

E-MACS User Manual



E-MACS User Manual

Released July 27, 2016

Copyright © 2014-2016 by the State of Minnesota
State Court Administrator's Office
All Rights Reserved

(MJB_SP_1045d)

E-MACS Overview	4
E-MACS Registration	5
Entering Registration Information	5
Registration Test	8
Taking the Test	8
Maintaining Account Information	9
Updating Your Account Information	9
Home Screen	11
Managing the Home Screen View	11
Access the Filing Queues	12
Access Your Cart	12
View Your Notifications	12
Navigating E-MACS	13
Filing Process Navigation	13
Returning to the Home Screen	13
Help Text	13
Required and Conditional Fields	13
Create an Electronic Filing or Access Filing Queues	13
Notifications, Cart, and User Account Management	13
Using the Filing Queues	14
Accessing a Filing Queue	14
Create a Filing for a New or Existing Case	16
Create a Filing	16
Cart	29
Submitting Filings	29
Removing Filings from the Cart	29
Editing Filings	29
Pay Fees	30
To Pay Fees	30
Notifications	31
Setting Your Notification Preferences	31
Accessing the Notifications Screen	31
Viewing Notifications	31
Marking a Notification as Read/Unread	32
Frequently Asked Questions	33
Further Support	33

E-Filing Availability	33
Registering for E-Filing	33
My Account Information	34
E-Filings	35
Additional Information	41
E-Filing Types and Subtypes	41
Appellate Roles	42

E-MACS Overview

The Minnesota Appellate E-Filing Application (E-MACS) provides the ability for users to electronically file documents with the Clerk of Appellate Courts in cases pending before the court of appeals and the supreme court. Electronic service may also be accomplished, in some cases, when documents are e-filed with E-MACS.

E-filing with the appellate courts will offer users the following benefits:

- **Convenience:** E-MACS offers one electronic location at which you can at any time prepare, file, and (in some cases) serve documents electronically, as well as access notifications received on recent cases.
- **Availability and access:** E-MACS is available 24/7, and filings submitted before 11:59 p.m. will be considered submitted that day, even when the clerk's office is not open. If accepted by the clerk's office after review, submissions will be considered 'filed' as of the date of submission.
- **Cost-efficiency:** Electronic filing and service will reduce the number of paper copies needed for the courts and for you and/or your client.

Who may e-file with the Appellate E-Filing Application?

Initially, only those authorized by order of the Minnesota Supreme Court will be allowed to register for E-MACS, to file documents related to appeals.

After an initial pilot project with the appellate public defender's office, the supreme court is expected to authorize additional groups of attorneys, court reporters, and self-represented parties to participate, and to expand e-filing to additional types of appeals.

How do I begin e-filing?

Refer to the Registering for E-MACS section for information on getting started using E-MACS.

Refer to the Frequently Asked Questions for other helpful information about E-MACS.

E-MACS Registration

Requesting access to E-MACS involves creating a user account and taking a test on the e-filing training materials (the rest of this manual, the Frequently Asked Questions, and [video demos](#) on the Clerk of Appellate Courts page, Appellate eFiling tab). After entering your registration information, you will be required to take a test to promote understanding the rules and methods for using E-MACS.

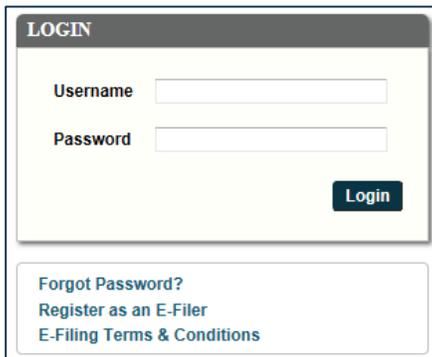
After registering, your account will be reviewed by the clerk's office within 2 business days. If approved, you will be notified via e-mail and will then be able to e-file with E-MACS.

Note

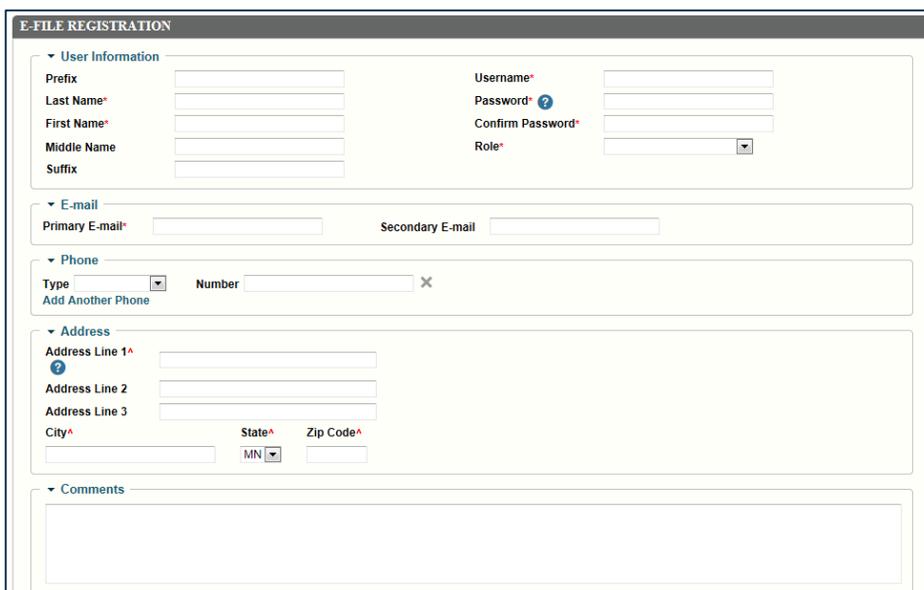
Attorneys can e-file immediately after entering their registration information. While attorneys have to take and pass the test, they do not need to await account approval to e-file.

Entering Registration Information

1. On the E-MACS login screen, click **Register as an E-Filer**.



2. Enter your requested information into the available fields, listed below. Note that required fields are indicated in E-MACS with a red asterisk (*).



Registration Field Options:

Field	Description
<i>Prefix, Last Name, First Name, Middle Name, Suffix</i>	Name information of the registrant.
<i>Username, Confirm Username</i>	The username selected by the registrant. A username must not already be in use by another user in E-MACS.
<i>Password, Confirm Password</i>	Password must be 6-8 characters.
<i>Role</i>	The role of the registrant.
<i>Attorney Bar ID</i>	If "Attorney" was selected from the Role drop-down menu, the registrant's bar ID must be entered here.
<i>Primary E-mail, Secondary E-mail</i>	The e-mail addresses of the registrant. Note that only Primary E-mail is required and must be unique to E-MACS. The primary e-mail address is where registration confirmation will be sent after the registration process, along with any other notifications generated from E-MACS.
<i>Phone Type, Phone Number</i>	The phone number(s) of the registrant. Click Add Another Phone to add additional phone numbers.
<i>Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code</i>	The address of the registrant. Each address line is limited to 50 characters.
<i>Comments</i>	Comments the registrant would like to send to the clerk's office.

- In the Verification section, type the two words displayed in the image into the available field.



- Ensure that you have read the Terms and Conditions and check the checkbox indicating you've done so.

