



Fast Facts – Minnesota Digital Exhibit System (MNDES) for Non-Branch Employees

What is MNDES for non-Branch employees?

Volunteer attorneys work in some districts and counties as referees in conciliation cases. Others in different roles work with the courts, but since they are not Minnesota Judicial Branch employees, they do not have Branch computers. As a result, they cannot access MNDES to view hearing exhibits in their cases in the same manner as court staff and judicial officers.

These individuals have access to exhibits via a web-based application. It eliminates the need to have any software installed on the user's computer.

How will these individuals access MNDES?

- Contacts at their local court will provide the link to the web-based version of MNDES, along with a unique user name and password.
- Passwords will need to be updated every 60 days. If accounts are not accessed within 90 days, the account will be inactivated. The user can work with their local court contact to reactivate the account. Please be aware that account reactivation may take up to a week to process.

What functionality does the web-based version of MNDES provide?

- Access to exhibits for all case types including conciliation.
- Equal access to cases and exhibits as court staff, except access to non-public exhibits or any exhibit stored in the non-public exhibit storage directory. Court staff will need to provide non-public exhibits to these individuals as needed.
- Update exhibit number, description, status, and hearing type.
- Create Quick Upload forms allowing parties without a portal account to upload their hearing exhibits.
- Customize the exhibits list: sort, filter, and group.

Who will manage ongoing account creation and maintenance?

- A manager or supervisor at the district will submit the name and email address of new web-based MNDES users via ServiceNow ticket to the OnBase system admin who will then notify the submitter of the ticket when the account is setup, along with the user name and password.
- When a non-court employee stops working with the Branch, a district manager or supervisor will submit this information via ServiceNow ticket and IT will deactivate that account. The submitter will be notified when it is complete.



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- If an individual user is locked out or needs to reset their password, court staff will submit details to IT in a ServiceNow ticket.

Who can I contact with questions?

Contact your local court contact with questions. Court staff will also assist with any software or technical issues reported. The ticket must include the name, phone # and/or email address for the person so IT can contact them if needed.