



## Ramsey County District Court Odyssey File and Serve Filing Guide

### Rejected Documents

Submissions will only be rejected by the court for the following reasons:

- Insufficient fees
- Incorrect venue (including division)
- Subsequent document e-filed in wrong case number

### Civil Case Filing Tips

- When filing a TRO or other emergency, indicate TRO or describe emergency in the filing description field.

### Consumer Credit & Contract Cases Submitted for Administrative Default

- Consumer Credit and Contract Cases submitted with five-part affidavit requesting administrative default judgment should be filed with the case type of **Default Judgment**.

Updated information, including revisions to this and other 2<sup>nd</sup> District specific training and e-Filing user materials can be found on the website: <http://www.mncourts.gov/district/2/eFile>

### Case Information breadcrumb (New Case only):

The screenshot shows a web form titled "Enter the Details for the New Case" with a breadcrumb trail: 1 Case Information, 2 Parties, 3 Filings, 4 Documents. The form includes several dropdown menus, all marked as required with an asterisk (\*). Callout boxes provide instructions for each:

- Select Case Type:** Select the Case Type that best describes the type of case you are filing. Note: Court staff may change the case type if it is incorrect. For assistance in choosing a case type see: Civil Case Type Guide.
- Select Location:** Select the district you wish to file in. **WARNING:** If the location chosen is incorrect, your filing WILL be rejected.
- Filing Attorney:** Select the filing attorney.
- Payment Account:** Select which account you will use to pay statutory fees.

## Parties breadcrumb (New Case only):

Hennepin Civil - Contract

1 Case Information 2 Parties 3 Filings 4 Documents 5 Summary 6 Confirmation

### Enter the Details for the Party in this Case

Party Type	Name	Attorney
Plaintiff		
Defendant		

**ADD PARTY**

**Add Party:**  
Add as many Parties to the case as necessary.

**Party Type:**  
Choose how the party will be connected to the case.

**Party Type\***  
Plaintiff  Person  Business

**Attorney**  
[Dropdown]

**First Name\*** [Text] **Middle** [Text] **Last Name\*** [Text]

**Address** [Text]

**City** [Text]

**State** [Text] **Zip** [Text]

**Phone** [Text]

**Filer ID** [Text]

**Address:**  
If no address is available, please leave those fields blank. Do not add the firm's address in place of a party's address.

#### When entering party names and addresses:

- Spell names correctly
- Name should match the name on the filed documents
- Use upper and lower case
- Fully spell out entire address
- Please do not use punctuation
- Do NOT include doing business as (DBA) or alias names (NKA, FKA, AKA) as trustee or successor in the interest. This information should be on the paperwork submitted and must be entered by a court clerk. If preferred, a note to the clerk may be added in the filing comments, but should not be added in the Party or name fields.

#### Filer ID:

The Filer ID Number is **NOT** the Attorney's Bar Number. Leave this field **BLANK** for Plaintiffs and Defendants unless otherwise instructed by the court.

## Filings breadcrumb (New Case and Subsequent Document):

**Select Filing Code:** use of Filing Code list recommended  
 Select the code that best describes the document you are filing. This appears as part of the court record, so court staff may change this field. The system will filter codes based on what is typed.

**Filing Description:** Add information that helps describe the document. This comment may be changed by court staff.

- This is a required field.
- If filing a TRO or emergency filing please make note in this field.
- EG: 'Who' or 'what' for affidavits or affidavits of service, 'what' for motion, 'with exhibits' or 'attachments'.
- See Civil Case Filing Code List.

**Reference Number:** Enter a number internal to your firm for case identification.

**Courtesy Copies:** This can be used to send a file-stamped copy of the document to anyone you choose. Note: This is delivered once the filing has been accepted by the court. This is NOT considered service

**Filing Comments:** This is not a required field. Please add any information you will to provide to court staff only.

- Companion case numbers, if any
- Desired court date, if applicable.
- Reference to an Order allowing you to file under seal: Indicate Judge and date of order
- Additional info that you want the filing clerk to know

**Optional Services:** Select statutory fees by highlighting in the Optional Services window and then click Add.

**WARNING:** If fee amount is insufficient, the filing WILL be rejected.

As many filings as necessary may be added. Please separate filings out by specific documents. Example:

- Summons & Complaint (Filing #1)
- Notice of Motion and Motion (Filing #2)
- Certificate of Representation (Filing #3)

## Filings breadcrumb continued:

The **Payment Account, Party Responsible for Fees and Filing Attorney** will auto fill based on what is provided in the Case Information breadcrumb for New Cases. On Subsequent Documents you will need to pick the appropriate **Payment Account, Party Responsible for Fees and Filing Attorney**.

