



eFile & eServe Administrator Quick Reference

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Firm Administrator Responsibilities

When registering to use the Minnesota Judicial Branch eFile & eServe application, each registered firm must identify a firm administrator.

Administrator Requirement

1. Every firm needs to designate a person to administrate their eFile & eServe system.
2. Even if there is only one user, there must be a designated Firm Administrator.
3. A firm may have multiple administrators but, rather than having separate accounts, they may share the username/password combination for the firm administrator account.
4. However, only one person may be logged in as the administrator at any given time.

Overview of Firm Accounts

1. Firm Name
 - a. Serves as the common identifier of all users in the firm.
 - b. Anyone at the firm can view and file transactions.
 - c. In firms with multiple office locations, it is possible to have a single firm name or multiple firm names, according to firm preference. However, because administrators with the same firm name can review everything filed by their firm, different firm names might be desirable to avoid potential conflicts of interest.
2. User Account
 - a. Users of the eFile & eServe system may include anyone within the firm that may be filing on behalf of the firm; for example legal assistants, paralegals, or attorneys.
 - b. The name of the individual who submitted the transaction and the name of the attorney will both appear in the details for the filing.
 - c. The Firm Administrator is responsible for entering or approving new users and deleting users that are no longer with the firm.
3. Attorneys
 - a. The administrator must enter or approve the attorneys in the firm who will be filing documents through the system and ensure the postal address, email address, telephone number, and other information for each attorney is correct.
 - b. The attorney name will appear in a drop-down on the eFiling form.
 - c. When entering a filing, the user selects the attorney name from the drop-down, on the attorney's behalf.
4. Service Contacts
 - a. Users included in the service contacts list are added to receive eService on cases in eFile & eServe.
 - b. The Firm Contact List is a list of all contacts that the firm administrator or others in the firm have entered; this list is available for all cases.

Getting Started

1. Selects and create a firm name to register the firm in the system.
2. Create attorney and firm user accounts and passwords manually or allow users to self-register.
 - a. It is recommended that the firm administrator require approval for new user registration when self-registration is allowed.
 - b. A password must be a minimum of 6 alphanumeric characters and must include at least one number.
3. Set up a payment account.
 - a. Each firm must have at least one credit card registered in the system for a payment account.
 - b. The credit card is used to pay court filing fees and eFiling system fees when filing court documents.
 - c. Valid credit cards are Visa, MasterCard, and Discover.
 - i. American Express is not accepted in the eFile & eServe system.
 - d. Firm users do not have access to the credit card numbers; they will only see the name that is given to the payment account.
 - e. Multiple payment accounts may be set up; each user will be able to choose from the list of payment account names when filing a document.
4. Set up service contacts. Either the Firm Administrator or users themselves may complete this step.

Administrator Tasks

1. The administrator is responsible for ongoing management of:
 - a. Firm user accounts.
 - b. User passwords.
 - c. Registered payment accounts.
 - d. Sending user notifications and communications.
 - e. Acting as a resource for firm users and keep current with eFile & eServe training, notifications, and processes.

Decisions

1. Will your firm have single or multiple firm names?
2. What roles will users need, so that the appropriate rights can be added as their user accounts are approved?
3. How will your payment accounts be named for users to identify which card to use?