



## QRG - eFiling and eService into an Existing Case

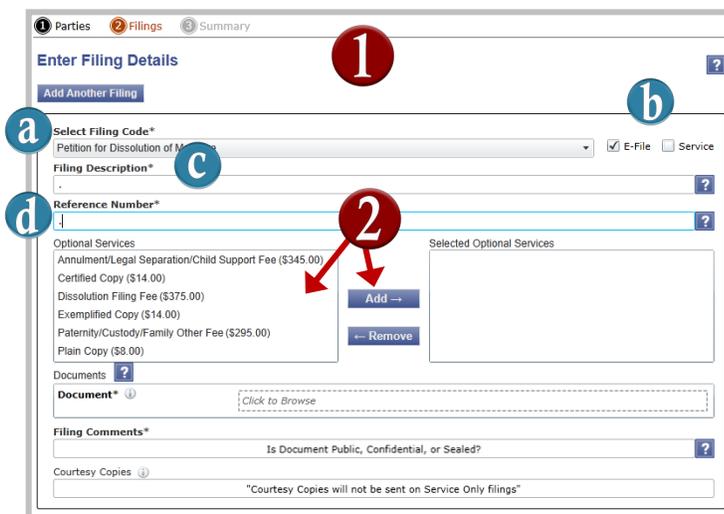
### Find a case and start a filing

1. From the (eFS) home page, enter the MNCIS case number in the search field, and click **Go**.
2. The case will display. Across from the case and under the Actions column, click the Start a New Subsequent Filing icon.
3. Review the case information and party names. If a person is not listed as a party, contact the local court. Do not add a party on an existing case and do not add additional lead attorneys.



### Enter the filing details

1. Enter the required information
  - a. Select the filing code from the searchable dropdown. Be sure to select the most specific filing code for the filing.
  - b. Check the E-File and/or Service boxes as applicable.
  - 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.
  - d. Enter a reference number. This is used to associate a filing with personal records. This could be a number or a party name. If no reference number is used, enter a period.
2. As applicable, click the Optional Services from the list, and click **Add**. Repeat for each optional service.



 For more information on court fees, go to [www.mncourts.gov/Help-Topics/Court-Fees](http://www.mncourts.gov/Help-Topics/Court-Fees)

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- Click in the **Click to Browse** field. Locate the document, and double-click to attach it.
- Once the document is uploaded, the description field will match the selected filing code.

**i** Documents must be in PDF format. Go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile), and click the eFile and eServe Training tab for more information.

- In the Filing Comments 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 Filing Comments field is mandatory. Pursuant to Minn. Gen. R. Prac. 14.06, filers are responsible for designating a document as Public, Confidential, or Sealed when filing.

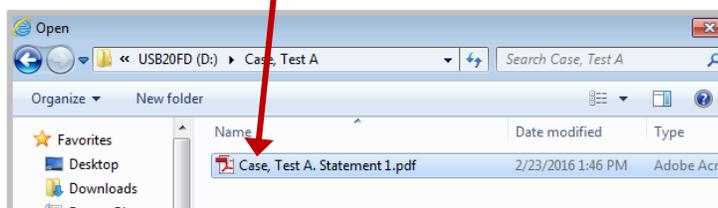
- To add additional filings, click **Add Another Filing**, and repeat Steps 1-5.

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

- Select the appropriate Payment Account and Party Responsible for Fees.

- Self-Represented: The filer is responsible for fees.
- A firm filing on behalf of a party: The party is responsible for fees.

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





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### If the IFP application is pending

Do not select any 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.

8. Click **Service** (if eServing) or click **Summary** (if not eServing).

### Select party contacts to receive service (if applicable)

1. Click a party name to add a service contact.
2. Click **Add From Master List**.
3. Click the name of contact in the Service Contacts box, and click **Add**. Repeat for each party and service contact.



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

4. Click **Save**. The service contact(s) will appear under the chosen party.



Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem) are listed under Other Service Contacts. To add a service contact or remove a service contact on the master list go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile), and click on the eFile and eServe Training tab for more information.

5. Click **Summary** to continue.

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### Review, edit, and submit the filing

1. Review the filing summary.
2. Click **Edit** in any section to make corrections before submitting, if necessary.
3. Click **Submit** to continue.
4. Read the Submission Agreements disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents, and check the box.
5. Using the scroll bar on the right side of the box, move to the second Submission Agreement regarding the Notice of Redaction Responsibility, and check the box.
6. To proceed with eFiling, click **Agree**.
7. Click **View Receipt** to see the detailed envelope information, or click **OK**.