

eFiling and eServing in an Existing Case

File into an existing case

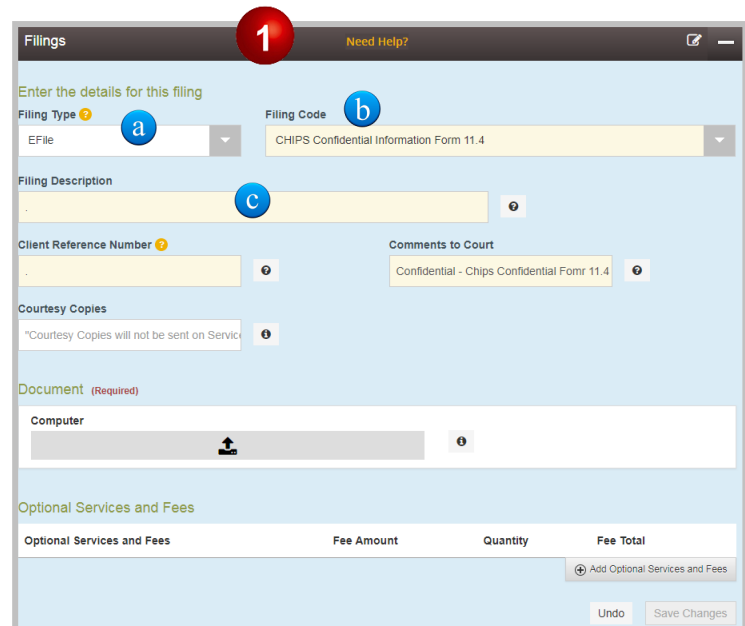
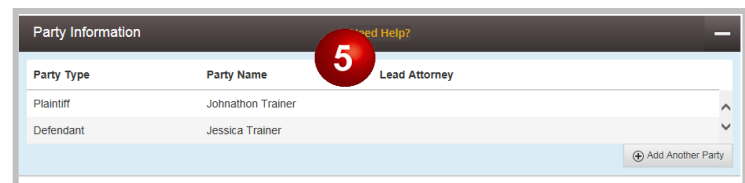
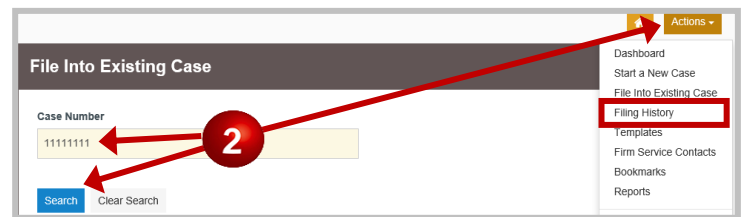
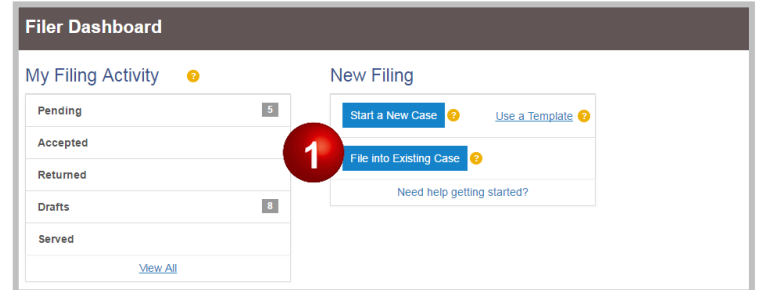
1. From the Filer Dashboard, click **File into Existing Case**.
2. Enter the MNCIS case number and click **Search**. If the case number is not available, filers can click **Actions** and **Filing History** to locate the case.
3. The case information will display. Across from the case, click **Actions**.
4. Select **File Into Case**.
5. Review the case information and party names. If a party name is not listed as a party, contact the local court. Do not add a party on an existing case.



A template can be used to file into an existing case. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab.


Enter the filings details

1. Enter the required information:
 - a. Select **EFile**, **EServe** or **EFileAndServe** from the Filing Type dropdown.
 - b. Select a filing code from the searchable dropdown list. Be sure to select the most specific filing code for the filing.
 - c. Enter a filing description. This may be 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. If no comment adds value, enter a period. Do not duplicate the filing code.




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- d. Enter a client reference number. This is used to associate a filing with personal records. This could be a number or party name. If no reference number is used, enter a period.
- e. In the Comments to Court field, type in the document's security as Public, Confidential, or Sealed. Include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).

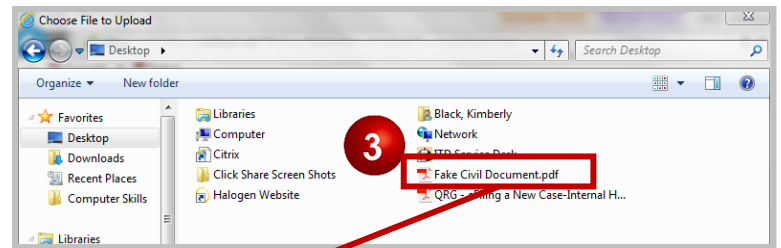
 Enter email addresses for electronic copies of filings (optional) in the courtesy copy field. This is not the same as service.

