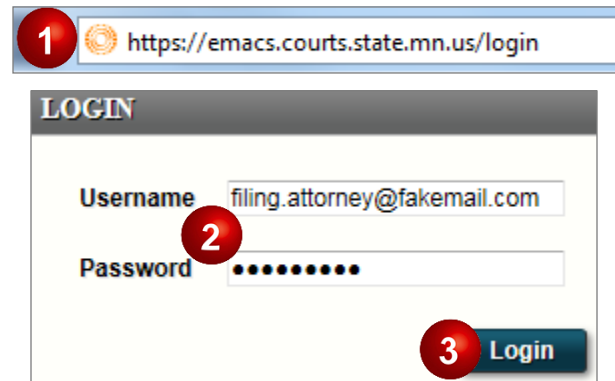


Filing a New Commitment Appeal Panel (CAP) Case

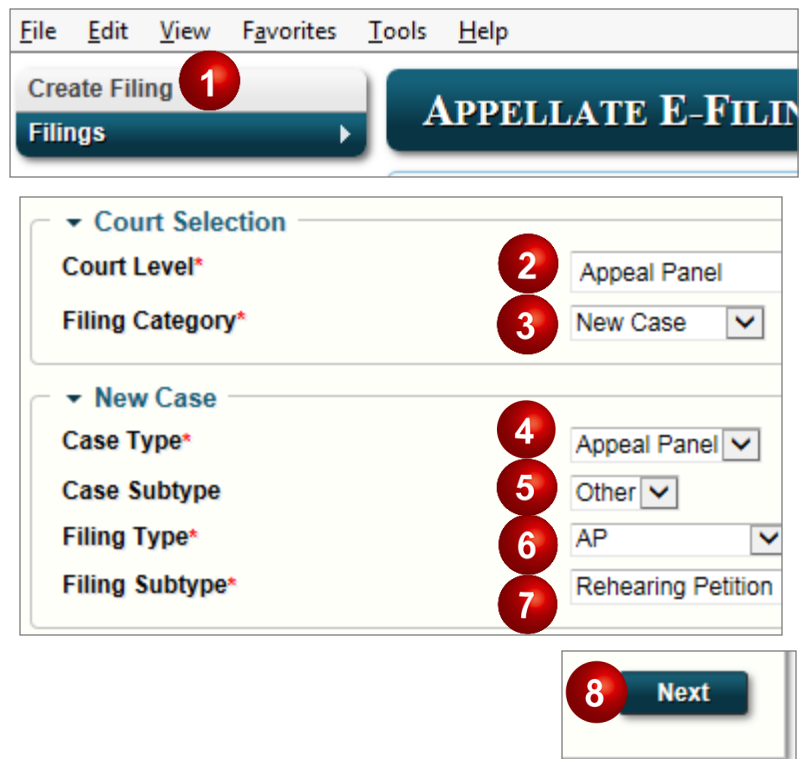
Log in to E-MACS:

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



Create a new filing:

