

**Juvenile eFiling Guide for Ramsey County Attorney**

1. **Deficient Document Filing**

* Incorrect Fees, if applicable
* Incorrect Venue
* Incorrect Case Number

1. **Incorrect Case Number**. If court administration identifies the document has the wrong case number, the filing will be rejected. However, if court administration does not identify the wrong case number, it is possible it will be accepted into the wrong case and the Judicial Officer will not have it available for the court hearing.
2. **All Filings**. It is expected that all filings for Juvenile court will be eFiled, except Delinquency Petitions.
3. **Multiple Case Numbers**. Filings with multiple case numbers must be filed into each case.
4. **Proposed Orders**. All documents requiring a Judge’s signature should be filed as a Proposed Document with a comment providing the title of the document.
5. **Courtesy Copies.** Judicial Officers want filers to include electronic courtesy copies of all under advisement submissions, evaluations, motions (for matters set for trial) and Probation Officer Reports emailed to their chambers email.
6. **Judicial E-Mail Addresses**. E-Mail addresses have been assigned to each judicial unit, referred to as chambers email. This email address should be used for courtesy copies via e-Filing or for proposed orders and other documents as requested by the Judicial Officer. [Chambers Email Addresses](http://www.mncourts.gov/Documents/2/Public/News/E-filing/ChambersEmails11-19-12.pdf)
7. **Pleadings submitted in court**.Pleadings will no longer be accepted during court, except documents produced during the court hearing and/or signed by Judicial Officers. All pleadings must be e-Filed prior to the court hearing.
8. **Urgency or Warrant.** If your pleading is urgent or requests a warrant, the filer should include “urgent” or “warrant” in the filing description field. The filer may also send an email notification to alert court administration staff: [2ndJuvDelAdmin@courts.state.mn.us](mailto:2ndJuvDelAdmin@courts.state.mn.us).
9. **Group ID.** Group ID’s are no longer necessary on subsequent filing.
10. **Separate Documents.** For each event, you must enter a lead document. Do not use the attachment document.
11. **Specific Code**. Always use most descriptive filing code possible when filing documents, refrain from using general codes such as Other Document, Affidavit – Other, Petition – Other, Order – Other. These should only be used when a more specific filing code is not available.
12. **Eservice**. It is expected that Justice Partners will up for [eservice](http://www.mncourts.gov/Documents/2/Public/News/E-filing/G3Eservice.pdf) on all cases with ordered evaluations or when cases are scheduled for trial. If you are required to serve a document upon someone who is not signed up for eservice, contact that person to request that they signup.
13. **Parties**. When filing CHIPS Runaway/Truancy Petitions, the filer is only expected to enter Petitioner (RCAO Filer ID: **1736059**) and child. All other parties/participants must be provided on the Petition, but will be entered by court administration staff. If you are filing a subsequent pleading which adds a party, you must add the specific party or parties to the case.
14. **Communications**. Prosecutor File Numbers (PFNs) for TOVs and Juvenile Traffic matters and other filing communications should be sent to the corresponding email address: [2ndJuvDelAdmin@courts.state.mn.us](mailto:2ndJuvDelAdmin@courts.state.mn.us) for Delinquency; [2ndJuvTraffic@courts.state.mn.us](mailto:2ndJuvTraffic@courts.state.mn.us) for Juv Traffic.
15. **Orders**. As requested by Ramsey County Attorney, Court administration will email only EJJ, Certification, Rule 20, Expungement and Restitution Orders to identified email address.
16. **Hearing Notices**. Court will not send Notices of Hearing Ramsey County Attorney because integrations provide that information to the offices.
17. **Truancy Petitions**. Ramsey County Attorney will include the email address for school contact on the face of the Truancy Petition.
18. **Suspension of Prosecution**. Ramsey County Attorney will file certificates of completion for the Alive at 25 Program as Progress Reports.
19. **Probation Violations and Special Requests**. Probation will courtesy copy partners at filing.
20. **Email Addresses**. Each agency will identify an email address for distribution of orders, documents and Initial Petitions.

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| **Ramsey County Attorney** | Delinquency & Traffic: [RCAOJuvenileEFS@co.ramsey.mn.us](mailto:RCAOJuvenileEFS@co.ramsey.mn.us)  Truancy: [RCAOJuvenileTIP@co.ramsey.mn.us](mailto:RCAOJuvenileTIP@co.ramsey.mn.us)  Runaway: [RCAOJuvenileRIP@co.ramsey.mn.us](mailto:RCAOJuvenileRIP@co.ramsey.mn.us) |
| **Probation** | [cc-juvenile-court-orders@co.ramsey.mn.us](mailto:cc-juvenile-court-orders@co.ramsey.mn.us)  [CHS.YouthEngagementProgram@co.ramsey.mn.us](mailto:CHS.YouthEngagementProgram@co.ramsey.mn.us)  [judith.franklin@CO.RAMSEY.MN.US](mailto:judith.franklin@CO.RAMSEY.MN.US) |
| **Public Defender** | [2ndDistJuvService@pubdef.state.mn.us](mailto:2ndDistJuvService@pubdef.state.mn.us) |

**RCAO Frequently Used Filing Codes**

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| **Topic** | **Filing Code** | **Filing Description** |
| Agreement | Agreement to Suspend Prosecution |  |
| Plea Agreement |  |
| Progress Report | Completion of Alive at 25 |
| Amended | Amended Petition | Include brief description of Amendment |
| Amended Motion |  |
| Continuance  [Motion] | Request for Continuance  [along with Proposed Order] | Urgency, if applicable; Cont. of [hrg date and type];  cc: Judge’s chambers on all motions to continue a trial/EJJ/Cert hearing |
| Discovery | Demand/Request for Discovery | * Identify Filer (RCAO) and/or * Include title of document if not descriptive by filing code. |
| Discovery Disclosure |
| Exhibit List |
| Motion for Discovery |
| Notice of Evidence of Addl Offenses to be Offrd at Trial-Pros |
| Request for Disclosure |
| Victim Impact Statement |
| Witness List |
| General | Affidavit-Other |  |
| Correspondence | Describe the nature of the correspondence. |
| Other Document | Include title of the document. |
| Hammergren | Hammergren Warning Documentation |  |
| Motion | Motion for EJJ | * Include a description of the motion if not descriptive by the filing code. * Courtesy copy Judge chambers when trial is scheduled. * If document includes a proposed order, select “Proposed Document” filing code. |
| Motion for Adult Certification-Non Presumptive |
| Motion for Adult Certification-Presumptive |
| Motion to Amend |
| Motion to Dismiss |
| Notice of Motion and Motion |
| Motion (Other) |
| Notice | Notice of Change of Address |  |
| Notice-Other |  |
| Petition | Petition –Other | Warrant, if applicable; Indicate Truancy or Runaway |
| Proposed Order | Proposed Document | Urgency, if applicable; Title of Document; Identify Filer. |
| Under Advisement | Briefs | * Urgency, if applicable; * Courtesy copy chambers |
| Memorandum |
| Warrant | Warrant Request | Warrant; Identify Filer |