
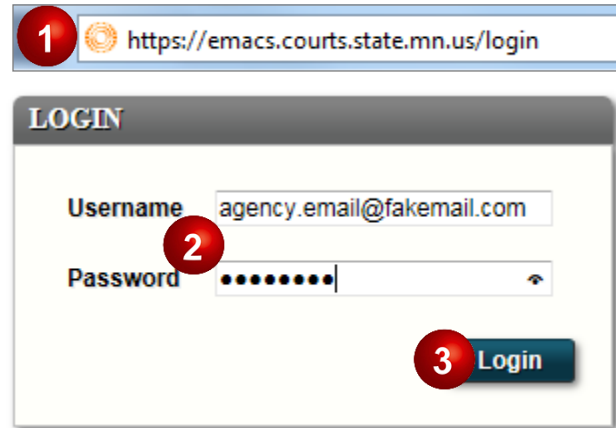


E-Filing and E-Serving an Agency Record on Appeal

Log in to E-MACS:

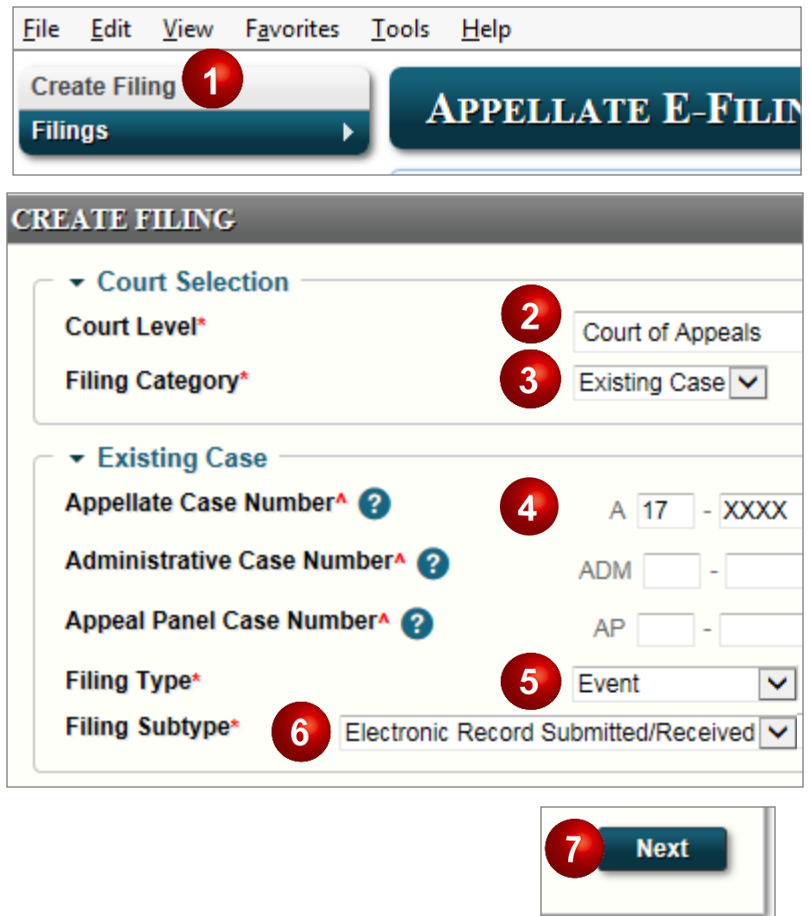
 To create an Agency E-MACS account, see [QRG—Creating an E-MACS Account](#) and select **Agency** as the role.

1. Go to <https://emacs.courts.state.mn.us/login>.
2. Type your **Username** and **Password**.
3. Click **Login**.



Create a new filing:

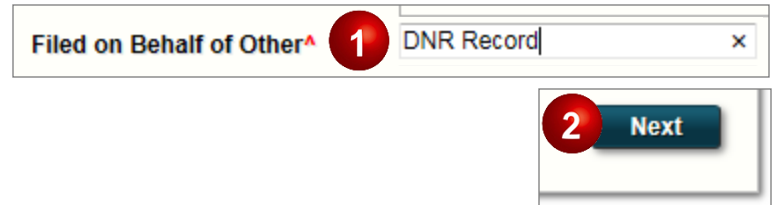
1. Click **Create Filing**.
2. Select **Supreme Court** or **Court of Appeals** from the Court Level drop-down.
3. Select **Existing Case** from the Filing Category drop-down.
4. Type the **case number**.
5. Select **Event** from the Filing Type drop-down.
6. Select **Electronic Record Submitted/Received** from the Filing Subtype drop-down.
7. Click **Next**.



E-Filing and E-Serving an Agency Record on Appeal

Add the filing information:

1. Type **[Agency Name] Record** (i.e., DNR Record, Tax Court Record) in the **Filed on Behalf of Other** field.
2. Click **Next**.



