

### **Overview**

On June 16, 2017 the eFile and eServe (eFS) release 3.16 will be implemented. This release includes new and updated features for filers using HTML5. With this release, there is no impact on filers using the Silverlight platform with eFS.

#### **New Features Impacting Filers Using HTML5**

#### Addition of Warning Message on Attempts to Replace a Service Contact

While viewing the actions that can be performed on their service contacts, users sometimes mistakenly select the option to replace a service contact. The system has been updated to include a message warning the user that the action to replace a service contact cannot be undone. The message also indicates the number of cases to which the service contact is linked. The user then has the option to cancel the action, or to continue with the replacement.

This warning message will appear when replacing Filer Service Contacts or Firm Service Contacts.

ma Contact is attached to 1 case. Replacing a service	e contact cannot be undone.
Replace with an Existing Service Contact	Replace with a New Service Contact
Existing Service Contacts	
Click to select Existing Service Contacts	

#### Addition of Warning Message on Attempts to Delete a Firm Service Contact

While viewing the actions that can be performed on their service contact, in addition to replacing a service contact, users mistakenly select the option to delete a service contact. The system has been updated to include a message warning the user that the action to delete a service contact cannot be undone. The message also indicates the number of cases to which the service contact is linked. The user then has the option to cancel the action or to continue with the deletion. This warning message will appear when deleting Filer Service Contacts or Firm Service Contacts.





### New Features Impacting Filers Using HTML5 continued

### Addition of Case Bookmarks Feature

The system has been updated to include the ability to identify and mark (bookmark) specific cases for quick access. Users can bookmark a case from the Filing History page or from the case search results list. After a case is bookmarked, it is displayed on the Bookmarks page where you can view all cases that you have bookmarked. Each case listing includes an **Actions** drop-down list that allows you to file into that case, access the service contacts for the case, or remove the bookmark from the case.

Filing Status	Filing Code	Filing Type	Filing Description	Ref Number	
Case # CC		er 05, 2015 at 4:45 PM CD	T by Individual Filer	Actions 🔻	
<ul> <li>Case # CC</li> <li>Draft # 3704</li> </ul>		ember 03, 2015 at 1.13 PM	CDT by Individual Filer	Actions 👻	
<ul> <li>Envelope # 2</li> </ul>		27, 2015 at 11.22 AM CDT	by Individual Filer	Actions -	
Submitted	Agreement	EFile		Actions View Filing D	etails
Envelope # 27763 Envelope # 27763 filed Monday, July 27, 2015 at 11:16 AM CDT by Individual Filer		View Service File Into Case	Contacts		

### Added the Cancel Icon to the Filing History Page

The Actions menu associated with a submitted filing listed on the Filing History page only contains one action and therefore should be changed. A Cancel icon has replaced the Actions menu for a submitted filing.

F	iling Hist	ory				Q
Fil	ing Status	Filing Code	Filing Type	Filing Description	Client Ref #	
•	Envelope # 296	<b>29698</b> 598 filed Thursday, June 01, 201	7 at 10:16 AM CST by	/ James Jacob		Actions -
Su	bmitted	Acknowledgement of Rights	EFile	d	d	$\oslash$
۶.	Draft # 2965 Draft # 29654 s	54 started Thursday, May 25, 2017 a	at 10:40 AM CST by Ja	ames Jacob		Actions 🔻
•	Draft # 2965	5 <mark>2</mark> started Thursday, May 25, 2017 a	it 8:54 AM CST by Ja	mes Jacob		Actions -
Dra	aft	Admission of Service	EFile			$\oslash$



# New Features Impacting Filers Using HTML5 continued

#### **Display of Firm User Roles**

The system has been updated to show the Attorney role in the Roles column of the Firm Users page for firm users who have been assigned that role. Additionally, tooltips now show all of the roles that a firm user has been assigned, including the roles that are not displayed in the Roles column due to space limitations.

