

Enter the details for the case

1. From the **Filer Dashboard**, click **Start a New Case**.
2. Select the appropriate case details from the dropdowns:
 - a. **Location**
 - b. **Category**
 - c. **Case Type**
3. Click **Save Changes** to continue.



A template can be used to file into a new case. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab.

Enter party information

1. Click the **Party Type**. If the party type isn't listed, verify the right case type has been selected by reviewing the **Case Information**.
2. If the party is a business, check **Party is a Business/Agency**, and enter the business name.
3. Enter the party's **First Name** and **Last Name**.
4. The address, city, and state are not required fields, but it is strongly recommended to enter this information in eFile and eServe (eFS).



If the Filer ID was received from court administration, the filer can use this to populate the details for the party.

5. Click **Save Changes** to continue.

Filer Dashboard

My Filing Activity +

- Pending 1
- Accepted
- Returned
- Drafts 8
- Served

New Filing

Start a New Case + Use a Template +

File into Existing Case +

Need help getting started?

Start a New Case

Case Information Need Help?

Location a
Anoka County

Category b
Civil

Case Type c
Personal Injury

3 Save Changes

Party Information

Party Type	Party Name	Lead Attorney
Petitioner 1	Zachary Test Jackson	Required Party
Respondent	Jessica Test Jackson	Required Party

2 Details for this Party

Party is a Business/Agency

First Name 3 Zachary Middle Name Test Last Name Jackson Suffix

Country United States of America 4

Address Line 1 122 First Avenue Address Line 2

City Minneapolis State Minnesota

Zip Code 55104 Phone Number 6123443212

Filer ID 5 1212

Lead Attorney Click to select Lead Attorney

Undo Save Changes



6. Repeat steps 1 - 4 for all parties on the case. If another party needs to be added, click **Add Another Party**, select the **Party Type** and enter the party information.
7. Click **Save Changes** after each additional party added.

Enter filings details

1. Enter the required information.
 - a. Select **EFile** from the **Filing Type** dropdown.
 - b. Select a **Filing Code** from the searchable dropdown. Be sure to select the most specific filing code for the filing.
 - c. Enter a **Filing Description**. This may be the purpose for the filing or supplemental details related to the selected filing code. The descriptions are reviewed by the court clerk and may become part of the official court record. If no comment adds value, enter a period. Do not duplicate the filing code.
 - d. Enter a **Client Reference Number**. This is used to associate a filing with personal records. This could be a number or party name. If no reference number is used, enter a period.
 - e. In the **Comments to Court** field, type in the document's security as Public, Confidential, or Sealed. Include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).

The screenshot shows the 'Party Information' form. At the top, there is a table with columns for Party Type, Party Name, and Lead Attorney. Below the table, there is a section titled 'Enter details for this Party' with various input fields. A red circle with the number '6' is placed over the 'Add Another Party' button in the bottom right corner of the form.

This screenshot shows the bottom portion of the 'Party Information' form, including the 'Undo' and 'Save Changes' buttons. A red circle with the number '7' is placed over the 'Save Changes' button.

The screenshot shows the 'Filings' form. It has several fields: 'Filing Type' (EFile), 'Filing Code' (CHIPS Confidential Information Form 11.4), 'Filing Description', 'Client Reference Number', and 'Comments to Court'. Red circles with letters 'a' through 'e' are placed over these fields to correspond with the instructions. A red box highlights the 'Courtesy Copies' field at the bottom, which contains the text '*Courtesy Copies will not be sent on Service'.



Enter email addresses for electronic copies of filings (optional) in the courtesy copy field. This is not the same as service.

