# MINNESOTA JUDICIAL BRANCH



# eFile and eServe: New Functionality Quick Reference for External Filers

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### **Overview**

eFile and eServe (eFS) changes improving usability and business processes will be in effect on Friday, April 17, 2015. The following are the new and enhanced features:

- Party Name Suffixes to/from MNCIS
- Filing Code Selection
- Determine and Store Party Attorneys
- <u>Status Notification Emails</u>
- <u>New Case Button</u>
- Fee Multiplier Field
- Export Fees
- Link to Latest Version of Silverlight
- <u>Transmit Region Field</u>
- <u>Prevent a Rejected Envelope from being Copied</u>
- Limit the Document Security Types
- Show All Time Stamps in Print Preview Screen
- <u>Remove Links between Party and Service Contact</u>
- <u>Remove Add New Button from Filing Service Contact Screen</u>
- Enhanced Filter in the Approve New Users and Firm Users Lists
- <u>Stronger Password Requirement</u>
- eFS Service Information in MNCIS

### Party Name Suffixes to/from MNCIS

Filers will now be able to add party name suffixes when entering party name information in the eFS Parties Details tab.

Party Type*	174 - 171 -	Attorney	
Plaintiff •	Person 🔛 Business		
First Name*	Middle	Last Name*	Suffix
Country			
United States of America	•		п
Address Line 1			III.
	"Address must be 50 Characters or	less."	īv
Address Line 2			Jr
			Sr
City			V
"City must be 4	0 Characters or less."		V1
State	Zip Code		

# Filing Code Selection

eFS removes the document the filer has uploaded if the filer changes the assigned filing code to a different one that has different filing fee components.

	WORKSPACE	MY ACCOUNT	HELP	ABOUT	LOGOUT / Welco	me Cailin Alge
Hennepin Family - Dissolution without Child						
Case Information 😢 Parties 🔞 Filings	Service Contacts	5 Summary				
Enter Filing Details			?	💿 Fee	s	
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Select Filing Code*		▼	ril.		Total this Filing	
Joint Petition-Dissolution		▼	-File	Case	Initiation Fee	\$0.00
Filing Description* Joint Petition-Dissolution			?	Paym	ent Service Fee	\$5.00
			:			
Reference Number* 12345			?		Envelope Total	\$409.00
	0-1 1 10 1	-1.0	-	🙆 Pay	ment	
Optional Services	Selected Option			Pavi	nent Account*	
Annulment/Legal Separation/Child Support Certified Copy (\$16.00)	Dissolution Fill	ng Fee (\$404.00)			dit Card (SCAO Testing)	•
Exemplified Copy (\$16.00) Add	i →				y Responsible for Fees*	
Paternity/Custody/Family Other Fee (\$324.(					<i>·</i> ·	•
Plain Copy (\$10.00) ← Re	move					
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				Filing	Attorney	
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Document* i Petition.pdf						
84.8 kb	Security'	k				
	Public	•	?			
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			?			
Courtesy Copies 🥡						
"Courtesy Copies will not be	sent on Service Only filir	igs"				
Parties						Service

	WORKS	PACE MY ACCOUNT	HELP ABOUT	r logout /	Welcome Cailin Alge
Hennepin Family - Dissolution without Child  Case Information  Parties  Filings	(4) Service Cor	ntacts (5) Summary			
<u> </u>	Service con	itacts Summary			
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Affidavit for Proceeding In Forma Pauperis		▼ E		se Initiation Fee	this Filing \$404.00 \$0.00
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	Oplasta	Ontinenal Denvices	- 🎫 🛛 💿 Pá	ayment	
Optional Services Annulment/Legal Separation/Child Support		Optional Services tion Filing Fee (\$404.00)	P	ayment Account*	
Certified Copy (\$16.00)		10111 lillig 1 66 (\$404.00)	C	redit Card (SCAO Testi	ng) 🔻
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Document* i Petition.pdf					•
84.8 kb			×		
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Filing Comments					
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Courtesy Copies 🥡					
"Courtesy Copies will not be	sent on Service O	nly filings"			
Parties					Service

### **Determine and Store Party Attorneys**

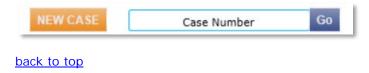
eFS now correctly determines and stores party attorneys based on the Lead flag from MNCIS.

#### **Status Notification Emails**

eFS now correctly sends status notification emails when filings in the same envelope include a mix of accepted, rejected, and error filings.

#### **New Case Button**

eFS now displays a more visible New Case button in place of the former New Case hyperlink.



### **Fee Multiplier Field**

eFS automatically places the cursor to the fee multiplier field when prompting users to enter that value.

### **Export Fees**

All fees associated in an envelope submission will be included in the information exported.

# Link to Latest Version of Silverlight

If the Silverlight plug-in is out of date or not installed, the user receives a message instead of the login page. The message includes a link to update or install the latest version of Silverlight.

File and Serve is powered by Microsoft Silvertight. Click INSTALL below to update your Web browser with Microsoft Silvertight.
INSTALL 🕨

### **Transmit Region Field**

eFS now properly transmits the region field if entered as free text for a party.

### Prevent a Rejected Envelope from being Copied

eFS now provides a configuration option preventing a rejected envelope from being copied more than once.

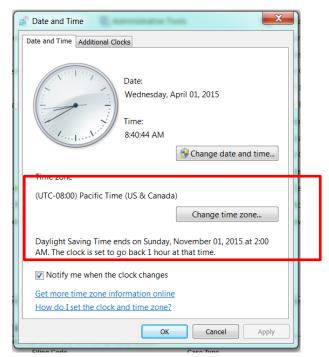
# Limit the Document Security Types

eFS now provides configuration options limiting the document security types available by filing code and location.

