

eFile and eServe: New Functionality Quick Reference for External Filers

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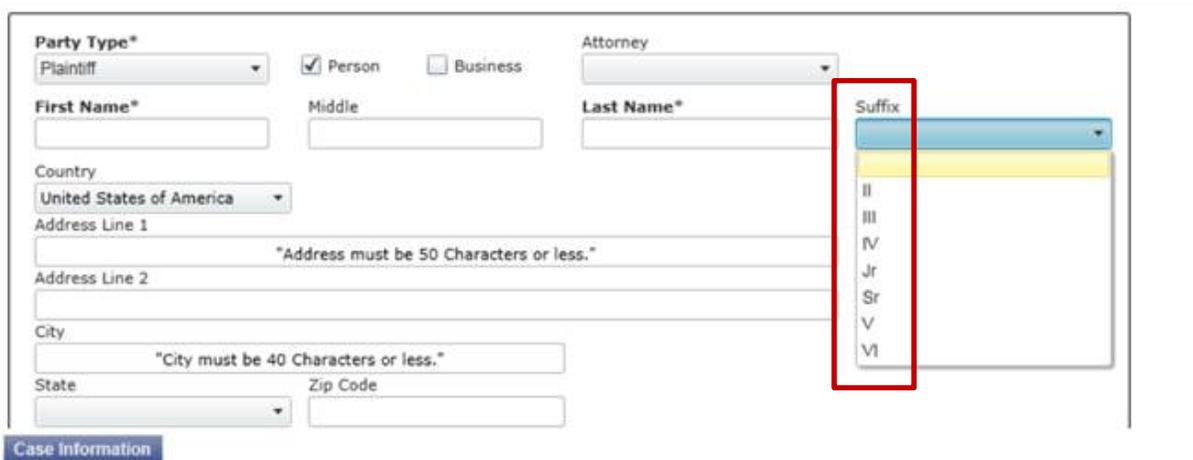
Overview

eFile and eServe (eFS) changes improving usability and business processes will be in effect on Friday, April 17, 2015. The following are the new and enhanced features:

- [Party Name Suffixes to/from MNCIS](#)
- [Filing Code Selection](#)
- [Determine and Store Party Attorneys](#)
- [Status Notification Emails](#)
- [New Case Button](#)
- [Fee Multiplier Field](#)
- [Export Fees](#)
- [Link to Latest Version of Silverlight](#)
- [Transmit Region Field](#)
- [Prevent a Rejected Envelope from being Copied](#)
- [Limit the Document Security Types](#)
- [Show All Time Stamps in Print Preview Screen](#)
- [Remove Links between Party and Service Contact](#)
- [Remove Add New Button from Filing Service Contact Screen](#)
- [Enhanced Filter in the Approve New Users and Firm Users Lists](#)
- [Stronger Password Requirement](#)
- [eFS Service Information in MNCIS](#)

Party Name Suffixes to/from MNCIS

Filers will now be able to add party name suffixes when entering party name information in the eFS Parties Details tab.



The screenshot displays the 'Party Details' form in the eFS system. The form includes fields for Party Type (set to Plaintiff), Person (checked), Business (unchecked), Attorney, First Name, Middle, Last Name, Country (United States of America), Address Line 1, Address Line 2, City, State, and Zip Code. A red box highlights the 'Suffix' dropdown menu, which is open and shows a list of suffixes: II, III, IV, Jr, Sr, V, and VI. The 'Case Information' tab is selected at the bottom left.

Filing Code Selection

eFS removes the document the filer has uploaded if the filer changes the assigned filing code to a different one that has different filing fee components.

