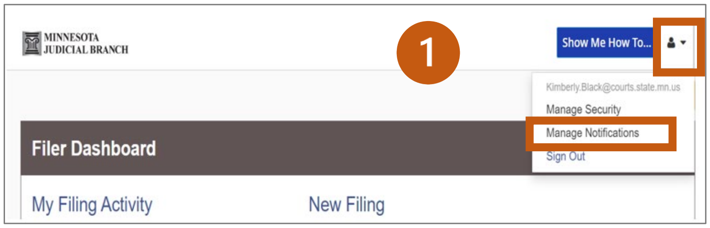
QRG – Managing Filing Notifications, History, and Case Status Details

Last Revised: 10/16/2024

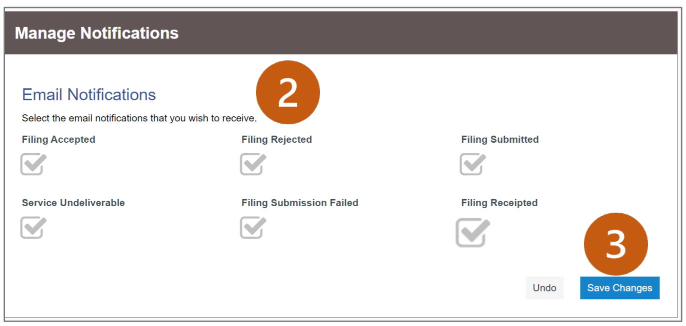
Use this guide to set up your filing notifications, check filing statuses, and review the eService contacts. We recommend filers review this information regularly to track and manage their filings.