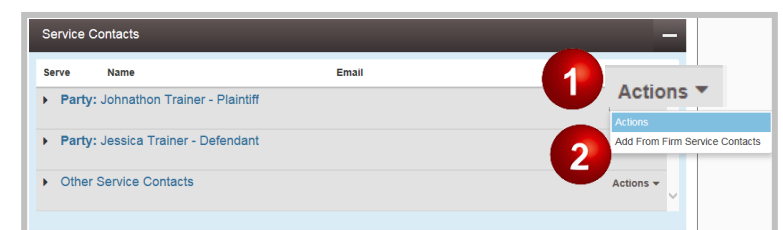
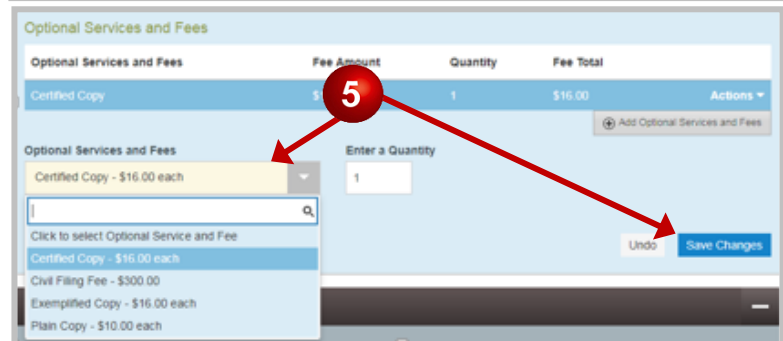
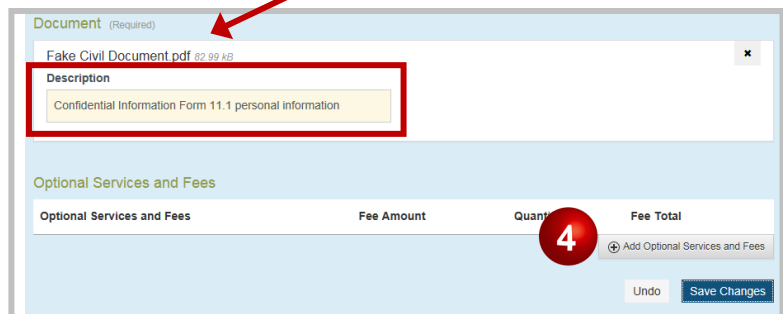
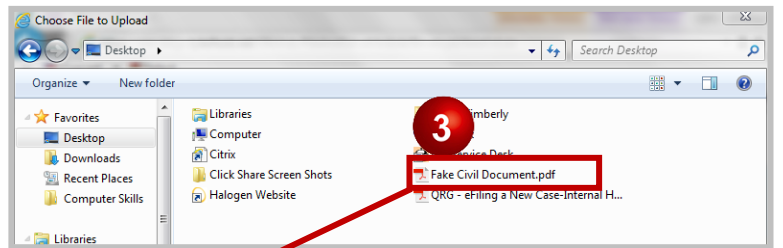
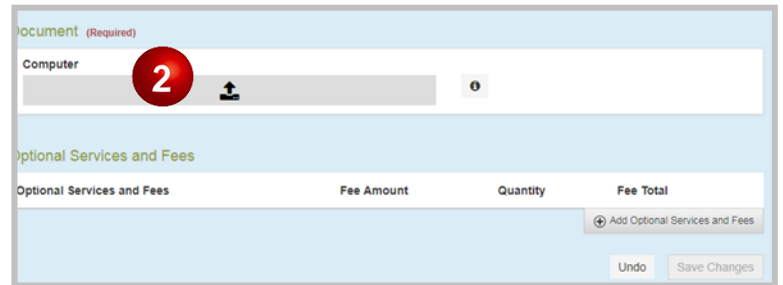


- In the **Computer** field, click the upload document icon.
- Locate the document, and double-click to attach it. Once the document is uploaded, the description will match the filing code selected.



The document must be in PDF format. For more information, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab.

- As applicable, click **Add Optional Services and Fees**.
- Select **Optional Services and Fees** from the dropdown, and click **Save Changes**. Repeat steps 4 and 5 to add additional optional services to this document. For more information on court fees, go to www.mncourts.gov/Help-Topics/Court-Fees.
- To add additional documents to the envelope, click **Add Another Filing** and repeat Steps 1-5.

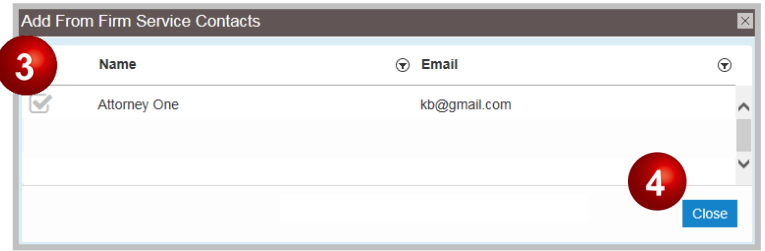


Do not add service contact information for other parties. Contact the party and ask them to sign up for service.