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome Cailin Alge

Hennepin Family - Dissolution without Child

1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

Enter Filing Details

[Add Another Filing](#)

Select Filing Code*
Joint Petition-Dissolution E-File

Filing Description*
Joint Petition-Dissolution

Reference Number*
12345

Optional Services

- Annulment/Legal Separation/Child Support Certified Copy (\$16.00)
- Exemplified Copy (\$16.00)
- Paternity/Custody/Family Other Fee (\$324.00)
- Plain Copy (\$10.00)

Selected Optional Services

- Dissolution Filing Fee (\$404.00)

[Add →](#) [← Remove](#)

Documents

| Document* | Security* |
|-------------------------|-----------|
| Petition.pdf 84.8 kb | Public |

Filing Comments

Courtesy Copies
Courtesy Copies will not be sent on Service Only filings

[Parties](#) [Service](#)

Fees

Joint Petition-Dissolution

| | |
|--------------------------|-----------------|
| Filing Fee | \$0.00 |
| Dissolution Filing Fee | \$404.00 |
| Total this Filing | \$404.00 |

Case Initiation Fee \$0.00
Payment Service Fee \$5.00

Envelope Total \$409.00

Payment

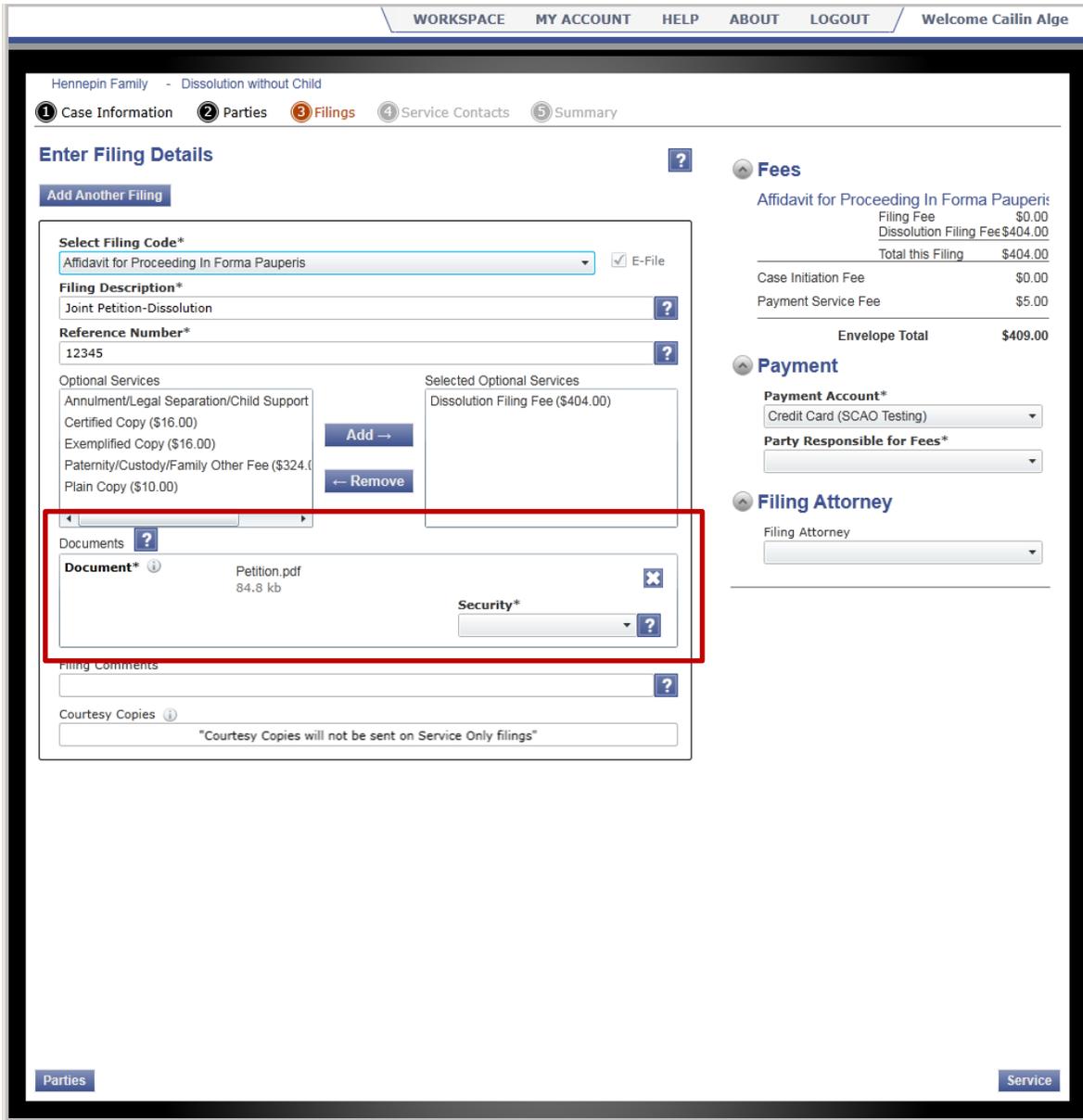
Payment Account*
Credit Card (SCAO Testing)