5. Click **Next**.

You will then be brought to the test. Refer to the next page for details.

Registration Test

To promote understanding of the rules and methods for using E-MACS, users are required to take and pass a short test before being authorized to use E-MACS. You can review E-MACS rules and procedures by referring to the rest of this manual, the Frequently Asked Questions, and [video demos](#) on the Clerk of Appellate Courts page, Appellate eFiling tab.

The test consists of multiple-choice or true/false questions and should take about 10 minutes to complete. You need to answer at least 80% of the questions correctly to pass the test, and you can retake the test as many times as needed until you pass (you will be given the option to review your answers before retaking). If necessary, you can log out of E-MACS and log back in later to retake the test.

Taking the Test

1. When prompted to take the test after entering your user information, click **Begin Test**.
2. Select answers to the questions.

Note

Navigate through the test by using the **Previous** and **Next** buttons, not the "Back" and "Forward" buttons on your browser.

3. After answering the final question, click **Submit**.
4. Click **OK** to confirm the test submission.
5. **If you fail the test:**
 - a. (optionally) Click **Print Answers** to view your test results in a separate window.
 - b. Click **Restart Test** to take the test again.

If you pass the test:

- a. (optionally) Click **Print Answers** to view your test results in a separate window.
- b. Check the primary e-mail account you entered during E-MACS registration for a link you must click to continue the registration process. You must click the link within 24 hours.

Note

It is possible that any new e-mails generated by E-MACS may be directed to your e-mail account's junk or spam folder, depending on how your e-mail account is configured. Make sure to monitor such folders for any E-MACS correspondence.

Attorneys can immediately access E-MACS and e-file at this point.

All other account holders who have passed the test must monitor their e-mail for a message from the clerk's office stating that their account is under review. Upon approval of your account (at which point, you will receive an e-mail notification from which you must click a link), you will be able to use E-MACS.

Maintaining Account Information

From any screen within E-MACS, you can access your account information and make changes.

Updating Your Account Information

1. While logged in to E-MACS, click your username at the upper-right portion of any screen.



2. From the options that appear, click **My Account**.
3. Update your information as needed.

USER ADMINISTRATION

▼ User Information

Last Name*	<input type="text" value="Smith"/>	Username	jsmith
First Name*	<input type="text" value="Jane"/>	New Password	<input type="password"/>
Middle Name	<input type="text"/>	Confirm Password*	<input type="password"/>
Suffix	<input type="text"/>	Prefix	<input type="text"/>
Notification Type	<input type="text" value="All"/>		

▼ Attorney Information

Attorney Bar ID*	<input type="text" value="000XXXXXX"/>
------------------	--

▼ E-mail

Primary E-mail*	<input type="text" value="jsmith@myemail.com"/>	Secondary E-mail	<input type="text"/>
-----------------	---	------------------	----------------------

▼ Phone

Type	<input type="text" value="Mobile Phone"/>	Number	<input type="text" value="612-555-1234"/>
------	---	--------	---

[Add Another Phone](#)

▼ Address

Address Line 1*	<input type="text" value="123 Any St."/>		
Address Line 2	<input type="text"/>		
Address Line 3	<input type="text"/>		
City*	State*	Zip Code*	
<input type="text" value="Minneapolis"/>	<input type="text" value="MN"/>	<input type="text" value="55417"/>	

Field	Description
User Information section	
<i>Prefix, Last Name, First Name, Middle Name, Suffix, Prefix</i>	Name information of the user.
<i>Username</i>	The username of the user. <u>This cannot be changed.</u>
<i>New Password, Confirm Password</i>	Password must be 6-8 characters.
<i>Notification Type</i>	The method by which the user is notified by E-MACS. Option include "Application Notifications" (notified within E-MACS), "E-Mail" (notified via e-mail only), or "All" (notified by both methods).
Attorney Information section	
<i>Attorney Bar ID</i>	The user's bar ID.
E-Mail section	
<i>Primary E-mail, Secondary E-mail</i>	The user's e-mail addresses. Note that only Primary E-mail is required and must be unique to E-MACS.
Phone section	
<i>Phone Type, Phone Number</i>	The user's phone number(s). Click Add Another Phone to add additional phone numbers.
Address section	
<i>Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code</i>	The address of the user. Each address line is limited to 50 characters.

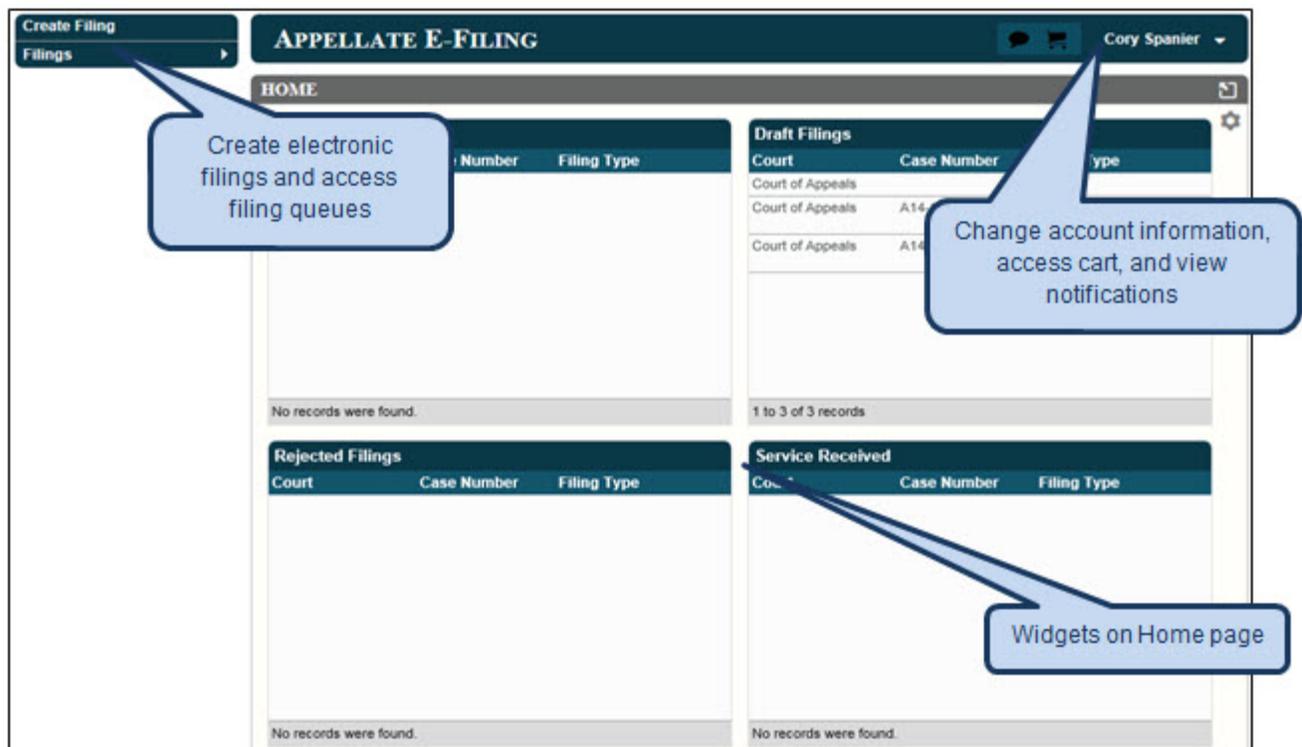
4. Click **Save**.

