



eFile & eServe Filing Guide

9/6/2013

Rejection Criteria

Submissions will only be rejected by the court for the following reasons:

- Insufficient fees
- Incorrect venue (including division)
- Subsequent document eFiled in the wrong case number

Types of Filing

File Type	Available	Sent to	Reviewed by the Court	eFiled/eServed Date Stamp
eFile	Initial case e-filing and all subsequent filings.	The court.	Yes, documents are reviewed by the court.	If accepted, the submittal date becomes the official file date of the filing.
eServe	All subsequent filings.	Case Service Contacts.	No, documents are immediately sent to Service Contacts.	Pursuant to Rule 14 service is complete upon electronic transmission of the document.
eFile & eServe	All subsequent filings.	The court and case Service Contacts.	Yes, eFiled documents are review by the court while the eServed documents are not reviewed by the court.	Service is sent out after the eFiling is reviewed and accepted by the court; pursuant to Rule 14, service is complete upon electronic transmission of the document after it is accepted by the court (if the Filer has a service deadline, it is recommended to eFile and eServe documents separately).

Fees

- The correct statutory fees are to be added by the Filer from the 'Optional Services' menu and are subject to rejection.
- The \$5 Convenience Fee is automatically assessed only when paying other statutory fees.
- When filing on behalf of multiple defendants in Ramsey County, Filers should pay an additional \$10 per defendant (excluding the first) by selecting the Law Library Fee.

eFS

- The breadcrumbs at the top of each page indicate which page the Filer is on.
- While the navigation buttons at the bottom of the page indicate the prior and next pages.

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Case Information Breacbrumb

Select Case Type:
Select the Case Type that best describes the type of case you are filing. Note: Court staff may change the case type if it is incorrect.

For assistance in choosing a case type see document: Guide to Choosing a Case Type

1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

Enter the Details for the New Case

Required fields are bold and have an asterisk (*).

Select Location*

Select Category*

Select Case Type*

Filing Attorney

Payment Account*

Select Location: Select the district you wish to file in

WARNING: If the location chosen is incorrect, your filing WILL be rejected

Filing Attorney: Select the filing attorney

Payment Account: Select which account you will use to pay stator fees

Parties Breadcrumb

Add Party: Add as many additional parties to the default party(ies) as necessary

Hennepin Civil - Civil Other/Misc

1 Case Information 2 Parties 3 Filings 4 Service Contacts 5 Summary

Enter the Details for the Parties Involved in this Case

Party Type	Name	Attorney
Plaintiff		
Defendant		

ADD PARTY

Party Type*

Plaintiff Person Business Attorney

First Name* Middle **Last Name***

Country*
United States of America

Address Line 1

City

State Zip Code

Phone

Filer ID

The default parties are determined based on the case type selected and cannot be removed

Filer ID: The Filer ID is NOT the attorney's bar number. Leave this field blank for Plaintiffs and Defendants unless other instructed by the court

Party Type: Choose how the party will be connected to the case

When typing in party names and addresses:

- Spell names correctly
- Name should match the name on the filed documents
- Use upper and lower case
- Fully spell out the entire address
- Please do not use punctuation
- Do NOT include doing business as (DBA) or alias names (NKA, FKA, AKA)

Address: If no address is available, please leave those fields blank. Do not add the firm's address

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Filings Breadcrumb

Add Another Filing:

Use this to add multiple documents to the same envelope

Select Filing Code:

Select the code that best describes the document you are filing. This appears as part of the court record, so court staff may change this field. As you type a word, the system will filter and display only codes which include that word

When uploading multiple documents, the documents will appear in an itemized box at the top of the screen.

Once the document has been uploaded, the size of the document will appear, and the Filer must select the appropriate security level of the document being submitted (Public, Confidential, Sealed).

Courtesy Copies: This can be used to send a file-stamped copy of the document to anyone you choose. Note: This is delivered once the filing has been accepted by the court. This is NOT considered service.

Code	Type	Description	Reference Num
Affidavit of Service	EFile	Affidavit of Service	20130903-01
Summons and Compl.	EFile	Summons and Compl.	20130903-02

Filing Description: Add information that helps describe the document. This comment may be changed by court staff.