Manage notifications

1. Click the person icon on the top right of the screen, then select **Manage Notifications.**

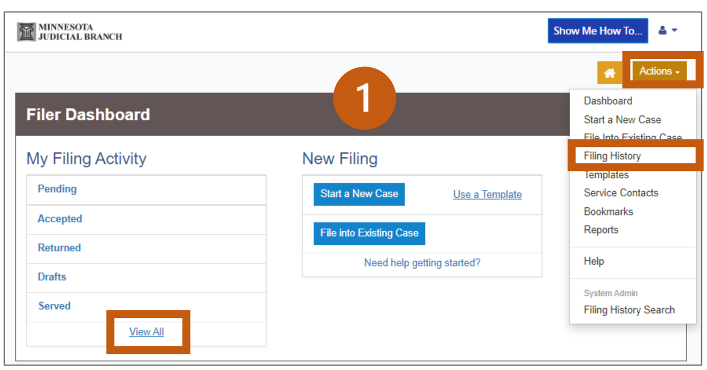


2. Check or uncheck the boxes next to the **Email Notification** types to receive.
3. Click **Save Changes**.

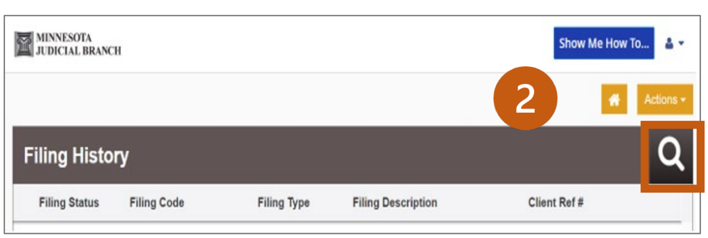


Search and view filing history

1. Click **View All** or **Actions** then select **Filing History**.

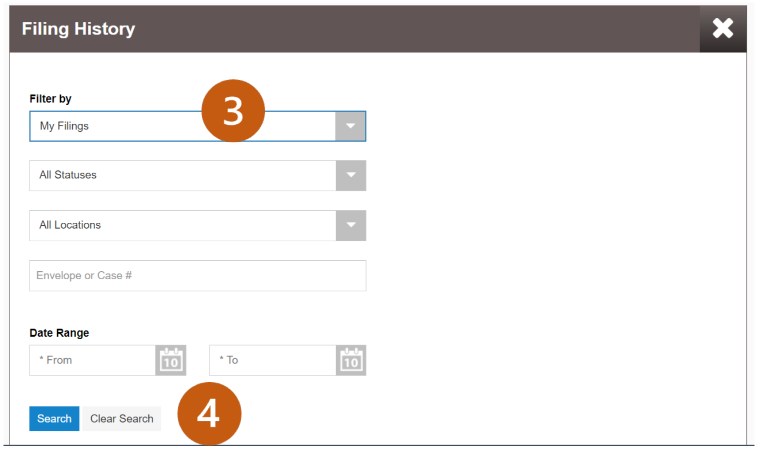


2. Click the **Filing History** magnifying glass button to search for specific items.



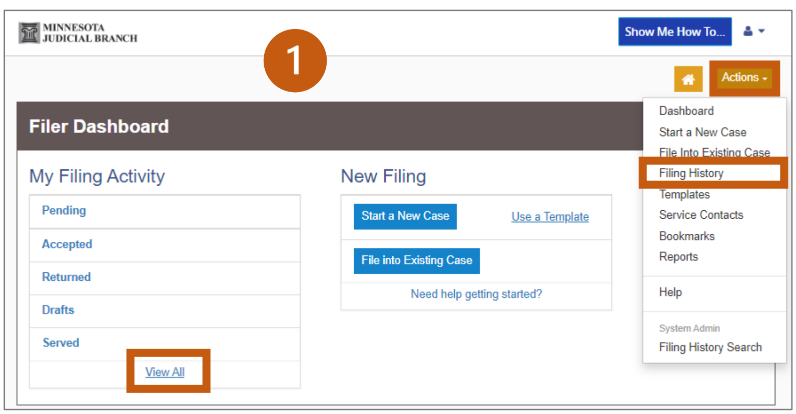
3. Select a **Filter by** dropdown to search for specific filings:
   a. **Filings** – Select My Filings or My Firm from the dropdown.
   b. **Status** – Select All Statuses, Accepted, Cancelled, Draft, Receipted, Rejected, Served, Submission Failed, Submitted, Submitting, or Under Review from dropdown.
   c. **Location** – All location or a specific location.
   d. **Envelope or Case #** - Enter the envelope or case number.
   e. **Date Range** - Select dates from calendars or manually type the date (example: 1/1/2024 to 6/22/2024).

4. Click **Search** or click **Clear Search** to clear.



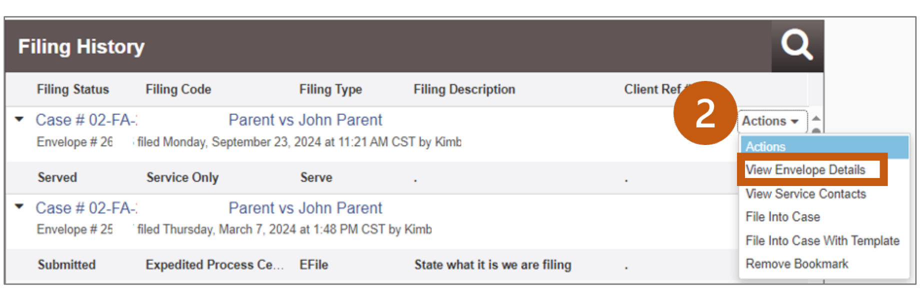
Access case details or filing statuses

1. From the **Filer Dashboard**, click **View All** or **Actions** then **Filing History**. If you are already viewing the case in **Filing History**, go to step 2.

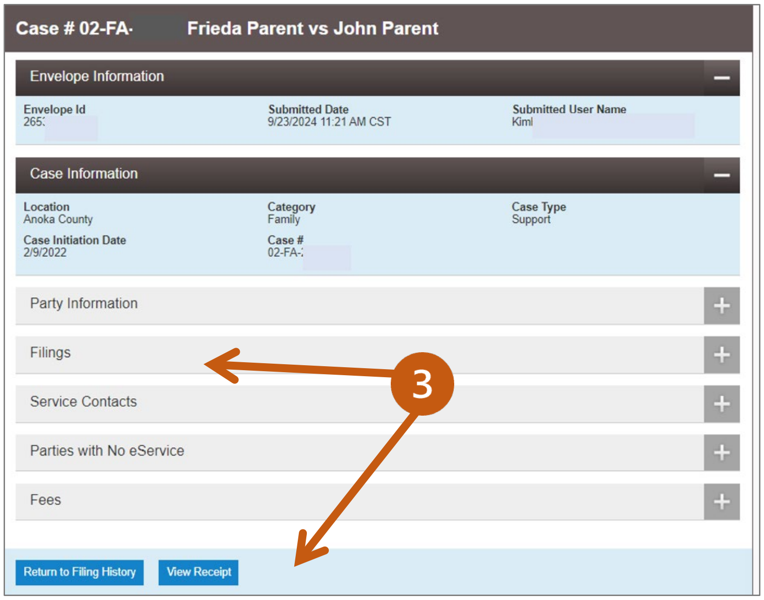


We recommend reviewing the status of all eFiled and eServed documents to make sure they were successfully transmitted.

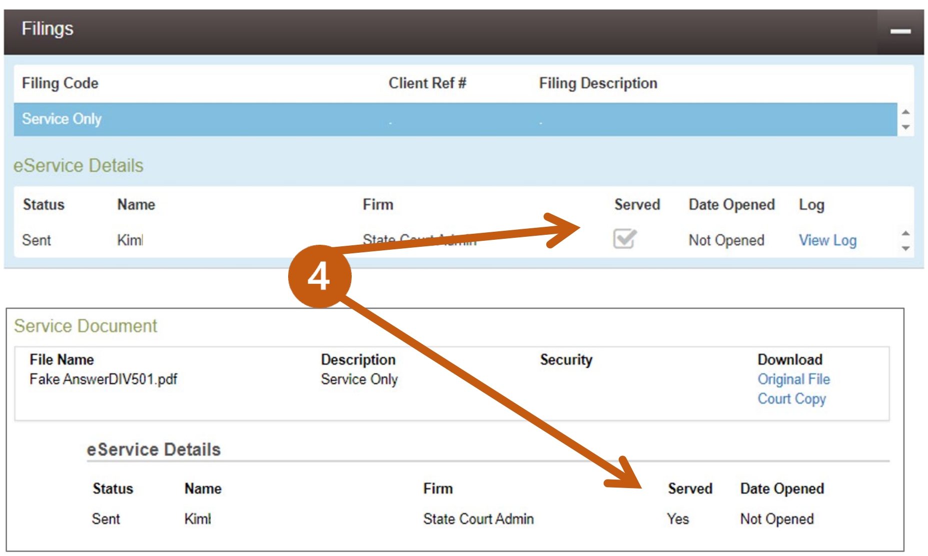
2. Click **Actions** across from the case then select **View Envelope Details**.



