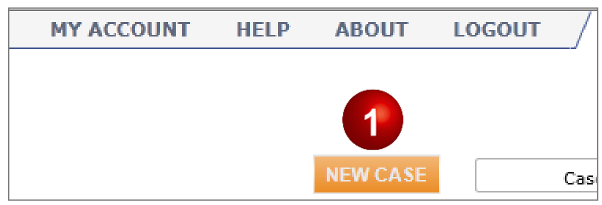
eFiling a New Case

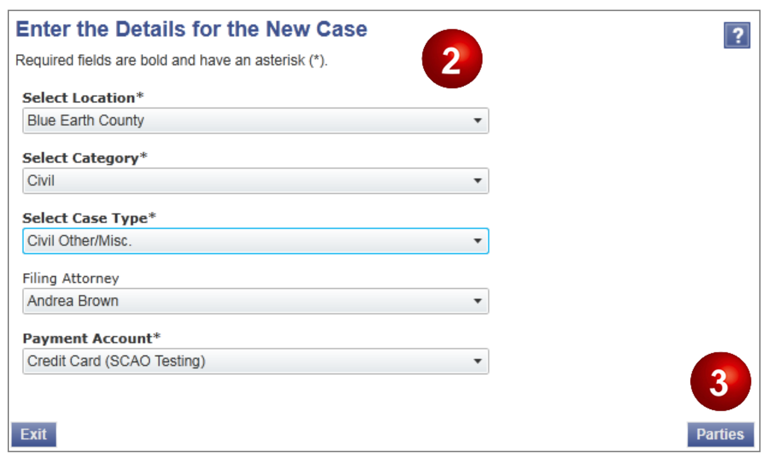
Log in to the eFS website:

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 and click on the **eFile and eServe Training tab** for additional information.

Enter case details:





1. Click **New Case**.
2. Select the appropriate **case details** from the dropdown menus.

   You may only choose Waiver Account if you represent a government agency or have an **approved** IFP. If your IFP application is pending:

   - Do not select any optional service fees.
   - Select a credit card account for the payment method (there will be no charge applied to the account) and complete the filing process.

   If/when your application is approved:

   - Submit a subsequent filing including the appropriate filing fees, and choose Waiver Account.

   If/when your application is denied:

   - Submit a subsequent filing including the appropriate filing fees, and select a credit card account for the payment method.
3. Click **Parties** to continue.

Enter party details:

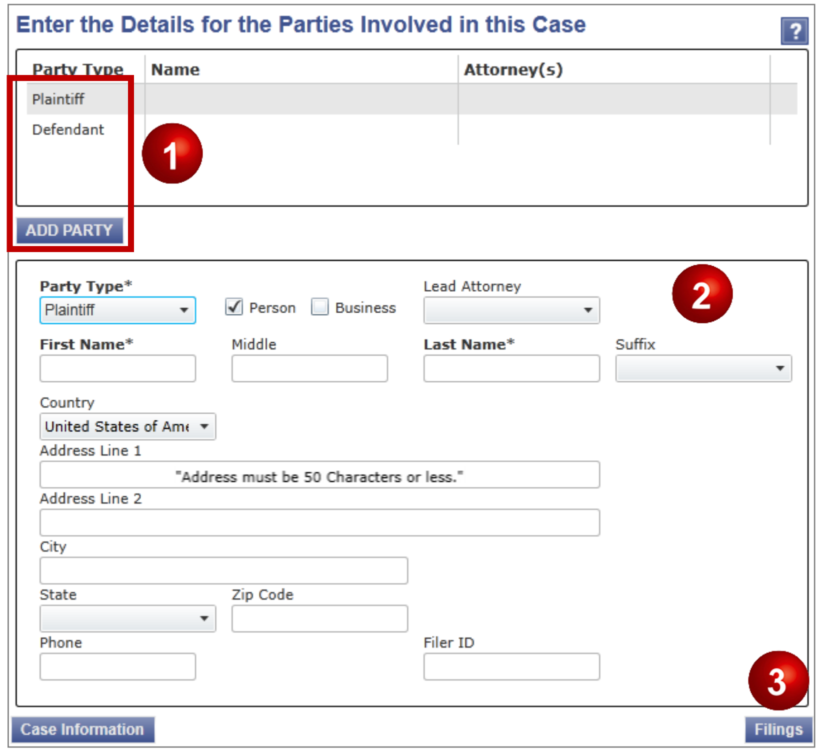
1. Click on the **Party Type** you represent, or click **Add Party**.

