

### Overview

The Minnesota Supreme Court amended court rules in April 2015 to **mandate eFiling and eService** for attorneys, government agencies (including law enforcement), and Guardians ad Litem (GALs) in **all district court cases statewide starting July 1, 2016**. Mandatory means that all documents must be electronically filed and served in all cases statewide, subject to the limited exceptions noted below.

If no exception applies and the judge has not authorized paper filing, documents submitted on paper, on or after July 1, 2016, will be returned to the filer with instructions to resubmit the document(s) electronically as required.

### Electronic File and Serve Systems

#### eFile and eServe System

This system is commonly referred to as eFS by the Minnesota Judicial Branch (MJB). It is also known as Odyssey File and Serve (OFS). Users will see eFS used in MJB developed documentation and OFS in vendor documentation.

eFS must be used by attorneys, government agencies, and GALs for all non-criminal case filings and for subsequent filings in all cases including criminal and juvenile delinquency cases. A subsequent filing is any filing that does not initiate a criminal or juvenile delinquency case (e.g., complaints, citations, petitions).

#### Bureau of Criminal Apprehension (BCA) Filing System(s)

Prosecuting agencies statewide must use the BCA's eCharging system for filing criminal complaints.

Law enforcement agencies statewide must electronically file citations; the BCA also supports this service.

### Filing Information by Case Type

#### Civil, family, and probate cases:

- Initial and subsequent documents must be eFiled through eFS statewide starting July 1, 2016. *See* Minn. Gen. R. Prac. 14.01(b).
- Subsequent documents are eServed through the eFS system. *See* Minn. Gen. R. Prac. 14.01(b), 14.03(d).

#### Criminal and juvenile delinquency cases:

- Charging documents in criminal cases (complaints, citations, and tab charges) are *not* filed through eFS.
- **Complaints** must be eFiled statewide via the [BCA's eCharging system](#) starting July 1, 2016. *See* Minn. R. Crim. P. 1.06, subd. 2.

- **Citations** must also be filed electronically statewide effective July 1, 2016; [this service](#) is also supported by the BCA. There is no statewide method for eFiling tab charges; an eCitation or eComplaint should be filed.
- **Exceptions** to the use of eCharging and eCitation include agencies without a federal ORI who are not authorized to use the BCA system. *See* Comments to Minn. R. Crim. P. 1.06, subd. 2. Complaints and citations filed by agencies without an ORI must be filed on paper for the foreseeable future.
- Juvenile delinquency petitions and citations are *not* filed through the eFS system. These must be filed electronically by means authorized by the State Court Administrator when the technology is available. *See* Minn. R. Juv. Del. P. 6.02, subd. 2, 6.03, subd. 2. Currently the technology is only available in Hennepin County for juvenile citations. Until the technology is available statewide, juvenile petitions and citations must continue to be filed on paper.
- Attorneys and government agencies must use the eFS system to eFile and eServe all subsequent documents (non-charging documents) in criminal and juvenile delinquency cases statewide starting July 1, 2016. *See* Minn. Gen. R. Prac. 14.01(b), 14.03(d).

### Getting Started

If your office or agency is not already using eFS to electronically file and serve documents, now is the time to get prepared. Check out the Minnesota Judicial Branch “File in a District (Trial) Court” webpage (<http://mncourts.gov/efile>) for all of the information you need to begin eFiling.

- Read and keep a copy of: [eFS Registered User Guide](#) and [Fast Facts: Getting Started with eFS](#).
- Register and attend a live online [eFiling and eService training session](#).
- After attending a training session set-up your organization’s profile in the eFS system (see the Quick Reference Guides at the website linked above for post-training support).
- If, after attending training and reviewing the written resources, you still have questions, you may contact the statewide [eFile Support Center](#) for assistance.

If you are a prosecutor or law enforcement agency, and are not already using the BCA eCharging or eCitation services, [contact the BCA](#).

Additional resources for government partners are also available at the Minnesota Judicial Branch’s website under [Government Partners, Criminal Justice System Resources](#).