

Log on to the Electronic File & Serve application.



Using the Case Search, Find Case. Use either Case Number or Party Name for the search. Select Go to initiate the search.



Select the Service Contacts button.

Searching for: 62cv1232
As: Case Number

Case Number	Description	Actions
62-CV-12-32	James Galen Armstrong vs Commissioner of Public Safety	

Select the correct Party

Select a Party to add Service Contacts

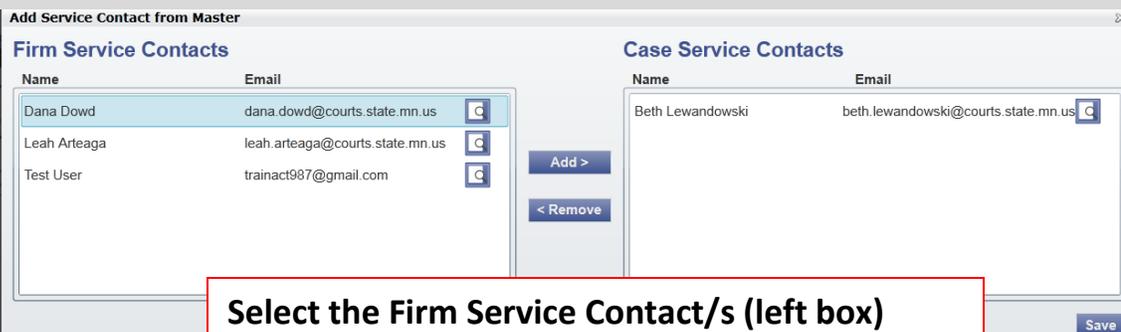
Petitioner: James Galen Armstrong
Respondent: Commissioner of Public Safety
Other Service Contacts

Then, select Add From Master List

Add New Add From Master List

Select the Firm Service Contact/s (left box) when highlighted, select Add. The name moves to the Case Service Contacts (right box).

Add as many recipients as desired, select Save.



Manage Case Service Contacts

Select Contacts to Receive Service for each Party

Select a Party to add Service Contacts

▲ **Petitioner: James Galen Armstrong**

- Beth Lewandowski (beth.lewandowski@courts.state.mn.us) [C] [M] [A] [X]
- Dana Dowd (dana.dowd@courts.state.mn.us) [C] [M] [A] [X]

Respondent: Commissioner of Public Safety

Other Service Contacts

Add New Add From Master List

In the Service Contacts window, review the contacts added for e-service and select 'Save', when finished.

NOTE: Filers must sign up for service on every case that they want to receive service.

Save

Verify Case Service Lists by User

FILINGS BOOKMARKS TEMPLATES REVIEW QUEUE REVIEW HISTORY **SERVICE CONTACTS**

Name	Email	
Beth Lewandowski	beth.lewandowski@courts.state.mn.us	[C] [M] [A] [X]
Dana Dowd	dana.dowd@courts.state.mn.us	[C] [M] [A] [X]
Leah Arteaga	leah.arteaga@courts.state.mn.us	[C] [M] [A] [X]
Test User	trainact987@gmail.com	[C] [M] [A] [X]

In the Service Contacts tab of the Workspace, select the View Attached Case List button.

- Attached Cases for: Dana Dowd
- Case #62-CV-09-11396 - Nicole Marie Williams vs Sheliah Pangfou Kue and Thao Chua
 - Case #62-CV-09-13396 - Moe Nozari and Lois Nozari vs Keith Waters & Associates, Inc.
 - Case #62-CV-11-1607 - Patrick Gean Nelson and Terese Marie Kaiser vs. Automobile, Minnesota License Pl
 - Case #62-CV-11-2 - Petition of BAC Home Loans Servicing LP for a new Certificate of Title after Mortgage For
 - Case #62-CV-11-5771 - Jason Johnson vs ITS Technologies & Logistics LLC, d/b/a ITS Technologies & Logis
 - Case #62-CV-11-684 - Lance E Cooper vs. One Jaguar, Vin SAJEB52D84XD594479, License Plate TWP365
 - Case #62-CV-12-1 - Johnny Disco vs World Poker Source
 - Case #62-CV-12-124 - John Doe vs ABC Corp
 - Case #62-CV-12-32 - James Galen Armstrong vs Commissioner of Public Safety
 - Case #62-CV-12-63 - Popeye Mr vs Brutus Mr
 - Case #62-CV-12-95 - Johnny Disco vs Corporation 65147 LLC

A list of cases that the user is attached for e-service will appear in a new window.

Verify Case Service Lists by Case

NEW CASE FIND CASE Case Number Go Search for the case.

Search by... Case Number Party Name

Searching for: 62cv1232 As: Case Number

Case Number	Description	Actions
62-CV-12-32	James Galen Armstrong vs Commissioner of Public Safety	[C] [M] [A] [X] [User Icon]

Select a Party to add Service Contacts

▲ **Petitioner: James Galen Armstrong**

- Beth Lewandowski (beth.lewandowski@courts.state.mn.us) [C] [M] [A] [X]
- Dana Dowd (dana.dowd@courts.state.mn.us) [C] [M] [A] [X]

Respondent: Commissioner of Public Safety

Other Service Contacts

Select Service Contacts button.

Dropdown arrow expands the contact list.

NOTE: No dropdown and no names = no service contacts signed up