



LAW FIRM ADMINISTRATOR USER GROUP

Wednesday, May 14, 2014

8:00 – 9:30 a.m.

Dorsey & Whitney LLP



AGENDA

WELCOME	Chief Judge Cahill
❖ eFiling Performance Reporting	Dr. Marcy Podkopacz
❖ eCourtMN Part III – The Path Forward	MJB CIO Mark Moore
❖ Proposed Additional Filing Rejection Reasons	Chief Judge Cahill
❖ Rule 11 Review and Proposed Changes	Chief Judge Cahill
❖ New Statutes Related to EFS	Chief Judge Cahill
❖ Questions and Answers	Audience
MEETING ADJOURN	



Welcome

Panelists:

Judge Peter Cahill
Fourth District

Chief Judge

Mark Moore
State Court

Chief Information Officer

Dr. Marcy Podkopacz
Fourth District

Director of Research and
Business Practices Divisions

eFiling Performance Reporting

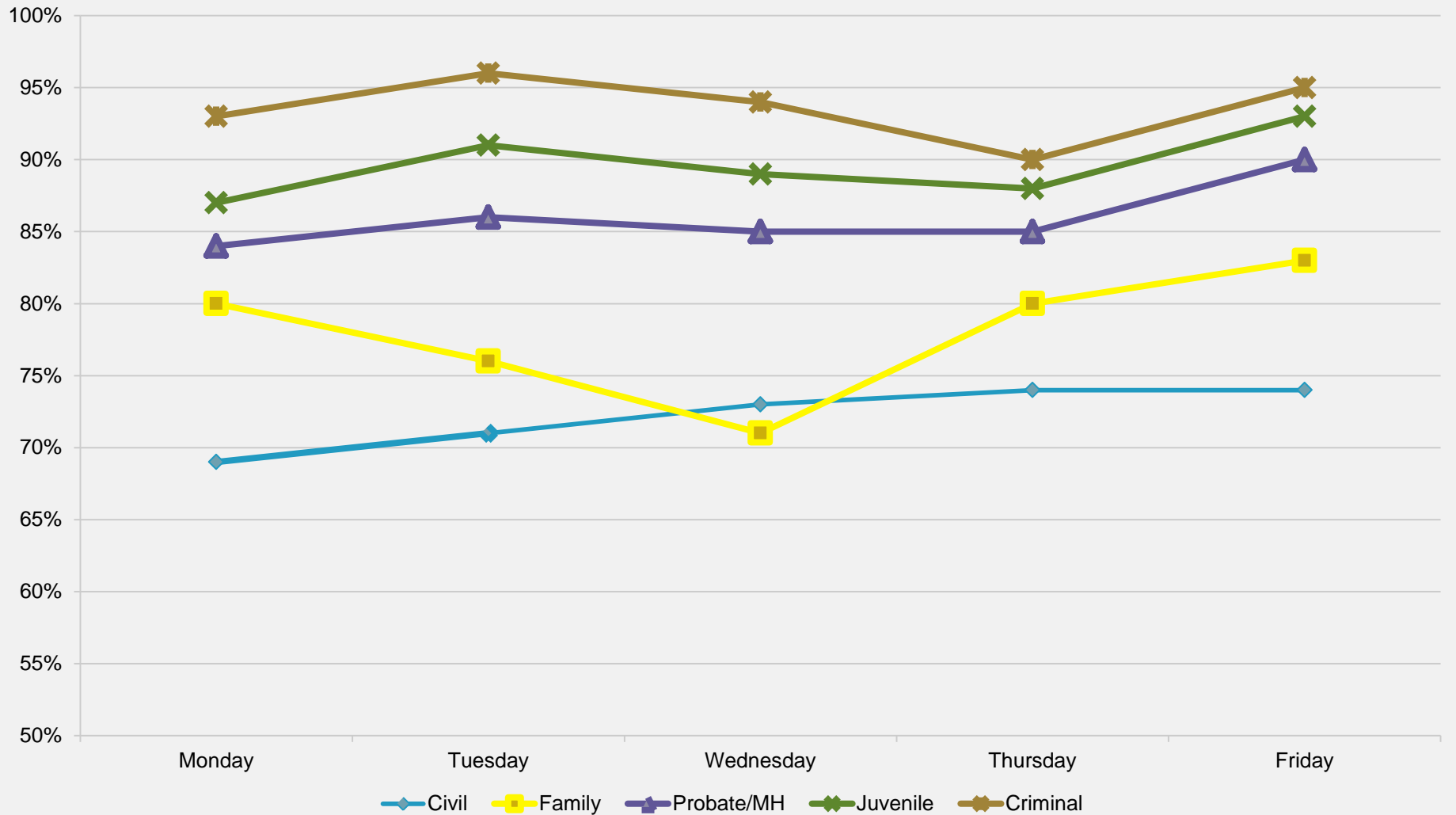
- For our statistics:

