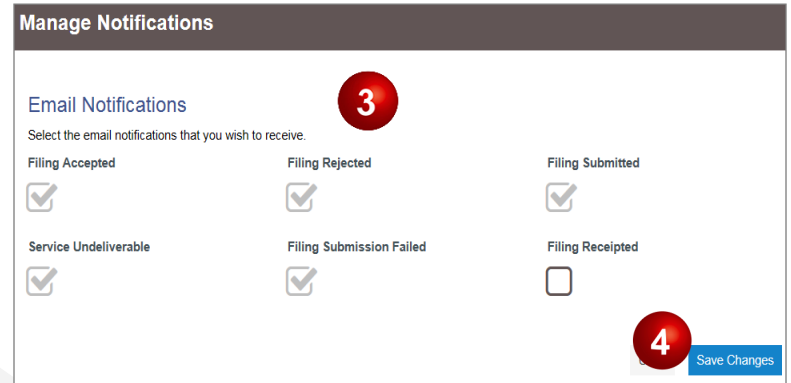
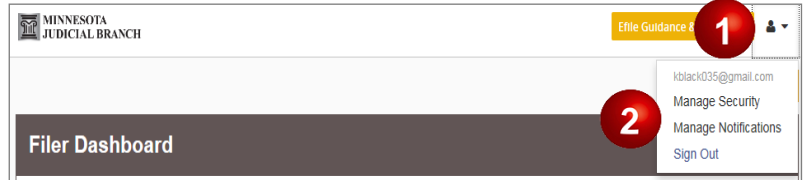


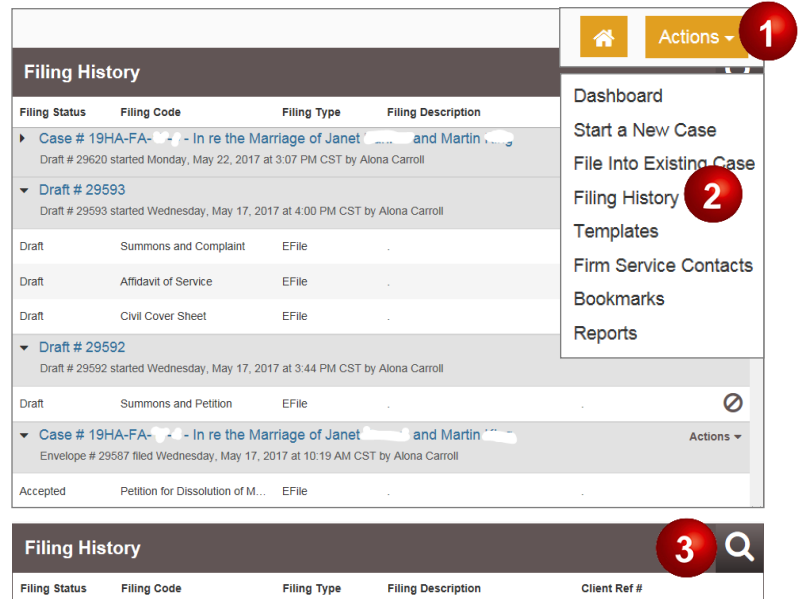
**Manage notifications**

1. Click the **person icon**.
2. Click **Manage Notifications**.
3. Check or Uncheck Email Notification(s).
4. Click **Save Changes**.

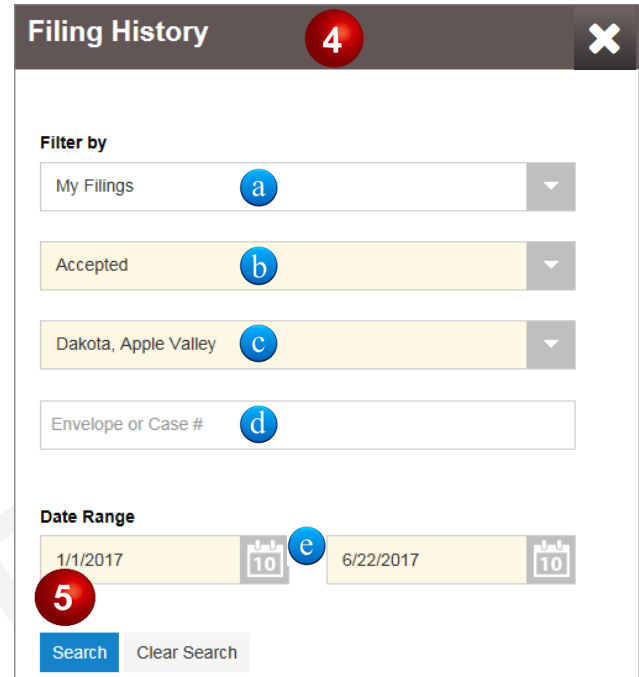


**View filing history**

1. Click **Actions**.
2. Select **Filing History**.
3. Click the **Magnifying Glass icon**.



4. Select **Filing History** parameters to filter by:
  - a. **Filings**
  - b. **Status**
  - c. **Location**
  - d. **Envelope or Case number**
  - e. **Date Range**: select dates from calendars or manually type the date (e.g., 1/1/2017 to 6/22/2017)
5. Click **Search**, or click **Clear Search** to clear.



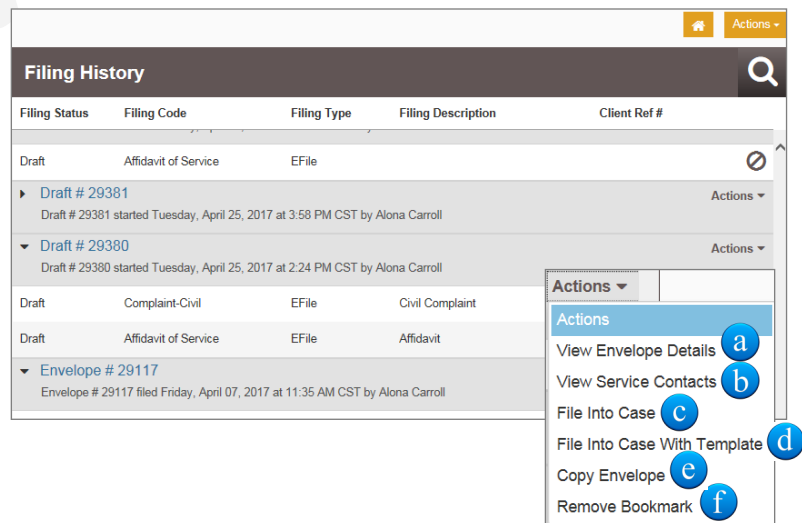
**Complete case and filing actions**

Click an **icon** for the desired action:

- a. View Envelope Details
- b. View Service Contacts.
- c. File Into Case.
- d. File Into Case With Template
- e. Copy Envelope
- f. Remove Bookmark



The actions available are determined by case status (e.g., if a case is submitted, “Delete Draft Envelope” will not be an option). For more information about the above options, 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.



Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #
Draft	Affidavit of Service	EFile		
▶ Draft # 29381 Draft # 29381 started Tuesday, April 25, 2017 at 3:58 PM CST by Alona Carroll				
▼ Draft # 29380 Draft # 29380 started Tuesday, April 25, 2017 at 2:24 PM CST by Alona Carroll				
Draft	Complaint-Civil	EFile	Civil Complaint	
Draft	Affidavit of Service	EFile	Affidavit	
▼ Envelope # 29117 Envelope # 29117 filed Friday, April 07, 2017 at 11:35 AM CST by Alona Carroll				