

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

**Log in to the eFile and eServe 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 move a service contact from Other Service Contacts and attach it to a party:**



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.

1. Enter the **MNCIS case number** in the search field and click **Go**.
2. Click the **Service Contact** icon.
3. Click on the **Link Parties with this Contact** icon next to the contact you wish to move.
4. Click on the **party name** to which you'd like to attach the service contact.
5. Click **OK**. The name will now appear listed below the correct party.
6. Click **Save**.



For more information regarding service contacts, see [QRG: Adding Yourself as a Service Contact in eFS](#).

Linking an Other Service Contact to a Party