Home Screen

Upon accessing E-MACS, you will be presented with the Home screen, which will resemble the figure below. From the Home screen, you can begin a new filing, access previous filings, access your cart, view notifications, and other tasks.

Featured on the Home screen are summaries of your filings: draft filings, filings pending clerk review, accepted filings, rejected filings, and error filings. You can also display summaries of filings with which you have been served, and the contents of your cart. You can control which summaries display on the Home screen by clicking the gear icon in the upper right portion of your screen and checking the box next to the summaries you want to display.

More complete information about your filings is available in the filing queues, accessible by hovering over the **Filings** tab in the upper left. These queues – for draft, pending clerk review, accepted, rejected, and error filings – contain links to your filings from the preceding 60 days (the queues will not display filings older than 60 days). Please see the Using the Filing Queues section for more information.



Managing the Home Screen View

1. From the **Home** screen, click the gear icon (⚙️).
2. Check/uncheck the elements you would like to add to or remove from the **Home** screen.

Widgets		
<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Approved Filings	Displays all filings the current user submitted and have been approved by the court
<input checked="" type="checkbox"/>	Cart Activity	Displays all filings the current user has added to their Cart
<input checked="" type="checkbox"/>	Draft Filings	Displays all filings the current user created but has not yet submitted
<input checked="" type="checkbox"/>	Error Filings	Displays all filings the current user has submitted but failed to be received by the court
<input checked="" type="checkbox"/>	Pending Clerk Review Filings	Displays all filings the current user has submitted and are pending review by the court
<input checked="" type="checkbox"/>	Rejected Filings	Displays all filings the current user submitted and have been rejected by the court
<input checked="" type="checkbox"/>	Service Received	Displays all filings the current user has received Electronic Service

3. Click **Save**.

Create a New Filing

- Click **Create Filing** in the upper-left portion of the screen.
See Create a Filing for a New or Existing Case for more information.

Access the Filing Queues

- Click **Filings** in the upper-left portion of the screen.
See Using the Filing Queues for more information.

Access Your Cart

- Click the **Cart** icon () at the top of the screen to access your cart to manage filings that have yet to be filed.

See the Cart section for more information.

Note

If you have filings in your cart, it will be indicated by a number next to the **Cart** icon. If you have no filings in your cart, the icon will be grayed out.

View Your Notifications

- Click the **Notifications** icon () at the top of the screen to view your Notifications.
See Notifications for more information.

Navigating E-MACS

See below for tips on navigating through E-MACS.

Filing Process Navigation

During the process of creating and submitting a filing, a Filing Progress bar will appear. This bar displays the steps you'll be going through in the process of creating or editing a filing. You can also click a step on the Filing Progress bar to jump to that screen.



Returning to the Home Screen

Click the **Appellate E-Filing** header at any time in E-MACS to return to the Home screen.

Help Text

Many fields in E-MACS have helpful information that can be viewed by hovering over the **Help** icon (?).

Required and Conditional Fields

Required fields are indicated with a red asterisk (*).

Some fields are only required if a previous field is or is not filled out. These are indicated with a red up arrow (^). Hover over the arrow in order to view requirements for the field.

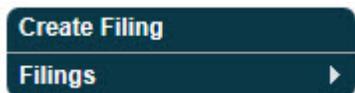
NOTE

If you receive an error for neglecting to fill out or select from a required field, you will receive an error when clicking **Next** to proceed to the next screen. Clicking on the error message at the top of the screen will cause the missed field to glow red, alerting you to where you need to make a selection or enter information.

Create an Electronic Filing or Access Filing Queues

From any screen within E-MACS, you can create a new filing or review existing filings via the menu in the upper-left corner.

From the **Filings** menu, you can access Draft, Pending Clerk Review, Rejected, Error, and Approved filings. Refer to Using the Filing Queues for more information.



Notifications, Cart, and User Account Management

View notifications, access the cart, and view/update your user information or logout via the icons located in the upper-right corner of any screen in E-MACS.



Using the Filing Queues

The filing queues allow users to organize e-filings based on the status of the filing. For instance, there is a queue for filings that are in progress and saved (draft), submitted filings that are awaiting approval from the clerk's office, rejected filings, etc. Refer to the table below for a description of each queue.

Note

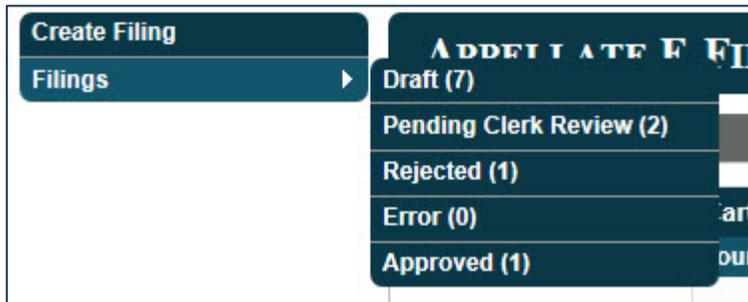
Each of the filing queues will only display filings from the last 60 days.

Accessing a Filing Queue

1. On the E-MACS Home screen, click **Filings** in the upper-left portion of the screen.



2. From the options that appear, select the queue you would like to access. Refer to the table below for a description of each queue.



Field	Description
<i>Draft</i>	<p>This queue contains filings that have been created but not submitted to the courts.</p> <p>To edit a draft filing, click the filing name.</p> <p>To add a filing or multiple filings to the cart for submittal, check the checkbox for the appropriate filing(s) and click the Add to Cart button.</p>
<i>Pending Clerk Review</i>	<p>This queue contains filings that have been submitted to the courts but have not yet been approved or rejected.</p> <p>Click a link for the filing to view the details about that filing.</p>
<i>Rejected</i>	<p>This queue contains all submitted filings rejected by the clerk's office.</p> <p>Click a link for the filing to view the details about that filing.</p> <p>To edit and resubmit a filing, click the Edit/Resubmit icon () for that filing. Please note that a rejected filing stays in Rejected queue after being resubmitted. The date on the filing is the original (rejection) date. If the resubmitted filing is approved, the filing will display in the Approved queue, with the approved date. The rejected document remains in the rejected queue.</p> <p>See the Common E-filing Rejection Categories, Reasons, and Solutions document for more information.</p>
<i>Error</i>	<p>Filings submitted but failed to be received by the court.</p> <p>To edit and resubmit a filing, click the Edit/Resubmit icon () for that filing.</p>
<i>Approved</i>	<p>This queue contains filings that have been approved by the clerk's office. This queue lists filings approved in the last 30 days.</p> <p>Click a link for the filing to view the details about that filing.</p>

Create a Filing for a New or Existing Case

When creating a filing in E-MACS, you have the option of submitting a filing for a new case or in an existing case.