- This is a required field.
- For five week redemptions add the email address where the Summons and Complaint should be sent.

Reference Number: Enter a number internal to your firm for case identification.

Optional Services: Select statutory fees by highlighting in the fee in Optional Services
Warning: If fee amount is incorrect, your filing WILL be rejected.

Click to Browse: Navigate through your computer to upload your document.

Fees: All of the selected fees will appear on the right-hand side of the screen

Fees

Affidavit of Service	Filing Fee	\$0.00
Total this Filing		\$0.00
Summons and Complaint	Filing Fee	\$0.00
	Civil Filing Fee	\$322.00
Total this Filing		\$322.00
Case Initiation Fee		\$0.00
Convenience Fee		\$5.00
Envelope Total		\$327.00

Payment: Select the payment account that will be used in this filing.

Payment

Payment Account*
test for e filing

Party Responsible for Fees*
Caitlin Alge

Filing Attorney
Dale Erickson

Select the Party Responsible for fees

Filing Comments: This is not a required field; this is for instructions or additional information to the court:

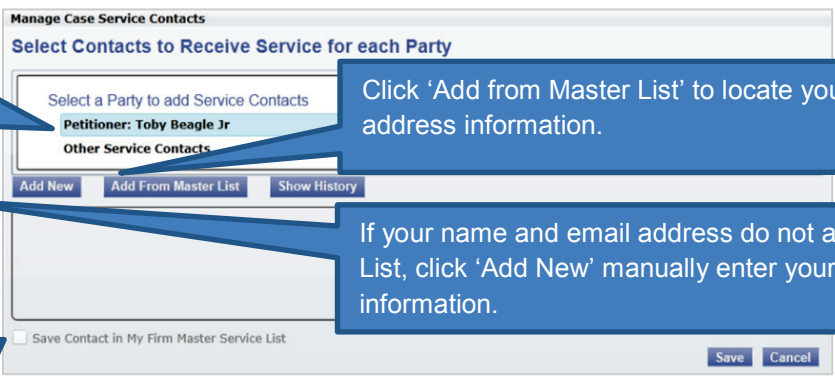
- Companion case numbers
- Case number of any prior cases involving the same party
- Desired court date
- Reference to an Order allowing you to file under Seal.
- Additional info that you want the filing clerk to know

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Service Contacts Breadcrumb

Click on the party you represent to highlight his/her name.



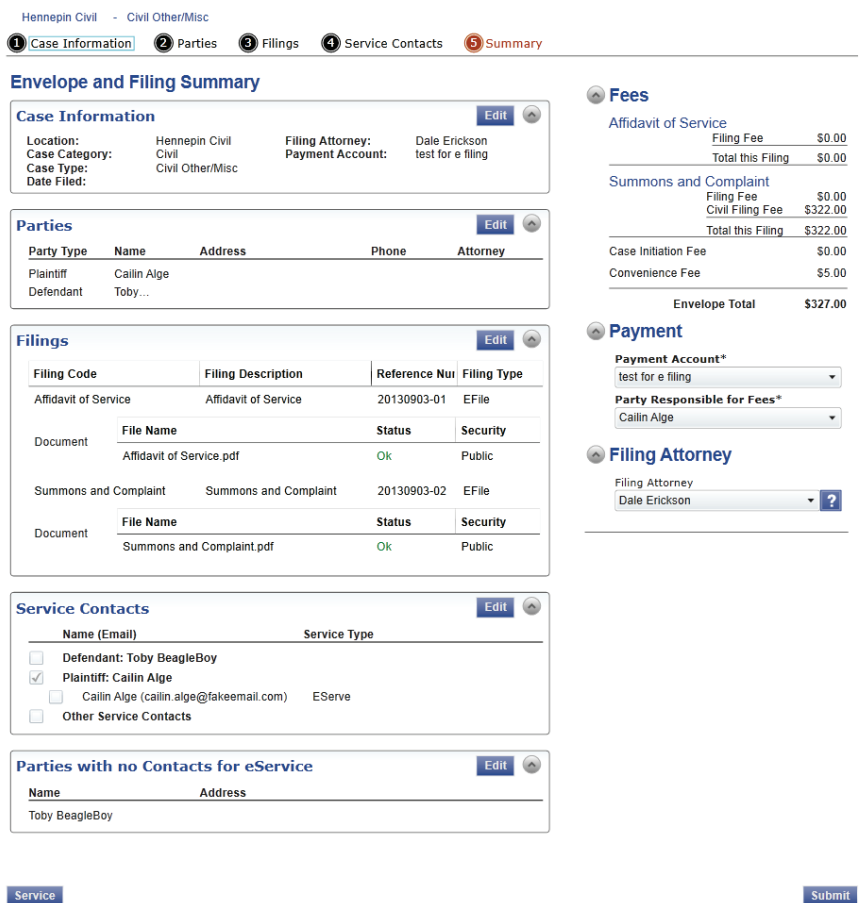
Click 'Add from Master List' to locate you name and email address information.

