

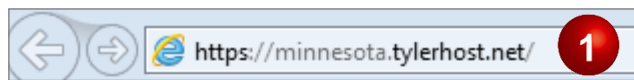
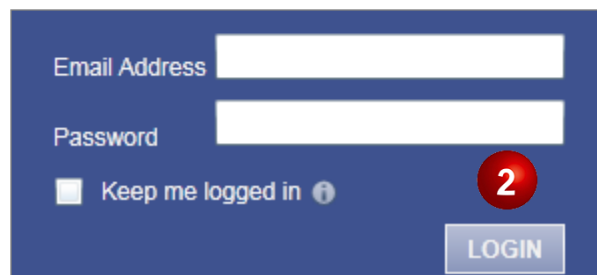
## Adding Yourself as a Service Contact in eFS

### Log in to the eFS website:

1. Go to <https://minnesota.tylerhost.net>.
2. Enter your **email address** and **password**, and click **LOGIN**.



If you have not already registered for eFS, go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile) and click on the **eFile and eServe Training** tab for additional information.

### To add yourself to the master service contact list:

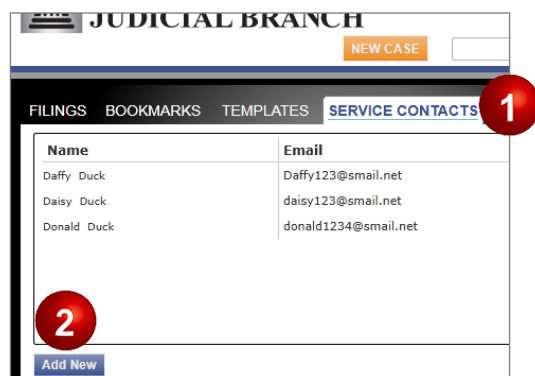
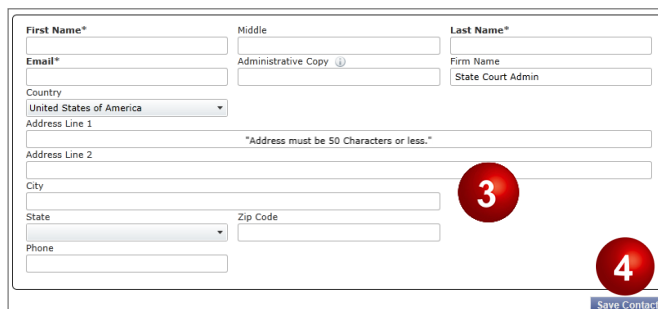


If your name is already on the list, you can skip to page 2 of this document.

1. From the Workspace, click the **Service Contacts** tab.
2. Click **Add New**.
3. Enter all **required information**.
4. Click **Save Contact**.



You only need to add yourself to the master service contact list one time.

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

**To add yourself as a service contact on an existing case:**

1. Enter the **MNCIS case number** in the search field and click **Go**.
2. Click the **Service Contact** icon.
3. Click on the **party name** you represent.
4. Click **Add From Master List**.
5. Click on your name in the **Firm Service Contacts** box and click **Add**, then **Save**. Your name will appear under the party you chose.



