



# eFS Standard Configuration Quick Reference Guide for External Filers

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## Overview

Odyssey File and Serve (eFS) was piloted in 11 MN counties. Variance in the use and configuration of the eFS tool created inefficiencies during that time. Therefore, a project to standardize and reduce these variances prior to statewide rollout was initiated in 2013.

The goals of this project are:

- To create consistent, statewide configuration that improves the experience for filers, allowing them to complete more timely filings and improve system support.
- To allow internal staff to configure and support the application as the use of eFS is implemented statewide.

## Contents

The project team noted areas for improvement and changes are outlined below, as well as information requiring action.

Highlight of Changes	Action Required
<ul style="list-style-type: none"> <li>• <a href="#">Case Category/Case Type</a></li> <li>• <a href="#">Email Notifications</a></li> <li>• <a href="#">Fees</a></li> <li>• <a href="#">Filing Codes</a></li> <li>• <a href="#">Location Names</a></li> <li>• <a href="#">Party Type</a></li> <li>• <a href="#">Standard Document and Envelope Size</a></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Templates</a></li> </ul>

## Highlight of Changes

### Case Category/Case Type

The following names will be used for statewide eFS case categories that mirror Minnesota's case management system (MNCIS): Criminal, Civil, Family, and Probate or Civil Commitment. Additionally, the team created two new eFS case categories, "Juvenile-Criminal" and "Juvenile-Family," to assist filers in correctly identifying and selecting the case type that coincides with the case they wish to initiate. These categories replace the general Juvenile case category that was previously used throughout much of the state.

These eFS case categories only display at eFiling locations where these case types are available.

Juvenile-Criminal case category contains the following case types:	Juvenile-Family case category contains the following case types:
<ul style="list-style-type: none"> <li>• Updated case types               <ul style="list-style-type: none"> <li>○ Delinquency</li> <li>○ Delinquency Felony (Age 16 and Older)</li> <li>○ Juvenile Petty Offense</li> <li>○ Juvenile Traffic</li> <li>○ Extradition (Juvenile Criminal)</li> </ul> </li> <li>• Historical case types               <ul style="list-style-type: none"> <li>○ Delinquency - Felony</li> <li>○ Delinquency - Gross Misdemeanor</li> <li>○ Delinquency - Misdemeanor</li> <li>○ Juvenile Delinquency</li> <li>○ Juvenile Status Offense</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Updated case types               <ul style="list-style-type: none"> <li>○ Adoption</li> <li>○ Child in Voluntary Foster Care for Treatment</li> <li>○ CHIPS</li> <li>○ CHIPS - Permanency</li> <li>○ CHIPS - Runaway</li> <li>○ CHIPS - Truancy</li> <li>○ CHIPS - Voluntary Placement (Other)</li> </ul> </li> <li>• Historical case types               <ul style="list-style-type: none"> <li>○ CHIPS - Delinquency Under 10</li> <li>○ CHIPS - Educational Neglect</li> <li>○ CHIPS - Mentally Ill</li> <li>○ CHIPS - Voluntary Placement (ED DD)</li> <li>○ Foster Care Review</li> <li>○ Juvenile - Other</li> <li>○ Juvenile Dependency</li> <li>○ Juvenile Neglect</li> <li>○ Pre-Adoption Action</li> <li>○ Term Parental Rights</li> <li>○ Termination of Parental Rights</li> <li>○ Voluntary Placement</li> </ul> </li> </ul>

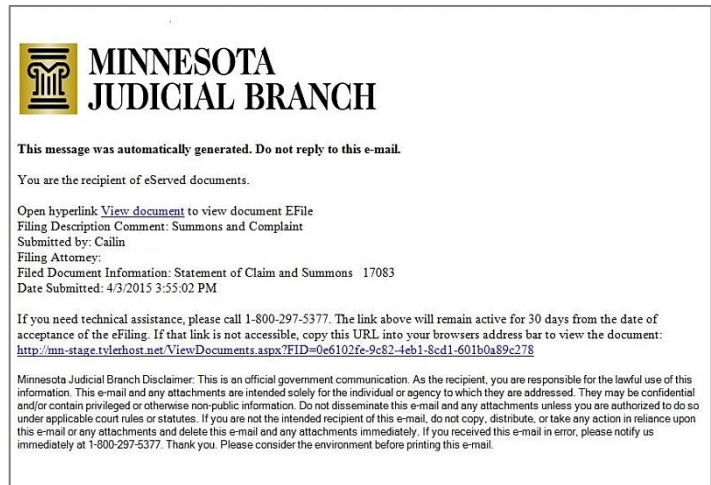
## Email Notifications

There are now 12 standard templates for frequently-used email notifications that are automatically sent to filers.