Filed on Behalf of Other[^] **1** DNR Record | X

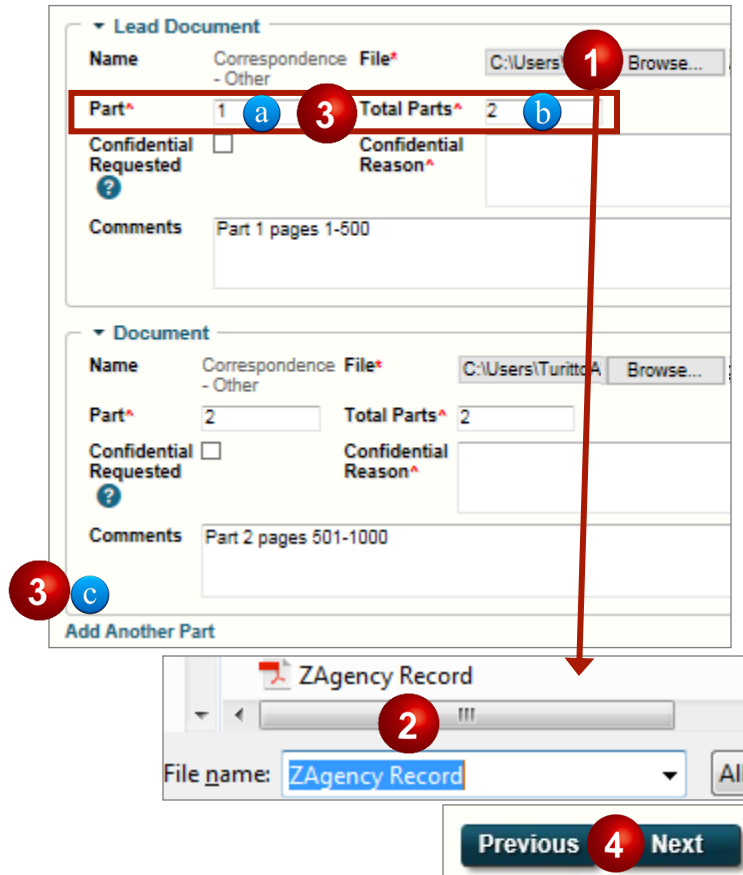
2 Next

Upload the record:

1. Click **Browse**.
2. Double-click the **file** to upload it.
3. If the document contains multiple parts:
 - a. Type the **Part number**.
 - b. Type the **Total Parts**.
 - c. Click **Add Another Part** to upload the rest of the document.
4. Click **Next**.



Documents over 25 MB (or about 1000 pages of text) must be split into multiple parts prior to filing. Upload the record in as few parts as possible.



Lead Document

Name: Correspondence File* C:\Users\... Browse...
- Other

Part[^]: 1 **a** **3** Total Parts[^]: 2 **b**

Confidential Requested: Confidential Reason[^]

Comments: Part 1 pages 1-500

Document

Name: Correspondence File* C:\Users\Turitto\A Browse...
- Other

Part[^]: 2 **c** Total Parts[^]: 2

Confidential Requested: Confidential Reason[^]

Comments: Part 2 pages 501-1000

Add Another Part

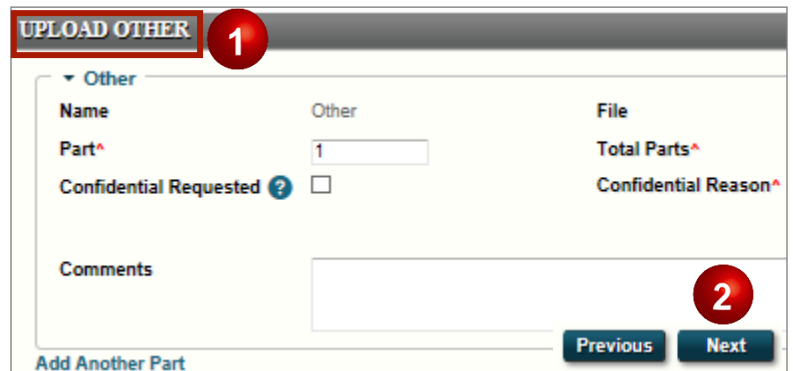
ZAgency Record

File name: ZAgency Record

Previous **4** Next

Upload additional documents:

1. Confirm that the current screen is **UPLOAD OTHER**.
2. If there are no additional documents, click **Next**. If there are additional documents, repeat steps 1-5 under **Upload the record**.