   If the party type you expect to see isn't listed, verify that you've selected the right case type.

2. Enter all **required information**. If you file frequently, use your Filer ID to autofill your party information. Call the local court to get your Filer ID number, which is the same as your MNCIS Person number.

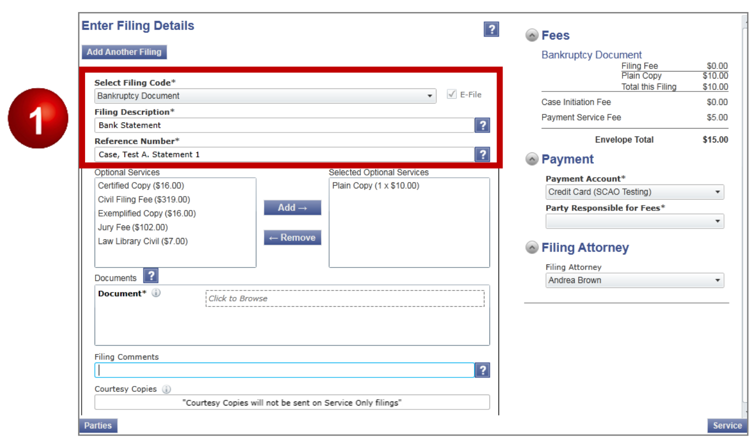
   When selected, the Business Name field is limited to 80 characters. Although address, city, and state are not required fields, it is strongly recommended that you enter this information.

3. Click **Filings** to continue.



Enter filing details:

1. Enter all **required information** (the eFile box will be checked by default).
   - **Filing Code:** Select from dropdown menu.
   - **Filing Description:** May be the purpose for the filing or supplemental details related to the selected filing code. Will be reviewed by the court clerk and may become part of the official court record.
   - **Reference Number:** Used to help you associate a filing with your internal records.



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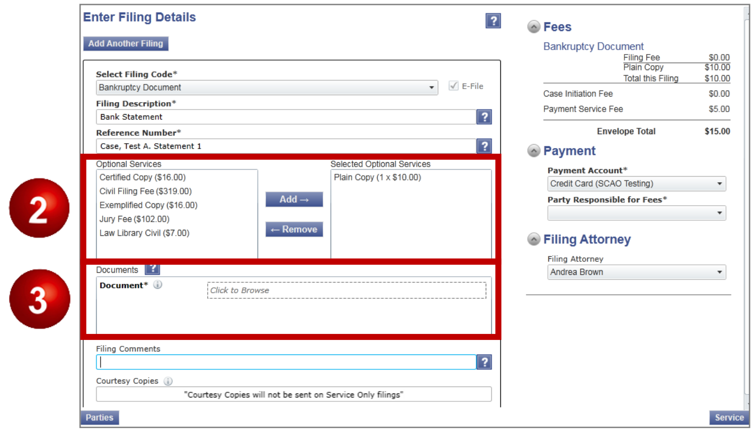
Enter filing details (continued):

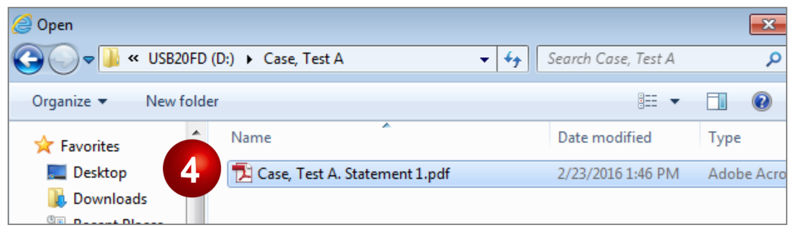
2. As applicable, click on an **Optional Service** from the list and click **Add**. Repeat for each optional service.

