

Adding and Removing Service Contacts from the List and Case

Add and remove service contacts from the list

- From the eFile and eService (eFS) home page, click Actions.
- 2. Select **Firm Service Contacts** from the dropdown. Select **Service Contacts** from the dropdown if not part of a firm.
- Review the service contact list of names before adding another service contact. Click Add Service Contact to add a new service contact.
- 4. Enter all required information for the service contact and click **Save Changes**.
- The name will display on the list. After the name is added to the list, click Actions across from the contact name to:
 - View Contact Details
 - Replace Contact
 - Delete Contact
 - View Attached Case List

Users must be registered in eFile and eServe before adding a service contact. Go to <u>www.</u> <u>mncourts.gov/efile</u> on the eFile and eServe Training tab for more information.



Firm Service Contacts 🕫				
Search by first or last name		⊕ Add Service Contact		
Name	Email			
One	@gmail.com gmail.com	Actions -		
com	i@gmail.com	View Contact Details		
Attorney One	com mail.com	Replace Contact Delete Contact		
		View Attached Case List		
Items per page: 10 🗸				



Firm Service Contacts 💿				
Search by first or last name		Add Service Contact		
Name	Email			
One	@gmail.com gmail.com	Actions -		
com	i@gmail.com	View Contact Details		
Attorney One	com mail.com	Delete Contact		
		View Attached Case List		
Items per page: 10 V				



Add and remove service contacts on a case

- 1. Click File into an Existing Case.
- Enter the MNCIS case number and click
 Search. If the case number is not available, filers can click Actions and
 Filing History to locate the case.
- The case information will display. Across from the case information, click Actions and select View Service Contacts.
- The Service Contact list will display. Across from the party name, click Actions and select Add From Firm Service Contacts. Click Add Service Contacts if not part of a firm.
- 5. Check the box next to the service contact name to add it to the case. Uncheck the box from the service contact names to remove it from the case. Repeat steps 5-6 to add or remove the service contact for each party on the case.
- 6. Click **Close**, and the service contact will be added to the case.



Only case participants not listed in the case party record (e.g., probation officers or guardians ad litem), are listed under Other Service Contacts. Go to <u>https://www.</u> <u>mncourts.gov/efile</u> on the eFile and eServe Training tab for more information.

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Filer Dashboard			
My Filing Activity	New Filing		
Pending	Start a New Case	Use a Template	
Accepted	File into Evicting Case		
Returned	File into Existing Case	File life Existing Case	
Drafts	Need help getti	ing started?	
Served			
View All			
		Actions -	
File Into Existing Case		Start a New Case	
Case Number		File Into Existing Case	
1111111		Firm Service Contacts	
Search Clear Search		Bookmarks Reports	