Use the "New Case" option for cases that have not yet been opened in the appellate courts and do not have a filing number in the court to which you are submitting the filing. This includes, for example, a notice of appeal to the court of appeals or supreme court, or a petition for a writ to either court.

Use the "Existing Case" option for cases that already open in the appellate courts and have a filing number assigned to the case (e.g., A10-xxxx).

A note about filing a Petition for Further Review (PFR) with the supreme court

A petition for further review (PFR) to the supreme court may be substituted as a new supreme court filing or may be submitted for filing in an existing court of appeals case.

If the PFR is submitted as a **new filing in the supreme court**, you will be required to enter the Case and Party information when you reach those fields. You should also identify the existing court of appeals' file number (Axx-xxxx) in the Comments section. The clerk's office will assign the existing file number to the PFR when it is filed.

If the PFR is submitted for filing in an **existing court of appeals case**, you will enter the court of appeals' file number in the Appellate Case Number field after selecting the court of appeals. When submitting a PFR for filing, you do not need to include the court of appeals' opinion. However, if the court of appeals' opinion is included in the addendum that will be uploaded, you do not need to separately upload that opinion when you reach the Upload Decision screen.

Create a Filing

1. Click **Create Filing**.
2. Select "Supreme Court" or "Court of Appeals" from the **Court Level** drop-down menu.

A screenshot of a web form showing a drop-down menu labeled "Court Level*". The menu is currently open, showing a blank space and a downward-pointing arrow on the right side.

3. Click **New Case** or **Existing Case**.

Depending on the option you selected, do the following:

For a new case filing:

- a. Select the Case Type and, if applicable, the Case Subtype from the drop-down menus.
- b. Select the Filing Type and Filing Subtype from the drop-down menus.
- c. Click **Next**.

For an existing case filing:

- a. Enter the case (file) number in either the **Appellate Case Number** or the **Administrative Case Number** field. Note that the number consists of a two-digit year and the four-digit file number.

A screenshot of two input fields. The first field is labeled "Appellate Case Number (e.g., A13-0034)^" with a question mark icon. It contains the letter "A" in a box, followed by a hyphen and another empty box. The second field is labeled "Administrative Case Number (e.g., ADM13-0034)^" with a question mark icon. It contains "ADM" in a box, followed by a hyphen and another empty box.

Please refer to the Frequently Asked Questions for information on how to locate the case number.

- b. Select the Filing Type and Filing Subtype from the drop-down menus.
 - c. Click **Next**.
4. For both filing types, you will then be led through a series of different screens, listed below. After completing a screen, click **Next** to save the changes on that screen and proceed to the next screen.

NOTE

If you receive an error for neglecting to fill out or select from a required field, you will receive an error when clicking **Next** to proceed to the next screen. Clicking on the error message at the top of the screen will cause the missed field to glow red, alerting you to where you need to make a selection or enter information.

Note that some of the following screens are available only for certain filing types.

Case Information

The **Case Information** screen allows you to enter details of the case related to your filing.

CASE INFORMATION

▼ Details

Court Court of Appeals

Type* ▼

Subtype ▼

Originating Court or Agency ▼

Originating Court or Agency File Number

Name of Decision Maker

Originating Court or Agency Full Case Title

Next

Field	Description
<i>Court</i>	This was selected on the initial filing screen and cannot be edited.
<i>Type (required)</i>	The type of filing.
<i>Subtype</i>	The subtype of the filing.
<i>Originating Court or Agency</i>	The name of the originating court or agency. Options include: <ul style="list-style-type: none"> • Agency • District Court • Original Jurisdiction • Tax Court • WCCA
<i>Originating Court or Agency File Number</i>	The file number of the originating court or agency.
<i>Name of Decisionmaker</i>	The name of the decisionmaker, e.g., a judge.
<i>Originating Court or Agency Full Case Title</i>	The originating court or agency full case title.

Party Information

The **Party Information** screen allows you to enter details of the party who is filing on the case.

PARTY INFORMATION

▼ Party

Type*

Involved in Appeal

Appellate Role^

Orig. Court/Agency Role^

Representation*

[Add Another Party](#)

[Previous](#) [Next](#)

Field	Description
<i>Type (required)</i>	The type of party (Person or Organization).
<i>Name (required)</i>	The name of the organization. Appears only if a Type of "Organization" was selected.
<i>First Name (required)</i>	The first name of the person. Appears only if a Type of "Person" was selected.
<i>Last Name (required)</i>	The last name of the person. Appears only if a Type of "Person" was selected.
<i>Middle Name</i>	The middle name of the person. Appears only if a Type of "Person" was selected.
<i>Involved in Appeal</i>	Check to indicate if party is involved in the appeal. If the party is not involved in the appeal, leave the box unchecked.
<i>Appellate Role</i>	The role of the party for the case. Required only if Involved in Appeal checkbox is checked. Please refer to the Appellate Role Definitions section at the end of this manual for more information on the available roles.
<i>Orig. Court/Agency Role</i>	The role the party had in the originating case. Required only if Involved in Appeal checkbox is not checked.
<i>Representation (required)</i>	Indicates if party is represented by an attorney or is self-represented. Selecting "Attorney" requires entry of an attorney bar ID. Selecting "Self-represented" requires entry of contact information of party.
<i>Attorney Bar ID (required)</i>	The bar ID of the attorney representing the party. Option only available if "Attorney" was selected for Representation . If this field appears, a link below it will display allowing you to look up attorney bar IDs via the Minnesota Judicial Branch Lawyer Registration Database. Note that this database is not connected to E-MACS in any way and serves only as a resource to look up attorney information. Note that E-MACS will accept only a 9-digit Bar ID number; you may have to add 2-3 <i>leading</i> zeros if the number does not total 9 digits.
<i>Phone Number, Email Address, Address Line 1, Address Line 2, Address Line 3, City, State, Zip Code</i>	The contact information for the party. Option only available if "Self-Represented" was selected for Representation .

If necessary, click **Add Another** to add another party to the filing.

Filing Information

The **Filing Information** screen allows you to enter details of the filing you're currently working on.

FILING INFORMATION

▼ Details

Court Court of Appeals

Type*

Subtype*

Filed on Behalf of^ Party or Participant
 asdads

Filed on Behalf of Other^

Expedited Handling Requested

Expedited Handling Comments

Comments

Previous Next

Field	Description
<i>Court</i>	This was selected on the initial filing screen and cannot be edited.
<i>Type (required)</i>	The type of the filing. Please refer to the E-filing Types and Subtypes section at the end of this manual for more information.
<i>Subtype (required)</i>	The subtype of the filing. Subtype options will vary based on the Type selected.
<i>Filed on Behalf of</i>	The name(s) of the individual(s) submitting the filing. Options available were entered on the Parties screen. Required if Filed on Behalf of Other field is not used.
<i>Filed on Behalf of Other (required)</i>	Name of individual submitting the filing (if not entered as a Party). Required if no Filed on Behalf of selections are made.
<i>Expedited Handling Requested</i>	Check to indicate that expedited handling is requested.
<i>Expedited Handling Comments</i>	Required if Expedited Handling Request checkbox is checked. Give a brief explanation for the request.
<i>Comments</i>	Additional comments filer would like to include for review of the filing. If you are filing a petition for further review (PFR) as a new case in the supreme court, include the court of appeals' file number in the Comments field.
<i>Fees Not Required</i>	Make selection if fees are not required for the filing. Options include: <ul style="list-style-type: none"> • Filing fee not required • Fees waived by court order • Motion filed for waiver of fees <p>If the court has waived a portion of your filing fee, select "Fees waived by court order" and explain in the Fees Not Required Comments field that the court has partially waived your fees and how you will be paying the partial fee. You must also attach the fee waiver order on the Upload Other screen. When your filing has been processed by the clerk's office, the unpaid filing fee and the deadline for payment will be listed as a deficiency on the notice of case filing sent out to the parties.</p>
<i>Fees Not Required Comments</i>	This field is required if a selection was made from the Fees Not Required drop-down menu. Indicate the reason why no fee is required for the filing in the Comments field.

