

Depending on the document types and sizes included in your e-filing, there may be some additional preparation to do prior to uploading them. Review the following guidelines before e-filing in E-MACS.

Acceptable Document Types

E-MACS accepts these document types:

- Microsoft Word
- PDF (portable document format)
- WordPerfect
- RTF (rich text format)
- TXT (plain text)

Document Size Limit and Multiple Parts

Individual documents uploaded to E-MACS may not be larger than 25MB. If a document is larger than 25MB, divide it into separate parts and label each part in E-MACS (e.g., 1 of 2 and 2 of 2). If the document size is given in KBs, it must be below 25,000 KBs. Each document upload screen in E-MACS has an **Add Another Part** feature that allows you to upload a single document in multiple parts and to label the parts. If you try to upload a document larger than 25MB, a message will appear indicating that the file is too large.

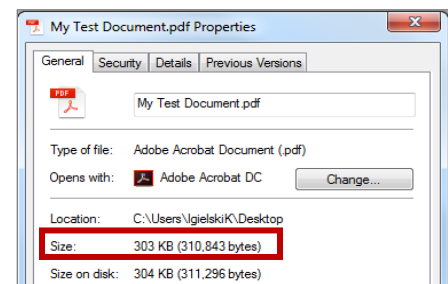
With the exception of agency records, each document must be uploaded in E-MACS individually. For example, do not combine a brief and addendum into one document; upload them separately. Watch the tabs across the top of the e-filing screen to determine which screen to upload each document to.

Determining Document Size

To check a document size on a PC/Windows or Mac prior to e-filing, do the following:

From a Windows computer

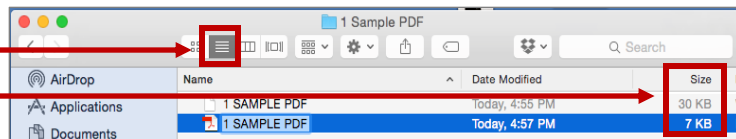
1. Locate the document saved on your computer (e.g., on the Desktop or in Windows Explorer).
2. Right-click the document and select **Properties**.
3. Locate the Size information in the dialog.





From a Mac computer

1. Click the **Finder** icon.
2. Navigate to your document.
3. Click the **Show Items in a List** icon.
4. Locate your file size in the Size column.



E-filing an Agency or Lower Court Record

When uploading an Agency Record:

1. Merge multiple PDF documents into one PDF document (with a maximum size of 25MB). The clerk’s office prefers as few PDFs as possible to keep E-MACS running smoothly.
 - One e-filing can contain up to 50 sections and up to 800 pages (text only).
 - For assistance merging PDFs, talk to your IT department or visit www.adobe.com.
 - Each document receives a date stamp on the first page to indicate the date received.
2. Ensure all pages are set at the same magnification level (100%), the page scans are straight, and facing the same direction, and the font is black and legible.

Removing Confidential Information from Documents

The e-filer must redact (remove or segregate) confidential information from e-filed documents. The clerk’s office does not redact documents or correct redaction errors. See Rule 112 of the Minnesota [Rules of Civil Appellate Procedure](#) (click the PDF) for details on redacting confidential information from e-filed documents.

Confidential information may include:

- 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 confidential information could result in rejection of your filing or other sanctions.

Direct questions regarding appellate e-filing to the Office of the Clerk of the Appellate Courts at (651) 296-2581. Calls are answered Monday-Friday, excluding holidays, from 8:00 a.m. – 4:30 p.m.