3. Check the box next to each name to add.
4. Click **Close**. The selected service contacts will be added to the case. Repeat the above steps for each represented party.

Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts. To add a service contact on the master list, go to www.mn.courts.gov/efile, and click the eFile and eServe Training tab for more information.



Add the fees (payment type)

1. In the **Fees** section, select the appropriate **Payment Account** for fees and Filing Attorney.
 - Self-represented: The filer is responsible for fees.
 - A firm filing on behalf of a party: The party is responsible for fees.

Only select Waiver Account if representing a government agency or when granted court ordered In Forma Pauperis (IFP).

If the IFP application is pending

Do not select optional service fees.

Select a credit card account for the payment method (there will be no charge applied to the account), and complete the filing process.

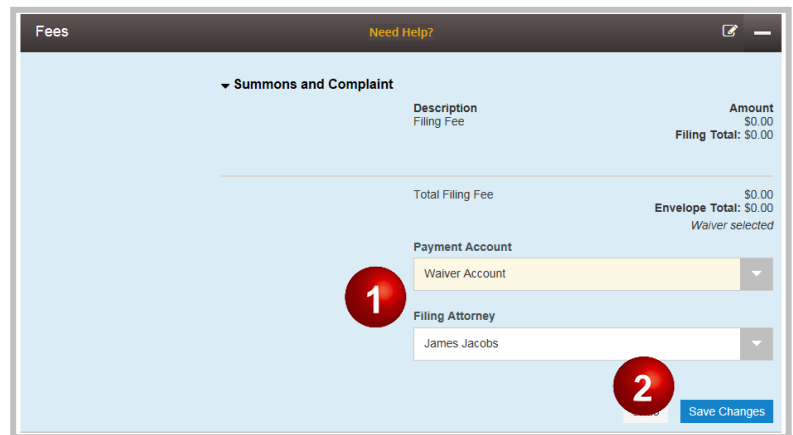
If (when) the application is approved

Submit a subsequent filing including the appropriate filing fees, and choose Waiver Account.

If (when) the application is denied

Submit a subsequent filing including the appropriate filing fees, and select a credit card account for the payment method.

2. Click **Save Changes** to continue.

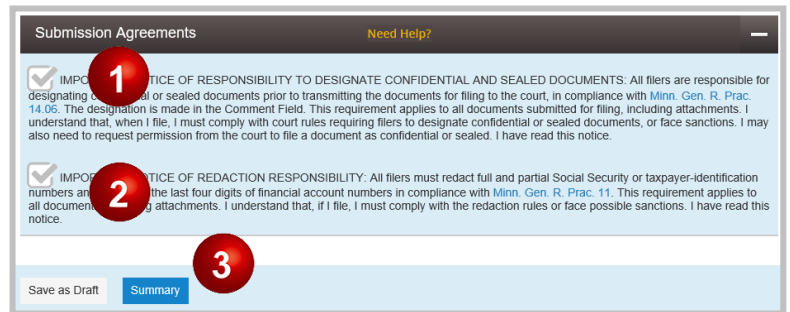


Complete submission agreements

1. Read the **Submission Agreements** disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents, and check the box.
2. Read the **Submission Agreements** regarding the Notice of Redaction Responsibility, and check the box.
3. Click **Summary** to continue or **Save as a Draft** to save as a draft.

Review, edit, and submit the filing

1. Review the filing **Summary**.
2. Click **Back** to edit any section and make corrections before submitting.
3. Click **Submit** to continue.
4. Click the link to **view receipt**, or click **x** to close.

