

**STATE OF MINNESOTA**  
**OFFICE OF THE CLERK OF THE APPELLATE COURTS**

**\*IMPORTANT NOTICE REGARDING APPELLATE E-FILING\***

Since March 1, 2015, the Office of the Clerk of the Appellate Courts has been authorized to accept voluntary e-filings in all case types in which all parties to the appeal are represented by an attorney admitted to practice in Minnesota.

On January 27, 2016, the Supreme Court issued an order further expanding appellate e-filing. **Effective Monday, February 22, 2016**, self-represented parties are **permitted** to e-file using the appellate courts' E-MACS system. Self-represented parties must allow at least one full business day for their E-MACS account to be approved and will not be able to e-file in advance of the account approval. This means that self-represented parties should not wait until their filing deadline to register for an account as they will not be able to e-file on that date.

Pursuant to the Supreme Court orders issued in administrative file ADM09-8006 on [February 5, 2015](#) and [January 27, 2016](#), once an attorney of record or a self-represented party has registered to use E-MACS and has e-filed documents for the appeal with the Clerk of the Appellate Courts, all further filings in that appeal by that attorney or self-represented party shall be made using the E-MACS system.

**Additionally, effective July 1, 2016**, appellate e-filing will be **required** 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, court reporters, executive branch records managers, court-appointed examiners, and 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 will remain voluntary for self-represented parties after July 1, 2016.

Additional information regarding creating an E-MACS user account and using the E-MACS system can be found on the Clerk of the Appellate Courts' web page:

<http://www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateeFiling>

BY THE COURT:

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