

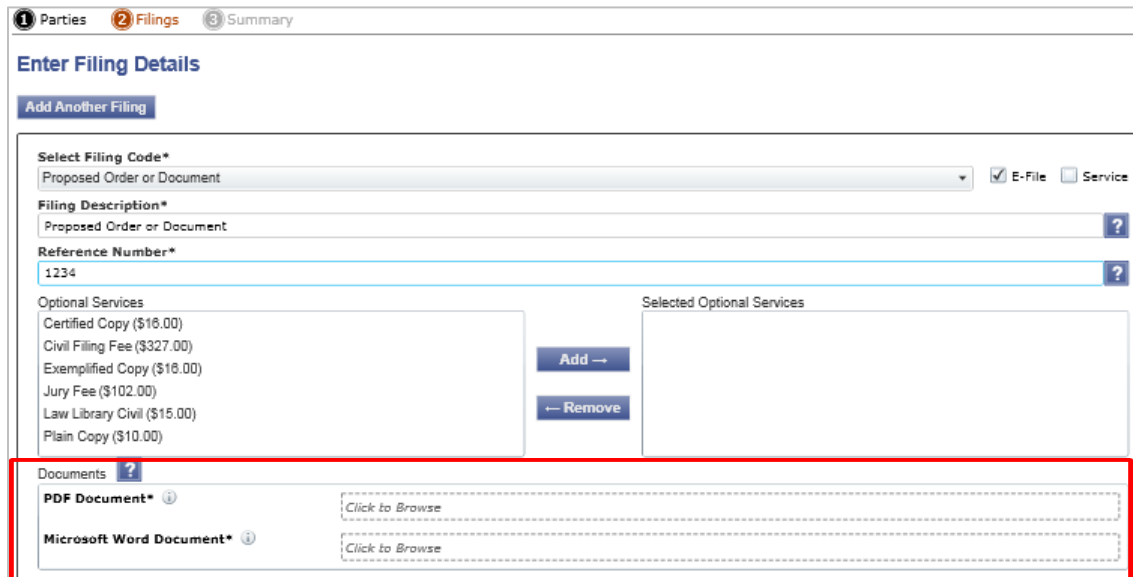
Overview

Effective **January 2016** a new document filing option is available in the eFile & eServe system (eFS). Filers in specific court locations may now file proposed orders in a Word version as well as the required PDF version. All Word versions must have the .docx extension. Word 2007 or newer creates the necessary .docx file format.

This allows the court to electronically route, edit, and sign proposed orders that are submitted via eFS. All filers are encouraged to use this new feature unless otherwise ordered by the court. Use of this option could eliminate the need to submit a Word version of a proposed order by email, allowing all documents to be submitted in one filing transaction.

Instructions

If this option is available in a county when a filer selects the filing code ‘Proposed Order or Document’¹ the filer will be presented with the option to upload a PDF document and a Microsoft Word document. If you are using a browser other than Internet Explorer, see the [Internet Browser Compatibility Overview](#).



The screenshot shows the 'Enter Filing Details' form in the eFile & eServe system. The form is divided into three tabs: 'Parties', 'Filings', and 'Summary'. The 'Filings' tab is active. The form includes the following fields and options:

- Select Filing Code*:** A dropdown menu set to 'Proposed Order or Document'. There are checkboxes for 'E-File' (checked) and 'Service' (unchecked).
- Filing Description*:** A text field containing 'Proposed Order or Document'.
- Reference Number*:** A text field containing '1234'.
- Optional Services:** A list of services with their respective fees: Certified Copy (\$16.00), Civil Filing Fee (\$327.00), Exemplified Copy (\$16.00), Jury Fee (\$102.00), Law Library Civil (\$15.00), and Plain Copy (\$10.00). There are 'Add' and 'Remove' buttons.
- Documents:** A section highlighted with a red box, containing two upload options: 'PDF Document*' and 'Microsoft Word Document*'. Each option has a 'Click to Browse' button.

Questions

At this time, this option is only available in certain counties. To find out if it’s available in a county please:

- Contact your [local court administration office](#) (link to mncourts.gov), or
- Contact the [Minnesota eFile \(eFS\) Support Center](#)

¹ Filers will notice this option for other filing codes as the feature expands.