

Creating an E-MACS Account


Prepare to register

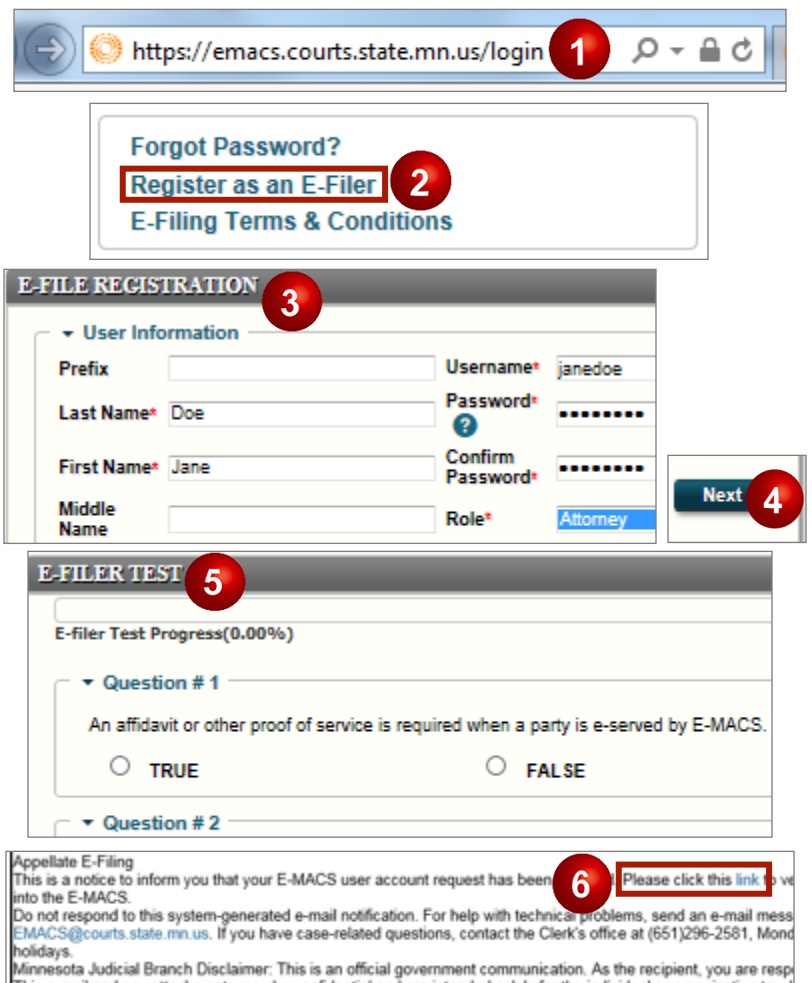
Watch the [Registering for E-MACS Tutorial](#).

Review [E-MACS Frequently Asked Questions Guide](#). It contains information to complete the registration quiz.

Create an account

1. Go to <https://emacs.courts.state.mn.us/login>.
2. Click **Register as an E-Filer**.
3. Complete the **E-FILE REGISTRATION** page. When selecting a role:
 - DO NOT USE Clerk of Appellate Courts.
 - Attorney support staff should use the attorney's account, not a new one.
 - An attorney with a suspended license, filing in the disciplinary case, must create a Self-Represented Party account.
 - Use Agency only if you are a records manager for a government agency filing an agency record on appeal.
 - If unsure about your role, call the clerk's office.
4. Click **Next**.
5. Complete the **E-Filer Test**. The test is ten questions and requires a score of 80% or higher to pass.

 Take the test as many times as you need. If unable to complete the test, call the clerk's office at 651-296-2581.
6. Within 24 hours, open the **confirmation email** and click the **verification link**. Attorneys can E-File right away. All other filers will receive an email from the clerk's office upon approval of the account.



The screenshots illustrate the registration process:

- 1**: Browser address bar showing <https://emacs.courts.state.mn.us/login>.
- 2**: A box with links for "Forgot Password?", "Register as an E-Filer" (highlighted), and "E-Filing Terms & Conditions".
- 3**: The "E-FILE REGISTRATION" form with fields for User Information (Prefix, Last Name, First Name, Middle Name, Username, Password, Confirm Password, Role) and a "Next" button.
- 4**: The "Next" button highlighted.
- 5**: The "E-FILER TEST" page showing "E-filer Test Progress(0.00%)" and two questions with radio button options for TRUE and FALSE.
- 6**: An email notification titled "Appellate E-Filing" with a "Please click this link" button highlighted.