	WORKSPACE	MY ACCOUNT	INFO	ABOUT	LOGOUT	Welcome Cail	in Alge-EC
Hennepin Family - Dissolution with	-						
Case Information 2 Parties	3 Filings 4 Serv	rice Contacts 🛛 🕤 S	Summary				
Enter Filing Details					Fees		
Add Another Filing						ceeding In Form	a Paun
				-	Allidavit for Fit	Filing Fee	\$0.00
Select Filing Code*						Total this Filing	\$0.00
Affidavit for Proceeding In Forma Pau	Iperis	*	🖌 E-File		Case Initiation Fee	9	\$0.00
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Reference Number* 12345			?	_			
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Assignment of Judgment (\$7.00)					Faity Respons	Die for rees	•
Certified Copy (\$16.00)	Add →						
Child Support Motion Fee (\$102.00)				<u></u>	Filing Attor	ney	
Civil Filing Fee (\$324.00)	← Remove				Filing Attorney		
Dissolution Filing Foo (\$404.00)					Dale Erickson		- ?
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Document* i 11.1.pdf							
21.9 kb							
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		Orafidantial	•				
Filing Comments		Confidential Public					
		Sealed	?				
Courtesy Copies (i)	L	·		┿┛			
Parties							Service

## Show all Time Stamps in Print Preview Screen

The associated time stamp displays in the Print Preview screen according to the time zone set on the user's local computer. In the scenario below, the time zone was set to Pacific time. Therefore, in the Print Preview screen of the filing, the filer sees the time it was filed based on the user's local computer time settings.



file & serve	-			NEW CASE	Case Number
ine a serve					Case Number
LINGS BOOKMARKS	TEMPLATES REVIEW QUEUE REVIEW HIS	TORY SERVICE CONTACTS			
ly Filings	All Statuses	All Locations	From mm/dd/yyyy 55 To mm/dd/yyyy 55	Case or Envelope	Filler Export
Envelope # 15162					10
	1, 2015 at 8.56 AM by Jane Vilaskurtz on behalf of Bob He				
Status Submitting	Filing Code Petition-Other	Filing Type EFile	Filing Description Name Change request of Elmo The Grouch	Reference Number ABC123	0
			WORKSPACE MY ACCOUNT	I INFO ABOUT LOGOUT	/ Welcome Jane Villasi
odvo	COV ·				
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## **Remove Links between Party and Service Contact**

eFS now removes links between a party and a service contact when that party is removed from the case. However, the service contact remains on the case unless explicitly removed.

This feature is applicable if an envelope has multiple parties and the user removes a service contact tied to a party. In the submitted filing, the party no longer appears on the case. The service contact is disassociated from the party and moves down to the other service contacts section.

ge Case Service Contacts act Contacts to Receive Service for each Party		
set contacts to Receive Service for each Party		
Select a Party to add Service Contacts		
Defendant: First Defendant		
Defendant: Second Defendant		
Second Party (publicefstesting@gmail.com)	G 🗏 🗹 🗙	
Plaintill: First Plaintill		
Other Service Contacts		
d From Master List Show History		
d From Master List Show History		
		_
ge Case Service Contacts		
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ge Case Service Contacts act Contacts to Receive Service for each Party		
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ge Case Service Contacts ect Contacts to Receive Service for each Party Select a Party to add Service Contacts Defendant: First Defendant		
ge Case Service Contacts ect Contacts to Receive Service for each Party Select a Party to add Service Contacts Defendant: First Defendant Plaintiff: First Plaintiff		
ge Case Service Contacts ect Contacts to Receive Service for each Party Select a Party to add Service Contacts Defendant: First Defendant Plaintiff: First Plaintiff 4 Other Service Contacts	☑ ☑ X	
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age Case Service Contacts ect Contacts to Receive Service for each Party Select a Party to add Service Contacts Defendant: First Defendant Plaintiff: First Plaintiff 4 Other Service Contacts		

# Remove Add New Button form Filing Service Contact Screen

The Add New Button will no longer be available in the Manage Case Service Contact and Filing Service Contacts screen in eFS. This does not affect the filer's ability to Add New Service contacts from the Firm's Master Service contact list.

anage Case Service Contacts	
elect Contacts to Receive Service for each Party	
Select a Party to add Service Contacts	
Defendant: First Defendant	
Plaintiff: First Plaintiff	
▲ Other Service Contacts	
Second Party (publicefstesting@gmail.com)	
Add From Master List Show History	

# Enhanced Filter in the Approve New Users and Firm Users lists

eFS now allows firm administrators to filter the Approve New Users and Firm Users lists by first name, last name, email address, and role.

### **Stronger Password Requirement**

The following are the updated password requirements. These requirements impact those users who create a new account or update their password; existing passwords are not impacted by this change.

- 1. Password Length: A valid password must have at least 8 characters, but no more than 14.
- 2. Password composition:
  - a. Must contain at least one upper case letter (A-Z)
  - b. Must contain at least one lower case letter (a-z)
  - c. Must contain at least one special character. Special characters include the following: ('!@#\$%^&\*()-\_+={}[];:"/.,<>?)
  - d. Must contain at least one number (0-9)

### eFS Service Information in MNCIS

eFS service information will be viewable in MNCIS for documents eFiled and eServed in the same transaction. The information appears in MNCIS if the document is successfully served to a party or participant on the service contact list and accepted by the court. An eService event with the email address of the party served will appear on the MPA Courthouse terminals and on New Minnesota Government Access ("New MGA"). For MPA Remote, an eService event will appear without the email address."