2. Click the upload document icon.
3. Locate the document and double-click to attach it. Once the document is uploaded, the description field will match the selected filing code.

 The document must be in PDF format. For more information, see QRG Creating a Searchable PDF Document on the eFile and eServe Training tab on www.mncourts.gov/efile.

4. As applicable, click **Add Optional Services and fees**.
5. Select the Optional Services and Fees from the dropdown, and click **Save Changes**. Repeat steps 4 and 5 to add additional optional services to this document.
6. To add additional filings, click **Add Another Filing** and repeat Steps 1-5.

 For more information on court fees, go to www.mncourts.gov/Help-Topics/Court-Fees.



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

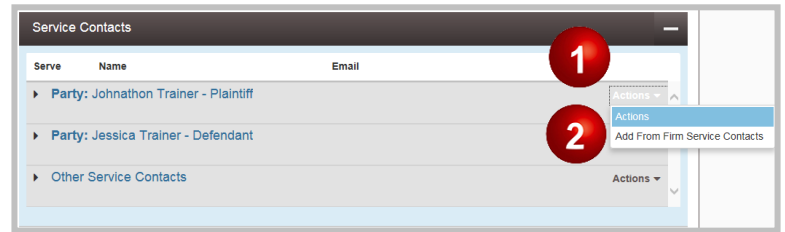
Optional Services and Fees	Fee Amount	Quantity	Fee Total
Certified Copy	\$16.00	1	\$16.00
+ Add Optional Services and Fees			

Optional Services and Fees	Fee Amount	Quantity	Fee Total
Dissolution Filing Fee	\$375.00	1	\$375.00
+ Add Another Filing			

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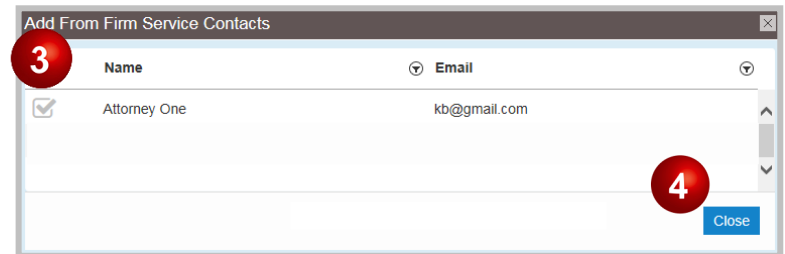
Select service contacts to receive service

1. Click **Actions** across from the party name to add a service contact.
2. Select **Add From Firm Service Contacts** from the dropdown. Select **Service Contact** if not part of a firm.



Do not add service contact information for another party. Contact the party and ask them to sign up for service.

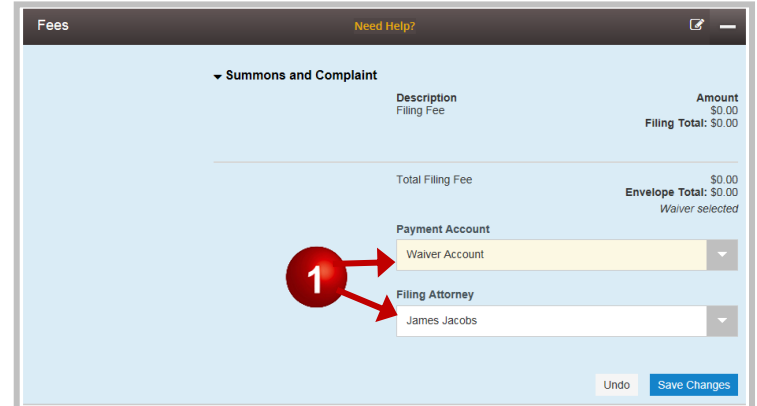
3. Check the box next to each name to add.
4. Click **Close**. The selected Firm Service Contacts will be added to the case. Repeat the above steps for each represented party.



Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts. To add a service contact on the master list go to www.mncourts.gov/eFile, and click the eFile and eServe Training tab for more information.

Add the fees (payment type)

1. In the Fees section, select the appropriate Payment Account for fees and Filing Attorney.
 - Self-Represented: The filer is responsible for fees.
 - A firm filing on behalf of a party: The party is responsible for fees.



Only select Waiver Account if representing a government agency or when granted court-ordered In Forma Pauperis (IFP).

If the IFP application is pending

Do not select optional service fees.

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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) the application is approved

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

If (when) 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.

Complete submission agreements

1. Read the Submission Agreement disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents, and check the box.
2. Read the Submission Agreement regarding the Notice of Redaction Responsibility, and check the box.
3. Click **Summary** to continue or **Save as Draft** to save as a draft.

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.