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## Family Court E-Filing Business Process Changes

**1. Deficient Document Filing for Ramsey County Attorney's Office.** Court Administration will reject an electronic filing for the following reasons:

- Incorrect or missing fees
- Incorrect venue
- Incorrect case number; and/or pleadings with a case number on them
- Ineligible case type (per Second District's defined project phases)
- Pleadings that have not been signed by a County Attorney
- Initial pleadings **with** a court file number on them
- Incomplete pleadings – pleadings that do not include **either** a Notice of Hearing **or** Affidavits of Default and Proposed Order

**2. Proposed Orders.** Proposed default orders must be submitted by e-mail to [2ndChildSupport@courts.state.mn.us](mailto:2ndChildSupport@courts.state.mn.us). Orders directed to a specific judicial officer should be e-mailed to the chambers e-mail address of the judge or referee.

**3. Correspondence.** Correspondence may be filed electronically; the submitting party shall designate the security level of the document. Correspondence may also be submitted directly to the assigned Judicial Officer as an email attachment, facsimile, or as a paper document.

**4. Courtesy Copies.** Judicial Officers may continue to request paper courtesy copies of motion papers filed electronically. Attorneys will be informed of the assigned Judicial Officer's requirements.

**5. E-Mail Addresses.** E-mail address boxes have been set up for each judicial unit. This email address may be used to send a courtesy copy via the e-filing system or may also be used to send requested Word versions of proposed orders and other documents, at the request of the Judicial Officer.

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