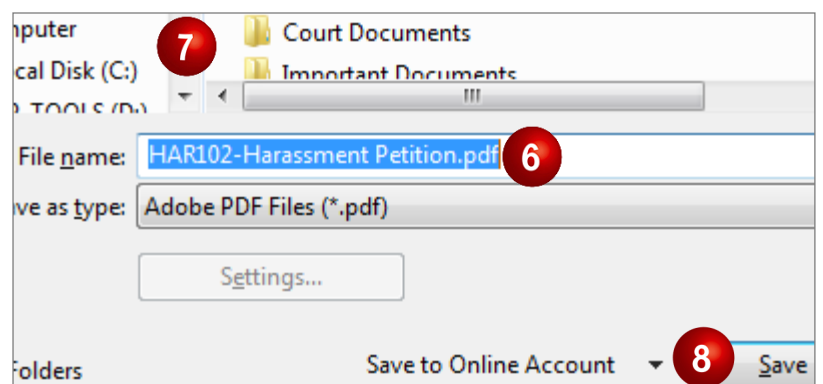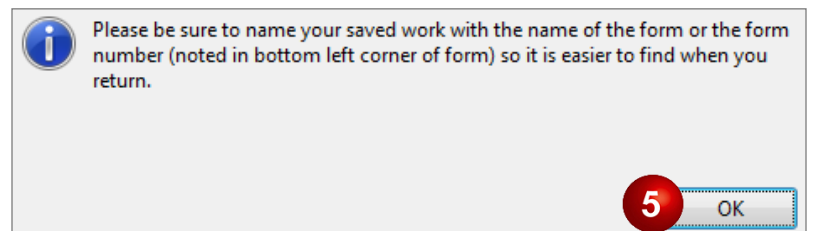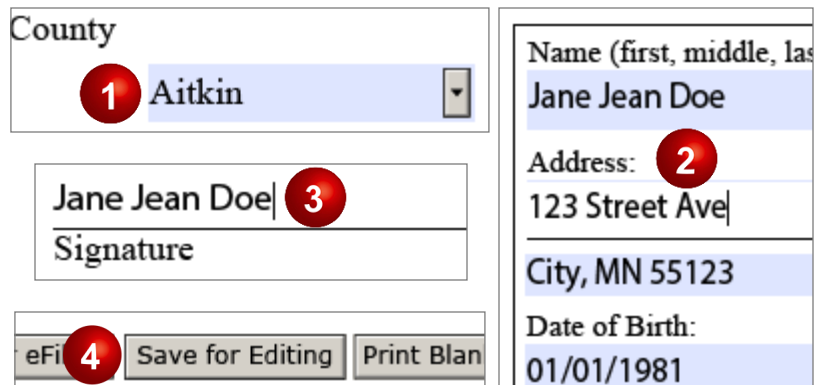
4. Click **Print**.

By typing in answers:

1. Select the **County** you are filing in.

2. Press **Tab** to move forward through fields and **Shift+Tab** to move backward through fields. Fill in as many fields as possible.

    ℹ️ Some information, such as your name, fills in automatically throughout the form once it is entered.

3. If eFiling, type your **full legal name** in the signature box. If not eFiling, leave the field blank and sign the form once it is printed.

4. When finished, click **Save for Editing** at the top of the page.

5. Click **OK** on the warning.

6. Type a new **File name**. Use a name that is easy to remember in case you need to edit later.

7. Select a **location** or **folder** on your computer or drive to save the document.

8. Click **Save**.

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To prepare a document for electronic filing:

1. Once the form is saved, click **Prepare for eFile**. A non-editable version of the form will open. If you need to edit the form, use the saved version created on page 2 and then return to these steps.

2. Click **File**.

3. Click **Save As…**

4. Type a new **File name**.

   Use a name that shows the form is ready to eFile (such as *Claim ready for eFile*) so that it is easy to find when it is time to file.

5. Select a **location** or **folder** on your computer or drive to save the document.

6. Click **Save**.

   ⚠ These steps must be used to eFile forms. Just saving the form does not prepare it to eFile with the court.

To electronically file a document:

Go to http://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx and click on the eFile and eServe Training tab for more information.

To save a PDF document to a computer or drive:

1. Click **File**.

2. Click **Save As…**

3. If needed, type a new **File name**.

4. Select a **location** or **folder** on your computer or drive to save the document.

5. Click **Save.**