

# 2<sup>nd</sup> Judicial District Family Court E-Filing Business Process for Attorneys and Government Agencies

*Pursuant to MN Supreme Court Order, on September 1, 2012, all documents for family court cases must be electronically filed and served*

[http://www.mncourts.gov/Documents/0/Public/Clerks\\_Office/ADM108011-05242012.pdf](http://www.mncourts.gov/Documents/0/Public/Clerks_Office/ADM108011-05242012.pdf)

## General Information

### **Train and Register for E-File and E-Serve**

Registration is required and e-file training for attorneys and firms is *strongly recommended* before any attempts to e-file for the first time. See the 2<sup>nd</sup> District public web site for training opportunities and Odyssey File and Serve link:

<http://www.mncourts.gov/district/2/efile>.

### **September 1, 2012**

Documents postmarked or fax filed **prior** to September 1, 2012 will be accepted and processed by court administration. Documents postmarked, delivered in person or fax filed **after** September 1<sup>st</sup> will not be accepted for filing and will be returned to the filer to be submitted electronically.

### **Requests for Exception to Mandatory eFile and eServe requirements**

Requests for exception may be made on a case by case basis. A request for exception must be made by written motion and filed with the family court clerk's office. Applicable filing fees will apply. All requests for exception will be considered by the Chief Judge or her designee.

### **(Rule 14.01(d) Request for Exception to Mandatory eFile and eServe requirements)**

### **Receiving Paper Documents in the Courtroom**

No document will be considered part of the court record until it is e-filed; paper documents may be received by the court as courtesy copies only.

### **In Person Filing**

Attorneys, agencies or couriers that attempt to file paper documents on September 1 or later will be directed to return to their office or to one of the following locations to e-file;

- Room 160, City Hall and Courthouse, 15 W. Kellogg Blvd, St Paul
- Room B134, Juvenile and Family Justice Center, 25 W. 7<sup>th</sup> St, St Paul

You are strongly encouraged to train for, and register as, a user of the Odyssey File and Serve system prior to electronically filing your documents. Training information may be found at the Second Judicial District website <http://www.mncourts.gov/district/2/efile>

### **Fax Filings**

Fax filings will no longer be accepted. Attorneys or agencies that file by fax on or after September 1st will be contacted to electronically file the faxed documents.

## Rejection Criteria

Court Administration will reject an electronic filing for the following reasons:

- Incorrect or missing fees
- Incorrect venue
- Incorrect case number

Providing the e-filed documents are accepted, they will reflect a filed date stamp as of the date and time the documents were submitted by the filer.

## Courtesy Copies

Judicial Officers may continue to request paper courtesy copies of papers filed electronically. Attorneys will be informed of the assigned Judicial Officer's requirements upon filing, or, contact the chambers for direction.

**ICMC Data Sheets and E-Mail Addresses.** ICMC data sheets should be submitted to the assigned judicial officer by e-mail to the e-mail address boxes that have been set up for each judicial unit. This is the **ONLY** exception to the requirement that pleadings be filed electronically.

## Special Courts Judicial Officers and Email Addresses

Diane R. Alshouse	<a href="mailto:2ndJudgeAlshouseChambers@courts.state.mn.us">2ndJudgeAlshouseChambers@courts.state.mn.us</a>
Robert A. Awsumb	<a href="mailto:2ndJudgeAwsumbChambers@courts.state.mn.us">2ndJudgeAwsumbChambers@courts.state.mn.us</a>
Gail C. Bohr	<a href="mailto:2ndJudgeBohrChambers@courts.state.mn.us">2ndJudgeBohrChambers@courts.state.mn.us</a>
James H. Clark	<a href="mailto:2ndJudgeClarkChambers@courts.state.mn.us">2ndJudgeClarkChambers@courts.state.mn.us</a>
Mark Ireland	<a href="mailto:2ndJudgeIrelandChambers@courts.state.mn.us">2ndJudgeIrelandChambers@courts.state.mn.us</a>
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Colia Ceisel	<a href="mailto:2ndRefereeCeiselChambers@courts.state.mn.us">2ndRefereeCeiselChambers@courts.state.mn.us</a>
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