3. Click on **Filings** or **View Receipt**.



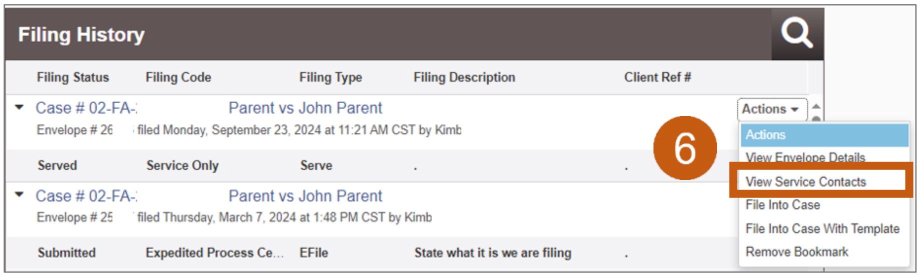
4. Under the **eService Details** the status of an eServed document displays. If service to an eService contact was successful you will see the information depending on how you chose to view it. If there is an error you may need to retry the eService or serve using a different method, depending on the case and court rule requirement.
   - **Filings –** under **Status** it says **Sent,** under **Served** the **Yes** box is checked if successful or unchecked if unsuccessful.
   - **View Receipt** – under **Status** it says **Sent,** under **Served** it says **Yes** if successful or **No** if unsuccessful.



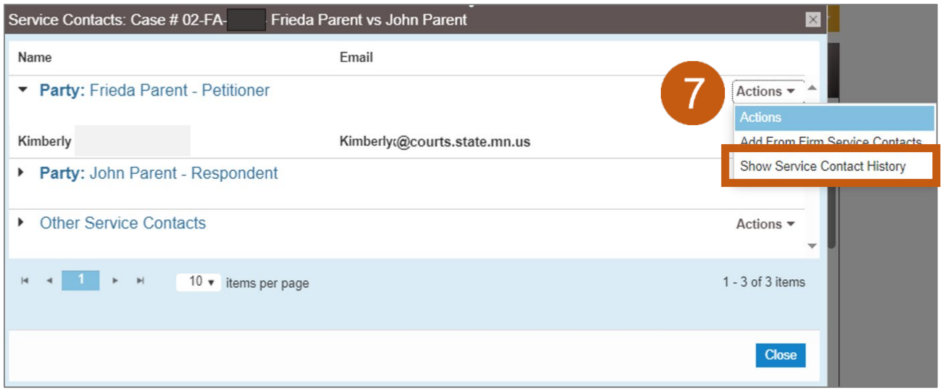
5. Click the back arrow in the browser to go back to the **Filing History** or click the home button to go to the **Filer Dashboard**. You can also click on the **Filings** header to minimize the section.

Viewing Service Contacts

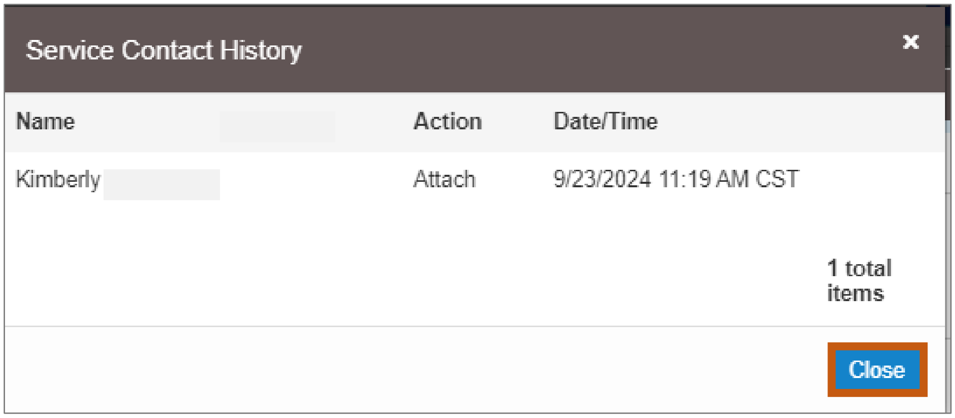
1. To view the service contacts signed up to be eServed in the case details, click **Actions** then select **View Service Contacts**.



2. The parties for the case displays. If there is a name and email address under a party, that is an eService contact for that party. To see when each eService contact was added or removed, click **Actions** button to the right of a party, then click Show **Service Contact History**.



3. Click **Close** and **Close** again to go back to the **Filing History**.



For more information about the eFiling and eServing, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under Training Materials.