Upload Lead Document

The **Upload Lead Document** screen allows you to upload the document(s) to be included on your filing.

Documents may require a bit of preparation on the part of the user before being uploaded to an e-filing. Please refer to the [Preparing Documents for E-Filing](#) guide on the Clerk of Appellate Courts page for details.

Field	Description
<i>Name</i>	The Name is pre-populated from the Type and Subtype drop-down menus from the Filing Information screen.
<i>File (required)</i>	Allows user to browse for and attach document to filing.
<i>Part (required if a file is uploaded)</i>	Part number if the document was separated into parts.
<i>Total Parts (required if a file is uploaded)</i>	Total number of parts if the file was separated into parts.
<i>Confidential Requested</i>	Check to request that the document be set to confidential. The clerk's office will decide whether or not to grant the confidentiality request.
<i>Confidential Reason</i>	Reason for confidentiality request for document. Required if Confidential Requested checkbox is checked.
<i>Comments</i>	Additional comments filer would like to include to filing reviewer about the document.

If necessary, click **Add Another** to add another lead document to the filing. This will be necessary if your document is to be uploaded in multiple parts.

Upload Decision, Upload Addendum, Upload Attachment, Upload Writ, Upload Statement of Case Documents, Upload Other, etc.

These screens may be encountered in the course of creating an electronic filing and are meant for the uploading of additional document types. They operate in the same way as the Upload Lead Document screen. Refer to the information message at the top of each screen for details on the type of document to be uploaded on that screen.

A note about filing a Petition for Further Review (PFR)

When submitting a PFR for filing, you do not need to include the court of appeals' opinion. However, if the court of appeals' opinion is included in the addendum that will be uploaded, you do not need to separately upload that opinion when you reach the Upload Decision screen.

Service Information

The **Service Information** screen lists the registered e-filers that will be served by the system. For other parties, the method of service is entered here.

SERVICE INFORMATION

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
asdasd	Certified Questions - Defendant	Self-Represented		<input type="text"/>	<input type="text"/>

Additional Service Information

Other Served

Comments

Service Document

Name ?	Proof of Service	File	<input type="text"/>	<input type="button" value="Browse..."/>
Comments	<input type="text"/>			

[Add Another](#)

Field	Description
E-MACS Service Recipients section	This section is for parties to the case who are registered E-MACS users. These users can be set to be served electronically via E-MACS.
<i>Service Method</i>	The method of service for the recipient ("E-MACS Service" or "None").
Conventional Service Recipients section	This section is for parties to the case who are not registered E-MACS users.
<i>Service Method</i>	The method of service for the recipient.
<i>Service Date (Conventional Service Recipients section only)</i>	The date of service for the recipient. Click the calendar icon or enter the date as mm/dd/yyyy. Entering "c" will give you the current date. (c- and c+)
Additional Service Information section	
<i>Other Served</i>	Any other party represented/connected to the case.
<i>Comments</i>	Additional comments filer would like to include.
Service Document section	
<i>File</i>	Allows filer to browse for and attach proof of service document to filing.
<i>Comments</i>	Additional comments filer would like to include to filing reviewer about the document.

Filing Summary

The **Filing Summary** screen allows you to review your filing. From this screen, you can:

- Edit any part of the filing by clicking **Edit Filing**.
- Save the filing and begin a new one by clicking **Save as Draft and Upload Another Filing**.
- Proceed to file the filing by clicking **Save Filing and Check Out**.

FILING SUMMARY

Case Details

Court	Court of Appeals	Case Type	Criminal - Conviction or Order (Defense Appeal)
Originating Court or Agency		Originating Court or Agency File Number	
Name of Decision Maker		Originating Court or Agency Full Case Title	

Filing Details

Filing Type	Motion - Extension of Time - File Appeal	Filed on Behalf of	asdasd
Filed on Behalf of		Filed on Behalf of Other	
Expedited Handling Requested		Expedited Handling Comments	
Comments			

Party Details

Name	Type	Involved in Appeal	Appellate Role	Orig. Court/Agency Role	Address	Phone	E-mail Address	Attorney
asdasd	Organization	✓	Certified Questions - Defendant	Defendant				

Documents

Name	No Written Decision Comments	Confidential Comments	Comments
Motion - Extension of Time - File Appeal			

E-MACS Service Recipients

Name	Role	Representing	Address	Service Method
No records were found.				

Conventional Service Recipients

Name	Role	Representing	Address	Service Method	Service Date
asdasd	Certified Questions - Defendant	Self-Represented		Mail	09/30/2014

5. When finished, do one of the following:

- **Edit the filing:** Click **Edit Filing**.
- **Save the filing and begin a new one:** Click **Save as Draft and Upload Another Filing**. This will add your current filing to the Draft Filing Queue.
- **Add the filing to your cart for submittal:** Click **Save Filing and Check Out** at the bottom of the Filing Summary screen.

Refer to the Cart section for details on using the cart and submitting a filing.

If there are any fees associated with your filing, you will be prompted to pay after submitting your filing from the cart. Refer to the Paying Fees section for more information.

After creating and saving a filing, it will be added to the cart. From the cart, you can further review and edit your filing, submit your filings, and remove filings from the cart.

Submitting Filings

1. Click **Submit Filings**.

You will be presented with an E-MACS confirmation number and submission date. Click **Print** to view and print a PDF document of your submission confirmation.

Important!

Retain your confirmation number.

2. Once a filing has been submitted, it will be reviewed and processed by the clerk's office. Once reviewed, you will receive an e-mail message informing you that your filing has been:

- **Approved:** Approved filings will then appear in E-MACS in the Approved queue.

See Using the Filing Queues for more information.

- **Rejected:** Rejected filings will then appear in E-MACS in the Rejected queue.

See Using the Filing Queues for more information.

- **Received - No Further Action:** Received - No Further Action filings will then appear in E-MACS in the Rejected Queue. In this case, it is important to note that your submission has not been filed with the courts.

See the Using the Filing Queues section for more information.

Note

Filings in the Rejected queue can be resubmitted. See Using the Filing Queues for more information.

Removing Filings from the Cart

1. Click the **Remove** icon (✕) for any filings you wish to remove from the Cart. A confirmation message will appear.
2. Click **OK**.

