



Users must be registered in eFile and eServe. To register, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.

Start a new filing

1. Click **Start a New Case**.

Enter case information

1. Select the **Location**.
2. Select the **Category**.
3. Select the **Case Type**.
4. Click **Save Changes** to continue.



A template can be used to file a new case. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.

Enter party information

1. Click the **Party Type**. If the party type isn't listed, verify the right case type has been selected.
2. **Enter party details**. The filer ID can also be used to populate the details for the party.



The Business Name will only appear if Party is a Business/Agency box is checked. Although the address, city, and state are not recommended fields, enter this information in eFS.

3. Click **Save Changes** to continue.

Filer Dashboard

My Filing Activity

- Pending: 5
- Accepted
- Returned
- Drafts: 8
- Served

New Filing

- Start a New Case
- Use a Template
- File into Existing Case
- Need help getting started?

Start a New Case

Case Information

Location: Anoka County

Category: Civil

Case Type: Personal Injury

Buttons: Undo, Save Changes

Party Information

Party Type: Petitioner

Party Name: Zachary Test Jackson

Lead Attorney: Jessica Test Jackson

Enter details for this Party

Party is a Business/Agency:

First Name: Zachary, Middle Name: Test, Last Name: Jackson, Suffix: [dropdown]

Country: United States of America

Address Line 1: 122 First Avenue, Address Line 2: [text box]

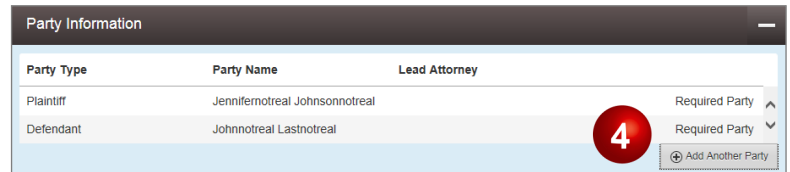
City: Minneapolis, State: Minnesota

Zip Code: 55104, Phone Number: 6123443212, Filer ID: 1212

Lead Attorney: Click to select Lead Attorney

Buttons: Undo, Save Changes

4. Repeat steps 1 - 3 for all parties on the case. To add a party type not listed, click **Add Another Party**. Click **Save Changes** after each additional party added.

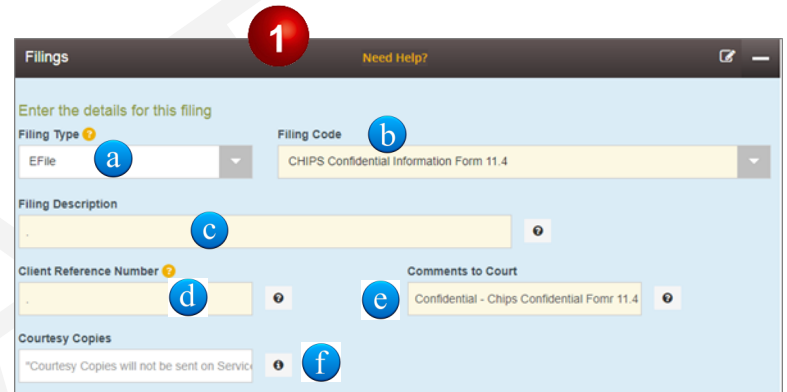


Party Type	Party Name	Lead Attorney	
Plaintiff	Jennifernotreal Johnsonnotreal		Required Party
Defendant	Johnotreal Lastnotreal		Required Party

+ Add Another Party

Enter filings details

1. Enter the required information:
 - a. **Filing Type:** Select **eFile**.
 - b. **Filing Code:** Select a filing code from the searchable drop-down list. Be sure to select to most specific filing code for the filing.
 - c. **Filing Description:** This is the purpose for the filing or supplemental details related to the selected filing code. The descriptions are reviewed by the court clerk and may become part of the official court record.