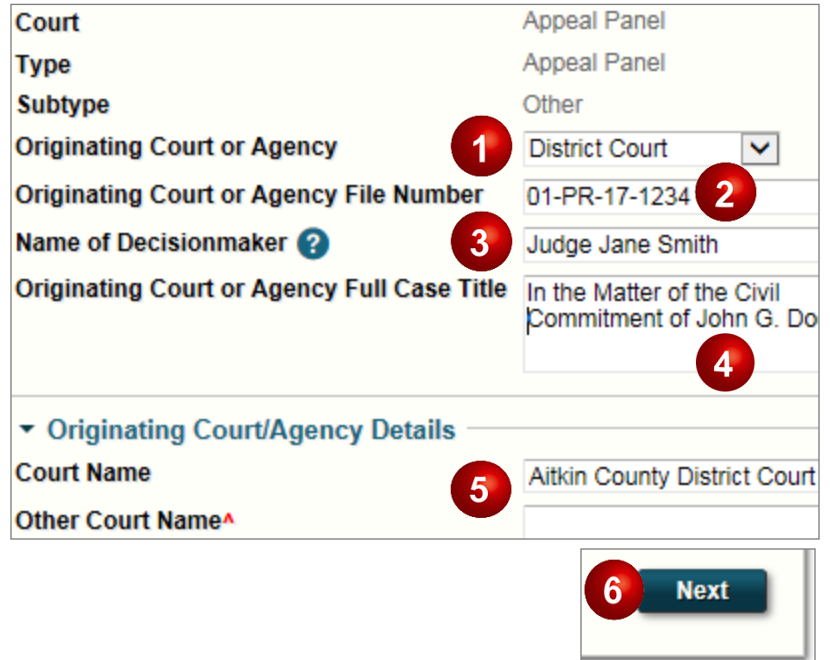
1. Click **Create Filing**.
2. Select **Appeal Panel** from the Court Level drop-down.
3. Select **New Case** from the Filing Category drop-down.
4. Select **Appeal Panel** from the Case Type drop-down.
5. Select **Other** from the Case Subtype drop-down.
6. Select **AP** from the Filing Type drop-down.
7. Select **Rehearing Petition** from the Filing Subtype drop-down.
8. Click **Next**.



Filing a New Commitment Appeal Panel (CAP) Case

Add the case information:

1. Select **District Court** from the Originating Court or Agency drop-down.
2. Type the **File Number**.
3. Type the name of the **Decisionmaker**.
4. Type the **Case Title**.
5. Select the originating **Court Name**. Leave the Other Court Name field blank.
6. Click **Next**.



Court Appeal Panel
Type Appeal Panel
Subtype Other
Originating Court or Agency 1 District Court
Originating Court or Agency File Number 2 01-PR-17-1234
Name of Decisionmaker 3 Judge Jane Smith
Originating Court or Agency Full Case Title 4 In the Matter of the Civil Commitment of John G. Doe
Originating Court/Agency Details
Court Name 5 Aitkin County District Court
Other Court Name^
Next 6

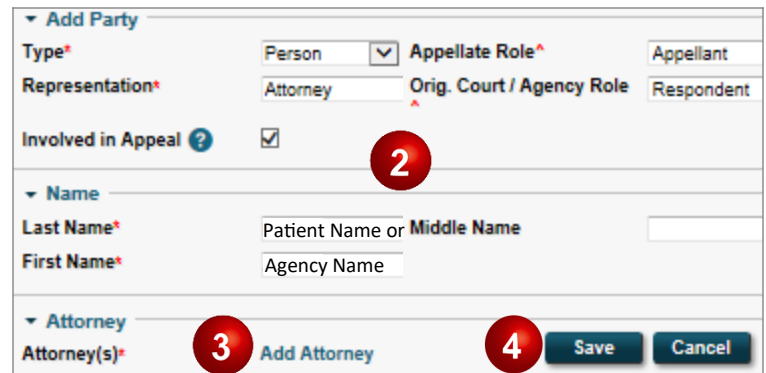
Add the party information:

1. Click **Add Another Party**.
2. Add the **party details**.
3. Click **Add Attorney** to add yourself.
4. Click **Save**.
5. Repeat steps 1-4 to add:
 - The county attorney.
 - Scott Ikeda (Bar ID #000386771) for the Attorney General’s Office (this may change later if another AAG is assigned to the case).
 - Robin Benson (Bar ID #00033408X) for the DHS.
 - Other parties, if needed.
6. Click **Next**.



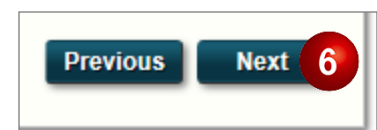
Always include leading zeros if searching by the Attorney Bar ID Number.

