



# MINNESOTA GUIDE & FILE


## NEXT STEPS: Joint Petition for Divorce with Children (eFiling)

Write down the email and password you used for your Guide & File account. You will need this information to log back into Guide & File account or to log into the eFile and eServe (eFS) system (an online program for electronically filing and serving documents in Minnesota district courts).

### Minnesota Guide & File

Email: \_\_\_\_\_

Password: \_\_\_\_\_

 Please note that once you decide to eFile, [Rule 14.01\(b\)\(5\)\(i\)](#) of the MN General Rules of Practice requires you to continue to eFile all other documents using eFS for the rest of this case.

These are your *Next Steps* after you eFiled your case at the end of the Guide & File interview:

### STEP 1: Add yourself as a service contact and sign up for eService in eFS once case is accepted

- Once you decide to eFile, you **must** accept any documents or notices from the court or the other party electronically through the eFS System. Because you have filed electronically, you must now sign up for electronic service (eService).
- You will receive an email from “[no-reply@tylerhost.net](mailto:no-reply@tylerhost.net)” when your case is first filed and again when your case is accepted.
- Follow these steps to sign up for eService:

#### Using HTML5:

1. After you receive an email saying that your case is accepted (this may take 1 – 2 business days), sign into the eFS System using your Guide & File email and password at <https://minnesota.tylerhost.net/ofswweb>. Please note, this is a different website than Guide & File.
  2. Follow the instructions, on both pages, in the Quick Reference Guide (QRG) for creating a service contact and signing up for eService.
    - [QRG: Adding and Removing Service Contacts from the List and Case](#)
- If your email ever changes or you no longer have access to the email account you used to sign up for eService, you must update your account information in eFS to continue eService in your case. **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: Guide & File Forms

Guide & File created many different forms at the end of your interview based on your situation. All of the forms are listed on the Summary Page. Some forms were eFiled, while others are either for your information or have steps that you must take before eFiling.

The following forms were eFiled at the end of the interview:

- *Joint Petition* (DIV1702) and attachments as needed;
- *Confidential Information Form* (CON111); and
- *Certificate of Dissolution* (DIV103S).

Some forms are for your information only, including these Next Steps:

- *Instructions for Court Forms CON111 and CON112* (CON110);
- *Cover Sheet for Non Public Documents* (CON112); and
- *Instructions – Summary Real Estate Disposition Judgment* (DIV1601) (if either party owns real property).

If you or your spouse have applied for or receive assistance from the State of Minnesota for your family, Guide & File will also create these forms for you:

- *Notice to Public Authority* (DIV813);
- *Affidavit of Service to Public Authority* (DIV816).

If you did not upload any documents within the interview, you may need to file other documents, depending on your situation and how you answered questions. You will need to file these using the eFS System after your case has been accepted. Use the link you used to add yourself as a Service Contact. These documents are noted throughout the *Joint Petition*, and include but are not limited to:

- Affidavit of Service of Name Change Notice with felony
- Copy of Support Order
- Child Support Guidelines Worksheet
- Copy of Court Order for Harassment Restraining Order and/or Order for Protection
- Copy of Paternity Order
- Copy of Recognition of Parentage
- Copy of Spouse's Non-Parentage Statement
- Schedule C for Self-Employment (for either party)

### STEP 3: Serve the Notice to Public Authority (if needed)

If you or your spouse have applied for or are receiving assistance from the State of Minnesota for your family, you must let the county child support office know of this divorce. Fill in any missing information and sign the *Notice to Public Authority* (DIV813) that was created through Guide & File. Make a copy of the signed *Notice*. Note that they may have to sign off on the Joint Petition as well.

- Hand-deliver or mail the copy of the *Notice* (DIV813) and *Confidential Information Form* (CON111) to the child support office in the county paying the assistance. You may deliver or mail the copy yourself, or ask someone else to do it for you. Whoever delivers or mails the *Notice* must fill out and sign the *Affidavit of Service to Public Authority* (DIV816).
- Sign into the eFS System (as explained above) to upload the completed *Affidavit of Service*.

### STEP 4: What is Next?

After you file your divorce forms, the court will send you a notice giving you the court file number for your case and, in some counties, the notice will also tell you the name of your judicial officer, and possibly a court date. If you do not receive a court date right away, you may receive one soon after. You can contact Court Administration in your county to find out what will happen next.

**Please note:** Your divorce may not be final for several weeks or months, depending on your case.

For more information about Divorces, please look at the “Divorce/Dissolution” Help Topic online starting at <https://www.mncourts.gov/Help-Topics/Divorce.aspx>.

#### Notice to Real Property Owners:

If you and/or your spouse own any real property (real estate) you must take steps to transfer the title to the party who was awarded the property in the divorce. Under Minnesota law, both spouses have an interest in real estate, even if only one spouse’s name is on the deed or title of the property.

Proof of the divorce and proof of who was awarded interests in the real property is usually recorded in the real property records, with the county recorder’s office, before selling or mortgaging the property after the divorce. To give this proof:

- File a complete copy of the divorce decree in the real estate records, OR
- File a short version of the divorce decree called a *Summary Real Estate Disposition Judgment* Form (SREDJ). The SREDJ only includes information needed to transfer the real property. Instructions to help with the SREDJ process is available at <https://mncourts.gov/GetForms.aspx?c=15&f=572>.

### Need Help?

For questions about **Step 1 or 3** above, call the eFile Support Center at 612-902-9585 or 1-844-1724 (if calling long distance from a landline phone), or go to <https://www.mncourts.gov/eFS-Support>. Calls are answered Monday – Friday from 8:30 a.m. to 4:30 p.m.

For any other questions, call the Statewide Self-Help Center at 651-435-6535, or go to <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>. Calls are answered Monday – Friday from 8:30 a.m. to 4:00 p.m.