The filing is now removed from the Cart and added back to the Draft queue.

Editing Filings

Double-click a filing to be brought to the Filing Summary screen for that filing. See the Create a Filing for a New Case or an Existing Case section for more information on the Filing Summary screen.

Pay Fees

If there are any fees associated with your filing, you will be prompted to enter payment information after clicking **Submit Filings** from the cart.

To Pay Fees

1. On the **Make a Payment** screen, enter your contact information.
2. Enter your method of payment in the Payment Method section. Information includes:
 - Credit card number. Note that accepted credit card types include Discover, MasterCard, and Visa.
 - Credit card expiration date
 - Credit card billing address. Click the appropriate radio button to use the contact information on this screen as your billing address. If the billing address is different, click **Use a different address**. You will be prompted to enter your billing address.
3. Click **Continue**.

Once complete, you will receive an e-mail confirmation of your payment.

Notifications

The Notifications feature of E-MACS allows you to receive notifications for:

- Confirmation that a filing has been submitted for approval, and if accepted, has been approved and filed.
- Notice that a filing has been rejected.
- Notice that service has been made by an e-filer in a case for which you are registered to receive e-service.

Notifications can be reviewed from within E-MACS, via your e-mail, or both.

The **Notifications** icon () appears in the upper-right portion of every screen in E-MACS. This icon remains blacked out if you have no current unread notifications. If you have any new notifications, the icon will include the number of notifications in the lower-right portion of the icon.

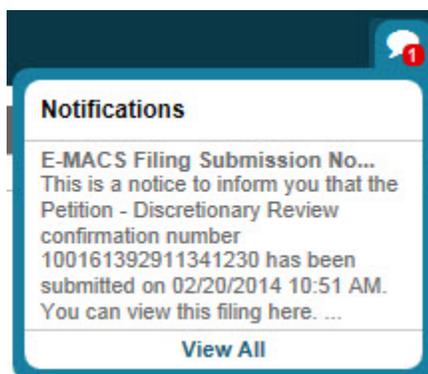
Setting Your Notification Preferences

Your notification preferences are set from your account information screen. Refer to the Maintaining Account Information section for more information.

Accessing the Notifications Screen

1. From any screen in E-MACS, click the **Notifications** icon () at the top of the screen to view your notifications. Note that you can also click the blacked-out **Notifications** icon () to access the Notifications screen.
2. If you have any unread notifications, its summary will appear in the pop up that displays. Click the summary to access the notification directly.

Otherwise, click **View All** to access the Notifications screen.



Viewing Notifications

Any unread notifications will appear in the **Notifications** section of the Notifications screen. Click a specific notification to view its details.

Notifications			
<input type="checkbox"/>	Date ▾	From	Subject
<input type="checkbox"/>	Thu Feb 20 11:32:37 EST 2014	E-File	E-MACS Filing Rejection Notice
<input type="checkbox"/>	Thu Feb 20 10:51:51 EST 2014	E-File	E-MACS Filing Submission Notice

1 to 2 of 2 records

Marking a Notification as Read/Unread

1. Check the checkbox for a specific notification.
2. Click **Mark Read** or **Mark Unread**.



Marking a notification as "Read" will remove it from the main Notification screen, while marking one as "Unread" will cause it to appear on the main Notification screen.

Frequently Asked Questions

Please click on a question to view its answer.

Further Support

Who can I contact if I need help?

If you have questions that cannot be resolved by this Frequently Asked Questions section or elsewhere in the E-MACS documentation, contact the following:

651-227-2002 (if calling from metro area codes 612, 651, 763, 952)

1-855-291-8246 (if calling from all other area codes)

E-Filing Availability

When will e-filing become available?

Please refer to the Clerk of the Appellate Courts [E-Filing website](#) for information on the rollout of E-MACS.

Who is currently authorized to e-file and on what case types?

Please refer to the Clerk of the Appellate Courts [E-Filing website](#) for information on who is authorized to e-file with E-MACS.

Is e-filing mandatory?

Effective July 1, 2016, appellate e-filing is **mandatory** in all appellate cases for all attorneys admitted to practice in the State of Minnesota or admitted pro hac vice to practice before the appellate courts of Minnesota (unless a particular appeal involves a self-represented party, in which case e-filing will remain voluntary).

Appellate e-filing is also mandatory for all court reporters, all executive-branch records managers, all court-appointed examiners, and all panels appointed by the appellate courts.

Mandatory e-filing for everyone except self-represented parties is applicable to all appeals or administrative matters pending on or filed after July 1, 2016. E-filing remains **voluntary** for self-represented parties after July 1, 2016.

Registering for E-Filing

Should legal assistants create their own E-MACS accounts?

No. When attorneys register for an E-MACS account, they have the option of including a secondary e-mail address. An attorney can list an assistant's e-mail address as the secondary e-mail address for the account. This will ensure that the assistant also receives notification of all e-filings and e-service associated with the attorney's account. Legal support staff can log in to E-MACS using the attorney's credentials to create new filings and view service documentation.

Please note that the use of E-MACS to submit documents to the courts in no way changes the responsibilities and obligations, under applicable court rules, of the attorney signing the document.

How long after I register will it take before I can e-file?

Attorneys can e-file immediately after completing the registration process.

The accounts of other users who register will be reviewed within 2 business days after registration. Users will be notified via e-mail whether or not their account has been approved.

Why do I have to take a test before I can e-file?

To promote understanding of the rules and methods for using E-MACS, users are required to take and pass a short test before being authorized to use E-MACS.

How many times can I take the test?

You can take the test an unlimited amount of times.

What are the rules for creating a username?

Any username you create must be unique to E-MACS and cannot be in use by another E-MACS user. We recommended that Minnesota attorneys use their BAR ID numbers as their usernames.

What are the rules for creating a password?

Passwords must be from 6 to 8 characters.

My Account Information

I forgot my password. How do I access my account?

Go to the Login screen of E-MACS and click **Forgot Password?** You will be prompted to enter the e-mail address you used when registering in order to request a new password.

How do I change my password?

Once you have logged in to E-MACS, click your name in the upper-right corner of the screen and select "My Account" to access the User Administration screen. From here, you can change your password.

How do I change my account information?

While in E-MACS, click your name in the upper-right corner of the screen and select "My Account" to access the User Administration screen. From here, you can change your personal account information.

Refer to Maintaining Account Information for more information.

If my account information changes (firm, phone number, e-mail address, etc.), how should the court be notified of the change(s)?

You will need to change the information in your E-MACS account.

Refer to Maintaining Account Information for more information.

E-Filings

General Filing Questions

How long does it take to file an appeal?

The time it takes to file an appeal will vary greatly, based on a number of different factors. If this is your first time filing an appeal, and/or you need to enter party details or upload a large number of documents, it could take more than an hour to file an appeal.

Note that if you're not an attorney, you will not be able to file until the clerk's office reviews and approves your account. Please allow at least one business day before filing deadlines for the clerk's office to review and approve new accounts.

Can I use E-MACS to e-file and e-serve documents in the district courts?

No. E-MACS can only be used for filing and serving documents in the court of appeals and supreme court.

