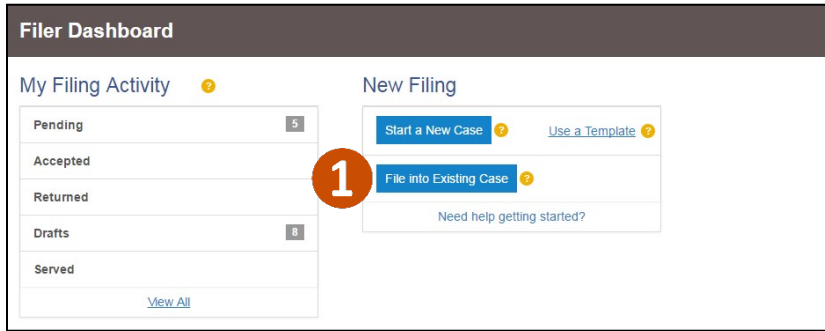


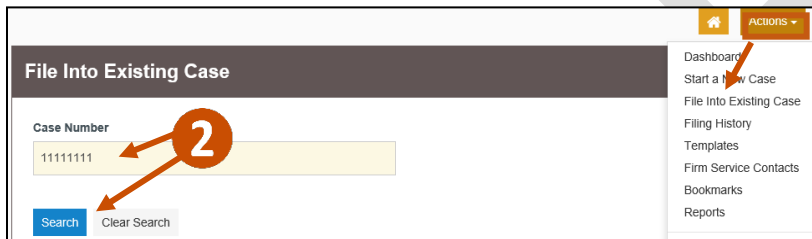
Quick Reference Guide – eFiling and eServing in an Existing Case

File into an existing case

1. From the Filer Dashboard, click **File into Existing Case**.



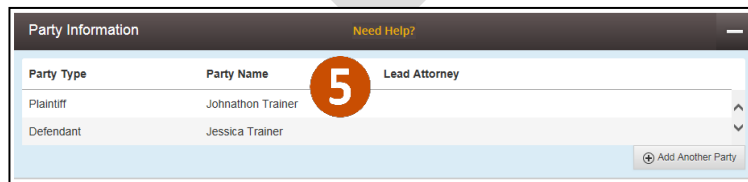
2. Enter the case number and click **Search**. If the case number is not available, filers can click **Actions** and **Filing History** to locate the case.



3. The case information will display. Across from the case, click **Actions**.
4. Select **File Into Case**.



5. Review the case information and party names. If a party is not listed, contact the local court. Do not add a party on an existing case.




A template can be used to file into an existing case. For more information, see the [QRG - Creating and Using Templates](#).

Quick Reference Guide – eFiling and eServing in an Existing Case

Enter the filing details

1. Enter the required information:
 - a. Select **EFile** or **EFileAndServe** from the **Filing Type** dropdown.
 - b. Select a **Filing Code** from the searchable dropdown. Select and look for a code that matches the title of the document being filed. If there is not a code that exactly matches the document, then pick a more general code. You can add more details in the filing description field. If you are filing a Proposed Order, please select the filing code **Proposed Order or Document**.
 - c. Enter a **Filing Description**. This may be the purpose of the filing or supplemental details related to the selected filing code. The court clerk reviews the descriptions, which may become part of the official court record. If you don't think a comment is necessary, enter a period. Do not duplicate the filing code.
 - d. Enter a **Client Reference Number**. This is used to associate a filing with personal records. This could be a number or party name. Enter a period if you do not use and organize your files with a client reference number.
 - e. In the **Comments to Court** field, type in the document's security level as either Public, Confidential, or Sealed. If you choose Confidential or Sealed, include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).
2. In the **Computer** field, click the arrow pointing up icon to upload the document.

 The **Courtesy Copies** field is optional, but you can enter email addresses to receive electronic copies of your filings in this envelope. **This is not the same as service** and is not tracked in the system.

