

## eFiling a New Case



### Enter the details for the case

1. From the eFile and eService (eFS) home page, click **New Case**.
2. Select the appropriate case details from the dropdowns.
  - a. Location
  - b. Category
  - c. Case Type
  - d. Filing Attorney (individuals filers who are not attorneys should leave this field blank).



A template can be used to file into a new case. For more information, see the Quick Reference guides on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab.

- e. Payment Account



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 any optional service fees.

Select a credit card account for the payment method (no charge will be 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.

3. Click **Parties** to continue.

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## Enter party details

1. Click the Party Type. If the party type isn't listed, verify the right case type is selected by clicking on Case Information and reviewing the case details.
2. Enter the party's First Name and Last Name. If the party is a business, check Business and enter the business name.
3. The address, city, and state are not required fields, but it is strongly recommended to enter this information in eFS.



If a Filer ID was received from the court administration, the filer ID can use this to populate the details for the party.

4. Repeat steps 1 - 3 for all parties on the case. If another party needs to be added, click **Add Party**, select the party type, and enter the party details.
5. Click **Filings** to continue.

## Enter filings details

1. Enter the required information (the E-File box will be checked by default).
  - a. Select the filing code from the searchable dropdown list. Be sure to select the most specific filing code for the filing.
  - b. 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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c. Enter a 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.

2. As applicable, select Optional Services from the list, and click **Add**. Repeat for each optional service.

**i** For more information on court fees, go to [www.mncourts.gov/Help-Topics/Court-Fees](http://www.mncourts.gov/Help-Topics/Court-Fees)

3. Click in the **Click to Browse** field. Locate the document, and double-click to attach it.

4. Once the document is uploaded, the description field will match the selected filing code.

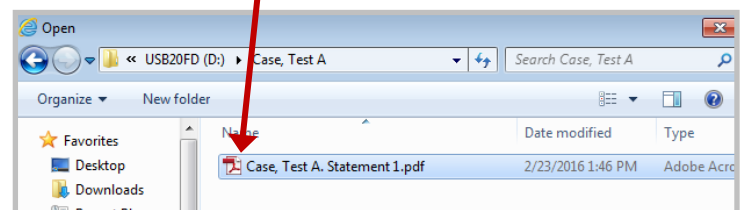
**i** Documents must be in PDF format. Go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile), and click the eFile and eServe Training tab for more information.

5. In the Filing Comments 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 or Case is Sealed, etc.).

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

6. To add additional filings, click **Add Another Filing** and repeat Steps 1-5.

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



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7. Select the appropriate Payment Account for fees and the Filing Attorney.
  - Self-Represented: The filer is responsible for fees.
  - A firm filing on behalf of a party: The party is responsible for fees.
8. Click **Summary** to continue.

## Select party contacts to receive service

1. Click a party name to add a service contact.
2. Click **Add From Master List**.
3. Click the name of contact in the service contacts box and click **Add**. Repeat for each party and service contact.

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

4. Click **Save**. The service contact(s) will appear under the chosen party.

**i** Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem) are listed under Other Service Contacts. To add a service contact or remove a service contact on the master list go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile), and click the eFile and eServe Training tab for more information.

5. Click **Summary** to continue.

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### Review, edit, and submit the filing

1. Review the filing summary.
2. Click **Edit** in any section to make corrections before submitting, if necessary.
3. Click **Submit** to continue.
4. Read the Submission Agreements disclaimer regarding the 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 the Notice of Redaction Responsibility, and check the box.
6. To proceed with eFiling, click **Agree**.
7. Click **View Receipt** to see the detailed envelope information, or click **OK**.