Can I use the district court e-filing system (eFS) to serve documents related to an appeal?

No. Appellate court documents may not be filed or served using the district court e-filing and e-service (eFS) systems. However, under RCAP 103.01, the appellant may use eFS to serve a copy of the notice of appeal on the trial court administrator and the adverse parties. In that case, the appellant will need to file proof of service with the appellate court, using any of the service methods authorized by rule 125.03.

When do I need to submit an e-filing by to be considered submitted that business day?

A filing must be submitted by 11:59 p.m. in order to be considered submitted for that business day.

What does it mean for an e-filing to be "submitted" vs. "filed"?

An e-filing that has been "submitted" has been sent electronically to the clerk's office for review. It is not yet approved or rejected.

An e-filing that is "filed" has been approved by the clerk's office, and you will have received a notification of the approval.

If an e-filing is rejected by the clerk's office, will the original date of submission be preserved?

No. If your filing is rejected for any reason, your original date of submission will not be preserved.

If you resubmit a rejected filing and it is approved, the new date of submission will be the date you resubmitted the filing.

I resubmitted a rejected filing and it was approved. Why is the filing still appearing in my Rejected queue?

A rejected filing stays in Rejected queue after being resubmitted. The date on the filing is the original (rejection) date. If the resubmitted filing is approved, the filing will display in the Approved queue, with the approved date. The rejected document remains in the rejected queue.

What does it mean to e-file on a new case?

Use the "New Case" option for cases that have not yet been opened in the appellate courts and do not have a filing number in the court to which you are submitting the filing. This includes, for example, a

notice of appeal to the court of appeals or supreme court, or a petition for a writ to either court.

If filing a Petition for Further Review (PFR), e-filers may select either "Court of Appeals" or "Supreme Court" in the Court Level drop-down menu. If the Court of Appeals is selected, the e-filer must select "Existing Case," followed by "Petition" and the Subtype "Further Review." If the Supreme Court is selected, the e-filer must select "New Case," "Petition," and "Further Review," and then must enter all of the case participant and party information in order to initiate the PFR in the Supreme Court. The e-filer should also, when initiating the PFR in the Supreme Court, provide the Court of Appeals file number in the "Comments" box on the Filing Information screen.

When e-filing on an existing case, how do I find the case number?

If you don't already have a case number, use the [Minnesota Appellate Courts Case Management System](#) to look up the case number.

How will I know if I have successfully submitted an electronic filing?

After submitting an e-filing, you will receive a confirmation e-mail regarding your submission. This does not, however, mean that your filing has been accepted by the clerk's office. A second e-mail will be sent when the filing has been reviewed and approved by the clerk's office.

What should I do if I have received system error messages after I have repeatedly tried to upload and e-file a document on the date of an appellate filing deadline?

For further assistance, please contact the clerk's office at 651-296-2581 or emacs@courts.state.mn.us from 8:00 a.m.-4:30 p.m., Monday-Friday. If the E-MACS system is down, your e-filing deadline is automatically extended.

After submitting a filing, I received a notification that my filing was "Received - No Further Action." What does this mean?

Filings that have been designated as "Received - No Further Action" have neither been accepted nor rejected. They will appear in the Rejected filing queue, and it is important to note that the submission has not been filed with the courts.

See the Using the Filing Queues section for more information.

How do I e-file a petition for further review (PFR)?

If filing a Petition for Further Review (PFR), e-filers may select either "Court of Appeals" or "Supreme Court" in the Court Level drop-down menu. If the Court of Appeals is selected, the e-filer must select "Existing Case," followed by "Petition" and the Subtype "Further Review." If the Supreme Court is selected, the e-filer must select "New Case," "Petition," and "Further Review," and then must enter all of the case participant and party information in order to initiate the PFR in the Supreme Court. The e-filer should also, when initiating the PFR in the Supreme Court, provide the Court of Appeals file number in the "Comments" box on the Filing Information screen.

How do I know which filing type and subtype to choose when e-filing?

Please refer to the Type and Subtypes section for details on the filing type and subtypes you can select from on the Filing Information screen.

When should I request that a filing be confidential and kept under seal?

- For filings in cases that were entirely under seal in the district court (e.g., adoption, paternity)
- For in forma pauperus applications that contain personal financial information
- For documents received as exhibits in the district court that contain medical or financial information

Can I resubmit a rejected filing?

Yes. Click the **Edit/Resubmit** button from Rejected Filing Queue to correct the errors found by the clerk's office. Note that the original date of submission will not be preserved unless otherwise directed by the court.

Please see the payment questions in this FAQ for info on how payment will be handled on rejected filings.

Should I respond to any notification e-mails I receive?

Please do not respond to any e-mails you receive from E-MACS.

Who will be served electronically by E-MACS?

All documents must be served on all parties to the appeal. If the filer selects E-MACS Service for a registered user when completing the filing on E-MACS, service will be accomplished when the filing is submitted. All other parties must be served by conventional means, and proof of service must be submitted to the appellate court.

When is an affidavit or other proof of service required?

If the document is served through E-MACS, no other proof of service is required.

An affidavit or other proof of service is required when a party is personally served, served by U.S. Mail, or by electronic means other than E-MACS (with the consent of the party served). If you serve documents via the district courts' e-filing system, be sure to specify "MNCIS eFS" or "district courts' e-filing system" on your proof of service *or* upload your service receipt (including the service date and time) with your appellate e-filing.

Can I submit one e-filing that covers multiple transcript requests?

No. If you are requesting transcripts from multiple court reporters, you must submit separate e-filings for each court reporter. If you sent the same letter to multiple court reporters, you can upload the PDF repeatedly, once for each e-filing that you create.

Example: An attorney is requesting transcripts for a three-day jury trial. Court Reporter A covered Day 1 and Day 3, and Court Reporter B covered Day 2 of the hearing. The attorney needs to create two separate e-filings, one for Court Reporter A and one for Court Reporter B. The attorney can upload the same request letter for both e-filings. The Clerk of Appellate Courts' Office will add two separate entries to the docket and track the receipt of transcript(s) from each court reporter individually.

What is the difference between "electronic service", E-MACS service", and "e-mail service"?

"Electronic service" and "E-MACS service" have the same meaning; both refer to service accomplished by the E-MACS e-filing system. Electronic or E-MACS service occurs when:

1. The party or case participant being served is a registered e-filer,
2. The party or participant being served displays in the "E-MACS Service Recipients" section on the e-filing Service Information screen, and
3. The e-filer selects "E-MACS Service" for that party or participant.

If a party is served electronically, no further action is required by the e-filer, and no proof of service is required. A party or participant who has created an E-MACS account has consented to be served electronically, and no additional consent or agreement is required.

“E-mail service” occurs when the filer serves a document by sending an e-mail to the party or participant being served, with the document attached. “E-mail service” is a form of conventional service that is available when the party or participant being served is not a registered e-filer. Once a party or participant is attached to the case by the clerk’s office, if the party or participant is not registered with E-MACS, they will appear in the list of “Conventional Service Recipients” on the Service Information screen. To serve a party or participant by e-mail, the filer must select “E-mail” from the service option drop-down menu on the Service Information screen.