**Fees**

Summons and Complaint

Filing Fee	\$0.00
Civil Filing Fee	\$322.00
Jury Fee	\$100.00
<b>Total this Filing</b>	<b>\$422.00</b>

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Case Initiation Fee \$0.00  
 Convenience Fee \$5.00

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**Envelope Total \$427.00**

**Payment**

Payment Account\*  
 Test Master Card - # from Steve 2/6/12

Party Responsible for Fees\*  
 Bo Duke

**Filing Attorney**

Filing Attorney\*  
 William Hicks

## Documents Tab (New Case and Subsequent Document):

Hennepin Civil - Contract

1 Case Information 2 Parties 3 Filings 4 Documents 5 Summary 6 Confirmation

### Select Documents to Upload for Each Filing

Please only upload documents of the formats listed below:

- Adobe PDF
- Microsoft Word (DOC)
- Microsoft Word (DOCX)
- Word Perfect (WPD)
- Tagged Image Format (TIF)
- Tagged Image Format (TIFF)

**Filing**  
 Summons and Complaint - and Jury Demand

Filing	Document	Security
<b>Lead Document*</b>	Summons, Compliant, Aff of Service (credit card... 49 kb	Public Image
Attachments	Click to Browse or Drag Files Here	

- Attach documents with same process commonly used for email attachments.
- Make sure documents are signed, notarized, and legible.
- Check to ensure the document is for the correct case.

- New documents/filings should not be added as attachments, the attachments field should only be used to add documents that are attachments to the lead document.
- Separate security levels may be selected for attachments.

**Security:** Select Public unless there is a Statute, Rule or Court Order that allows the document to be confidential or sealed.

## Summary breadcrumb (New Case and Subsequent Documents):

Hennepin Civil - Contract

1 Case Information 2 Parties 3 Filings 4 Documents 5 Summary 6 Confirmation

### Envelope and Filing Summary

#### Case Information

Location	Hennepin Civil	Category	Civil
Type	Contract		
Attorney	William Hicks	Account	Test Master Card - # from Steve 2/6/12
		Date Filed:	

#### Parties

Party Type	Name	Address	Phone	Attorney
Plaintiff	Bo Duke			
Defendant	Boss Hogg			
Plaintiff	Luke Duke			

#### Filings

Filing Type	Filing Code	Filing Description	Reference Number
EFile	Summons and Complaint	and Jury Demand	1234

#### Documents

Filing Component	File Name	Uploaded	Security
Lead Document	Summons, Compliant, Aff of Service (credit card company).doc	Ok	Public Image
Attachments			

#### Fees

Summons and Complaint	
Filing Fee	\$0.00
Civil Filing Fee	\$322.00
Jury Fee	\$100.00
<b>Total this Filing</b>	<b>\$422.00</b>
Case Initiation Fee	\$0.00
Convenience Fee	\$5.00
<b>Envelope Total</b>	<b>\$427.00</b>

#### Payment

Payment Account\*

Party Responsible for Fees\*

#### Filing Attorney

Filing Attorney\*

**Submit**

Verify that all the information is correct.

**Submit:**  
 Select when you are ready to submit the filing to the court.

## Confirmation breadcrumb (New Case and Subsequent Documents):

Hennepin Civil - Contract

1 Case Information 2 Parties 3 Filings 4 Documents 5 Summary 6 Confirmation

Your Filing Has Been Uploaded Successfully

Envelope # 00004554 [Return to My Filings](#)

Code	Description	Reference Number	Type
Summons and Complaint	and Jury Demand	1234	EFile