

Glossary – eFile and eServe (EFS) Terms and Definitions

This is a glossary of common terms and definitions used in eFS. Click [here](#) for a list of court-related terms.

Term	Definition
Accepted	Court staff have reviewed and accepted the filing.
Administrative Copies	A copy of eService sent automatically to other email addresses associated with Service Contacts.
Cancelled	Filer has cancelled the filing. Filers can cancel filings in draft and submitted statuses only. Filings in the under review, accepted, or rejected status cannot be cancelled by the filer.
Case Number	A case number is a court-assigned number given to an accepted case filing and court proceeding.
Courtesy Copies	A filer can send a copy of an eFS filing using an email addresses in the Courtesy Copy field. eFS does not track these emails and recommend sending courtesy copies through a personal email accounts in order to have record of this email. Courtesy copies also do not constitute service.
Draft	Filer started their filing and has entered some filing data, and has not submitted.
Draft Number	A court-assigned number for a filing and has been started but not submitted to the court.
Efiler	This is a person who uses the eFile and eService (eFS) system to electronically file cases and documents with the courts.
E-Filing Service Provider (EFSP)	Envelopes using this integration service will include a red EFSP indicator in the Review Queue.
Embedded Font (PDF)	A font saved within a PDF document. Embedding a font ensures that all fonts look the same as the reader sees them. This can cause problems with documents uploaded in eFS. The best practice is to choose software settings that do not use embed fonts.
Envelope Number	A system-assigned number for a document or group of documents submitted together and not accepted nor rejected by the court.
Fees	Costs of court filings and activities related to a case.
Filing Code	The kinds of filing, for example ExParte order, demand for jury trial, or medical report.
Filing Comments	Filers type in the document’s security as Public, Confidential, or Sealed. Filers include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1 or case is Sealed, etc.).
Filing Description	May be the purpose for the filing or supplemental details related to the selected filing code to more easily distinguish like events on the Register of Actions. Court clerks review the descriptions and may become part of the official court record.
Filing Queue Status	The queue status indicates the status of the filing in the eFiling process.

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Firm	A group of users or an individual user of the eFS tool to file multiple times in multiple cases.
Firm Administrator	The person/people responsible for managing the firm’s account and its users accounts.
Firm User	A firm user is an individual within a firm who uses the eFS tool to eFile and eServe, including paralegals, case managers, staff, and attorneys. If a self-represented litigant files on a regular basis they set up an eFS firm account (such as a landlord dealing with tenant issues), than he/she would be a firm user.
HTML5	HTML stands for HyperText Markup and is a software that integrates animations, video, and interactivity into web pages.
Independent Filer	eFS user not associated with nor represented by a law firm who uses the eFS tool for independent filing and are often self-represented litigants.
Initial eFiling	A new case filed with the eFS system.
MCRO	Minnesota Court Records Online (MCRO) offers access to remotely accessible court documents via the internet for court records in the Minnesota Court Information System (MNCIS).
MNCIS	The Minnesota Courts Information System (MNCIS) is the court database of all case-related information.
MPA Courthouse	The Minnesota Public Access Courthouse (MPA Courthouse) offers electronic access to statewide public case records through public access terminals at district courthouses. MPA Courthouse provides the most complete access to electronic district court case records.
OCR	Optical Character Recognition (OCR) is a technology that enables the conversion of scanned documents to be editable and searchable data. Court Rules prohibit the use of OCR in submitted documents as it increases the chances the submission will fail.
Party	A party is one or more people who bring or respond to a lawsuit before the court.
Party Type	The role of each party in the case, such as defendant, plaintiff, victim, etc.
Payment Account	The credit or debit card account on file with eFS to which fees are charged.
PDF	A file format that allows readers to view, print, and electronically transmits documents without additional software and it is the only file format eFS will accept.
Rejected	These are documents that Guide & File sends to eFS and they do not require action.
Reference Number	A number the eFiler gives a filing for his/her own or firm’s internal reference and this is used to associate a filing with your records. This could be a number or a party name. If no reference number is used, enter a period.
Rejected	Court staff have reviewed and rejected the filing.
Scanned PDF	A file created by scanning a paper original and saving it in the “.pdf” file format
Self-represented Litigant	This is a person representing himself or herself in a lawsuit in a current court case.
Served	Court staff completed the eService filings in eFS.
Service Contacts	Filers who are parties to a court case and have added themselves and agreed to receive eService on a court case. Filers can only add individuals from their own firm as

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	service contacts on a case. Filers who are not part of a firm add their name to the service contacts on a case.
Service Incomplete	Service is incomplete because one or more eServing failed.
Silverlight	Microsoft software computer system; integrates animations, video, and interactivity into web pages.
Silverlight Cache	A collection of stored versions of webpages visited on a computer, including the eFS tool. The cache can get too big and filled with outdated versions, which can cause problems with using eFS. Clearing the cache resolves the problem.
Submitted	Document file format and payment information have been verified and accepted. Court staff still needs to review the document.
Submitting	Filer has submitted filing and eFS is verifying payment information and the document file format.
Subsequent eFiling	Any eFiling added to an existing court file.
Under Review	Court staff is reviewing the filing.
Waiver Account	The payment account for fees that are waived by order of the court or for use by government agencies.