First Name	Last Name	Email	Firm Status	Email Status	Filer, Firm Admin, Attorney	
lames	James	kblack035@gm	Approved	Active	Filer, Firm Admi	
Votarealname	Nolastname	Margaretc721@	Approved	Active	Filer	Actions *
H 4 1 1	⊷ ⊨i 10 v ite	ms per page				1 - 2 of 2 items

#### **Redesigned Template Page**

The New Template page in eFS has been updated to appear more consistent with other pages in the system.

New Template		
Template Information		-
Template Name	Favorite	
New Template		
New Case     Existing Case		Undo Save Changes



# New Features Impacting Filers Using HTML5 continued

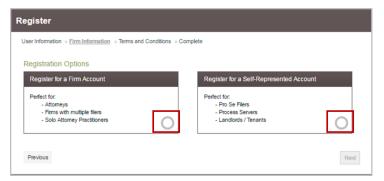
#### Improved Usability of Optional Services Section

The Optional Services section has been redesigned and is now more prominently displayed when the user enters a case filing and selects a filing code. In addition, the Add New Optional Service button has been renamed and moved to a different location within the section. It now follows the Optional Service, Quantity, and Fee Amount fields.

0 Actions <del>-</del>
Add Optional Services and Fees

#### Redesigned Register Page for New Users

The Register page in eFS has been updated to be more consistent with the other pages in the system.





# New Features Impacting Filers Using HTML5 continued

#### Change to Party Information Section

The guidance text in the Party Information section has been removed. The text used to resemble a text input box, which caused confusion for filers. Required text for the input fields continue to be surrounded by a red border to guide filers.

Party Information		Need Help?	-
Party Type	Party Name	Lead Attorney	
Petitioner			Required Party
Respondent			Required Party
			Add Another Party
Enter details for th Party is a Business/Ag			
ïrst Name 	Middle M	Name Last Name	Suffix

#### Changes to Envelope Summary Page

The system has been updated so Filers can more easily determine they are on the Envelope Summary page and a filing has not yet been submitted. The Continue button on the filing draft page has changed to the Summary button. The page title has changed from the Confirm Envelope Details page to the Envelope Summary page. The following guidance text has been added to the Envelope Summary page between the page title and the Case Information section: "Review and submit your envelope".

Submission Agreements	Need Help?	-
designating confidential or sealed documents pric 14.06. The designation is made in the Comment understand that, when I file, I must comply with may also need to request permission from the co IMPORTANT NOTICE OF REDACTION R& numbers and all except the last four digits of final	PY TO DESIGNATE CONFIDENTIAL AND SEALED to transmitting the documents for filing to the court, Field. This requirement apples to all documents aubr documents as confidential or sealed. I have urt to file a document as confidential or sealed. I have ESPONSIBILITY: All filers must redact full and partial ricial account numbers in compliance with Minn. Gen- nd that, if I file, I must comply with the redaction rules	In compliance with Minn. Gen. R. Prac. nitted for filing, including attachments. I ealed documents, or face sanctions. I read this notice. Social Security or taxpayer-identification R. Prac. 11. This requirement applies to
Save as Draft Summary		

#### Change to Add Attorney Button

Since the system allows filers to add more than one attorney to a case filing, the Add Attorney button has been pluralized. When the filer clicks the button, the name of the dialog has also been changed to Add Attorneys. After selecting additional attorneys, their names will display next to the Add Attorneys button in the Additional Attorneys section.

Lead Attorney	
James James	<ul> <li>•</li> </ul>
Additional Attorneys	
Add Attomeys 📰	
	Undo Save Changes



# New Features Impacting Filers Using HTML5 continued

#### Movement of Attorney Fields in Party Information Section

The Lead Attorney field has been moved. It is now located after the party information fields to avoid confusion and reduce filers from mistakenly entering party names in the Lead Attorney fields.

Party Information								<b>e</b> –
Party Type	Party Name	,	Lea	ad Attorney				
Petitioner	Party One							Required Party
Respondent	Party Two							Required Party 🚽
								Add Another Party
Enter details for this Party Party is a Business/Agency								
First Name		Middle Name		Last Name				Suffix
Party				One				
		Date of Birth			111			
Country	_							
United States of America								
Address Line 1		Address Line 2						
No address								
City		State						
Nocity		Minnesota			-			
Zip Code		Phone Number			_	Filer ID		
55112								0
Lead Attorney James Jacob								
James Jacob								
Additional Attorneys								
Add Attorneys 📻								
							Undo	Save Changes

### Party Responsible for Fees and Payment Account Order Switch

In the Fees section of the envelope, the system has been updated so the Payment Account field is displayed first, followed by the Party Responsible for Fees. The order of the fields was switched.