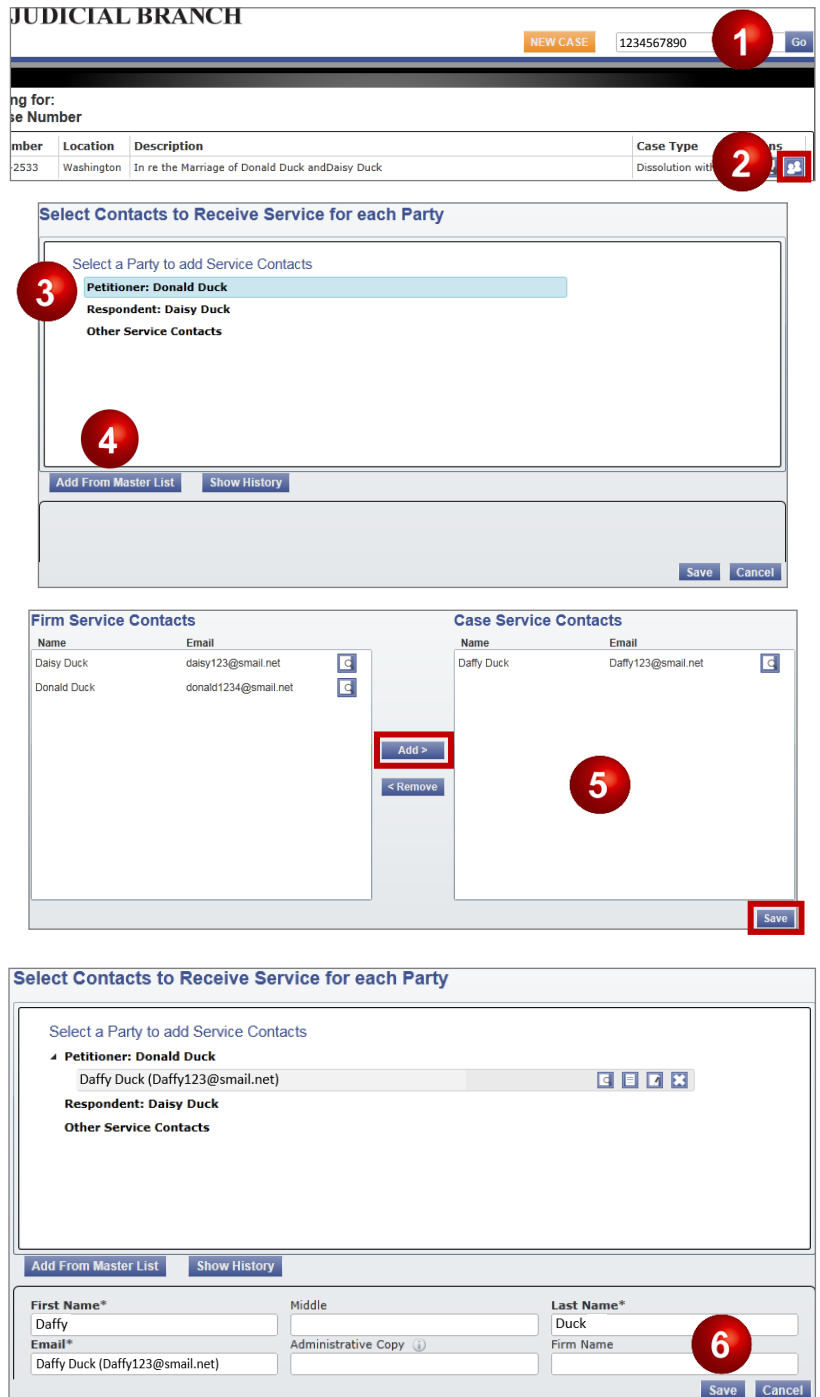
Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem), should be listed under **Other Service Contacts**. If your name appears under **Other Service Contacts** by mistake, see [QRG: Linking an Other Service Contact to a Party](#) for instructions on how to correct this.

6. Click **Save**.



To add yourself as a service contact while filing a **new case**, see [QRG: eFiling a New Case](#).

## Adding Yourself as a Service Contact in eFS



**JUDICIAL BRANCH**

NEW CASE 1234567890 **1** Go

Search for: Case Number

| Number | Location   | Description                                      | Case Type           |
|--------|------------|--|---------------------|
| 2533   | Washington | In re the Marriage of Donald Duck and Daisy Duck | Dissolution with... |

**2**

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

**3** Petitioner: Donald Duck  
Respondent: Daisy Duck  
Other Service Contacts

**4**

Add From Master List Show History

Save Cancel

**Firm Service Contacts**

| Name        | Email                |
|-------------|----------------------|
| Daisy Duck  | daisy123@smail.net   |
| Donald Duck | donald1234@email.net |

Add >

< Remove

**5**

**Case Service Contacts**

| Name       | Email              |
|------------|--------------------|
| Daffy Duck | Daffy123@smail.net |

Save

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

▲ Petitioner: Donald Duck  
Daffy Duck (Daffy123@smail.net) [E] [M] [F] [X]

Respondent: Daisy Duck  
Other Service Contacts

Add From Master List Show History

First Name\* Middle Last Name\*  
Daffy [ ] Duck **6**

Email\* Administrative Copy Firm Name  
Daffy Duck (Daffy123@smail.net) [ ] [ ]

Save Cancel

## Adding Yourself as a Service Contact in eFS

### To remove yourself as a service contact on an existing case:

1. Enter the **MNCIS case number** in the search field and click **Go**.
2. Click the **Service Contact** icon.
3. Click the **Remove Contact** icon next to your name.
4. Click **Save**.

**JUDICIAL BRANCH** NEW CASE 1234567890 **1** Go

---

Search for: Case Number

| Number | Location   | Description                                      | Case Type        |
|--------|------------|--|------------------|
| 2533   | Washington | In re the Marriage of Donald Duck and Daisy Duck | Dissolution with |

**2**

**Select Contacts to Receive Service for each Party**

Select a Party to add Service Contacts

- ▲ **Petitioner: Donald Duck**  
 Daffy Duck (Daffy123@smail.net) **3**
- Respondent: Daisy Duck**
- Other Service Contacts**

**Select Contacts to Receive Service for each Party**

Select a Party to add Service Contacts

- Petitioner: Donald Duck**
- Respondent: Daisy Duck**
- Other Service Contacts**

Add From Master List   Show History

**4**  
Save   Cancel