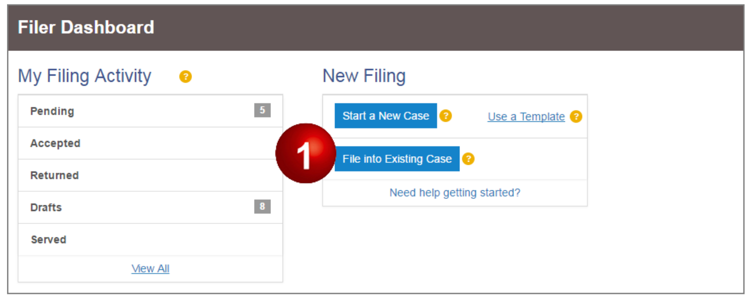
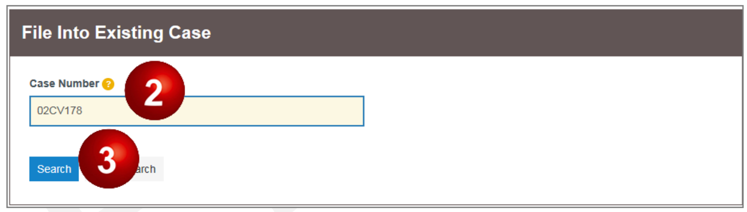
eFiling and eServing in an Existing Case

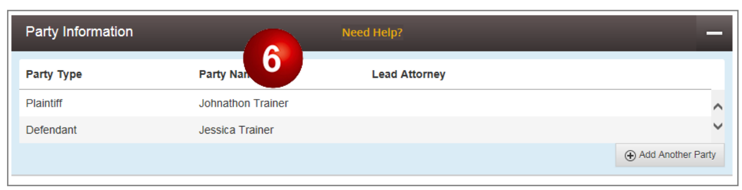
Users must be registered in eFile and eServe. To register, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.



File into an existing case

1. Click **File into Existing Case**.
2. Enter the **Case Number**
3. Click **Search**.
4. Click **Actions**.
5. Select **File into Case**.
6. 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.

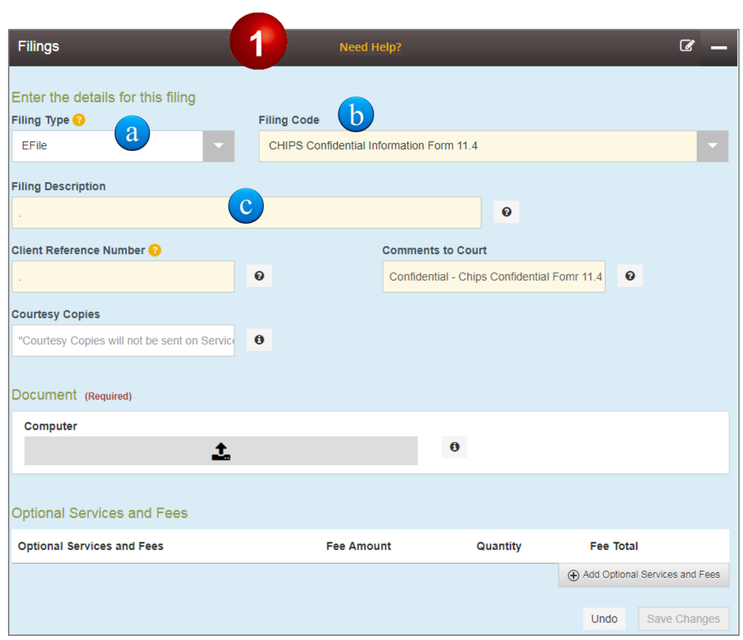




A template can be used to file an existing case. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.

Enter the filings details

1. Enter the required information:
   a. **Filing Type:** Choose **eFile**, **eServe** or **eFile and Serve.**
   b. **Filing Code:** When filing, select a filing code from the drop-down list. Select the most specific filing code for the filing.
   c. **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 a part of the official court record.



