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:
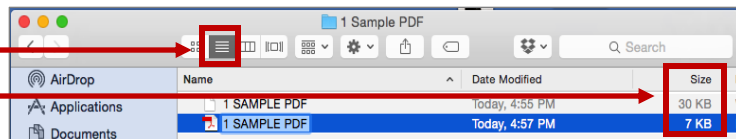
From a Windows computer

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.
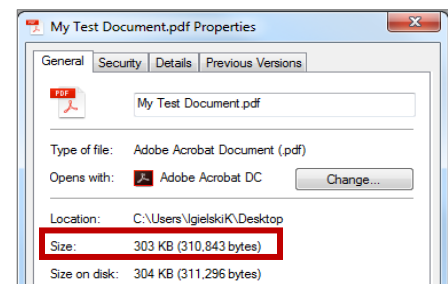
From a Mac computer

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) 291-5297. Calls are answered Monday-Friday, excluding holidays, from 8:00 a.m. – 4:30 p.m.