

eFile and eService Fact Sheet

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What are eFile and eService?

eFile and eService are two components of the eCourtMN initiative implementing throughout Minnesota, which will move state courts from a framework of paper file management to an electronic information environment.

- **eFile** entails the use of an online Web-based application, which requires no special hardware or software, to electronically file cases and related documents through the Judicial Branch case management system from anywhere, 24 hours a day, seven days a week. The eFile application allows submission of both initiating and subsequent documents in all case types. Prosecutors or law enforcement electronically initiate criminal and juvenile cases via other means (eCharging or eCitations), but subsequent documents in those case types may be submitted using the eFiling application. Using this service, users can eliminate unexpected delays, reduce costs, and increase efficiencies.
- **eService** allows filing parties to electronically serve registered parties and eliminate a wide range of existing paper service costs such as postage, envelopes, time to mail, and paper printing. eService also provides an electronic record of service in the system which eliminates the need for paper affidavits of service on subsequent electronic filings submitted to the court. The only requirement is a valid eMail address and the willingness to add yourself to the eService list.

Where is eFiling Accepted?

Effective September 1, 2012, eFile and eServe became mandatory in Ramsey and Hennepin Counties for most general civil and family cases, with the exception of Probate/Mental Health and Conciliation Court case types.

Effective September 16, 2013, the following case types in the following additional district courts are subject to the mandatory eFiling and eService provisions of Minn. Gen. R. Prac. 14.01(b): civil and family case types, excluding probate/mental health and conciliation court, in Dakota, Washington, Cass, Clay, Morrison, Kandiyohi, Faribault, Lake, and Cook County District Courts.

Also effective September 16, 2013, a [Supreme Court Order](#) mandates that eFiled documents be in searchable PDF format.

Where is eFile and eService Registration and Training Available?

Registration and a brief training session are required before access to the system is provided. Training is available through online training sessions, self-paced tutorials, and in a classroom setting, depending upon court resources and filer attendance needs. Refer to the [State Training Schedule](#) to register.

What are the System Requirements?

A current Windows operating system (Windows 7 or higher) and an Internet browser is required. We recommend Internet Explorer 7.0 or above or Firefox. Neither Chrome nor Safari is recommended. A high-speed Internet connection is recommended.

What Else is Required?

eFile is available at a minimal cost to you. All that is required includes:

- a valid eMail address, which you must update in the system if it changes at any time in the future, and
- a VISA, MasterCard, or Discover credit or debit card for the statutory filing and technology fees. American Express is not accepted.