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

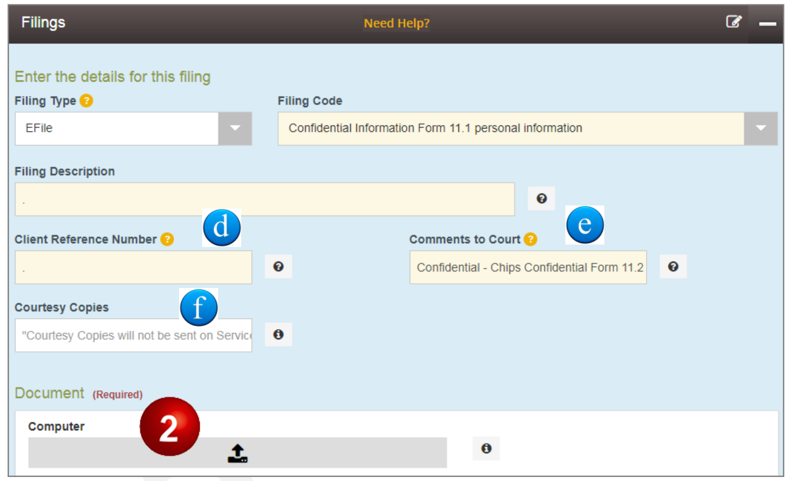
d. **Client Reference Number:** Used to associate a filing with internal records. If no internal reference number is used, enter a period.

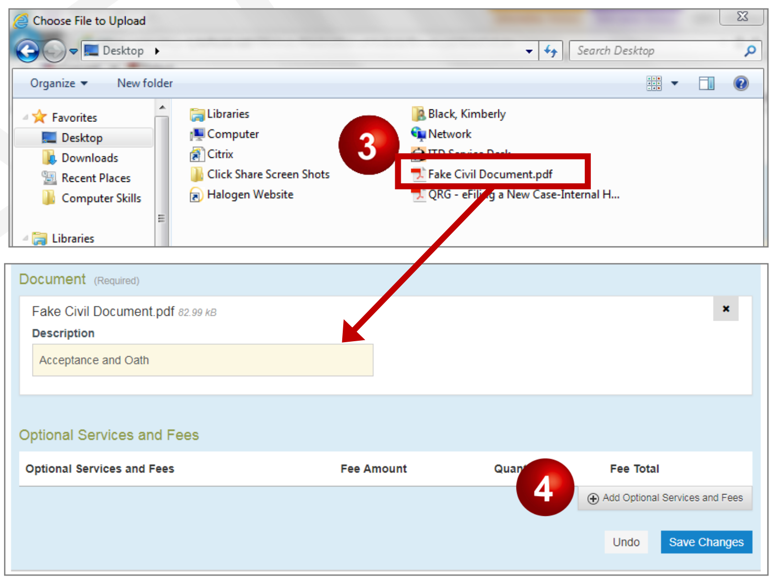
e. **Comments to Court**: Enter the document's security as **Public**, **Confidential** or **Sealed.** If the document is **Confidential** or **Sealed**, a brief description should be included (e.g., Confidential Information Form 11.1 or Case is Sealed, etc).

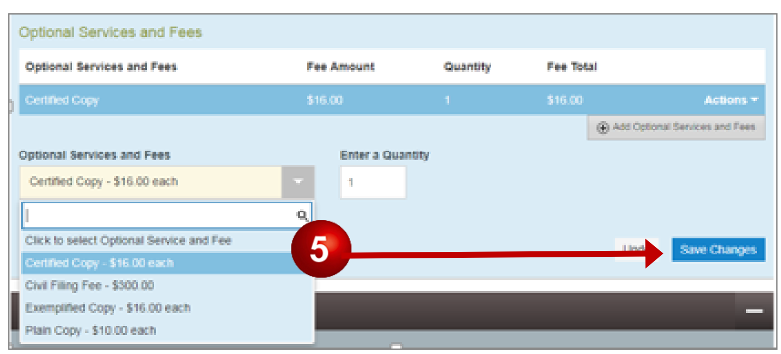
f. **Courtesy Copies (optional)**: Enter email addresses for electronic copies of filing. This is not the same as service.