Parties		
Name	Type	Involved
No records were found.		
Add Another Party 1		



Add Party
Type* Person Appellate Role^ Appellant
Representation* Attorney Orig. Court / Agency Role Respondent
Involved in Appeal 2
Name
Last Name* Patient Name or Middle Name
First Name* Agency Name
Attorney
Attorney(s)* 3 Add Attorney 4 Save Cancel

Parties	
Name	Type
Doe, John	Person
1 to 1 of 1 records	
Add Another Party 5	

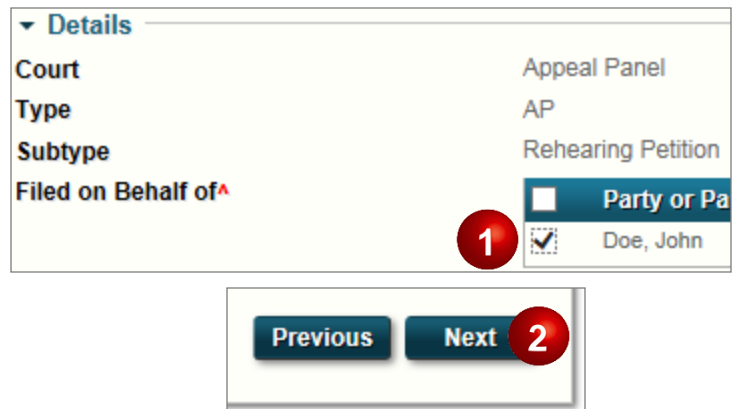


Previous **Next** 6

Filing a New Commitment Appeal Panel (CAP) Case

Add the filing information:

1. Check the box next to the **client's/patient's name** next to Filed on Behalf of.
2. Click **Next**.



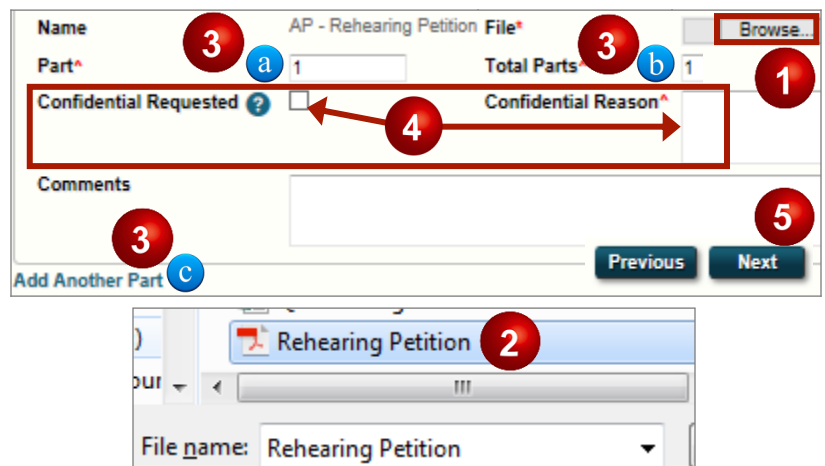
Upload the petition:

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.



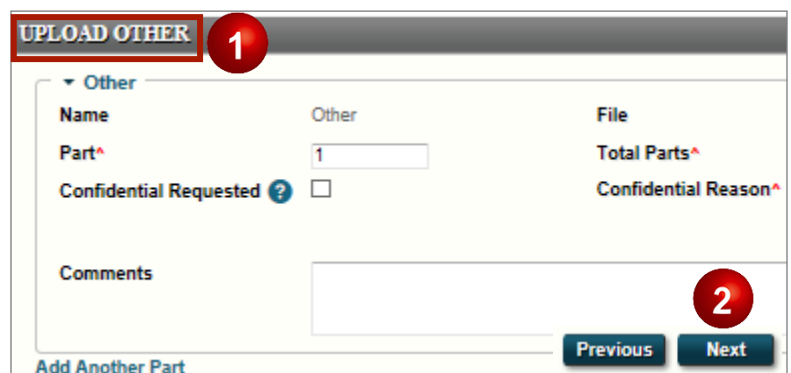
Documents over 25 MB (or about 1000 pages of text) must be split into multiple parts prior to filing.

