

skills, tools, and knowledge on our way to a paperless court

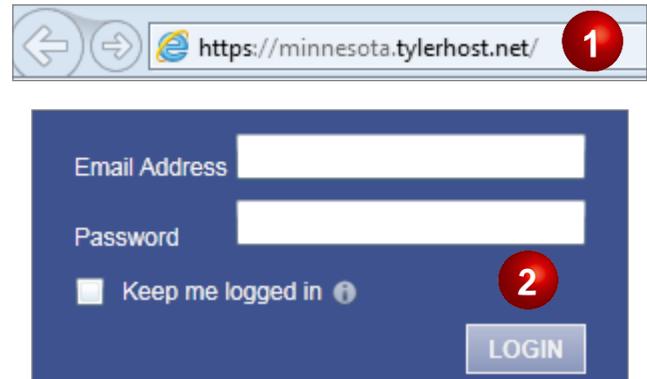
eFiling and eServing in an Existing Case

Log in to the eFS website:

1. Go to <https://minnesota.tylerhost.net>.
2. Enter your **email address** and **password**, and click **LOGIN**.

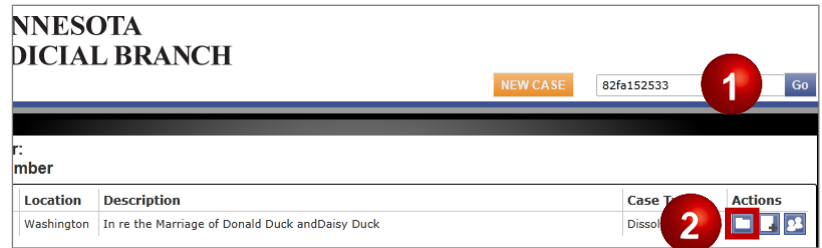


If you have not already registered for eFS, go to www.mncourts.gov/efile and click on the **eFile and eServe Training tab** for additional information.



Find the case and start a new filing:

1. Enter the **MNCIS case number** in the search field and click **Go**.
2. Click the **Start a New Subsequent Filing** icon.

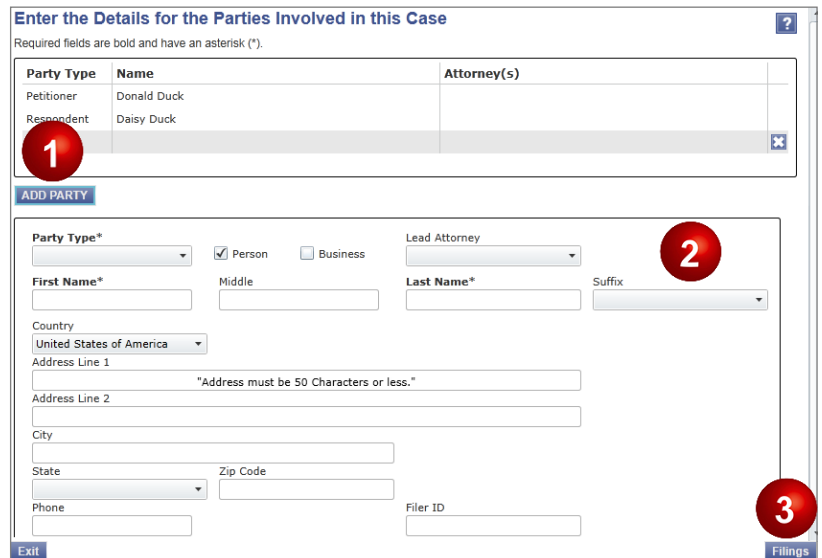


Add additional parties, if necessary:



Only do this if the party name is NOT listed as a party. If you are unsure, contact your local court or look up the case on the Minnesota Public Access (MPA) site. Click **Add Party**. Do not use the Add Additional Attorneys field or add additional attorneys.

1. 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.