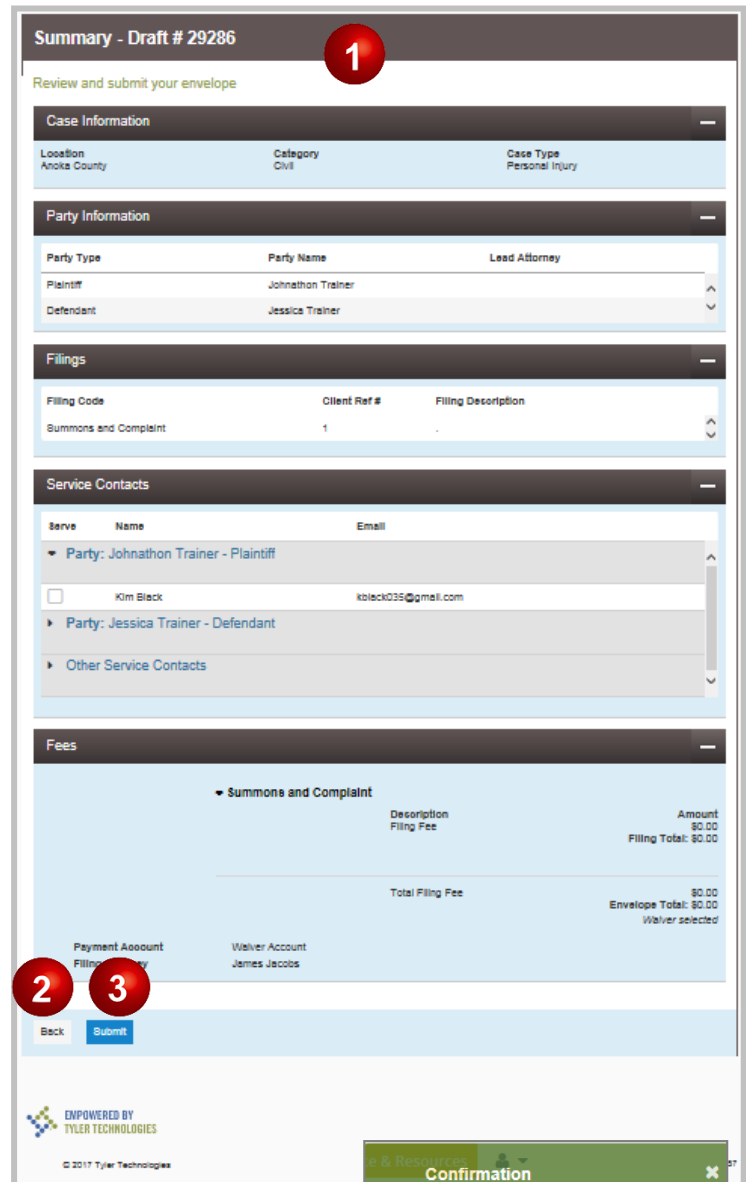


Submission Agreements Need Help?

1 IMPOUNDING NOTICE OF RESPONSIBILITY TO DESIGNATE CONFIDENTIAL AND SEALED DOCUMENTS: All filers are responsible for designating confidential or sealed documents prior to transmitting the documents for filing to the court, in compliance with Minn. Gen. R. Prac. 14.06. The designation is made in the Comment Field. This requirement applies to all documents submitted for filing, including attachments. I understand that, when I file, I must comply with court rules requiring filers to designate confidential or sealed documents, or face sanctions. I may also need to request permission from the court to file a document as confidential or sealed. I have read this notice.

2 IMPOUNDING NOTICE OF REDACTION RESPONSIBILITY: All filers must redact full and partial Social Security or taxpayer-identification numbers and the last four digits of financial account numbers in compliance with Minn. Gen. R. Prac. 11. This requirement applies to all documents submitted for filing, including attachments. I understand that, if I file, I must comply with the redaction rules or face possible sanctions. I have read this notice.

3 Save as Draft Summary



Summary - Draft # 29286 **1**

Review and submit your envelope

Case Information

Location	Category	Case Type
Anoka County	Civil	Personal Injury

Party Information

Party Type	Party Name	Lead Attorney
Plaintiff	Johnathon Trainer	
Defendant	Jessica Trainer	

Filings

Filing Code	Client Ref #	Filing Description
Summons and Complaint	1	

Service Contacts

Serve	Name	Email
Party: Johnathon Trainer - Plaintiff		
<input type="checkbox"/>	Kim Bleck	kbleck035@gmail.com
Party: Jessica Trainer - Defendant		
Other Service Contacts		

Fees

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
Waiver selected	

Payment Account: Filing Fee
Waiver Account: James Jacobs

2 **3** Back Submit

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Confirmation x

✓ Envelope 29286 is submitting.
Click here to view receipt.

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