

Here are some of the terms you'll see as you work within the eFile and eServe (eFS) tool. Need a look at general legal terms? [Click here.](#)

Administrative Copies	An eFiler can add an additional email address to a service contact using the Administrative Copies field. The email address entered in that field will receive a copy of service when the service contact receives it.
Case Number	A court-assigned number given to a court case.
Courtesy Copies	An electronic copy of the filing sent to the email addresses the filer added in the Courtesy Copy field when submitting the document. Courtesy copies don't constitute eService.
Draft Number	An automatically assigned number for an eFiling that has been started but not yet submitted to the court.
eFiler	Anyone who uses the eFS system to eFile cases and documents with the courts.
Embedded Font (PDF)	A font saved within a PDF document. Embedded fonts cause problems with documents uploaded in eFS. The best practice is to choose software settings that don't embed fonts.
Envelope Number	An automatically assigned number for a document or group of documents submitted but not yet accepted nor rejected by the court.
Fees	Costs related to a case, which may include:
Filing fee	The fee for an initial or subsequent filing.
Copy fee	Plain copy, certified copy, or exemplified copy fee.
Transaction fee	The service fee for using a credit card.
Filing Code	The kind of filing (e.g., notice of motion and motion, demand for jury trial, medical report, etc.).
Filing Comments	eFilers' notes to the court on the eFiling, such as special instructions, additional information, or requests. These don't become part of the official court record and are only visible to court staff.

Filing Description	Used to note the purpose or supplemental details related to an eFiling. These become part of the official court record.
Filing Queue Status	Indicates where your eFiling is in the process:
Draft	Filer entered full or partial filing data, but hasn't submitted the filing.
Submitting	Filer has submitted filing. eFS is verifying payment information and document file format.
Submitted	Document file format and payment information have been verified, but the filing has not yet been reviewed by the court.
Under Review	The filing is being reviewed by court staff.
Accepted	The filing has been reviewed and accepted.
Rejected	The filing has been reviewed and rejected.
Served	eService on eService-only filings is completed.
Service Incomplete	One or more eServings failed.
Cancelled	Filer has cancelled the filing. Filers can cancel filings in "draft" and "submitted" statuses only.
Submission Failed	File format or payment option problem occurred when the filer submitted the filing. Details are on the Details screen and in the email the filer receives.
Firm	A group of users or an individual user who eFile multiple times in multiple cases. Could include a large law firm, a government agency, and a solo attorney practitioner.
Firm Administrator	The person/people responsible for managing the firm's account and its users' accounts.
Firm User	An individual within a firm who eFiles and eServes, including paralegals, case managers, staff, and attorneys. If a self-represented litigant files often enough to set up an eFS firm (such as a landlord dealing with tenant issues), then that person would be a user within the firm.

Independent Filer	An individual who uses eFS infrequently. Independent filers are often self-represented litigants.
Initial eFiling	A new case filed with the eFS system.
Master List	A listing of eFS users within a firm that may be added as a service contact on an individual case.
MNCIS	The Minnesota Courts Information System (MNCIS) is the statewide court database of all case-related information.
MPA Remote	Minnesota Public Access Remote (MPA Remote) offers access to some public case information via the internet. Currently, court documents aren't available through MPA Remote.
OCR	Optical Character Recognition (OCR) enables the conversion of scanned documents to be editable and searchable data. The use of OCR in submitted documents may cause the submission to fail. The best practice is to not apply OCR to documents submitted in eFS.
Party	One or more people who bring or respond to a lawsuit before the court.
Party Type	The role of each party in the case, such as defendant, plaintiff, etc.
Payment Account	The Visa, MasterCard, or Discover credit or debit card account to which fees are charged, or the waiver account.
PDF	A file format that provides an electronic image of text that looks like a printed document, which can be viewed, printed, and electronically transmitted.
Reference Number	An internal reference number the eFiler gives a filing.
Scanned PDF	A file created by scanning a paper original and saving it in the “.pdf” file format.
Self-represented Litigant	Someone representing themselves in a lawsuit before the court.
Service Contacts	eFS users selected from the master list and added on an individual case to receive eService. Filers can add as service contacts only eFS users within their own firm.
Silverlight	Microsoft software that integrates animations, video, and interactivity into web pages.

eFile and eServe (eFS) Terms and Definitions

Silverlight Cache

A collection of stored versions of webpages visited on a computer, including the eFS tool. The cache can get too big and filled with outdated versions, which can cause problems with using eFS. Clearing the cache resolves the problem.

Subsequent eFiling

Any eFiling into an existing court file.

Waiver Account

A waiver is a payment account which may be used when a filer has an agreement with a court to waive their court fees.