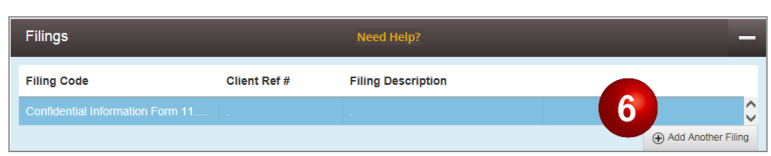
2. Click the **upload document icon**.
3. Locate the **document** and double-click to attach it.
4. As applicable, click **Add Optional Services and fees**.
5. Select the **Optional Services and Fees** from the drop-down menu and click **Save Changes**. Repeat steps 4 and 5 to add additional optional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

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



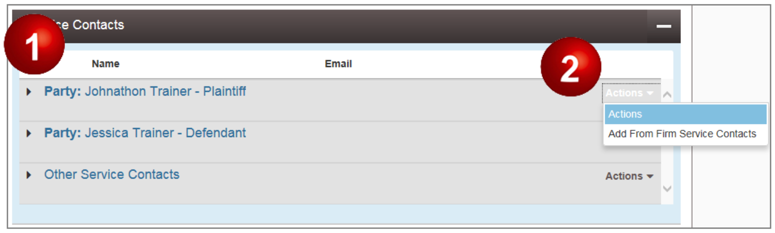


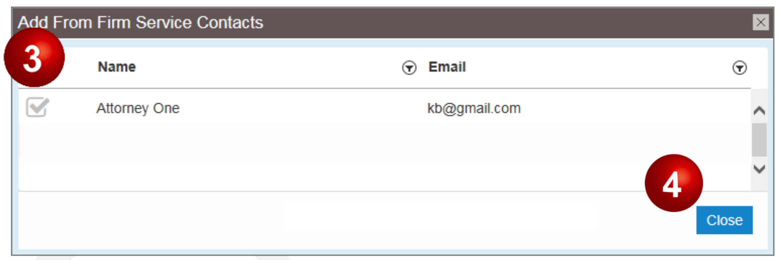




Add service contacts

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

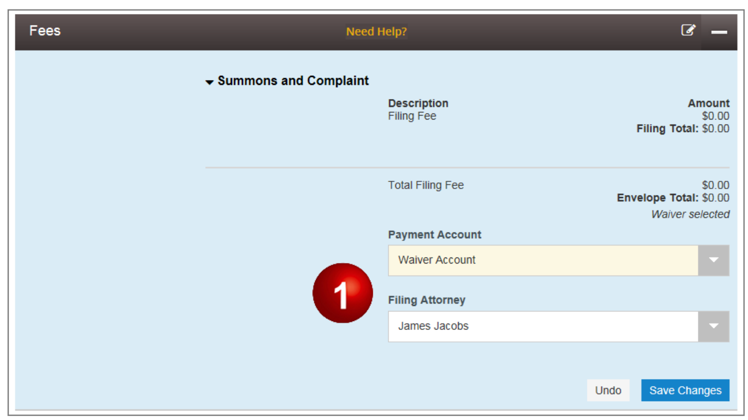




Do not add service contact information for other parties. Contact the party and ask them to sign up for service on the case.

Add the fees (payment type)

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



Choose Waiver Account if representing a government agency or have an approved IFP. If the 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.

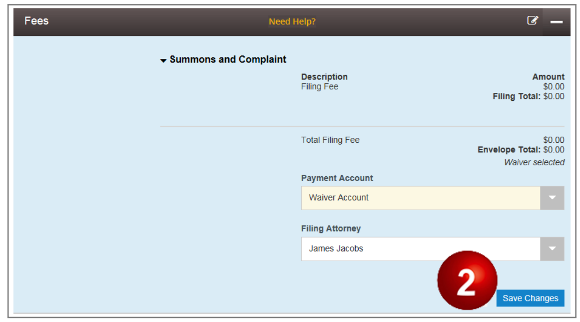
If the application is approved:

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

If the application is denied:

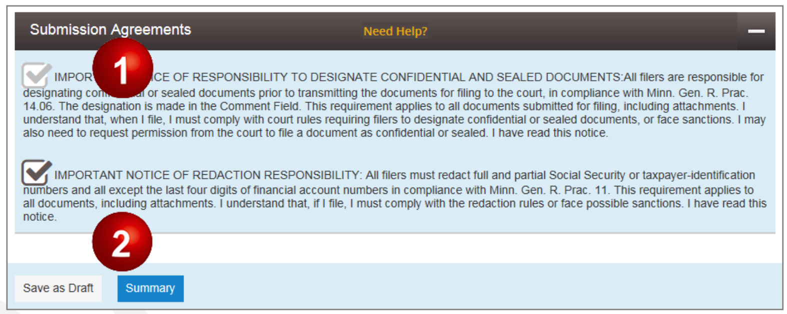
- Submit a subsequent filing including the appropriate filing fees and select a credit card account for the payment method.

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



Complete Submission Agreements

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