Party Responsible for Fees*

Filing Attorney

Filing Attorney

[back to top](#)



Determine and Store Party Attorneys

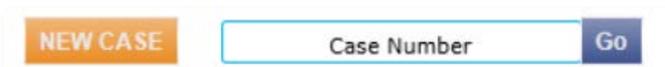
eFS now correctly determines and stores party attorneys based on the Lead flag from MNCIS.

Status Notification Emails

eFS now correctly sends status notification emails when filings in the same envelope include a mix of accepted, rejected, and error filings.

New Case Button

eFS now displays a more visible New Case button in place of the former New Case hyperlink.



[back to top](#)

Fee Multiplier Field

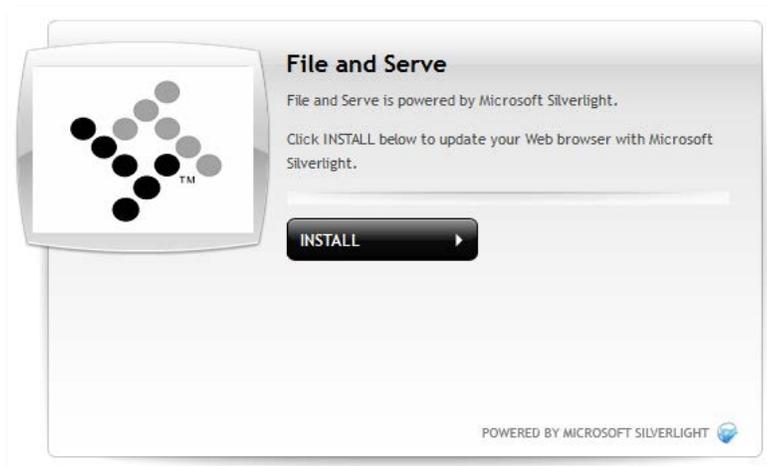
eFS automatically places the cursor to the fee multiplier field when prompting users to enter that value.

Export Fees

All fees associated in an envelope submission will be included in the information exported.

Link to Latest Version of Silverlight

If the Silverlight plug-in is out of date or not installed, the user receives a message instead of the login page. The message includes a link to update or install the latest version of Silverlight.



Transmit Region Field

eFS now properly transmits the region field if entered as free text for a party.

Prevent a Rejected Envelope from being Copied

eFS now provides a configuration option preventing a rejected envelope from being copied more than once.

[back to top](#)