If a Service Contact was added using 'Add New' check the 'Save Contact in My Firm Master Service List'.

If your name and email address do not appear on the Master List, click 'Add New' manually enter your Service Contact information.

Note: The Filer must sign him/herself up for service, but the Filer may not eServe any documents prior to a case being initially eFiled. For more information on eService, please see the eService Guide.

Summary Breadcrumb



Summary Page: Check the accuracy of all of the envelope details on the Summary page.

Any necessary changes may be made to any prior page by click the 'Edit' button for that specific section.

Click the 'Submit' button to submit the filing.

Service

Submit

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Subsequent Filings

Check the box/es next to the Filing Code area to select the desired type of filing. Types of filings and fees are explained in page one of this document.

The itemized box at the top of the screen will indicate whether the document in the envelope will be eFile, eFile & eServe, or eServe (Only).

Case 27-CV-13-4461 Callin Alge vs Toby BeagleBoy Hennepin Civil - Civil Other/Misc

1 Parties 2 Filings 3 Service Contacts 4 Summary

Enter Filing Details

Code	Type	Description	Reference Numt
Civil Cover Sheet	EFileAndServe	Civil Cover Sheet	2013093-03
Proposed Document	EFile	Proposed Document	20130903-04
Service Only	Serve	Petition	20130903

Add Another Filing

Select Filing Code*
Service Only EFile Service

Filing Description*
Petition

Add More Documents
Petition.pdf
120.5 kb

Security*
Public

Filing Comments

Courtesy Copies

Fees

Civil Cover Sheet
Filing Fee \$0.00
Total this Filing \$0.00

Proposed Document
Filing Fee \$0.00
Total this Filing \$0.00

Service Only
Filing Fee \$0.00
Total this Filing \$0.00

Service Fee \$3.00

Envelope Total \$3.00

Payment

Payment Account*
test for e filing

Party Responsible for Fees*
Callin Alge

Filing Attorney

Filing Attorney
Dale Erickson

Note: Service must be selected on the Filings Breadcrumb in any subsequent filings in order for the Service Contacts breadcrumb to appear. It does not automatically appear for subsequent filings as it does for initial filings.

Civil Case Filing Tips

- When filing a TRO or other emergency:
 - Indicate TRO in the Filing Description field.
- Five-Week Redemption Case Filing Tips:
 - Hennepin:
 - Use the case type Civil-Miscellaneous (Case Information Breadcrumb).
 - Add an email address as the Additional Filing Description. This is where the Summons and Complaint is sent to (Filings Breadcrumb).
 - Add your desired court date to the Filing Comments. If the court date does not fall within the allowed timeframe by statute at the end of case entry, the date could be changed by the clerk (Filings Breadcrumb).
- Consumer Credit and Contract Cases Submitted for Administrative Default
 - Ramsey: Consumer Credit and Contract Case submitted with five-part Affidavit requesting Administrative Default Judgment should be filed with the case type of **Default Judgment**.



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Family Case Filing Tips

- ICMC Data Sheets
 - ICMC Data Sheets should NOT be eFiled, but should be submitted to the judicial officer before the ICMC (Source: Judicial Council Policy 520.1 § IV).
 - Ramsey County: ICMC Data Sheets should be submitted to the assigned judicial officer by email to the email address boxes that have been set up for each judicial unit.