

Proposed Order Filing Option: Overview and Applicable Counties

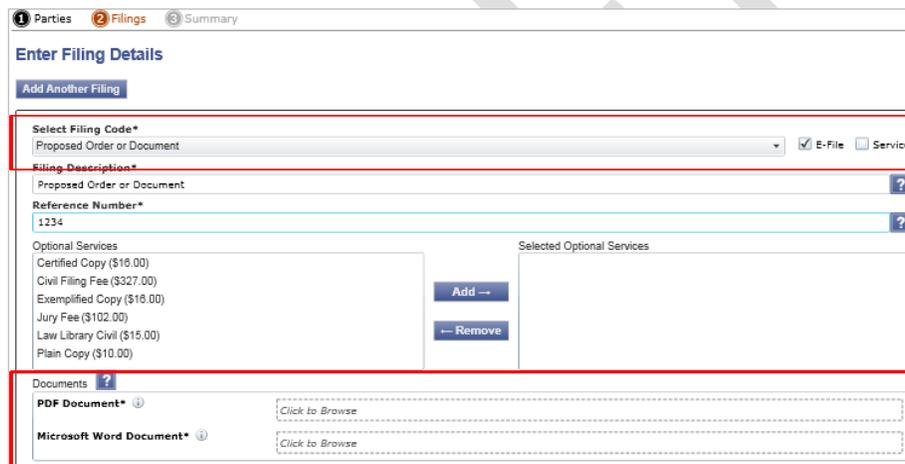
Overview

Effective January 2016, a new document filing option became available in the eFile & eServe system (eFS). Filers in specific court locations may now file proposed orders in a Word version as well as the required PDF version. This change resulted from the electronic enhancements that are part of the continued efforts of the Minnesota Judicial Branch to move toward a fully electronic case file.

All Word versions must have the .docx extension. Word 2007 or newer creates the necessary .docx file format. This allows the court to electronically route, edit, and sign proposed orders that are submitted via eFS. Filers are encouraged to use this new feature unless otherwise ordered by the court. Use of this option eliminates the need to submit a Word version of a proposed order by email, allowing all documents to be submitted in one filing transaction.

Instructions

If this option is available when a filer selects the filing code “Proposed Order or Document,” the filer will have the option to upload a PDF document and a Microsoft Word document.



The screenshot shows the 'Enter Filing Details' form in the eFile & eServe system. The form is divided into sections: 'Parties', 'Filings', and 'Summary'. The 'Filings' section is active. The 'Select Filing Code*' dropdown menu is set to 'Proposed Order or Document'. The 'Filing Description*' field contains 'Proposed Order or Document'. The 'Reference Number*' field contains '1234'. The 'Optional Services' section lists various services with their fees, and the 'Selected Optional Services' section is empty. The 'Documents' section is highlighted with a red box and contains two upload fields: 'PDF Document*' and 'Microsoft Word Document*', each with a 'Click to Browse' button.

Applicable County Locations and Effective Dates

At this time, this document filing option is only available in these counties:

- Anoka County: August 25, 2020
- Blue Earth County: January 9, 2020
- Brown County: February 6, 2020
- Carlton County: December 18, 2018
- Chisago County: August 11, 2020
- Cook County: December 18, 2018
- Cottonwood County: February 20, 2020



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- Dodge County: February 13, 2017
- Faribault County: January 16, 2020
- Fillmore County: February 13, 2017
- Freeborn County: January 9, 2017
- Hennepin County Juvenile Division: November 3, 2016
- Houston: February 21, 2017
- Isanti County: August 11, 2020
- Jackson County: January 16, 2020
- Kanabec County: August 11, 2020
- Lake County: December 18, 2018
- Lincoln County: January 23, 2020
- Lyon County: January 23, 2020
- Martin County: January 16, 2020
- Morrison County: October 28, 2016
- Mower County: February 13, 2017
- Murray County : February 20, 2020
- Nicollet County: February 6, 2020
- Nobles County: February 13, 2020
- Olmsted County: March 2, 2017
- Pine County: August 11, 2020
- Pipestone County: February 13, 2020
- Redwood County: January 23, 2020
- Rice County: January 7, 2016
- Rock County: February 13, 2020
- Sherburne County: August 18, 2020
- St. Louis County: December 18, 2018
- Scott County: October 21, 2016
- Steele County: January 9, 2017
- Wabasha County: February 21, 2017
- Watonwan County: January 9, 2020
- Waseca County: March 2, 2017



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- Washington County: August 18, 2020
- Winona County: February 21, 2017
- Wright County: August 4, 2020

This filing option is expected to be available in additional district court locations in the future. This resource will be updated with additional locations and effective dates as needed.

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