Limit the Document Security Types

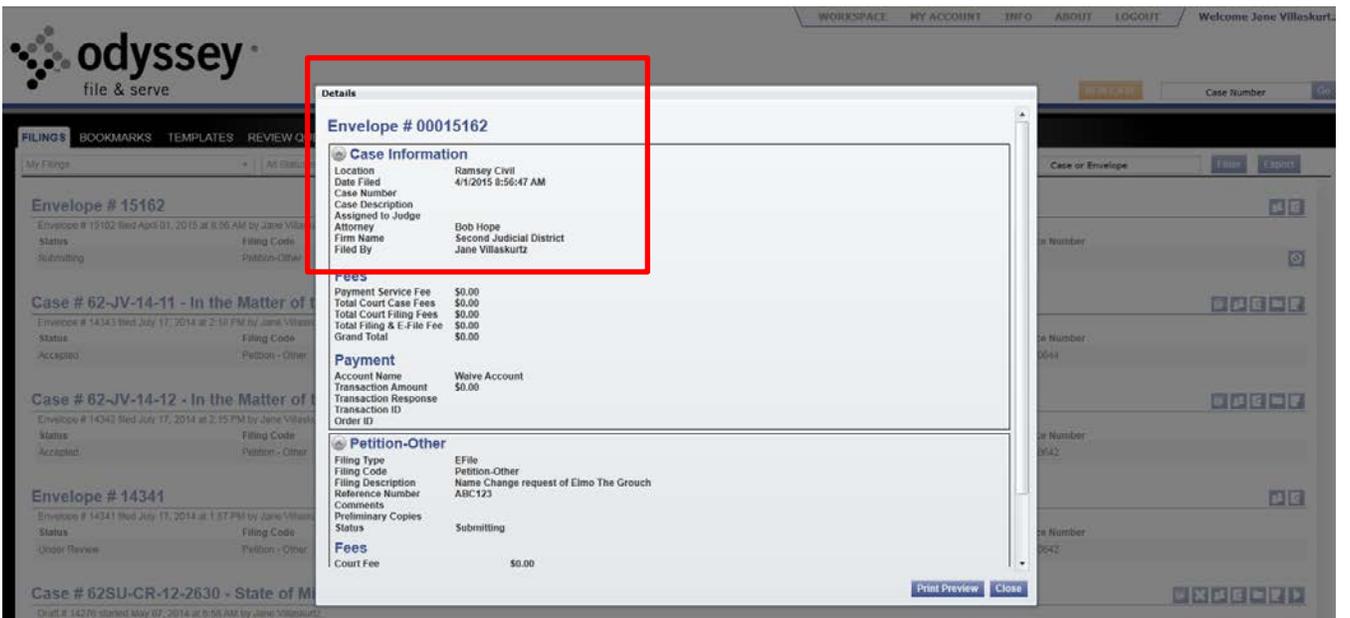
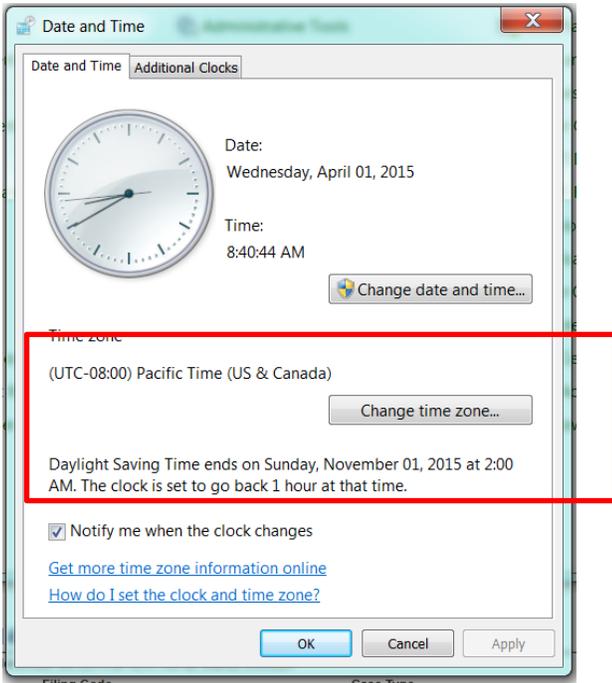
eFS now provides configuration options limiting the document security types available by filing code and location.

The screenshot shows the 'Enter Filing Details' form in the eFile and eServe (eFS) system. The form is for a case titled 'Hennepin Family - Dissolution with Child'. The 'Filing Code' is set to 'Affidavit for Proceeding In Forma Pauperis'. The 'Filing Description' is 'Affidavit for Proceeding In Forma Pauperis'. The 'Reference Number' is '12345'. The 'Optional Services' section includes 'App/Discharge of Judgment (\$5.00)', 'Assignment of Judgment (\$7.00)', 'Certified Copy (\$16.00)', 'Child Support Motion Fee (\$102.00)', 'Civil Filing Fee (\$324.00)', and 'Dissolution Filing Fee (\$404.00)'. The 'Documents' section shows a document named '11.1.pdf' (21.9 kb) with a 'Security*' dropdown menu. The dropdown menu is highlighted with a red box and lists three options: 'Confidential', 'Public', and 'Sealed'. The 'Filing Comments' and 'Courtesy Copies' fields are empty. The 'Fees' section on the right shows a total of \$0.00 for the filing fee and case initiation fee. The 'Payment' section shows the 'Payment Account' as 'test for e filing' and the 'Party Responsible for Fees' as an empty field. The 'Filing Attorney' section shows the 'Filing Attorney' as 'Dale Erickson'.