### Changes to Email Appearance

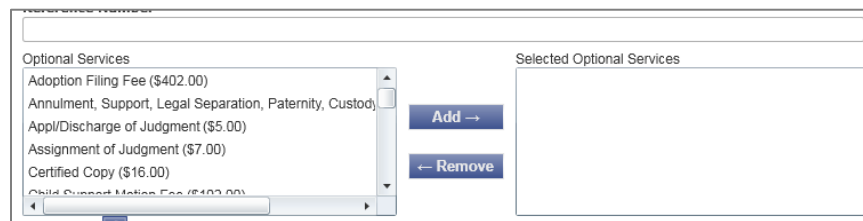
- Notification emails will use a different font and also now have a logo. The logo is viewable in HTML format. Please note this information if you wish to view the enhanced appearance of email notifications.
- More relevant information has been added to status notification emails.

The image at right illustrates the general style of the new email notifications.



## Fees

Fee descriptions are now consistent statewide, although there are still some fees which are specific to particular locations.



**List of fees in the Optional Services section**

As with other aspects of the eFS tool, some of the fee items in the optional services field have been rearranged. Please note that some fees are linked to specific filing codes.

- E.g., the “Motion” filing code will enable the Motion/Response Fee to appear in the optional services list, but the Motion/Response Fee will not be enabled when selecting the “Will” filing code.

**All filing codes will have fees available, but not all fees will be available for all filing codes.**

- **TIP:** If you are filing multiple documents with different filing codes and you feel there is a fee missing, please check the available fees linked to each document in the envelope you are submitting to ensure the correct fees are selected.

## Filing Codes

In order to simplify and improve the task of assigning a filing code to a document that will be eFiled or eServed, the drop-down list that filers use to select filing codes has been condensed and simplified to only show filing codes for documents that are linked to the case category the filer initially selected. This facilitates a quicker document submission process.

Filing codes are now standardized across all locations and are available for initial filings, subsequent filings, or both.

Available filing codes vary based on case category and are selected in the Enter Filing Details section as illustrated below:

**Filing Codes**

## Location Names

Filers will see minor changes in the Location names from what is currently displayed. The only noticeable change is in the Dakota County locations as noted below:

New Location Name	Old Location Name
<b>Dakota, Hastings – Civil/Family/Probate/Adoption</b>	Dakota, Hastings – Non-Criminal
<b>Dakota, Hastings – CHIPS/Juvenile/Criminal</b>	Dakota, Hastings – Criminal/Juvenile

**Location Names**

## Party Type

The project team reviewed all available case types and eliminated local variances in the party information that was required at initiation. Additionally, the available party types will now also be consistent statewide. This will reduce the confusion some filers experienced when filing the same case type in different county locations.

For example, a minor settlement case in one county previously required entry of Plaintiff, Minor, and Defendant information, while another county only required information for the Plaintiff and Minor.

Party Type	Name	Attorney
Plaintiff	Goldie Locks	
Minor	Baby Bear	

**ADD PARTY**

Party Type\*  
 Minor  Person  Business Attorney

First Name\* Baby Middle Last Name\* Bear Suffix

Country  
 United States of America

Address Line 1  
 Address Line 2 "Address must be 50 Characters or less."

City

State Zip Code

Phone Filer ID

*Party Types*

## Action Required

### Templates:

Due to the filing code configuration changes, you will need to fix or re-create the templates that are currently configured upon implementation on May 18, 2015. We are suggesting that you capture your current template configuration prior to May 15<sup>th</sup> so that you can easily re-create them after the updated information is implemented.

WORKSPACE MY ACCOUNT HELP ABOUT LOGOUT Welcome

MINNESOTA JUDICIAL BRANCH

NEW CASE Case Number Go

FILINGS BOOKMARKS **TEMPLATES** REVIEW QUEUE REVIEW HISTORY SERVICE CONTACTS

My Templates All Locations All Case Types All Filing Codes **NEW TEMPLATE** Filter