


## Adding or Removing a Firm Service Contact

 Users must be registered in eFile and eServe before adding a service contact. To register, see the Quick Reference Guides on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab under the Training Materials section.

### Add or remove a service contact

1. On the Filer Dashboard, click **Actions**.
2. Select **Firm Service Contacts** from drop-down.
3. If the name is not on the list, click **Add Service Contact**. Otherwise, click **Actions** next to the contact name and click **Delete Contact** to remove.
4. When adding the service contact, enter all required information and click **Save Changes**.

