



MINNESOTA GUIDE & FILE


NEXT STEPS: Fee Waiver (eFiling)

Write down the email and username you used for your Guide & File account. You will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district courts).

Minnesota Guide & File

Email: _____

Password: _____

 Now that you have chosen to eFile, you must file all other documents using the eFS System for the rest of this case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://www.revisor.mn.gov/court_rules/gp/id/14/).

These are your **Next Steps** after filing a **Fee Waiver** electronically ("eFiled") at the end of the Minnesota Guide & File interview:

STEP 1: Add yourself as a service contact in eFS System

- Once you decide to eFile, you **must** accept any documents or notices from the court or the other party electronically through the eFS System. At this point you should already be signed up as a service contact from your existing case.

Follow these steps based on your internet browser – Internet Explorer or Other:

Using Silverlight through Internet Explorer:

- After your forms are submitted in your case, go to the **Minnesota Judicial Branch eFS System online** at <https://minnesota.tylerhost.net/>, and log in using your Minnesota Guide & File credentials (email address and password). Check to be sure that you are added as a service contact.
- If you are not yet a service contact, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.
 - [QRG: Adding Yourself as a Service Contact in eFS](#)

Using HTML5 if using other browser (Chrome, Firefox, etc.):

- After your forms are submitted in your case, go to the **Minnesota Judicial Branch eFS System online** at <https://minnesota.tylerhost.net/ofswb>, and log in using your Minnesota Guide & File credentials (email address and password). Check to be sure that you are added as a service contact.
- If you are not yet a service contact, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.
 - [QRG: Adding and Removing Service Contacts from the List and Case](#)

- If your email ever changes and you no longer have access to that email account, you must update your account information. **If you need any help with eFS, please contact the eFS Support Center.**

Help with eFS

Contact the eFS Support Center for help.

- ✓ By phone: 612-902-9585 or 1-844-918-1724
- ✓ By email: <https://www.mncourts.gov/eFS-Support>
- ✓ Website: <https://www.mncourts.gov/eFile>

STEP 2: Wait to hear if filing fees are waived

- 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*.

Need Help?

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

For help with the eFS System, 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>