Quick Reference Guide – eFiling and eServing in an Existing Case

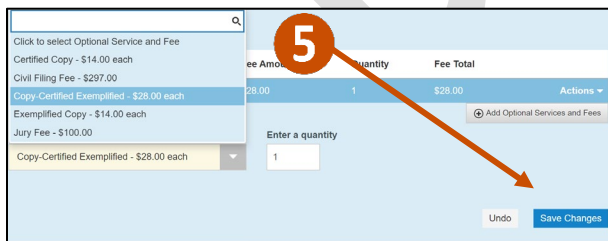
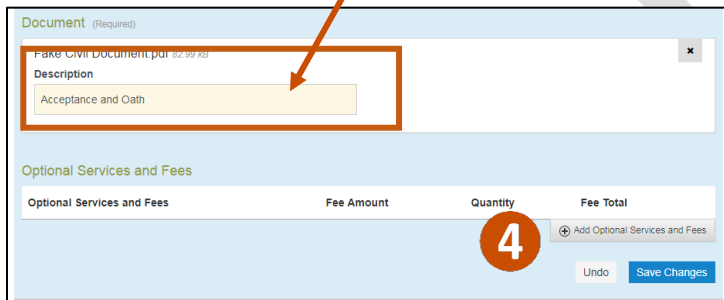
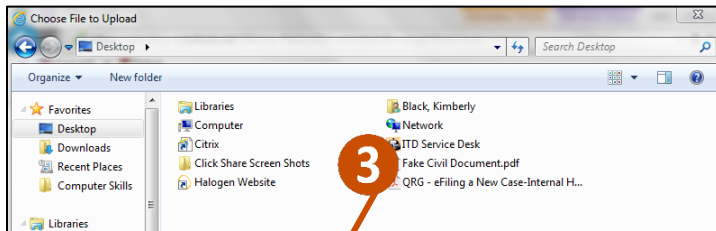
3. Locate the document and upload it. Once the document is uploaded, the description field will match the selected filing code.



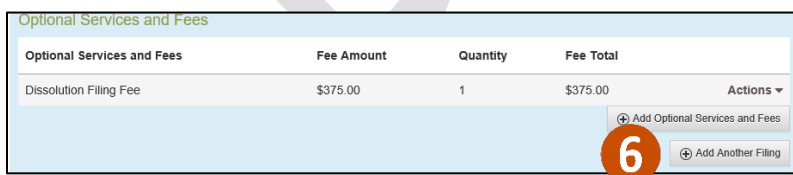
The document must be in PDF format.

4. If you owe a fee for the filing(s), click **Add Optional Services and Fees**.

5. In the **Optional Services and Fees** dropdown, select the fee that you owe and click **Save Changes**. Repeat steps 4 and 5 to add additional fees to this document.



6. To add additional documents you want to file, click **Add Another Filing** and repeat Steps 1-5.



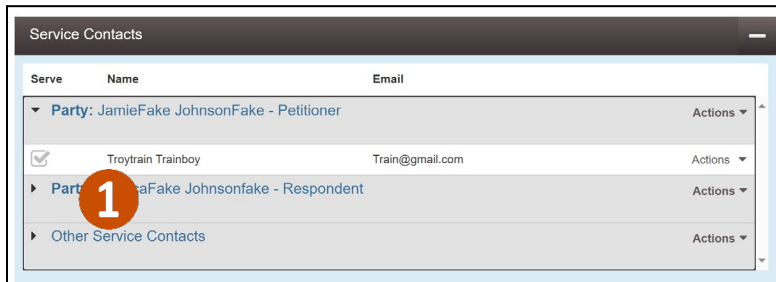
For more information on court fees, go to www.mncourts.gov/Help-Topics/Court-Fees.

Quick Reference Guide – eFiling and eServing in an Existing Case

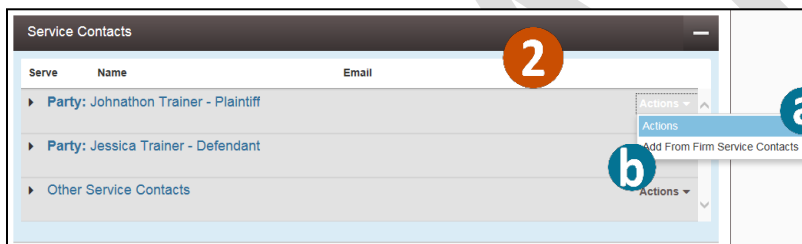
Select Service Contacts to receive service

This section will only appear if you selected the Filing Type of Serve or EFileAndServe.

1. To eServe the filing(s) to a party in the case, ensure the box to the left of their eService Contact is checked.

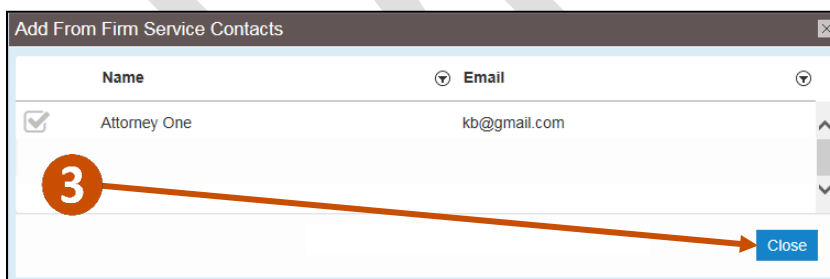



2. To add a service contact to a party:
 - a. Click **Actions** across from the party name to add a service contact.
 - b. Select **Add From Firm Service Contacts** from the dropdown. If you are not a part of a group or firm of filers, the menu may say, **Add From Service Contacts**. Select whichever option appears.