[back to top](#)

Show all Time Stamps in Print Preview Screen

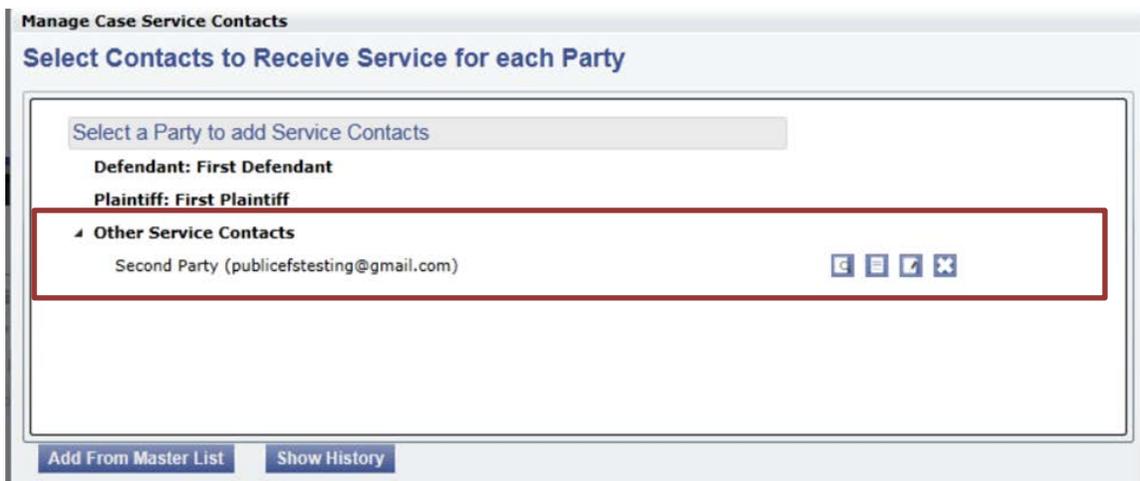
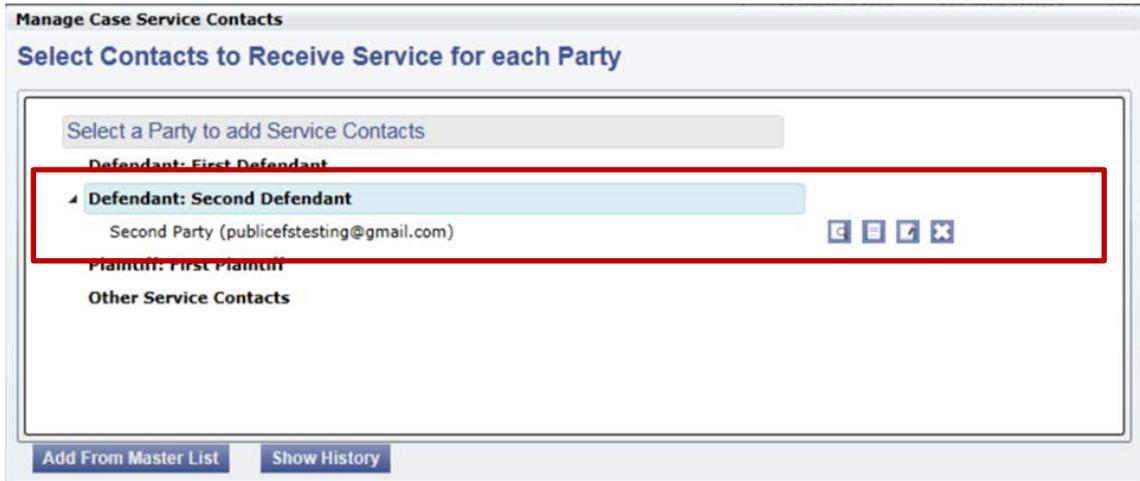
The associated time stamp displays in the Print Preview screen according to the time zone set on the user's local computer. In the scenario below, the time zone was set to Pacific time. Therefore, in the Print Preview screen of the filing, the filer sees the time it was filed based on the user's local computer time settings.



