

Common E-Filing Rejection Reasons and Solutions

This table details possible solutions to avoid or resubmit rejections. If an e-filing is rejected, the e-filer will receive an email and a message in the filer's E-MACS Rejected Filing Queue. If a document is served via E-MACS before the clerk's office rejects the e-filing, the link in the service message will no longer work. Only the filer, not those who are served, receives a message when an e-filing is rejected. See the E-Filings section in the [E-MACS Online Help](#) for more information on how to resubmit a rejected e-filing.

Rejection Reason	Solution
Document – Addendum exceeds page limit	<ul style="list-style-type: none"> • See Minn. R. Civ. App. P. 130.02(b)-(c) for page limit rules. • The entire document will be rejected unless a motion to accept an enlarged Addendum accompanies the submission.
Document – Contains unredacted confidential identifiers	<p>See Minn. R. Civ. App. P. 112 for instructions on confidential information in the appellate courts. The following information must be redacted from documents before filing in the appellate courts:</p> <ul style="list-style-type: none"> • Social Security Numbers • Financial Account Numbers (bank accounts, credit cards, Tax ID numbers, etc.) • Information that identifies a juror, witness, or victim of a criminal or delinquent act. <p>In the event that confidential identifiers are relevant to the appeal, file both a redacted copy and an unredacted copy. A motion to file under seal should accompany the unredacted copy.</p>
Document – Date indicates delivery in the future	Transcript delivery certificate must include actual date of delivery, which must be no later than date of signature and submission via e-filing.
Document – Date not included	All documents must include a signature and date.
Document – Fields incorrect or incomplete	Ensure all fields are complete and correct.
Document – Includes prohibited appendix	<ul style="list-style-type: none"> • Effective 7/1/2014, an Appendix is no longer permitted. See Minn. R. Civ. App. P. 117, subd. 3, and 130.01, subd. 1. • An Addendum is permitted. See Minn. R. Civ. App. P. 130.02.

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Document – Incorrectly combined into single PDF	With the exception of an agency record, upload each document separately in E-MACS.
Document – Pages not all oriented in same direction	Ensure all pages are oriented in the same direction and none of the pages are upside-down.
Document – Signature Doesn't Match E-Filer Account	<ul style="list-style-type: none"> • For security reasons, the attorney whose e-filing account is used to submit a filing must be the same attorney who signed the filing and accepted responsibility for its contents. • Agency Records Manager accounts may be used only to submit the administrative record and cannot be used to submit documents on behalf of an attorney.
Document – Signature is illegible or too light	Please use black ink when signing documents.
Document – Signature Missing	Add the signature, ensuring the signer matches the e-filer account.
Document – Uploaded into incorrect E-MACS screen	<ul style="list-style-type: none"> • Upload the Lead Document first. • Upload other documents, such as a Decision Appealed, on the correct E-MACS screen.
Duplicate – Consolidated Case	<ul style="list-style-type: none"> • Separate filings were submitted for consolidated cases. • After appellate files have been consolidated, a single e-filing in the lowest file number will automatically be docketed in all consolidated cases.
Duplicate – Multiple Document Types Must be Separated	<ul style="list-style-type: none"> • File an initial transcript certificate and a delivery certificate separately in the same case. • File multiple transcript requests in the same case as separate filings. • Never combine e-filings for separate cases in a single submission.
Duplicate – Previously Submitted	<ul style="list-style-type: none"> • The exact document has already been filed (e.g., by mail or another e-filer). • E-filed documents do not require paper copies. Do not submit paper copies of any e-filed documents, except for briefs. When submitting paper copies of an e-filed brief, note in the cover letter that the brief has been submitted electronically.



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Duplicate – Unclear indication if it is an amended version	Clearly indicate in the title of the document that it is an <i>amended</i> filing. Identify all changes or amendments by using bold print, all caps, underlining, or italics, and indicate the current date of the amended submission.
Late – Submitted past time limit Untimely filing: requires motion to accept late	<ul style="list-style-type: none">• Late motions and other documents may be resubmitted only if accompanied by a motion to accept late filing. Late notices of appeal and petitions for further review cannot be accepted.• See Minn. R. Civ. App. P. 126.02, and Minn. R. Crim. P. 28.01, subd. 3, 29.01, subd. 3, and 29.04, subd. 2.
Transcripts – Improperly Submitted to appellate courts	<ul style="list-style-type: none">• Do not file transcripts with the appellate courts. Except in attorney discipline matters or when a court order requires otherwise, only file copies of the requests for transcripts, certificates as to transcript, and transcript delivery certificates with the appellate courts.• Transcripts must be filed with the agency or trial court administrator and delivered to the attorneys and unrepresented parties.• Transcript delivery certificates must include the dates and methods of filing with the district court and delivery to attorneys for each party separately represented on appeal.• Ensure the transcript is filed with the district court and resubmit an updated delivery certificate.