E-mail service may only occur with the consent of the party or participant being served. Service by e-mail requires the filer to file either an affidavit or certificate of service with the clerk’s office.

Can or should I e-file my appellate mediation documents?

No. For example, notwithstanding the supreme court's orders requiring e-filing by attorneys in all pending appeals, the mediation program is completely separate. Once a case is referred to mediation, all submissions from the parties are strictly confidential and are not made part of the appellate file. All mediation forms (confidential information form, mediator selection form) **MUST** be mailed or faxed as instructed on the applicable form. **DO NOT** e-file mediation forms with the Clerk of Appellate Courts.

Can attorneys still visit the clerk’s office in person to file a paper petition for writ?

No. Petitions for certiorari and proposed writs of certiorari should be e-filed as separate, PDF documents. The clerk’s office will issue the writ of certiorari and return it to the appealing party's (realtor's) attorney electronically. If e-filing a petition and proposed writ on the last day, be sure to e-file no later than Noon on a business day, when the clerk’s office is open, and check the box requesting expedited handling.

Document-related Questions

What is the size limit for documents?

25MB. If a document is larger than 25MB, you must divide the document into separate parts and upload each part separately. Use the **Add Another** link on the appropriate document upload screen to upload additional parts of a document.

Will documents I e-file be available for view by the public?

Most filed with the appellate courts will be accessible by the public at the Judicial Center. E-filed documents are accessible to the e-filer and to those who were served with those documents. Many documents are not generally available to the public online, however.

What document file types can I upload to my e-filing?

E-MACS accepts the following document types:

- Microsoft Word
- PDF
- WordPerfect
- RTF
- .txt

When initiating a new case, where should I add the statement of the case?

A statement of the case should be attached to your filing on the Upload Other screen, using the Add Another Part feature. ***You must attach the statement of the case as a separate document – do not combine it in the same file as the notice of appeal, addendum, or any other document included in the filing.***

When submitting a filing, where should I add a cover letter or any affidavits of service or proof of service?

Service documents should be attached on the Service screen, in the designated area. A cover letter is not required. However, cover letters are helpful to the clerk's office and provide an opportunity to ensure that all contact information on file is up to date. Add a cover letter to your filing by attaching it on the Upload Other screen.

How do I e-file an errata sheet?

An errata sheet should be filed with a filing type of "Correspondence" and a subtype of "Incoming." The errata sheet should then be attached to the e-filing.

If e-filing the errata sheet for a brief, be sure to submit the required number of paper copies.

Who is responsible for redacting documents, to remove or segregate information that is not accessible to the public?

The e-filer is responsible for redacting documents.

What information must the e-filer redact before submitting documents?

See Rule 112 of the [Minnesota Rules of Civil Appellate Procedure](#) (click the "Adobe PDF" link) for details on confidential information that should be redacted from submitted documents.

Some of this confidential information includes:

- names and identifying information of crime victims and alleged victims of sexual or domestic assault
- financial identifiers, such as social security numbers and bank account information
- names of parents and children in juvenile protection cases

Failure to redact sensitive information could result in your filing being rejected or in other sanctions.

Will the clerk's office correct redaction errors in e-filed documents?

No.

What is the best color ink to use when I'm signing documents?

Please use black ink when adding all signatures to documents. Ink in other colors does not necessarily show up when the documents are scanned.

Do I need to submit paper copies of any documents I e-file?

Briefs must be both e-filed and submitted in paper form. Please refer to the [Clerk of Appellate Courts](#) web page for links to current standing order regarding the number of briefs to be filed for both the supreme court and court of appeals.

For all other document types, do not submit any paper copies of documents that have been e-filed, unless otherwise ordered by the court. Any unrequested paper copies of e-filed documents that are submitted to the clerk's office will be discarded with no notice to the filer.

Fees and Payment

What fees are associated with e-filing with E-MACS?

Fees are as follows for each court:

Supreme Court Filing Fees

- Notice of Appeal/Petition for Writ of Cert. - \$550
- Petition for Further Review - \$550
- Petition for Rehearing - \$100
- Petition for Accelerated Review - \$100
- Extraordinary Writs (mandamus/prohibition) - \$550

Court of Appeals Filing Fees

- Notice of Appeal/Petition for Writ of Certiorari - \$550
- Notice of Related Appeal - \$100
- Extraordinary Writs (mandamus/prohibition) - \$550
- Petition for Discretionary Review - \$550

Will I be charged a convenience fee for using E-MACS?

No, there is no convenience fee charged for the use of E-MACS at this time.

How do I pay a filing fee if I have a court order waiving part (but not all) of the filing fee?

If the court has waived a portion of your filing fee, select "Fees waived by court order" on the Filing Information screen, in the Filing Fees section's Fees Not Required drop-down menu. Then, explain in the Fees Not Required Comments field that the court has partially waived your fees and how you will be paying the partial fee.

You must also attach the fee waiver order on the Upload Other screen (use the Add Another Part feature if you have more than one "Other" document to attach). Once it has processed your filing, the clerk's office will issue a deficiency notice, setting a deadline for payment of the filing fee.

What credit card types are accepted for payment?

Accepted credit card types include Discover, MasterCard, and Visa.

Additional Information

E-Filing Types and Subtypes

The E-Filing type and subtype are selected on the Filing Information screen during the process of creating a filing. Listed below is each available e-filing type, with each associated subtype.

For Court of Appeals Cases:

- Affidavit
- Brief
- Motion
- Notice
- Other
- Petition

For Supreme Court Cases:

- Affidavit
- Administrative
- Complaint
- Motion
- Notice
- Other
- Petition

Appellate Roles

Please refer to the table below for information on appellate roles as they relate to filing types.

When filing a:	Appellate roles are as follows:
<p>Petition for Writ of Certiorari</p>	<p>Relator is the initiating party (party filing the appeal) to the appellate case, opposing parties to the case are Respondents.</p>
<p>Petition for Discretionary Review, Petition for Writ of Mandamus, Petition for Writ of Prohibition, Petition for Disciplinary Action, Motion for Consolidation under Rule 113.03 (Interdistrict Assignment), Petition for Review of BLE Decision, Petition for (Attorney) Reinstatement, Election Contest, Administrative Rule Declaratory Judgment</p>	<p>Petitioner is the initiating party and opposing parties to the appellate case are Respondents.</p>
<p>Notice of Appeal</p>	<p>Appellant is the initiating party and opposing parties to the appellate case are Respondents.</p>
<p>Certified Question (MN Court) – Civil (filed as a notice of appeal)</p>	<p>Appellant is the initiating party and opposing parties to the appellate case are Respondents.</p>
<p>Certified Question (MN Court) – Criminal (initiated by the district court with the filing of the order certifying the question)</p>	<p>Parties retain their district court party designations of Plaintiff and Defendant.</p>
<p>Certified Question (Foreign Court) (initiated by a foreign court filing an order certifying the question to the MN Supreme Court)</p>	<p>Parties retain their foreign court party designations.</p>
<p>Juvenile Delinquency – Certified Question</p>	<p>Parties retain their district court designations.</p>