1

Enter the details for this filing

Filing Type **a** Filing Code **b**
EFile CHIPS Confidential Information Form 11.4

Filing Description **c**

Client Reference Number **d** Comments to Court **e**
Confidential - Chips Confidential Form 11.4

Courtesy Copies **f**
*Courtesy Copies will not be sent on Service



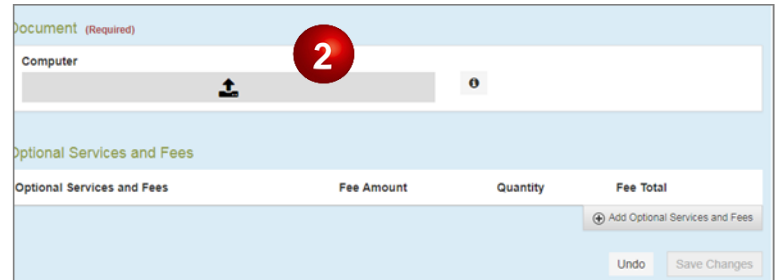
Do not duplicate the filing code. If no comment adds value enter a period.

- d. **Client Reference Number:** This is used to associate a filing with internal records. If no internal reference number is used, enter a period.
- e. **Comments to Court:** Enter the document's security as **Public**, **Confidential** or **Sealed**. If the document is **Confidential** or **Sealed**, enter a brief description (e.g., Confidential nformation Form 11.1 or Case is Sealed, etc).
- f. **Courtesy Copies (optional):** Enter email addresses for electronic copies of filing. This is not the same as service.

2. Click the **upload document icon**.
3. Locate the document and double-click to attach it.
4. As applicable, click **Add Optional Services and Fees**.
5. Select **Optional Services and Fees** from the drop-down menu and click **Save Changes**. Repeat steps 4 and 5 to add additional optional services to this document.
6. To add additional filings, scroll to the top of the Filings section, click **Add another filing** and repeat Steps 1-5.



The document must be in PDF format. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.



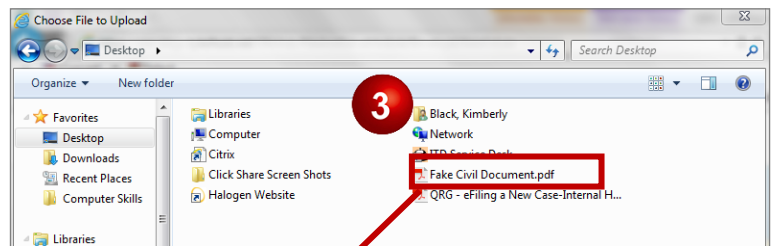
Document (Required)

Computer

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			

Undo Save Changes



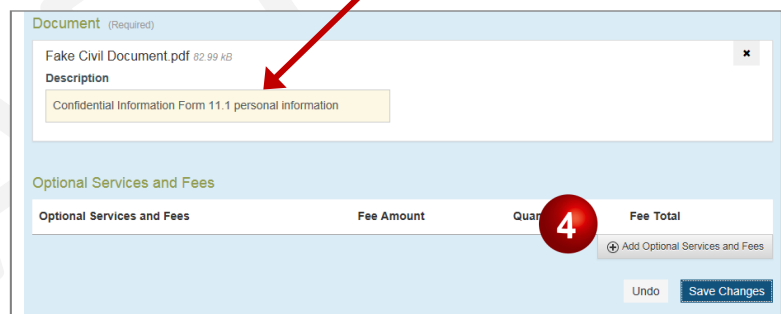
Choose File to Upload

Desktop

Organize New folder

Libraries

- Black, Kimberly
- Network
- ITD Service Desk
- Fake Civil Document.pdf**
- QRG - eFiling a New Case-Internal H...



Document (Required)

Fake Civil Document.pdf 82.99 KB

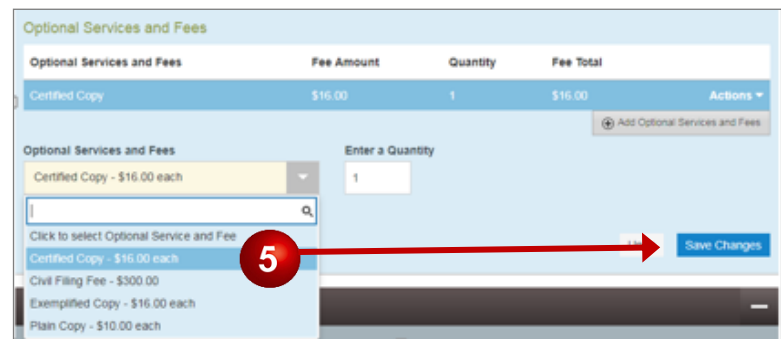
Description

Confidential Information Form 11.1 personal information

Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			

Undo Save Changes



Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
Certified Copy	\$16.00	1	\$16.00