2. Click **Filings** to continue.

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Enter Filings Details:

1. Check the **E-File and/or Service boxes** as applicable.
2. Enter all **required information**.
 - a. **Filing Code:** Select from dropdown menu. If you are only eServing, this will default to Service Only. To narrow your list down, type a word in the filing code and then select the filing code.
 - b. **Filing Description:** May be the purpose for the filing or supplemental details related to the selected filing code to more easily distinguish like events on the Register of Actions. The descriptions are reviewed by the court clerk and may become part of the official court record.



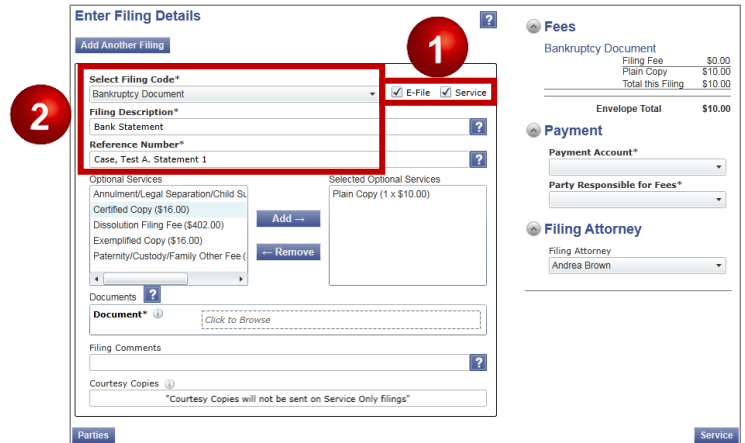
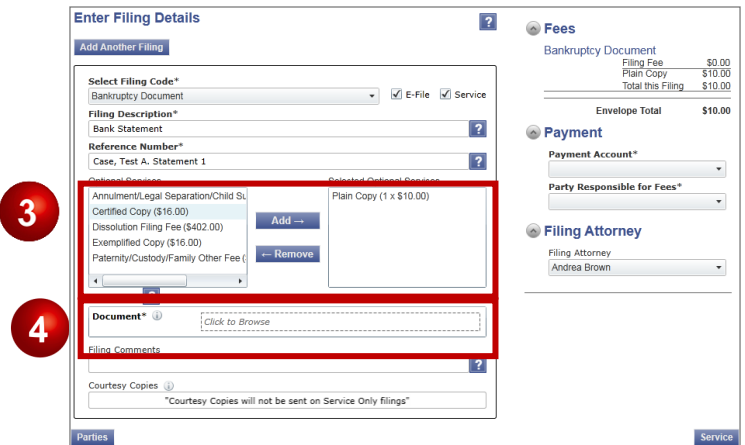
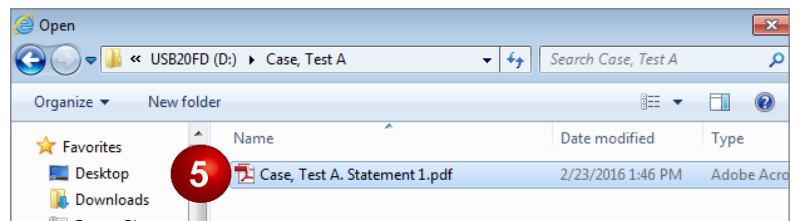
The Filing Description field is required, however, if no comment adds value please, enter a period. Do not add a duplication of the filing code name.

- c. **Reference Number:** Used to help you associate a filing with your internal records.
3. 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.

4. Click in the **Click to Browse** field.
5. Locate your **document** and **double click** to attach it.

***Continued on the next page**

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Entering Filing Details (Continued):



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

- In the Filing Comment field, type in the document's security as **Public**, **Confidential** or **Sealed**. A brief description of why **Confidential** or **Sealed** was designated should also be included (e.g. Confidential Information Form 11.1 or case is Sealed, etc).

