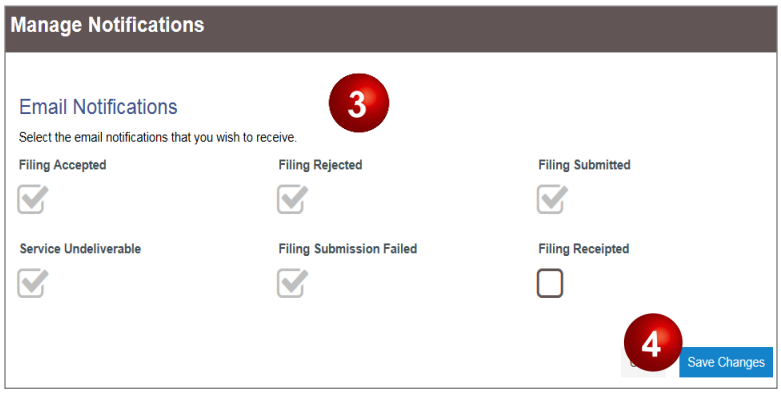
Managing Filings

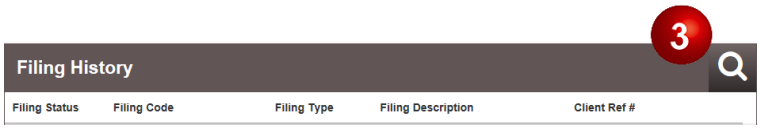
Manage notifications

1. Click the person icon.
2. Click **Manage Notifications**.
3. Check or Uncheck the box next to the Email Notifications to receive.
4. Click **Save Changes**.

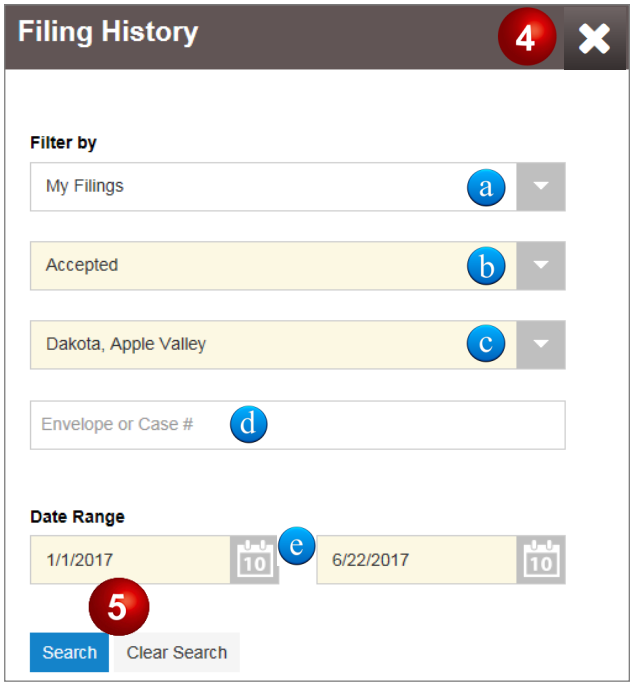


View filing history

1. Click **Actions**.
2. Select **Filing History**.
3. Click the magnifying glass icon.

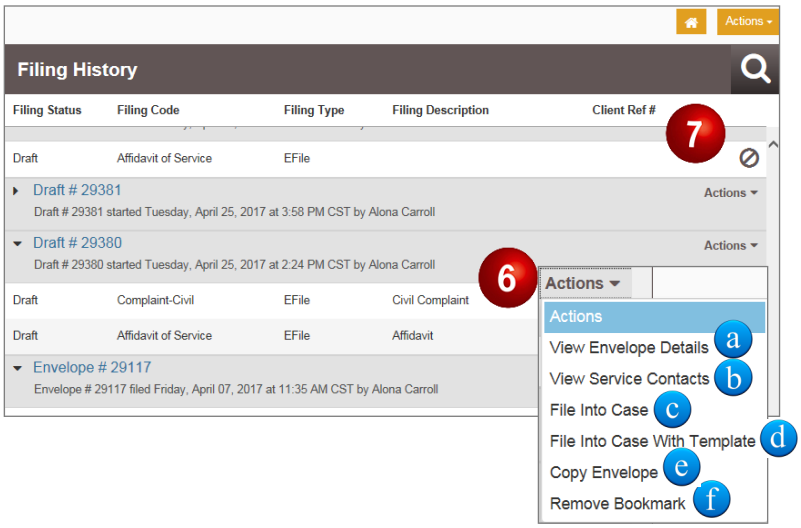


4. Click the Filing History parameters button and use the dropdown menus to filter by:
   a. Filings
   b. Status
   c. Location
   d. Enter the envelope or case number.
   e. Select dates from calendars or manually type the date (e.g., 1/1/2017 to 6/22/2017)
5. Click **Search,** or click **Clear Search** to clear.



Access case or filing options

6. Click Actions to:
   a. View Envelope Details
   b. View Service Contacts.
   c. File Into Case.
   d. File Into Case With Template
   e. Copy Envelope
   f. Remove Bookmark
7. Click the cancel icon to cancel the filings. Filers can cancel filing in draft and submitted statuses only. Filings in the under review, accepted, or rejected status cannot be cancelled by the filer.



The actions available are determined by case status (e.g., if a case is submitted, "Delete Draft Envelope" will not be an option). For more information about the above options, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under the Training Materials section.