

skills, tools, and knowledge on our way to a paperless court

eFile and eServe (eFS)

What is eFile and eServe (eFS)?

eFS is a web-based system used to electronically file and serve documents in the Minnesota district courts.

Who has to use eFS?

Effective July 1, 2016, all attorneys, government agencies, and guardians ad litem must use eFS in all district court cases statewide (Minn. Gen. R. Prac. 14.01(b)(1)).

For more information, see the Court Rules information at <http://www.mncourts.gov/SupremeCourt/Court-Rules/Recent-Rules-Changes.aspx>.

If I am not required to use eFS, can I use it anyway?

Yes, self-represented litigants and non-party participants may voluntarily eFile and eServe. However, once they have elected to use eFS, they must continue to file and serve documents electronically in that case (Minn. Gen. R. Prac. 14.01(5), (6)).

How do I decide if I should use eFS?

You need to use eFS if you are required to by court rule or court order. If you aren't required to use eFS, but you want to electronically file something in a case, you can choose to use eFS. Here are some things to consider:

- Once you use eFS, you must keep using it for the rest of the case.
- You will need your own email address, access to a computer, and access to the Internet for the entire case.
- You will need to prepare all your court documents in PDF format.

What if I use eFS and then can't anymore?

If you are required to use eFS, you must file a motion requesting an exception to the requirement (Minn. Gen. R. Prac. 14.01(b)(3)). If you voluntarily start using eFS and want to go back to filing on paper, you must file a motion asking the judge for permission to stop using eFS (Minn. Gen. R. Prac. 14.01(5)(ii)). There is a fee for filing the requests, and the judge must approve your motion.

skills, tools, and knowledge on our way to a paperless court

eFile and eServe (eFS)

Are there any documents that I shouldn't file through eFS?

The following documents should not be filed through eFS:

- Case-initiating documents in adult criminal cases;
- Delinquency petitions and citations;
- Wills deposited for safekeeping;
- Any documents filed in parental notification bypass proceedings;
- Documents that a court has ordered exempt from eFiling;
- Documents for *in camera* review.

See Minn. R. Crim. P. 1.06, subd. 2; Minn. R. Juv. Del. P. 6.02, subd. 2, 6.03, subd. 2; Minn. R. Gen. Prac. 14.01(b)(2), 14.01(b)(3), 14.06

When do I use eFS for service?

If required to eServe, you should eServe all documents that need to be served in a proceeding. You should use eFS to serve everyone else who uses eFS. If you need to serve non-eFS users, you'll do that by other means (Minn. R. Gen. Prac. 14.03(d); Minn. R. Gen. Prac. 14.01(b)).

You can use eFS to serve discovery materials. Do not use eFS to file discovery materials unless a judge has ordered you to (Minn. R. Gen. Prac. 14.03(d)(3)).

What are the benefits of using eFS?

For starters...

- You can file and serve 7 days a week, 24 hours a day, from anywhere that you have an internet connection.
- You can cut down on the expenses of filing and serving paper, like trips to the courthouse and courier fees.
- You can initiate cases in all civil, family, and probate cases.
- You can file subsequent documents in all case types with eFS.
- You have an electronic record of service with eFS, which reduces the need for paper affidavits of service.

skills, tools, and knowledge on our way to a paperless court

eFile and eServe (eFS)

Can I use the eFS system to keep track of my cases?

No. eFS is for filing and serving documents, not managing or storing or accessing filers' case records. Filers need to maintain their own files.

What documents can I view in eFS, and for how long?

You can view documents that you or others in your firm have eFiled for 30 days.

You can also view and download documents that have been eServed on you for 30 days after service.

I'm ready to get started. What should I do next?

- Review [Fast Facts: Getting Started with eFile and eServe](#) and the [Registered User Filing Guide](#).
- Register for a live training webinar at www.mncourts.gov/eFile under the **eFile and eServe Training** tab.

More details and written materials can also be found under the **eFile and eServe Training** tab.

Generic, self-paced tutorials are also available within the eFS system. Available topics are located on the eFS login page at <https://minnesota.tylerhost.net>.

Where can I find help if I have problems while using eFS?

Contact the Minnesota Judicial Branch eFS Support Center for help.

- By phone: 651-227-2002 or 1-855-291-8246
- By email: eCourtMN@courts.state.mn.us
- Website: <http://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court/MN-eFile-Support-Center.aspx>