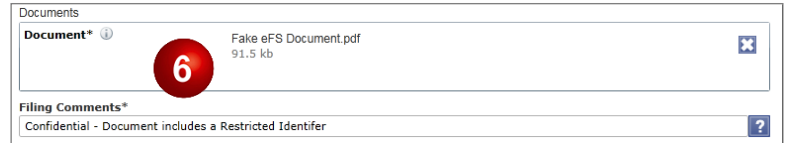
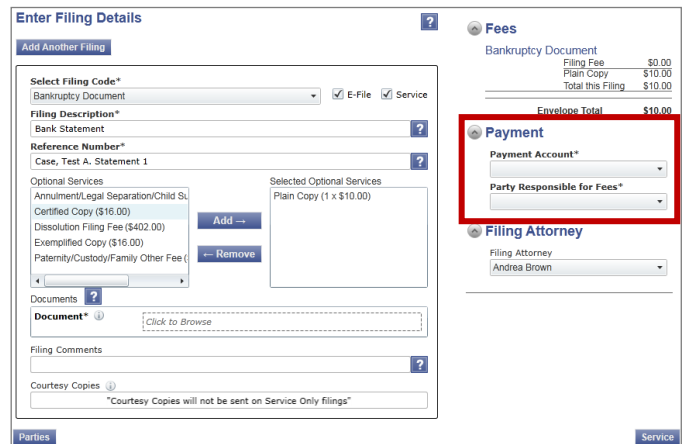


The Filing Comments field is a mandatory field. Pursuant to Minn. Gen. R. Prac. 14.06, filers are responsible for designating if a document is Public, Confidential or Sealed when filing documents.



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

- Select the appropriate **Payment Account** and **Party Responsible for Fees** from the dropdown menus.
 - 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.

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Entering Filing Details (Continued):



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

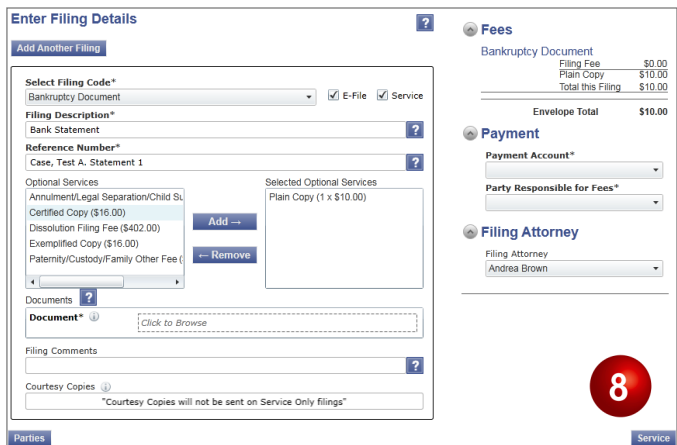
Do not select any optional service fees.

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 denied:

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

8. Click **Service** (if eServing) or **Submit** (if not eServing) to continue.



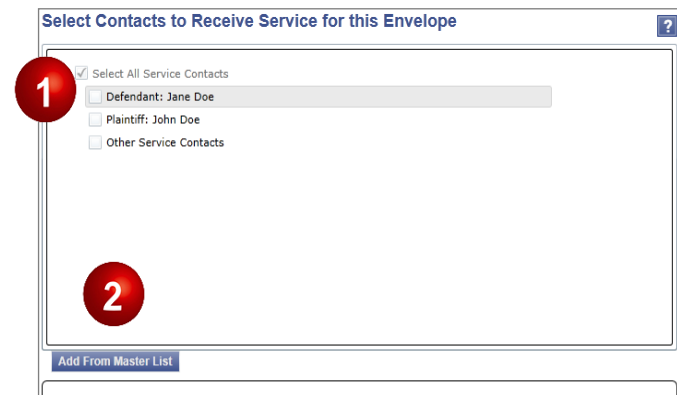
Select Contacts to Receive Service for this Envelope, if applicable:

1. Click on the **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**.




Firm Service Contacts		Case Service Contacts	
Name	Email	Name	Email
Daisy Duck	daisy123@smail.net	Daffy Duck	Daffy123@smail.net
Donald Duck	donald1234@smail.net		

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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 disclaimer regarding your Notice of Responsibility to Designate Confidential and Sealed Documents and check the **box**.
5. Using the scroll bar on the right side of the box, move to the second Submission Agreement regarding your Notice of Redaction Responsibility and check the **box**.
6. To proceed with eFiling you must click **Agree**.
7. Click **View Receipt** to see the detailed envelope information, or click **OK**.