   See page 3 of the [eFS Standard Configuration Quick Reference Guide for External Filers]() for detailed information regarding fees.



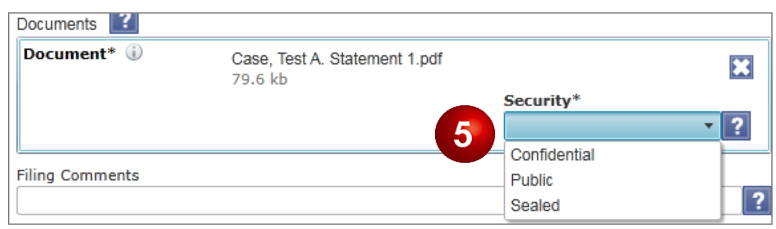
3. Click in the **Click to Browse** field.

4. Locate your **document** and double click to attach it.



   Your document should be in PDF format. Visit [www.mncourts.gov/efile]() and see [QRG: Creating a Searchable PDF Document]() for more information.

5. Select the appropriate **security level** from the Security dropdown menu. To add additional documents, click Add Another Filing at the top of the screen.



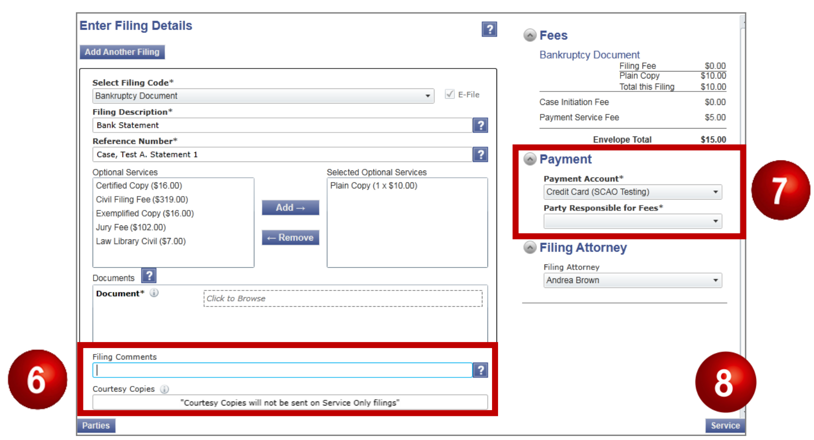
6. Complete the **optional fields**.

   - **Filing Comments:** Filing instructions for the courts. Will not become part of the official court record.
   - **Courtesy Copies**: Enter email addresses for electronic copies of filing. **This is not the same as service**.

7. Select the appropriate **Payment Account** and **Party Responsible for Fees**.

   - **If you are self-represented:** you are responsible for fees.
   - **If you are a firm filing on behalf of a party:** the party you are representing is responsible for fees.

8. Click **Service** to continue.



Select party contacts to receive service:

1. Click on a **party name** for whom you would like to add a service contact.
2. Click **Add From Master List**.
3. Click on the name of contact in the **Firm Service Contacts** box and click **Add**. Repeat for each service contact.

Don't see your name on the list? For information on adding yourself to the master list, visit www.mncourts.gov/efile and see QRG: Adding Yourself as a Service Contact in eFS.

4. Click **Save.** The service contact(s) will appear under the chosen 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. If service contacts that should be connected to a party appear under Other Service Contacts by mistake, see QRG: Linking an Other Service Contact to a Party for instructions on how to correct this.

5. Click **Summary** to continue.

Review, edit, and submit your filing:

1. Review the filing summary.
2. Click **Edit** in any section to make corrections before submitting, if necessary.
3. Click **Submit** on the lower right of the screen to continue.
4. Read the Submission Agreements, check the **box**, and click **Agree**.
5. Click **View Receipt** to see the detailed envelope information, or click **OK**.