4. If needed, check **Confidential** and type the reason (include the rule, statute, etc. giving authority to seal the document).
5. Click **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 petition**.

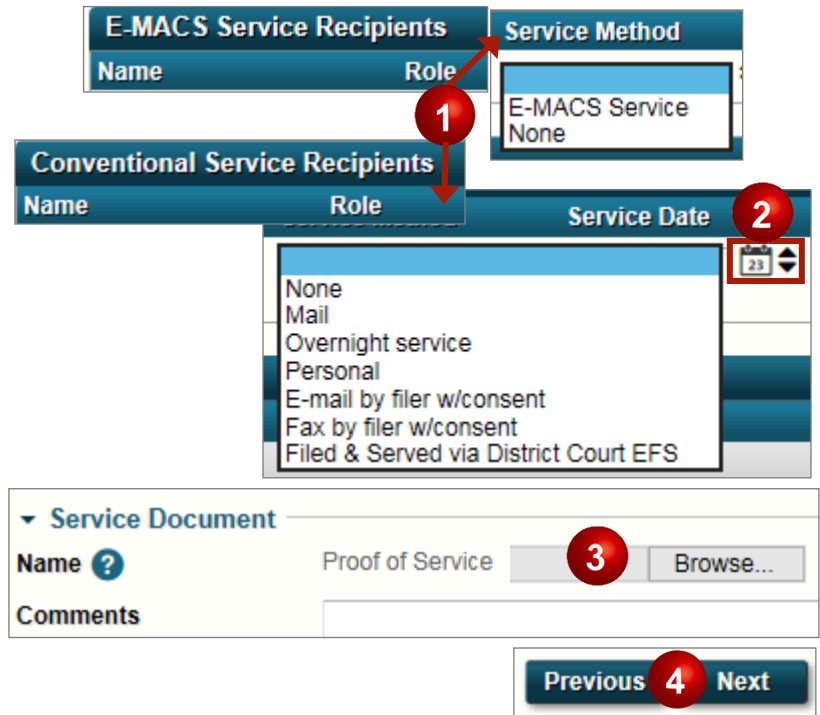


Filing a New Commitment Appeal Panel (CAP) Case

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 'Add service details' form. It features two tables: 'E-MACS Service Recipients' and 'Conventional Service Recipients'. The 'E-MACS Service Recipients' table has columns for 'Name' and 'Role', with a dropdown menu for 'Service Method' (options: E-MACS Service, None) highlighted by a red circle with the number 1. The 'Conventional Service Recipients' table has columns for 'Name', 'Role', and 'Service Date', with a dropdown menu for 'Service Method' (options: None, Mail, Overnight service, Personal, E-mail by filer w/consent, Fax by filer w/consent, Filed & Served via District Court EFS) highlighted by a red circle with the number 2. Below the tables is a 'Service Document' section with a 'Name' field (containing 'Proof of Service') and a 'Browse...' button highlighted by a red circle with the number 3. At the bottom right, there are 'Previous' and 'Next' buttons, with 'Next' highlighted by a red circle with the number 4.

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 'Filing Summary' and 'Submission Confirmation' screens. The 'FILING SUMMARY' screen has a 'Case Details' section with the following information: Court: Appeal Panel, Originating Court or Agency: District Court, Originating Court or Agency File Number: 01-PR-17-1234. Below this are 'Edit Filing' and 'Save Filing and Check Out' buttons, with 'Edit Filing' highlighted by a red circle with the number 2 and 'Save Filing and Check Out' highlighted by a red circle with the number 3. The 'SUBMISSION CONFIRMATION' screen has a 'Details' section with 'E-MACS Confirmation #' 1401015029. Below this is a 'Print' button highlighted by a red circle with the number 5. On the left side, there is a 'Fees' section showing '\$0.00' and a 'Submit Filings' button highlighted by a red circle with the number 4.