

# Quick Reference Guide – Registering and Adding a New Case to MyMNGuardian (MMG)

Last Revised: 5/28/2024

## Register a case in MMG

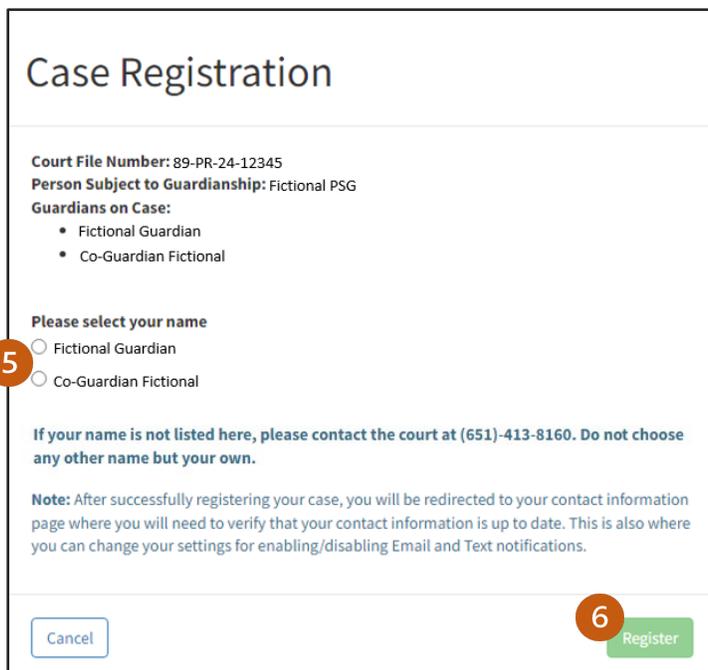
1. Follow the instructions in the [Creating a MyCourtMN Account](#) guide which can be found on the court's [MyMNGuardian help topic](#) on the Training tab.
2. If you are not redirected automatically, navigate to the MyMNGuardian: <https://mmg.courts.state.mn.state.mn.us>.
3. In the **Case Registration** window, enter the **Court File Number** as it appears on your court documentation.
4. Select **Register**.



The screenshot shows the 'Case Registration' window. At the top, there is a title 'Case Registration' and an 'INSTRUCTIONS' icon. Below that, the label 'Court File Number \*' is followed by a text input field containing the placeholder text 'Court File Number'. A red circle with the number '3' is positioned to the left of the input field. At the bottom right of the form, there is a green 'Register' button with a red circle containing the number '4' next to it.

 You must include all characters such as dashes and zeros.

5. Review the case information and select your name to verify the correct case is selected.
6. Select **Register**.



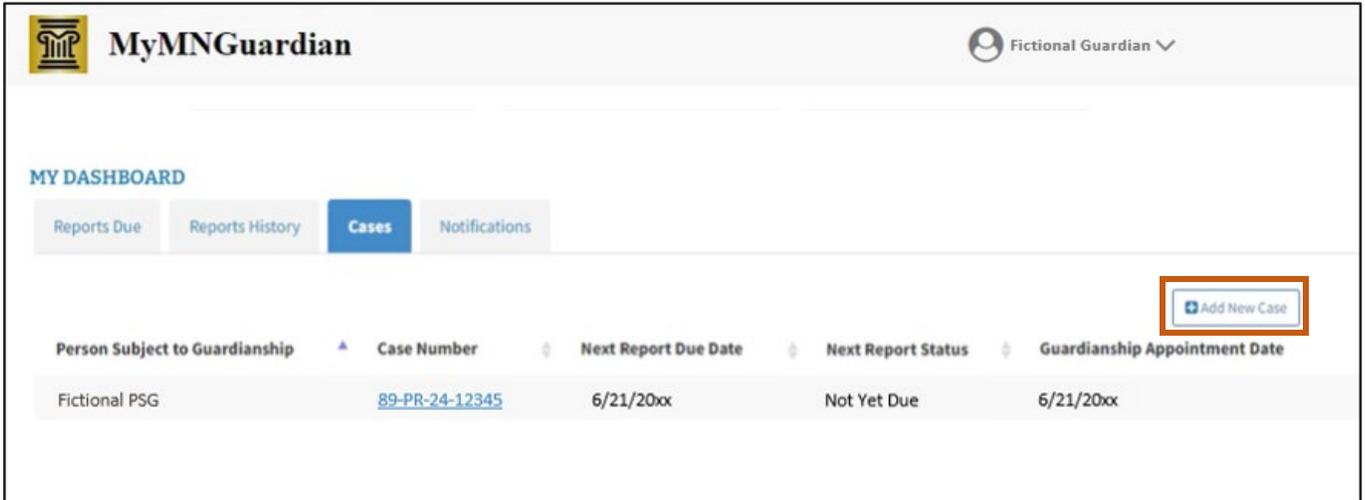
The screenshot shows the 'Case Registration' window with case details. The title 'Case Registration' is at the top. Below it, the following information is displayed: 'Court File Number: 89-PR-24-12345', 'Person Subject to Guardianship: Fictional PSG', and 'Guardians on Case:' with a bulleted list: 'Fictional Guardian' and 'Co-Guardian Fictional'. Below this, the text 'Please select your name' is followed by two radio button options: 'Fictional Guardian' and 'Co-Guardian Fictional'. A red circle with the number '5' is to the left of these options. At the bottom, there is a note: 'If your name is not listed here, please contact the court at (651)-413-8160. Do not choose any other name but your own.' Below the note is another note: 'Note: After successfully registering your case, you will be redirected to your contact information page where you will need to verify that your contact information is up to date. This is also where you can change your settings for enabling/disabling Email and Text notifications.' At the bottom left is a 'Cancel' button and at the bottom right is a green 'Register' button with a red circle containing the number '6' next to it.

 If your name is not listed, then contact the court at (651) 413-8160.

## Adding a New Case

If a guardian has additional cases assigned to them, the case will be automatically added to their dashboard based on their court party record. If a case fails to automatically connect, follow the following steps.

1. From the MMG home page, click the **Cases** tab.
2. Select **Add New Case**.



An MMG Agency administrator account will need to be set up before a case can be added. Find resources on the court’s site on the [MyMNGuardian help topic](#) on the Training tab.

3. Enter the **Case Number** and **Guardian’s Anniversary Date**.
4. Select **Register**.

The screenshot shows a modal window titled 'ADD NEW CASE'. It has a blue header with a close button. Below the header is a section titled 'INSTRUCTIONS' with a help icon. There are two required fields: 'Case Number \*' and 'Guardian's Anniversary Date \*'. The 'Case Number' field has a placeholder 'Case Number' and the 'Guardian's Anniversary Date' field has a placeholder 'MM/DD/YYYY'. Below the fields is a note: 'Note: After successfully registering your case, you will be redirected to your contact information page where you will need to verify that your contact information is up to date. This is also where you can change your settings for enabling/disabling Email and Text notifications.' At the bottom of the form is a green 'Register' button. A red circle with the number '3' is placed next to the 'Case Number' field, and a red circle with the number '4' is placed next to the 'Register' button. A small text note below the button says 'Asterisk (\*) indicates a required field.'

5. Once the case has been registered, it can be assigned.  
See the **Adding and Editing Employees and Cases** guide on the [MyMNGuardian help topic](#) under the **Training** tab.