 Do not add service contact information for another party. Parties need to sign up on their own.

3. Check the box to the left of each name to add the contact. Click **Close**. The selected service contacts will be added to the case.



 Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts.

To add a service contact to your master list, go to www.mncourts.gov/efile and click the eFile and eServe Training tab. [See QRG – Adding and Removing Service Contacts](#) to the List and Case for instructions.

Quick Reference Guide – eFiling and eServing in an Existing Case

Add the fees (payment type)

1. The Fees section is where you can see the total amount of fees you added to your filing(s) and select the details to pay the fees (Payment Account, Party Responsible for Fees, and Filing Attorney).
 - a. Select the **Payment Account** you would like to use to pay the fee(s). If you do not have a payment account to select, please see [QRG: Adding and Removing Payment Accounts](#) for help with adding a payment account. If the drop-down menu has a Waiver Account but you do not have a fee waiver and do not represent a government agency, you will need to add a payment account. [Click here to go to the Waiver Account](#) information in this guide.
 - b. Select the **Party Responsible for Fees**
 - c. If applicable, select the **Filing Attorney**
2. Click **Save Changes**



The Party responsible for fees is the party that is paying the filing fee required to file the documents with the court.

If you are the:

- Filer of the documents and you are a party to the case, then you can select your name.
- A firm filing on behalf of a party to the case, you select your client’s name as being responsible for fees.

Fees

1

▼ Petition-Other

Description	Amount
Filing Fee	\$0.00
Civil Filing Fee	\$300.00
Filing Total:	\$300.00

Total Filing Fee	\$300.00
Payment Service Fee	\$5.00
Envelope Total:	\$305.00

Payment Account

a Test Credit Card

Party Responsible for Fees

b Click to select Party Responsible for Fees

Filing Attorney

c Click to select Filing Attorney

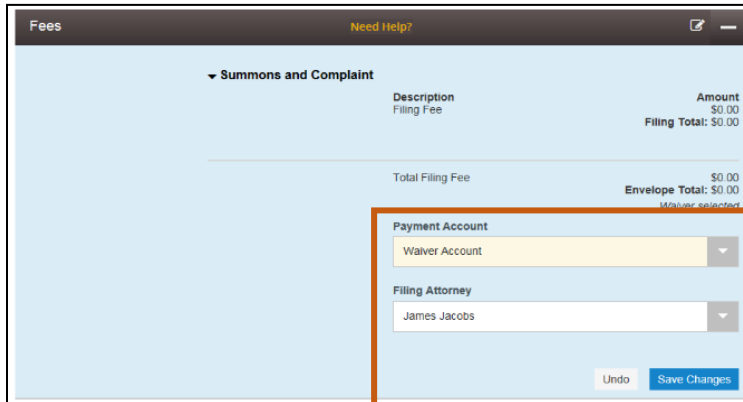
2

Undo Save Changes

Quick Reference Guide – eFiling and eServing in an Existing Case

Waiver Account – Select only when:

- Representing a government agency that is not required to pay a fee under Minn.Stat. §
- A court order has been granted for a fee waiver (In Forma Pauperis (IFP))



The screenshot shows the 'Fees' section of the e-filing system. The 'Payment Account' dropdown menu is highlighted with a red box, showing 'Waiver Account' selected. The 'Filing Attorney' dropdown shows 'James Jacobs'. The 'Total Filing Fee' and 'Envelope Total' are both \$0.00. There are 'Undo' and 'Save Changes' buttons at the bottom right.

If the fee waiver application is pending, do not add optional service fees when you are in the Filings Section. Select your credit card payment account for the payment method (there will be no charge applied to the account if you did not add a fee to your filing as in Step) and complete the filing process.

If the application for a fee waiver has been approved, choose Waiver Account.