Optional Services and Fees

Enter a Quantity

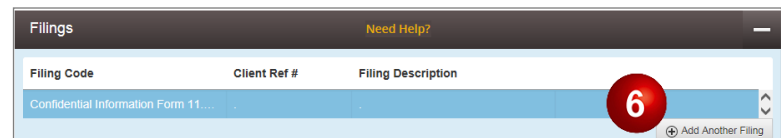
Certified Copy - \$16.00 each

1

Click to select Optional Service and Fee

- Certified Copy - \$16.00 each
- Civil Filing Fee - \$300.00
- Exemplified Copy - \$16.00 each
- Plain Copy - \$10.00 each

Save Changes



Filings

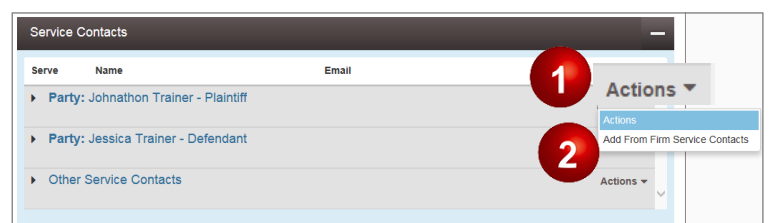
Need Help?

Filing Code	Client Ref #	Filing Description
		Confidential Information Form 11...

+ Add Another Filing

Add service contacts

1. Click **Actions** across from the party name to add a firm service contact.
2. Select **Add From Firm Service Contacts** from the drop-down list.



Service Contacts

Serve	Name	Email	Actions
▶	Party: Johnathon Trainer - Plaintiff		Actions
▶	Party: Jessica Trainer - Defendant		Add From Firm Service Contacts
▶	Other Service Contacts		Actions

3. Check the **box** next to each name to add.
4. Click **Close**. The selected Firm Service Contacts will be added to the case. Repeat the above steps for each represented party.



Do not add service contact information for other parties. Contact the party and ask them to sign up for service on the case.

Name	Email
<input checked="" type="checkbox"/> Attorney One	kb@gmail.com

4 Close

Add the fees (payment type)

1. Select the appropriate **Payment Account** and **Filing Attorney** (party responsible for fees).
 - Self-represented: The filer is responsible for fees.
 - A firm filing on behalf of a party: The party is responsible for fees.



Only choose Waiver Account if representing a government agency or have an with an approved IFP.

If the IFP application is pending:

- Do not select 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 the application is denied:

- Submit a subsequent filing including the appropriate filing fees, and select a credit card account for the payment method.

2. Click **Save Changes** to continue.

Fees Need Help?

Summons and Complaint

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
Waiver selected	

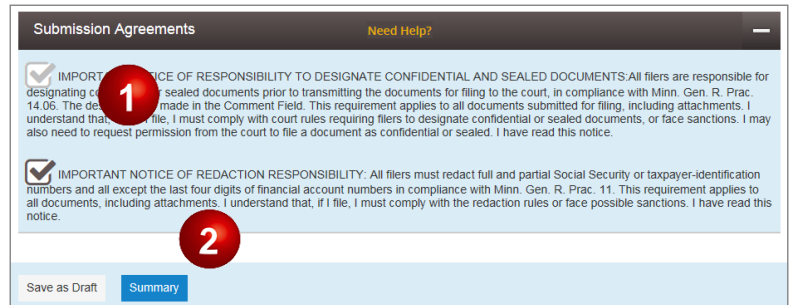
Payment Account: **1** Waiver Account

Filing Attorney: James Jacobs

2 Save Changes

Complete Submission Agreements

1. Read the Submission Agreements and check the **boxes**.
2. Click **Summary**.



Submission Agreements Need Help?

