



MINNESOTA GUIDE & FILE

Next Steps: Request for Attorney – Juvenile Protection Case

eFiling at end of interview

Save the email and password you used for your Guide & File account; you will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch’s web-based system that allows you to eFile documents in Minnesota district courts).



Remember – since you decided to eFile your forms, you will need to continue to eFile all other documents for the rest of this case through the eFS System. See Minn. Gen. R. Prac. 14.01(b)(5)(i) (https://revisor.mn.gov/court_rules/gp/id/14/).

STEP 1: Once the case has been accepted, sign up for electronic service (eService) in eFS

- Because you eFiled, you must accept any documents or notices from the court or the other party electronically through the eFS System. This is called eService.
- You will receive an email from “no-reply@efilingmail.tylertech.cloud” when your case is first filed and again when your case is accepted. Be sure to watch your junk or spam folder for these emails.
- After you receive an email saying that your case is accepted (this may take 1-2 business days), you will need to add yourself as a service contact to sign up for eService.

To sign up for eService:

1. Sign into the eFS System using your Guide & File email and password at <https://minnesota.tylertech.cloud/ofswweb>. Please note that this is a different website than Guide & File.
2. Open the Quick Reference Guide [QRG: Adding and Removing Service Contacts from the List and Case](#) under the “eFile and eServe Training” tab online at <https://www.mncourts.gov/efile>. Use the step-by-step instructions on both pages to sign up for eService in the eFS System. Other training materials are also available on the website.
 - a. Carefully read both pages to add yourself as a service contact in the QRG. Unless you have signed yourself up as a service contact for other cases, this takes two steps. First step is to add yourself as a contact on the service contact list and the second step requires you to add your contact to the specific case you filed. If you do not add yourself to the case then you may not receive notices for your case.

- If your email ever changes or you no longer have access to the email account you used to sign up for eService, you must update your account information in eFS to continue eService in your case. If you need any help with eFS, please contact the eFS Support Center.
 - By phone: 612-902-9585 or 1-844-918-1724 (if calling long distance from a landline phone)
 - By email: <https://www.mncourts.gov/eFS-Support>
 - Website: <https://www.mncourts.gov/eFile>

STEP 2: Wait to Hear from Court Administration

Reminder – you must sign yourself up as a Service Contact, as explained in Step 1 to receive notices.

- If the judicial officer grants your request for a court-appointed attorney, the order will only apply to the court case listed in the caption (top part) of the order.
- Court Administration will assign you to a specific court-appointed attorney and give you information about the attorney assigned to you. This could be done through phone, email, or in-person, depending on the timeline of your case.
- The court-appointed attorney will represent your interests in the case until court jurisdiction is terminated and time has passed for filing and resolution of all post-trial motions under Juvenile Protection Rule 21 or upon further order of the court.
- If you are appointed an attorney, you must notify the court of any changes to your financial circumstances as long as you have the attorney.
- The court may change the order at any time before the order expires.
- If you do not receive an email that your case was accepted, or have questions about your case, call your local court administration. Contact information for each county can be found online at <https://www.mncourts.gov/Find-Courts.aspx>.

STEP 3: Resources

You may find it helpful to visit the [Child in Need of Protection or Services \(CHIPS\) Help Topic](https://www.mncourts.gov/Help-Topics/CHIPS.aspx) on the MN Judicial Branch website at <https://www.mncourts.gov/Help-Topics/CHIPS.aspx>. There you will find:

- Rules & Laws for Juvenile Protection Cases
- Tools & Resources, including:
 - [Fast Facts – Court -Appointed Attorneys in Juvenile Protection Cases](#)
 - [Children’s Justice Initiative \(CJI\) “In the Best Interests of Your Child” video](#)

Need Help?

Contact the Statewide Self-Help Center at 651-435-6535, or <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.

For help with the eFS System (see Step 1 above), contact the eFS Support Center at 612-902-9585 or 1-844-918-1724 (if calling long distance from a landline phone), or <https://www.mncourts.gov/eFS-Support>