- <http://www.mncourts.gov/district/4/?page=4605>

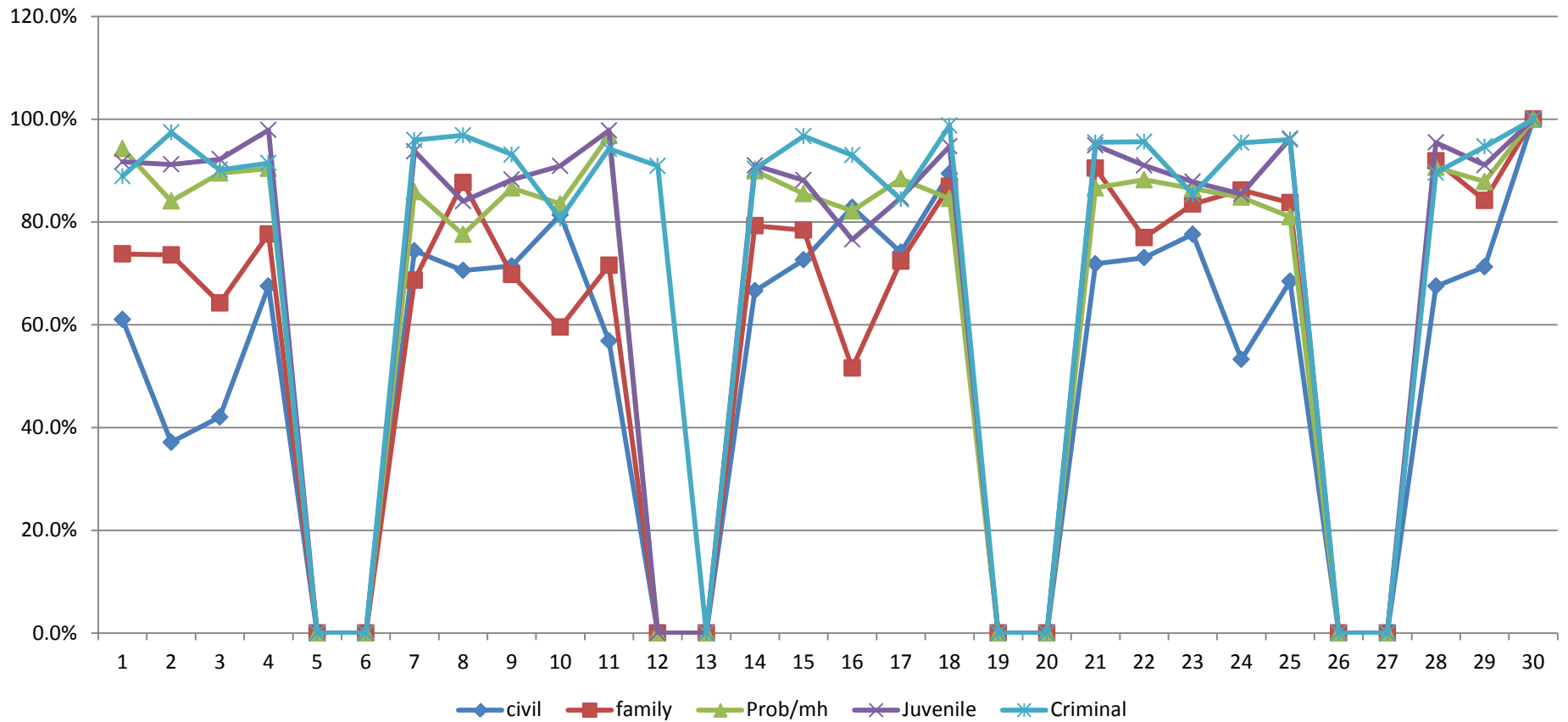
- Example:

- http://www.mncourts.gov/Documents/4/Public/Court_Administration/EFiling/April_Family_2014.pdf

Fourth Judicial District Percentage of 2014 Submitted Filings processed the same day by Division



Fourth Judicial District Percent of Submissions Processed the same day by each day in April and Division



eCourtMN Part III The Path Forward



LAW FIRM ADMINISTRATORS GROUP MEETING

MAY 14, 2013

**DORSEY & WHITNEY
50 SOUTH 6TH STREET
SUITE 1500 – MINNESOTA CONFERENCE ROOM**

Mark A Moore
Chief Information Officer
Minnesota Judicial Branch
Office: (651) 215-0032
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Justice Partner Focus

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- **Minnesota Public Access w/ Documents**
- **Minnesota Government Access Expansion**
- **eFiling & eService Implementation**
- **Document Security & Rule 11**
- **Frequently Asked Questions**

Minnesota Public Access with Documents

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Statewide Access to Public Case Information & Documents

Now!