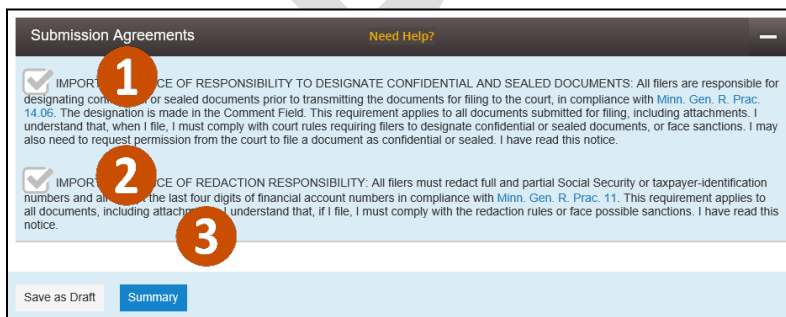
If the application for a fee waiver is denied, make sure the **Total Filing Fee amount is correct and** select a credit card account for the payment method.



If you select waiver account, remember to select the Filing Attorney, if applicable, and save changes.

Complete submission agreements

1. Read the Submission Agreement Disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents and check the box.
2. Read the Submission Agreement regarding the Notice of Redaction Responsibility and check the box.
3. Click **Summary** to continue or **Save as Draft** to save as a draft.

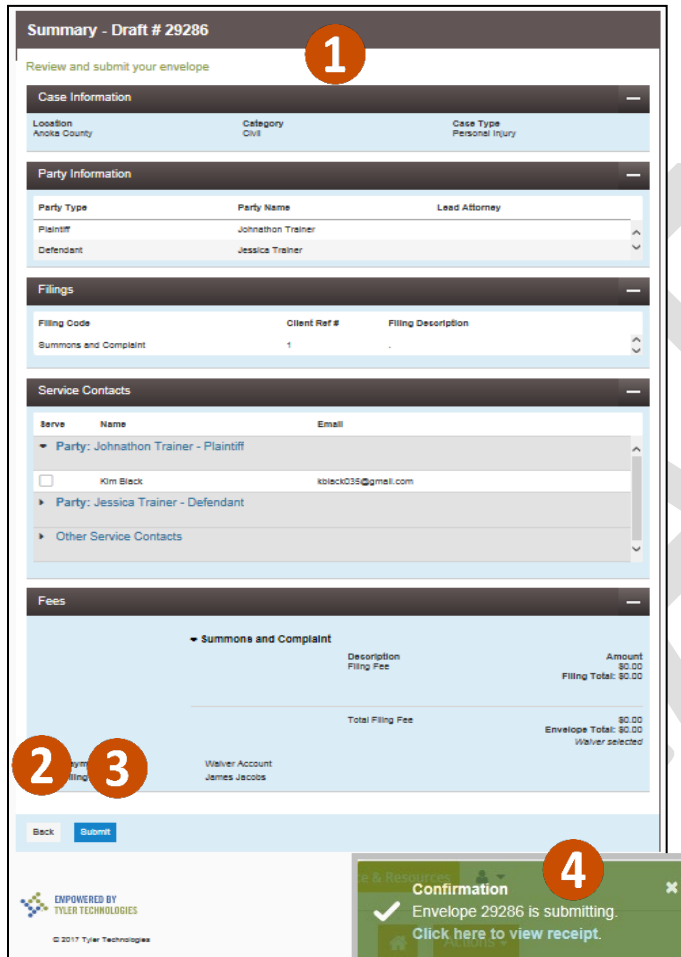


The screenshot shows the 'Submission Agreements' section of the e-filing system. Three numbered callouts (1, 2, 3) point to the checkboxes for the 'Notice of Responsibility to Designate Confidential and Sealed Documents' and 'Notice of Redaction Responsibility'. The 'Summary' button is highlighted in blue.

Quick Reference Guide – eFiling and eServing in an Existing Case

Review, edit, and submit the filing

1. Review the filing summary.
2. If you need to edit any section and make corrections before submitting, click **Back** to go back into your envelope.
3. Click **Submit** to submit your documents for eFiling or Service.
4. The confirmation box will appear. Click the link to view the receipt or click x to close.



Summary - Draft # 29286

Review and submit your envelope

1

Case Information

Location	Category	Case Type
Anoka County	Civil	Personal Injury

Party Information

Party Type	Party Name	Lead Attorney
Plaintiff	Johnathon Trainer	
Defendant	Jessica Trainer	

Filings

Filing Code	Client Ref #	Filing Description
Summons and Complaint	1	

Service Contacts

Serve	Name	Email
Party: Johnathon Trainer - Plaintiff		
<input type="checkbox"/>	Kim Black	kblack035@gmail.com
Party: Jessica Trainer - Defendant		
Other Service Contacts		

Fees

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00
Total Filing Fee	\$0.00
Envelope Total:	\$0.00
Waiver selected	

Waiver Account: James Jacobs

Back Submit

2 **3**

4

Confirmation

✓ Envelope 29286 is submitting.
Click here to view receipt.

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