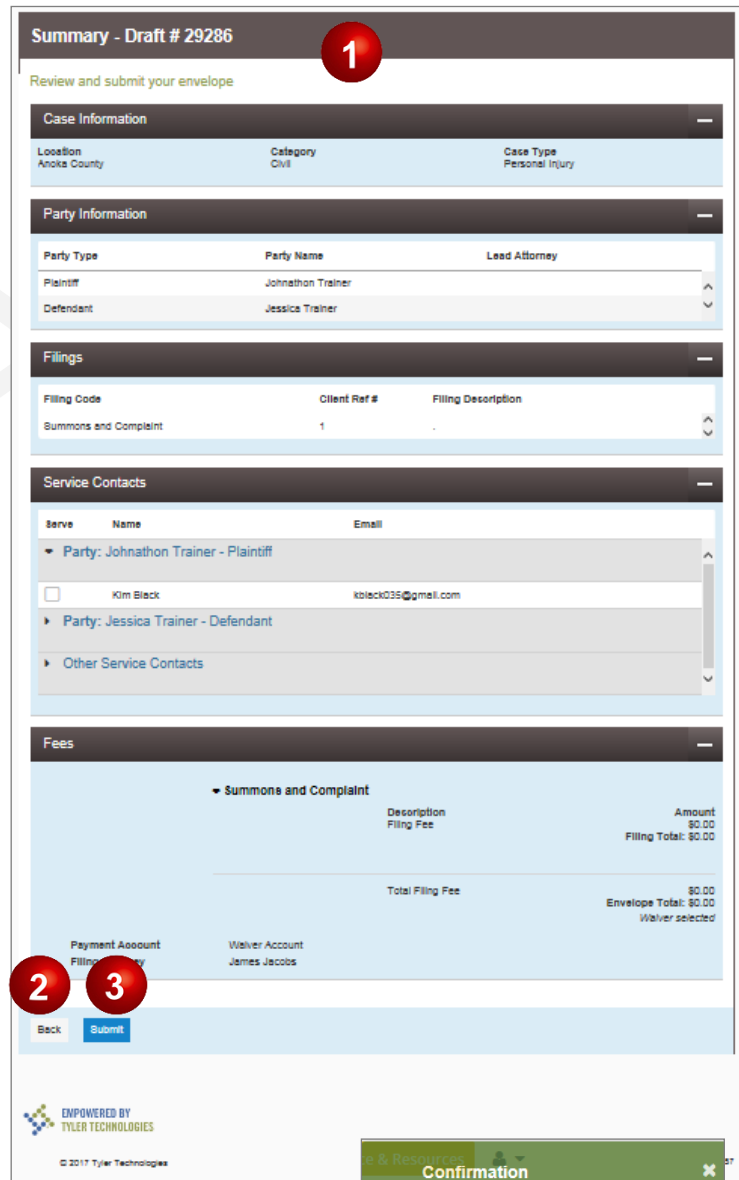
IMPORTANT NOTICE OF RESPONSIBILITY TO DESIGNATE CONFIDENTIAL AND SEALED DOCUMENTS: All filers are responsible for designating confidential or sealed documents prior to transmitting the documents for filing to the court, in compliance with Minn. Gen. R. Prac. 14.06. The designations made in the Comment Field. This requirement applies to all documents submitted for filing, including attachments. I understand that, if I file, I must comply with court rules requiring filers to designate confidential or sealed documents, or face sanctions. I may also need to request permission from the court to file a document as confidential or sealed. I have read this notice.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact full and partial Social Security or taxpayer-identification numbers and all except the last four digits of financial account numbers in compliance with Minn. Gen. R. Prac. 11. This requirement applies to all documents, including attachments. I understand that, if I file, I must comply with the redaction rules or face possible sanctions. I have read this notice.

Save as Draft **Summary**

Review, edit, and submit the filing

1. Review the filing summary.
2. Click **Back** to edit any section and make corrections before submitting.
3. Click **Submit** on the lower-right side of the screen to continue.
4. The confirmation box will appear. Click the **link** to view receipt or click **x** to close.



Summary - Draft # 29286

Review and submit your envelope

Case Information

Location	Category	Case Type
Anoka County	Civil	Personal Injury

Party Information

Party Type	Party Name	Lead Attorney
Plaintiff	Johnathon Trainer	
Defendant	Jessica Trainer	

Filings

Filing Code	Client Ref #	Filing Description
Summons and Complaint	1	

Service Contacts

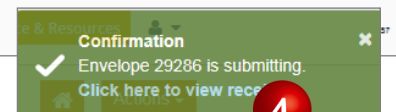
Serve	Name	Email
Party: Johnathon Trainer - Plaintiff		
<input type="checkbox"/>	Kim Bleck	kbleck035@gmail.com
Party: Jessica Trainer - Defendant		
Other Service Contacts		

Fees

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
Waiver selected	Waiver selected

Payment Account: Filing Party
Waiver Account: James Jacobs

Back **Submit**



Confirmation x

✓ Envelope 29286 is submitting.
Click here to view receipt