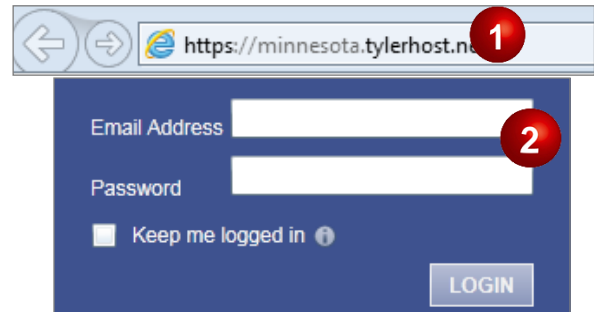


skills, tools, and knowledge on our way to a paperless court

## Removing Service Contacts and Adding Administrative Copy Contacts

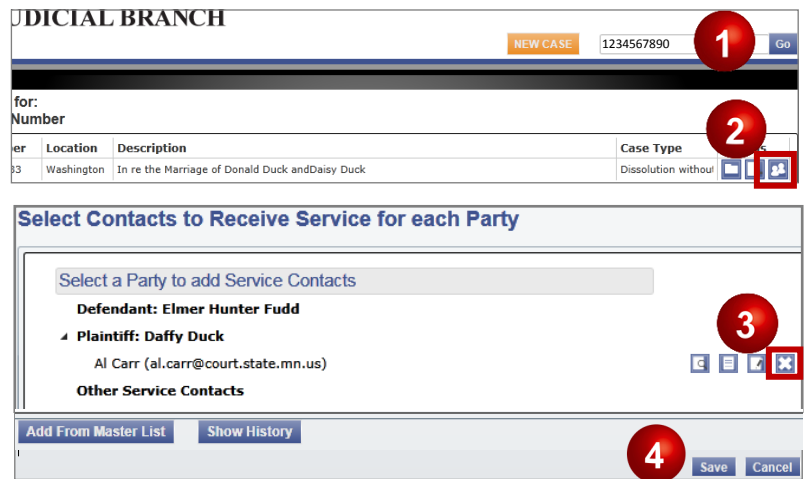
### Log in to the eFS website:


1. Go to <https://minnesota.tylerhost.net>.
2. Enter your **email address** and **password**, and click **LOGIN**.



### To remove yourself as a service contact:

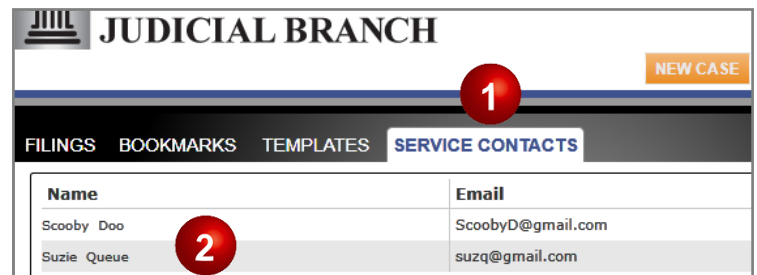
1. Enter the **MNCIS case number** in the search field and click **Go**.
2. Click the **Service Contact** icon in the Actions column.
3. Click the **Remove Contact** icon next to your name.
4. Click **Save**.




 Remove yourself as a service contact only if you are not **required** to be personally served by rule or statute.

### To add Administrative Copy contacts:

1. From the Workspace, click the **Service Contacts** tab.
2. Double click on a **Service Contact** Name.
3. In the Administrative Copy field, enter the email address of the person(s) you wish to receive a copy of the filing(s).
  - Separate multiple email addresses with a comma.



 Only add yourself or colleagues from your firm (e.g. paralegals, administrative staff, associate attorneys). To send a copy to clients or non-firm email add email addresses in the courtesy copy field of each filing. For information on courtesy copies see [QRG: eFiling and eServing into an Existing Case](#).

