



MINNESOTA GUIDE & FILE

NEXT STEPS: Eviction Answer (Paper Filing)

Below are the next steps for filing an **Eviction Answer** when you are printing your forms at the end of the Minnesota Guide & File interview.

STEP 1: Review the completed forms



- Are your forms complete? Is the information accurate and true? If you find any errors, go back into the interview (<https://minnesota.tylerhost.net/SRL>) and make changes.
- Print all of the forms that you see listed on the **Summary Page** in the interview.

STEP 2: Sign and date the forms

- Sign and date the *Eviction Answer* (HOU202) after reading the Verification and Acknowledgements.
- If you created forms to ask for a *Fee Waiver*, which are the *Affidavit for Proceeding In Forma Pauperis* (IFP102), and *Proposed Order for Proceeding In Forma Pauperis* (IFP104), sign and date IFP102 after reading the Verification and Acknowledgments. The *Order* (IFP104) does NOT get signed by you. A judicial officer will sign this form, granting or denying your request, after reviewing your *Affidavit*.

STEP 3: File the Eviction Answer and Fee Waiver (if requested)

AT THE COURTHOUSE	ELECTRONIC FILING (NOT USING GUIDE & FILE)
<ul style="list-style-type: none">• You will need to file the original <i>Eviction Answer</i> (HOU202) with Court Administration. You may also need to file the <i>Additional Litigants Form</i> (HOU125) and any attachments, as needed. For example, a copy of the lease.• When you file the forms with Court Administration, there will be a civil filing fee due. If you cannot afford the filing fee, file the <i>Fee Waiver</i> forms (IFP102) and (IFP104), if created, with your <i>Eviction Answer</i>.• If you did not create the Fee Waiver forms through your interview, you can return to your account to create and print them now.• It is best to file your <i>Eviction Answer</i> ahead of the hearing, but if not possible, you can bring to the courthouse on the day of your hearing.	<ul style="list-style-type: none">• If you have an account with the eFS System (Minnesota Judicial Branch’s web-based system that is used to electronically file documents in Minnesota district courts), you can file electronically. Find more information online at https://www.mncourts.gov/eFile.• Once you choose to eFile, you will need to continue to use the eFS System for the rest of the case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).• Along with the civil filing fee and costs, there is also a fee of \$5 for using the eFS System.• NOTE: If you type your signature for electronic filing, a “/s/” is required before your name to create a typographical signature.

STEP 4: Request for Fee Waiver (if requested)

- A judicial officer will review the Fee Waiver forms to see if you qualify to waive the court fees. If more income information is needed, or proof of public assistance, Court Administration may contact you with that request.
- The judicial officer may waive all of the court filing fees, or some of the fees if they believe you can pay some, but not all of the fees. If your request for a Fee Waiver is denied, or you need to pay some amount of filing fees, you will then need to pay the filing fee for your case to move forward.
- Court Administration will let you know of the judicial officer's decision by sending you a copy of the signed *Order for Proceeding In Forma Pauperis*.

STEP 5: Prepare for the hearing, then go to court

- You must attend the hearing or the judicial officer may grant the eviction without hearing from you.
- Bring any evidence you want the judicial officer to consider with you to the hearing. Copies should be available for the Landlord and/or their attorney as well.
- You may find it helpful to read the "How to Prepare for Trial in Housing Court" booklet which is available on the Landlord/Housing Help Topics, along with a lot of other helpful resources online at <https://www.mncourts.gov/Help-Topics/Tenants.aspx> under the "Tools & Resources" tab.
- Many eviction cases settle at court. The landlord and tenant should try to work out an agreement. In some counties, if a trial with witnesses and evidence is needed, the trial will be scheduled for a separate date. In other counties, you may be expected to have your witnesses ready at the first hearing date.

For more information about what to expect at an eviction hearing, contact court administration for the county where you are filing, and/or look at the court's website at <https://www.mncourts.gov/Find-Courts.aspx> and then pick your District/County.

Need Help?

Call the Statewide Self-Help Center at 651-435-6535, or go to <https://www.mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>

For help with the eFS System (see Step 3 above), call the eFS Support Center at 612-902-9585 or 1-844-918-1724 (if calling long distance from landline phone), or go to <https://www.mncourts.gov/eFS-Support>