

## **Overview**

Internet Explorer (IE) is the recommended internet browser for using eFS. IE uses the Silverlight platform and filers that do not use IE may receive a message that their browser is not compatible. As of September 1, 2015 Google Chrome and Safari no longer support websites on the Silverlight platform. As of May 31, 2016 Mozilla Firefox no longer supports the Silverlight platform. Filers unable to use IE may use this website platform.

The information below provides an overview of some of the differences in the eFS website between the two platforms.

## Home Page

The Home page is where filers register, login, and read the Message of the Day. All internet browsers will show these options but with a different interface.

## MESSAGE OF THE DAY Stage (connected to MNCIS QA) - Welcome to the new Odyssey File & Serve Portal! eCourtMN efiling and eService to be mandatory for civil and family cases in 11 counties effective September 16. (Does not include probate/mental health or conciliation court cases.) Read the <u>Supreme Court Order</u> (PDF), which also mandates that eFiled documents be in searchable PDF format Read the <u>Designation of Case Types and District Courts Subject to Mandatory e-Filing and e-Service Rules</u> (PDF)

**Internet Explorer** 

#### **Other Browsers**



## Workspace

The workspace is where filers select different activities in eFS, such as reviewing filings and bookmarking cases.

### **Internet Explorer**

#### Other Browsers

FILINGS BOOKMARKS TEMPLATES SERVICE CONTACTS	MINNESOTA Start a New Case File Into Existing Case	Actions - 🔺 -
	JUDICIAL BRANCH	Start a New Case
My Filings   All Statuses  All Locations		File Into Existing Case
		My Filings
		Templates
Draft # 18042	My Filings	Firm Service Contacts
Draft # 18042 started June 19, 2015 at 12:57 PM by James Jacobs		Reports
	Filing Status Filing Code Filing Type Filing Description Ref Number	



## My Account

This area of eFS is where registered users can change passwords and manage notifications.

## **Internet Explorer**

## **Other Browsers**

MINNESOTA JUDICIAL BRANCH	
Change Password Manage Notifications	
Login - Change Password	

Start a New Case	File Into Existing Case	Actions -	≛ -
	Cha Man Log	nge Password age Notifications Off	

## Actions

The Actions menus are in different locations. When using IE, filers must first search for the case using the NEW CASE function.

## **Internet Explorer**

NEW C	ASE	Case Nur	Go	
Searching for: As: Case Number				
Case Number	Location	Description	Case Type	Actions
82-PR-15-2254	Washington	In re the Estate of andy angry, Deceased	Informal Probate	

Start a New Case F	ile Into Existing Case	Actions -	4 -
		Start a New ( File Into Exis My Filings Templates Firm Service Reports	Case ting Case Contacts
iling Description	Ref Numbe		

**Other Browsers** 



## Filing a New Case

In IE, filers must click **NEW CASE** and complete the fields in the **Enter the Details for the New Case** window. In other browsers, filers can select **Start a New Case** at the top of the page.

## Internet Explorer

### **Other Browsers**

NEW CASE Case Number Go	MINNESOTA JUDICIAL BRANCH
Case Information      Parties      Filings      Service Contacts	Add Filing
Enter the Details for the New Case	Case Information +
Required fields are bold and have an asterisk (*).	Party Information +
Select Location*	Filings +
Select Category*	Fees +
•	Save as Draft Continue
Select Case Type*	
Filing Attorney	
Andrea Brown 👻	
Payment Account*	

## Filing into an Existing Case

After searching for the case, filers in IE will select the **File into this Case** icon. Filers in other browsers will select **File into Case** or **File into Case with Template** in the drop-down.

## Internet Explorer



### **Other Browsers**





## Filing a Microsoft Word Document

Filers in specific court locations may now file **proposed orders** in a Microsoft Word format as well as the required PDF. All Word documents must have the .docx extension, which is available with Word 2007 and higher versions.

Using this option allows the court to electronically route, edit, and sign proposed orders submitted via eFS. All filers are encouraged to use this new feature unless otherwise ordered by the court. Use of this option could eliminate the need to submit a Word version of a proposed order by email, allowing all documents to be submitted in one filing transaction.

## Internet Explorer

# In the **Enter Filings Details** screen, filers have the option to upload a PDF Document and a Microsoft Word document.

## **Other Browsers**

In the **Filings** screen, filers are presented the option to upload a PDF Document and a Microsoft Word document.

Case Information 2 Parties	3 Filings 4 Service	e Contacts	5 Summary		- 1	Filings						<b>e</b> –
Enter Filing Details				?		Enter the details for this filing						
						Filing Type		Filing Code				
Add Another Filing						EFile	-	Proposed Order or Do	ocument			•
Select Filing Code*						Filing Description						
Proposed Order or Document				▼ ✓ E-File		Proposed Order or Document				Θ		
Filing Description*						Reference Number			Filing Comments			
Proposed Order or Document				?		1234		Θ			Θ	
Reference Number*						Courtesy Copies						
1234				?		"Courtesy Copies will not be sent on	Servic	0				
Optional Services			Selected Optional Services				_					
Certified Copy (\$16.00)					/	PDF Document (Required)						
Civil Filing Fee (\$322.00) Exemplified Conv (\$16.00)		$Add \to$			- 1	Computer						
Jury Fee (\$102.00)					- 1		<b>1</b>		0			
Plain Copy (\$10.00)	-	- Remove			- 1		_					
					- 1	Microsoft Word Document						
Documents ?					- 1	Computer						
PDF Document* 🔋	Click to Browse						1		0			
Microsoft Word Document 🕕	Click to Browse											
											Undo Sav	ve Changes