

# eFS Standard Configuration Project

External eFS User Communication



**MINNESOTA  
JUDICIAL BRANCH**

# Project Overview

- eFile and eServe (eFS) is currently being used in 11 MN pilot counties. Variance in the use and configuration of the eFS tool have created inefficiencies. Therefore, a project to standardize and reduce these variances was initiated in 2013.
- The goals of this project are:
  - To create consistent, statewide configuration that improves the experience for filers, allowing them to complete more timely filings and improve system support.
  - To allow internal staff to configure and support the application as eFS is implemented statewide.
- The project team noted areas for improvement and these changes are outlined in the following slides.

# Location

## Objective

Standardize the naming convention for all county locations available for eFiling.

## Decisions

- Locations now match what is configured in Minnesota case information system (MNCIS).
- Variations exist in situations where the wording in MNCIS

New Location Name	Old Location Name
Dakota, Hastings – Civil/Family/Probate/Adoption	Dakota, Hastings – Non-Criminal
Dakota, Hastings – CHIPS/Juvenile/Criminal	Dakota, Hastings – Criminal/Juvenile



# Case Category/Case Type

---

## Objective

To improve the case category selection process for filers.

## Decisions

- Case categories are as follows:
  - Criminal, Civil, Family, Juvenile-Family, Juvenile-Criminal, Probate or Civil Commitment
- Case types will have the same description statewide.



# Case Category/Case Type *(continued)*

Case Category and Case Type are selected in Step 1 of an initial case filing.

1 Case Information 2 Parties 3 Filings 4 Service Con

### Enter the Details for the New Case

Required fields are bold and have an asterisk (\*).

**Select Location\***  
Hennepin Civil

**Select Category\***  
Civil

**Select Case Type\***  
Minor Settlement  
Forfeiture  
Habeas Corpus  
Harassment  
Implied Consent  
Malpractice  
Mechanics Lien  
Minor Settlement  
Personal Injury  
Product Liability  
Property Damage  
Quiet Title

# Filing Codes

---

## **Objective**

Improve the filing code selection process for filers.

## **Decision**

Filing codes will be the same as case event codes in MNCIS.

# Filing Codes *(continued)*

Filing Codes identify the filed document and are selected prior to uploading the document.

## Enter Filing Details

Add Another Filing

### Select Filing Code\*

Acceptance and Oath  
Acknowledgement of Rights  
Admission of Service  
Adoption Study Report (Home Study)  
Affidavit and Motion to Modify Order for Protection  
Affidavit for Dismissal  
Affidavit for Expungement  
Affidavit for Proceeding In Forma Pauperis  
Affidavit in Support of Order to Show Cause  
Affidavit of Custodial Parent  
Affidavit of Default



# Party Types

---

## **Objective**

Make party type information consistent from county to county.

## **Decisions**

Develop standard set of party types for cases and ensure that the party name matches the information in the Minnesota case information system (MNCIS).



# Party Types (*continued*)

Party Types are selected in Step 2 of an initial case filing.

Hennepin Civil - Minor Settlement

① Case Information ② **Parties** ③ Filings ④ Service Contacts ⑤ Summary

### Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff	Mary Plaintiff	
Minor	Minor Child	
Defendant		

**ADD PARTY**

<b>Party Type*</b> Defendant	<input checked="" type="checkbox"/> Person <input type="checkbox"/> Business	Attorney [Dropdown]
<b>First Name*</b> [Text Box]	Middle [Text Box]	<b>Last Name*</b> [Text Box]
Country United States of America	Address Line 1	

# Email Notifications

---

## Objective

Improve the effectiveness and relevance of email notifications.

## Decisions

- Standard templates are used for frequently-used email notifications
- Emails present a more consistent and formal look
- Relevant information is provided in all email notifications

# Email Notifications (*continued*)

## Old Email Sample

**From:** [no-reply@tylerhost.net](mailto:no-reply@tylerhost.net) [<mailto:no-reply@tylerhost.net>]  
**Sent:** Wednesday, July 09, 2014 2:57 PM  
**To:** Filer, EFS s  
**Subject:** Submitted Filing Notification for Case:(\*\*\*\*\*), Filing Code:(Summons and Complaint), Filing Type:(EFile)

This is a submitted filing notification for Case No. 15741, \*\*\*\*\*.

**This message was automatically generated; do not reply to this email.**

Date Submitted: 7/9/2014 2:56:39 PM

Minnesota Judicial Branch Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments may be confidential and are intended solely for the individual or organization to which they are addressed. They may contain privileged or confidential information and should not be disseminated. If you are not the intended recipient of this e-mail, you should not copy, distribute or take any action in reliance upon this e-mail or the attachments. If you received this e-mail in error, please notify us immediately at 1-800-297-5377 and delete this message. Thank you. Please consider the environment before printing this email.

## New Email Sample



## MINNESOTA JUDICIAL BRANCH

**This message was automatically generated. Do not reply to this e-mail.**

You are the recipient of eServed documents.

Open hyperlink [View document](#) to view document EFile  
Filing Description Comment: Summons and Complaint  
Submitted by: Cailin Alge  
Filing Attorney:  
Filed Document Information: Statement of Claim and Summons 17083  
Date Submitted: 4/3/2015 3:55:02 PM

If you need technical assistance, please call 1-800-297-5377. The link above will remain active for 30 days from the date of acceptance of the eFiling. If that link is not accessible, copy this URL into your browsers address bar to view the document: <http://mn-stage.tylerhost.net/ViewDocuments.aspx?FID=0e6102fe-9c82-4eb1-8cd1-601b0a89c278>

Minnesota Judicial Branch Disclaimer: This is an official government communication. As the recipient, you are responsible for the lawful use of this information. This e-mail and any attachments are intended solely for the individual or agency to which they are addressed. They may be confidential and/or contain privileged or otherwise non-public information. Do not disseminate this e-mail and any attachments unless you are authorized to do so under applicable court rules or statutes. If you are not the intended recipient of this e-mail, do not copy, distribute, or take any action in reliance upon this e-mail or any attachments and delete this e-mail and any attachments immediately. If you received this e-mail in error, please notify us immediately at 1-800-297-5377. Thank you. Please consider the environment before printing this e-mail.



**MINNESOTA  
JUDICIAL BRANCH**

# Project Outcomes

---

- Standardized internal configurations and workflow processes implemented will aid court staff in the review of eFS filings.
- Changes will make future enhancements easier to implement.
- Technology teams can now more easily troubleshoot any performance issues that arise.

# Need Help?

Contact the Minnesota eFile and eServe Support Team:

Business Hours: Monday – Friday from 8:30 am – 4:30 pm (CST)\*

By Phone: 651-227-2002 (if calling from 612, 651, 763, or 952) or  
855-291-8246 (if calling from all other area codes)

Or Email via Website: <http://www.mncourts.gov/?page=4696>

\*Closed state government holidays except Columbus Day.

## Stay Updated

For the latest news, information, and resources on eFiling and eService, visit <http://www.mncourts.gov/efile>.