eFiling and eService (General FAQs)

Should I combine documents into one large document when eFiling?

Other than exhibits attached to a document (see separate question, below), documents should not be combined into one image when eFiling. Every document should be separately filed and have its own case event. This is the best way for a judge to find the documents. Additionally, attorneys and the public will be able to view which documents have been filed in Minnesota Public Access. Multiple, separately imaged, classified and coded documents can be submitted in a single "envelope" subject to the envelope size limit (25 MB).

How do I eFile exhibits attached to a document I file?

When you are filing items that have exhibits, you may keep these items combined as one document as long as all items have the same access security classification (public, confidential or sealed). E.g., motion, affidavit, and attachments can be combined into one document if all are public and the combined document file size is under 4MB. Include a comment in the "Filing Description" field to identify the exhibits included. If the combined document file size is too large (over 4MB) to include all exhibits in one document , upload the exhibit documents separately under their own filing code and include in the comment section volume 1 of 2, volume 2 of 2, etc. or pages 1 to 150, pages 151 to 300, etc.

Are there any formatting requirements I should be aware of as I prepare court documents for eFiling?

Minn. Gen. R. Prac. 14.03 provides guidelines for document formatting. Please note that effective September 16, 2013, all documents must be submitted in PDF format, and certain documents will need to be submitted in a text-searchable PDF format. For details, please see the Guide to eFiling with "Searchable" Portable Document Format (PDFs) in Minnesota District Courts that is posted at http://www.mncourts.gov/Documents/0/Public/Court_Information_Office/eCourtMN/Guide_to_E-Filing_with_Searchable_PDFs_FINAL.docx

I cannot find the filing code in the list that matches my document.

Select the code that best matches your filing code the document you are filing. If unable to locate a code, use "Document - Other." If you use "Document - Other," you must include a note in the filing description with the filing code that you were looking for and could not use.

How do I know what security classification to assign to the document I'm filing?

Minn. Gen. R. Prac. 14.06 provides guidelines for designating a document confidential or sealed. Also, see General Rule of Practice 11 for requirements on the submission of confidential and sealed information. Documents can only be marked as confidential if authorized under an applicable Court Rule, Statute or Judicial Order. Documents can only be marked as Sealed when there is an Order filed by a Judicial Officer sealing the case or documents within the case.

What should I do if I am not receiving emails from the eFile and eServe system?

Verify that you have selected the option to receive emails from the system. This can be done by clicking on "My Account," then "Manage Notifications."

Check your spam/junk mail and confirm with your office IT staff that messages from "noreply@tylerhost" are allowed to pass through your network firewall.

How will I hear from the court if my document was rejected?

Filers receive email notifications when a filing is successfully submitted, when the court accepts or rejects the filing, or if eService has failed. Upon successful registration, all notification options are active by default.

Will I have access to my documents when I come to court?

Documents electronically filed are official court records for all purposes. This only pertains to the court's case file, and does not pertain to the attorney's personal file, which is outside of the court's authority. The Minnesota eFile and eServe system is not the filer's case management system and should not be relied upon as such. Filers are encouraged to download and retain copies of all documents in their document management system for easy reference. An Attorney's record keeping is at their sole discretion and responsibility. Attorney file retention is not dictated by the court or by any rules.

How do I eFile a document that is larger than 4MB?

Although Minn. Gen. R. Prac.14.03(c) limits the size of a single electronic document to 5 MB, it is highly recommended that documents larger than 4MB should be filed in several parts or in multiple envelopes.

What if I am experiencing technical difficulties and cannot file electronically?

Minn. Gen. R. Prac. 14.01(f)(1) provides a method of relief for eFiling and eService if technical issues are encountered.

Filers should adjust their schedule accordingly for planned outages to accommodate the maintenance schedule of the

eFile and eServe system. Detailed information regarding all occurrences of eFile and eServe system unavailability will be documented and posted on the www.mncourts.gov website in the MN eFile Support Center Section.

How do I get my account unlocked if login was unsuccessful?
The user has the option to reset their password from the login screen. In addition, a firm administrator can unlock or reset the password for users in their firm.

How do I sign up for eService?
You must sign up for eService on each case to which you are a party.
If you are working with existing case, locate your case in EFS, and select the "Service Contact" button (icon with two (2) heads) on the right-hand side of the screen.

How will I know when there is a case in the eFile system so that I can sign up for eService?
Receiving alternative service (non-eService), Notice of Case Filing, Notice of Judicial Assignment, or other document from the court that show a case has been filed would all be indicators to sign up for eService on the case.

eCourtMN
Minnesota Judicial Branch

If you have addition questions, please contact the Minnesota eFiling Support Center:

● *Business Hours: Monday – Friday from 8:30 am – 4:30 pm (CST). Closed state government holidays except Columbus Day.*

● *Email via mncourts.gov website: http://www.mncourts.gov/?page=4696*

● *Phone: 651-227-2002 (if calling from 612, 651, 763, or 952) or 855-291-8246 (if calling from all other area codes)*