Via Public Terminals in Courthouses Across the State

Minnesota Government Access

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The Judicial Branch will provide a system to:

1. Provide all interested parties with appropriate access to documents.
2. Reduce the need for staff to intervene when document access is needed.
3. Create an audit trail to track government subscriber access to confidential documents.

Minnesota Government Access

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SEPTEMBER 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Start with access by Government Subscribers in selected areas. For all lawyers, need to have Tyler Portal up and running.

MGA Portal: Sign-in grants access rights based on role and relationship to the case and “team membership.”



eFiling & eService Implementation

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Mandatory eFiling & eService – All Case Types 11 eFiling Pilot Counties

Morrison

Cass

Clay

Dakota

Faribault

Kandiyohi

Lake & Cook (Shore)

Hennepin

Ramsey

Washington

June 2015

eFiling & eService Implementation

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eFiling & eService – All Case Types Statewide

Voluntary

December 2015

Mandatory

No Later Than July 2016

Proposed Additional Filing Rejection Reasons

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- **Civil Procedure Rule 5.04**
 - Discovery or Trial Exhibits without court permission
 - Lack of Civil Cover Sheet in non-family civil case
 - Restricted Identifiers in Public Document in violation of Minn. R.Gen. P. 11.02
- **Written comments on proposed changes are due May 31, 2014.**
- **See Public Notices page of mncourts.gov**

Document Security & Rule 11



Use Correct Security Classification

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- Person e-filing is responsible for designating correct security classification of each document (Gen. R. Prac. 14.06)
- Three classes: public, confidential, or sealed
- Consult public access rules and charts posted on website under “Court Rules”
- Consult with local court staff

Use Correct Filing Codes

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- **Form 11.1**
 - **“Confidential Information Form 11.1 personal information”**
- **Form 11.2:**
 - **“Confidential Information Form 11.2 sealed financial info”**
- **Actual Financial Documents:**
 - **“Confidential Information Form 11.2 Attachments”**

Use Confidential Data Form 11.1

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- **Redact restricted identifiers from documents**
 - Social security numbers (full or partial)
 - Financial account numbers
 - Employer identification number
- **Place restricted identifiers on separate form 11.1 Confidential Information Form**
- **Classify redacted document as PUBLIC and classify form 11.1 as CONFIDENTIAL**

Proposed Changes to “Restricted Identifiers” – Rule 11.02

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- **SSN and Tax ID #: Full or partial restricted (SAME)**
- **Account # not also SSN: Last four digits OK (NEW)**
- **Written comments on proposed changes are due May 31, 2014.**
- **See Public Notices page of mncourts.gov**
- **<http://bit.ly/1mTL7xv>**

Use Confidential Data Form 11.2

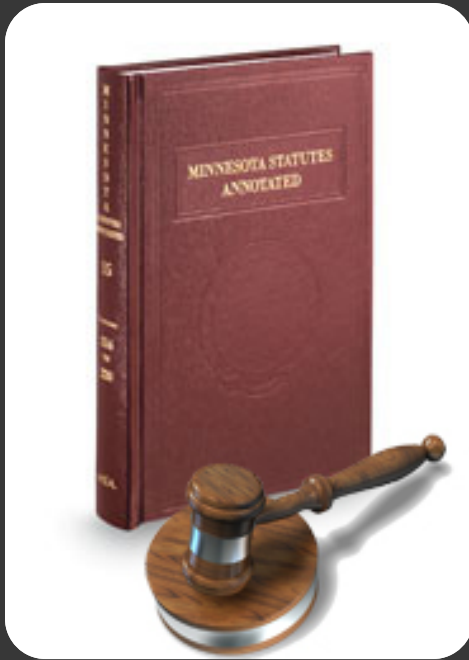
- Use form 11.2 to classify as confidential all Financial Source Documents:
 - Tax returns, wage stubs, credit card statements, financial institution statements, check registers, and other documents so designated by the court
- Form 11.2 is a cover sheet that lists the attached financial source documents
- Best practice: classify form 11.2 as public and all financial source documents identified on form 11.2 are themselves classified as confidential

Proposed Changes to “Confidential Financial Source Documents” – Rule 11.03

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- Documents from a permanently closed or “charged-off” account when the account is identified as a closed account in the “related pleading” may remain PUBLIC
- Written comments on proposed changes are due May 31, 2014.
- See Public Notices page of mncourts.gov
- <http://bit.ly/1mTL7xv>

New Statutes Affecting eFiling



2014 Session Laws Ch. 204

- § 3 - Elimination of notary oath in favor of “I declare under penalty of perjury” statement.
- § 5 and § 6 – Permitting e-Service in probate cases.
- § 14 – E-signature OK on court documents as provided by rule
- § 2 and § 10 Electronic court seal image OK instead of embossed seal.

QUESTIONS AND ANSWERS





Thank
you for
attending!

Thank You to Dorsey & Whitney
LLP for hosting!