Remove Links between Party and Service Contact

eFS now removes links between a party and a service contact when that party is removed from the case. However, the service contact remains on the case unless explicitly removed.

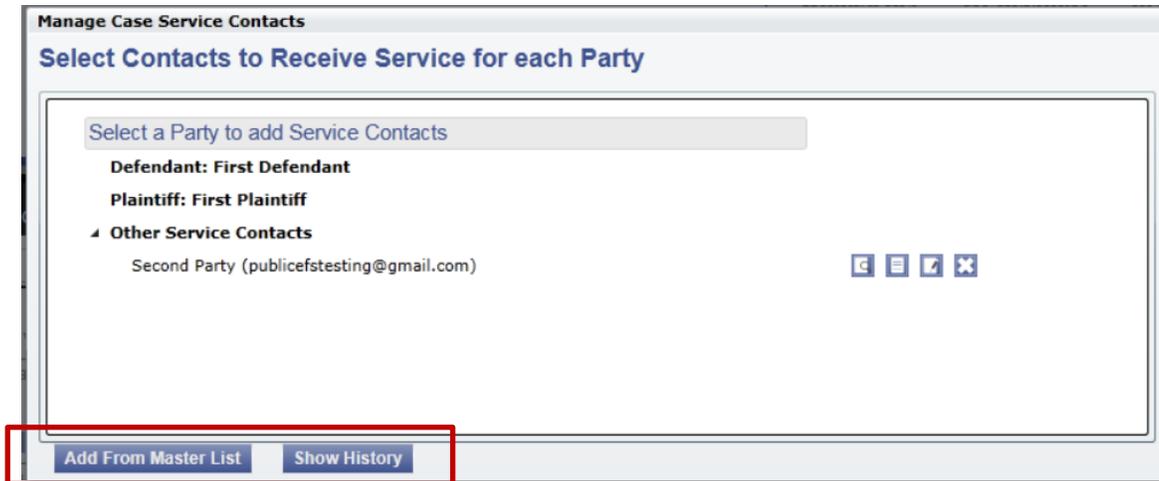
This feature is applicable if an envelope has multiple parties and the user removes a service contact tied to a party. In the submitted filing, the party no longer appears on the case. The service contact is disassociated from the party and moves down to the other service contacts section.



[back to top](#)

Remove Add New Button form Filing Service Contact Screen

The Add New Button will no longer be available in the Manage Case Service Contact and Filing Service Contacts screen in eFS. This does not affect the filer's ability to Add New Service contacts from the Firm's Master Service contact list.



Enhanced Filter in the Approve New Users and Firm Users lists

eFS now allows firm administrators to filter the Approve New Users and Firm Users lists by first name, last name, email address, and role.

Stronger Password Requirement

The following are the updated password requirements. These requirements impact those users who create a new account or update their password; existing passwords are not impacted by this change.

1. Password Length: A valid password must have at least 8 characters, but no more than 14.
2. Password composition:
 - a. Must contain at least one upper case letter (A-Z)
 - b. Must contain at least one lower case letter (a-z)
 - c. Must contain at least one special character. Special characters include the following: (!@#\$%^&*()-_+={}[];:~/.,<>?)
 - d. Must contain at least one number (0-9)

eFS Service Information in MNCIS

eFS service information will be viewable in MNCIS for documents eFiled and eServed in the same transaction. The information appears in MNCIS if the document is successfully served to a party or participant on the service contact list and accepted by the court. An eService event with the email address of the party served will appear on the MPA Courthouse terminals and on New Minnesota Government Access ("New MGA"). For MPA Remote, an eService event will appear without the email address."

[back to top](#)