Fees			-
	- Judgment		
		Description Fling Fee	Amount \$0.00 Filing Total: \$0.00
		Total Filing Fee E-File Fee Court E-File Fee	\$0.00 \$1.00 \$1.00 Envelope Total: \$2.00
		Payment Account	
		Click to select Payment Account	•
		Party Responsible for Fees	
		Click to select Party Responsible for F	ees
		Filer Type	
		Default	
			Undo Save Changes



# New Features Impacting Filers Using HTML5 continued

#### Payment Account Name Field Updated to Display More Clearly

The system has been updated to provide filers with clearer instructions when adding a new payment account on the Payment Accounts page. The page now expands with additional fields and the Payment Account Name field is more prominently displayed when the filer clicks Add Payment Account. The cursor moves down the page to the Payment Account Name field, and the filer is prompted to type an entry in the field.

Add Payment Account			
Payment Account Name	Payment Account Type	Active	
aw Credit Card	Credit Card	No	Actions 🔻
aw Credit Card	Credit Card	No	Actions 🔻
otarealcreditcard	Credit Card	No	Actions 🔻
otarealcreditcard	Credit Card	No	Actions *
otarealwaiveraccount	Waiver	Yes	Actions *
ayment Account One	Credit Card	No	Actions *
aiver Account	Waiver	Yes	Actions -
∢ 1 и и			1 - 7 of 7 items
ayment Account Name			
ayment Account Type		_	
Click to select Payment Acco	unt Type	*	

#### No Authorization Request for Zero Dollar Transactions

The system will no longer send payment authorization requests to the filer's credit card company if no cost is associated with the envelope (i.e., zero dollar transactions). For example, if the eFS transaction is \$0, there will not be a charge.



#### **Consistent Display of Waived Fees**

The system has been updated to show filers the same summary of fee amounts in the Filing Details as they see in email notifications. The system now shows waived fees as \$0.00, along with a notice that fees were waived, in several locations in the system. These locations include the Fees section in the Filing screen, Filing Summary screen, Filing Details screen, and the Print/Receipt screen. Waived fees are also shown in financial reconciliation and filings reports.

Fees	Need Help?			
	→ Motion to Dismiss	Description Filing Fee	Amount \$0.00 Filing Total: \$0.00	
Payment Account Filing Attorney	Waiver Account James Jacob	Total Filing Fee	\$0.00 Envelope Total: \$0.00 Waiver selected	
View Filing History View Receip	t			



# New Features Impacting Filers Using HTML5 continued

#### Editing Party Information on a New Case

The system has been updated to allow independent filers to edit the party fields when selecting the "I am this party" option in a new case filing. The party fields are no longer read-only when this feature is used.

**Note:** This is only possible at case initiation. A filer cannot edit address information for a party after the case is established. Court administration must make address changes in the court's case management system (MNCIS) after the case is created.

Party Information			e =
Party Type	Party Name	Lead Attorney	
Paintif			Required Party
Defendant			Required Party 🐨
			⊕ Add Another Party
Enter details for this Party			
I am this party			
Party is a BusinessiApency			
First Name	Middle Name	Last Name	Suffix
Nary		Plaintif	
Errail Address			
mary.plainit%p)gmail.com			

#### Remove Requirement for Secret Question on Password Reset

The system has been updated so filers are no longer required to answer a security question when they reset their own passwords. A screen is displayed from which filers must select their registered email address. If you select the proper images during the verification process, the first screen is displayed again, and the "**I'm not a robot**" check box is now selected.

Please enter the email address associated with your account.		Email Address kbla	Email Address kblack035@gmail.com	
Email Address		I'm not a robot	<b>2</b>	
Notarealname@gmail.com	×		reCAPTCHA Privacy - Terms	
Next		Reset Pa	ssword	