

Inform
Instruct
Inspire

Linking Other Service Contacts to a Party

Link other service contacts to a party



Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem) should be listed under Other Service Contacts.

- 1. Click File into Existing Case.
- 2. Enter the MNCIS case number.
- 3. Click Search.
- 4. Click Actions across from the case number.
- 5. Select View Service Contacts.
- 6. Click **Actions** across from the Service Contact name.
- 7. Select Link Parties With Contact.
- 8. Check the **box** next to the party name.
- 9. Click **Close**. The name will now appear listed below the correct party.



For more information regarding service contacts, see the Quick Reference Guides on <u>www.mncourts.gov/efile</u> on the eFile and eServe Training tab under the Training Materials section.

Filer Dashboard	
My Filing Activity	New Filing
Pending	Start a New Case Use a Template
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Drafts 1	Need help getting started?
Served	
View All	

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