UPLOAD OTHER **1**

Other

Name: Other File

Part[^]: 1

Confidential Requested: Confidential Reason[^]


Comments:

Add Another Part

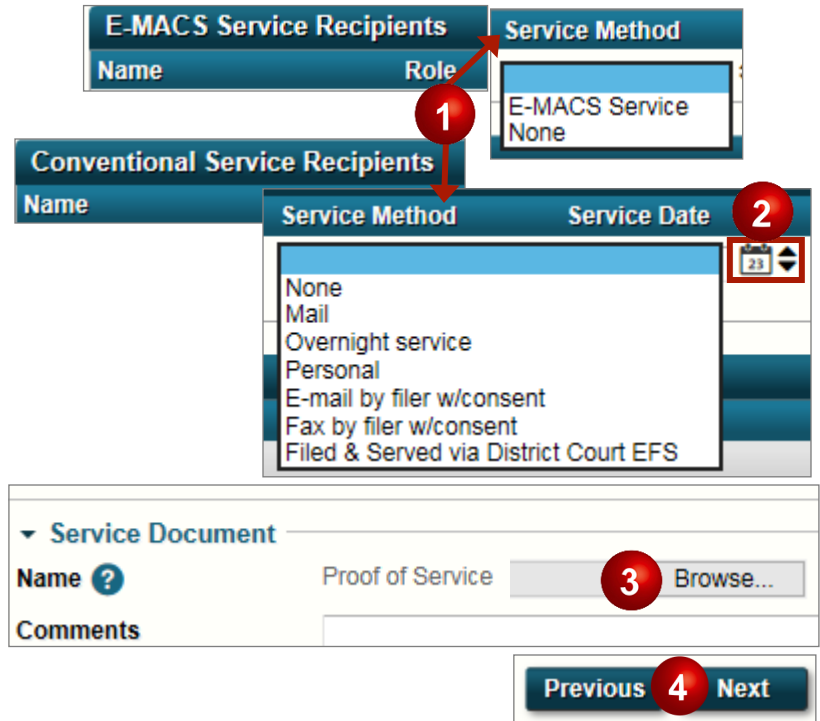
Previous **2** Next

E-Filing and E-Serving an Agency Record on Appeal

Add service details:

 Parties listed under E-MACS Service Recipients may be served electronically through E-MACS **with no additional proof of service**. When serving parties by conventional means (i.e., in person, by mail, or by e-mail) proof of service must be uploaded in E-MACS.

1. Select the **Service Method** for each party.
2. If needed, add a **Service Date** (for conventional service).
3. If needed, click **Browse** to upload proof of service (for conventional service).
4. Click **Next**.

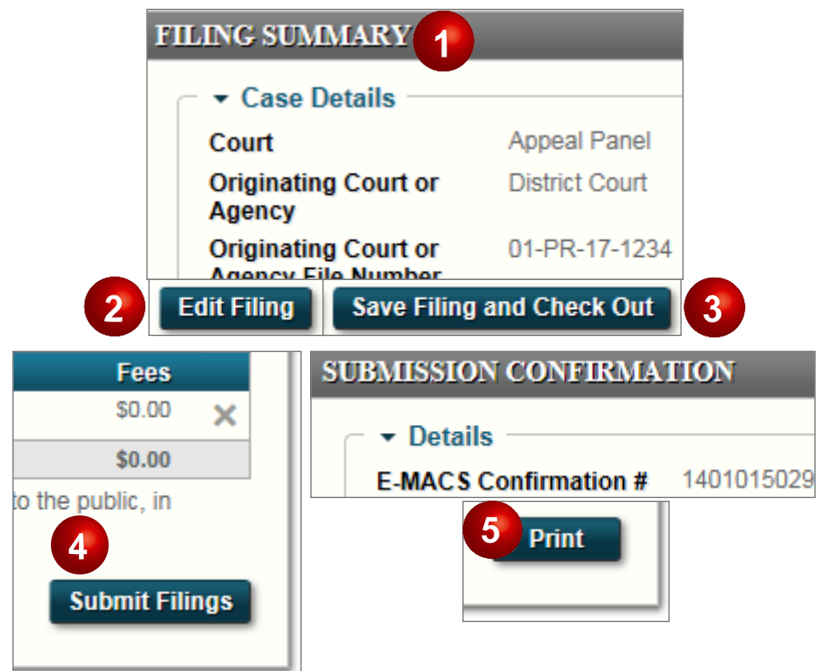


The screenshot shows the E-MACS interface with several steps highlighted by red circles and arrows:

- 1**: An arrow points from the 'E-MACS Service Recipients' table to the 'Service Method' dropdown menu.
- 2**: A red circle highlights the 'Service Date' column header in the 'Conventional Service Recipients' table, with a calendar icon next to it.
- 3**: A red circle highlights the 'Browse...' button next to the 'Proof of Service' field in the 'Service Document' section.
- 4**: A red circle highlights the 'Next' button at the bottom right of the 'Service Document' section.

Review, edit, and submit the filing:

1. Review the **Filing Summary**.
2. If needed, click **Edit Filing** to make changes.
3. When finished, click **Save Filing and Check Out**.
4. Click **Submit Filings**.
5. Click **Print** to print a copy of the Submission Confirmation.



The screenshot shows the E-MACS interface with several steps highlighted by red circles and arrows:

- 1**: A red circle highlights the 'FILING SUMMARY' header.
- 2**: A red circle highlights the 'Edit Filing' button.
- 3**: A red circle highlights the 'Save Filing and Check Out' button.
- 4**: A red circle highlights the 'Submit Filings' button in the 'Fees' section.
- 5**: A red circle highlights the 'Print' button in the 'SUBMISSION CONFIRMATION' section.