

**E-Filing and E-Serving in E-MACS
for Examiners**

Log in to E-MACS:

1. Go to <https://emacs.courts.state.mn.us/login>.
2. Type your **Username** and **Password**.
3. Click **Login**.

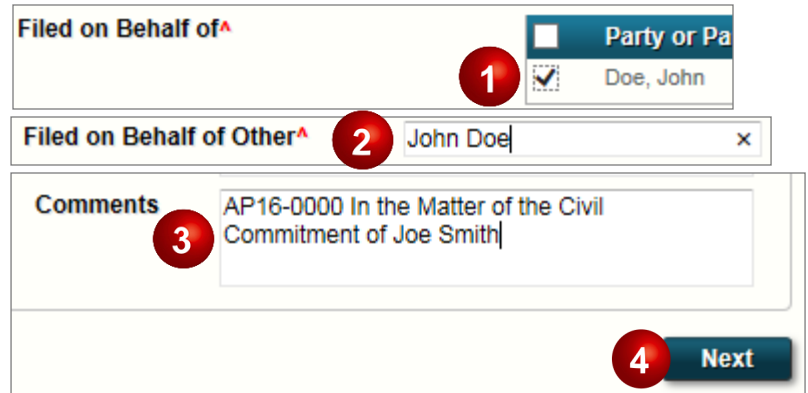
Create a new filing:

1. Click **Create Filing**.
2. Select **Appeal Panel** from the Court Level drop-down.
3. Select **Existing Case** from the Filing Category drop-down.
4. Type the **case number**.
5. Select **Correspondence** from the Filing Type drop-down.
6. Select **Other** from the Filing Subtype drop-down.
7. Click **Next**.

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Add the filing information:

1. Check the box next to the **your (the examiner's) name** next to Filed on Behalf of.
2. If your name is not on the list, type your name in the **Filed on Behalf of Other** field.
3. Type the **SCAP file number** and **case name** in the Comments field.
4. Click **Next**.



This screenshot shows the 'Filed on Behalf of' section of the E-MACS interface. It includes a dropdown menu for 'Filed on Behalf of' with a 'Party or Pa' checkbox and a list of names including 'Doe, John'. A second dropdown for 'Filed on Behalf of Other' contains the text 'John Doe'. Below these is a 'Comments' field with the text 'AP16-0000 In the Matter of the Civil Commitment of Joe Smith'. At the bottom right is a 'Next' button.

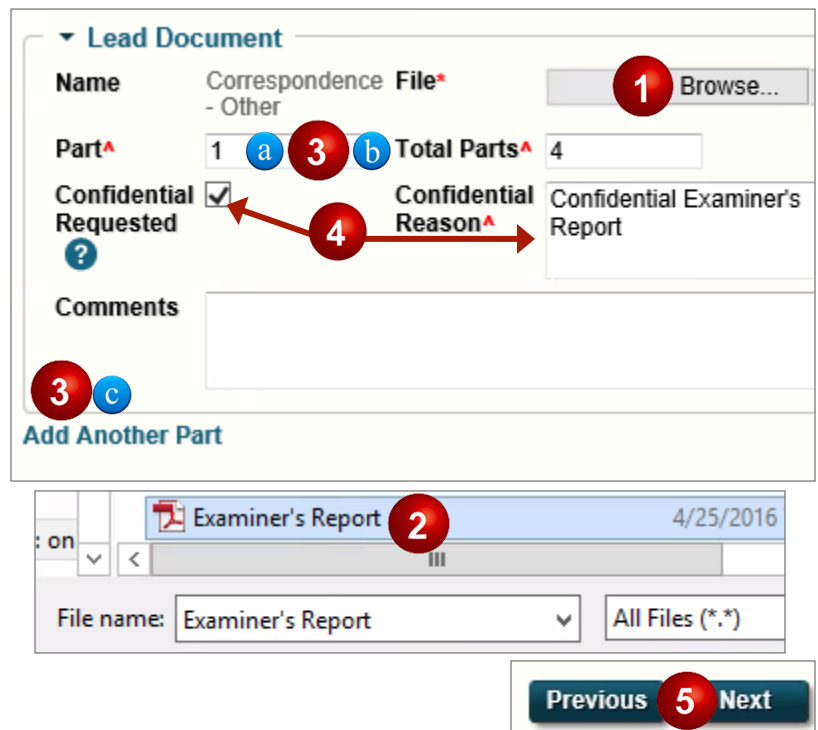
Upload the examiner's report:

1. Click **Browse**.
2. Double-click the **file** to upload it.
3. If the document contains multiple parts:
 - a. Type the **Part number**.
 - b. Type the **Total Parts**.
 - c. Click **Add Another Part** to upload the rest of the document.



Documents over 25 MB (or about 1000 pages of text) must be split into multiple parts prior to filing.

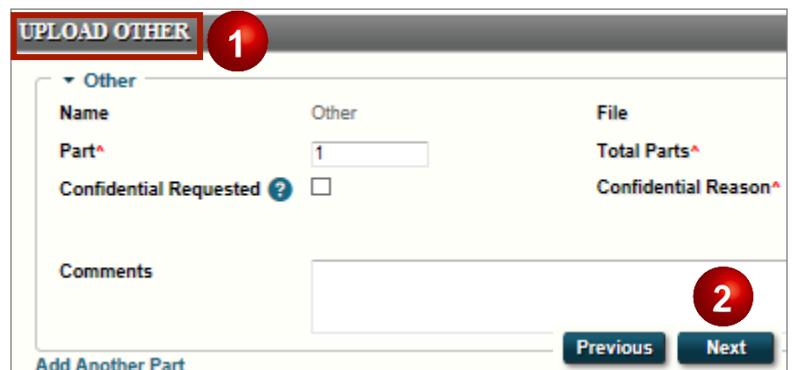
4. Check **Confidential** and type the reason **Confidential Examiner's Report**.
5. Click **Next**.



This screenshot shows the 'Lead Document' upload form. It includes a 'Browse...' button, a 'Part' field with '1' and a dropdown for 'a', a 'Total Parts' field with '4', and a 'Confidential Requested' checkbox. A 'Confidential Reason' dropdown is set to 'Confidential Examiner's Report'. Below is a 'Comments' field and an 'Add Another Part' button. A file browser window is open showing a file named 'Examiner's Report' with a date of '4/25/2016'. At the bottom right is a 'Next' button.

Upload additional documents:


1. Confirm that the current screen is **UPLOAD OTHER**.
2. If there are no additional documents, click **Next**. If there are additional documents, repeat steps 1-5 under **Upload the examiner's report**.




This screenshot shows the 'UPLOAD OTHER' form. It includes a dropdown for 'Other' with '1' in the 'Part' field. The 'Confidential Requested' checkbox is unchecked. The 'Confidential Reason' dropdown is empty. Below is a 'Comments' field and an 'Add Another Part' button. At the bottom right are 'Previous' and 'Next' buttons.

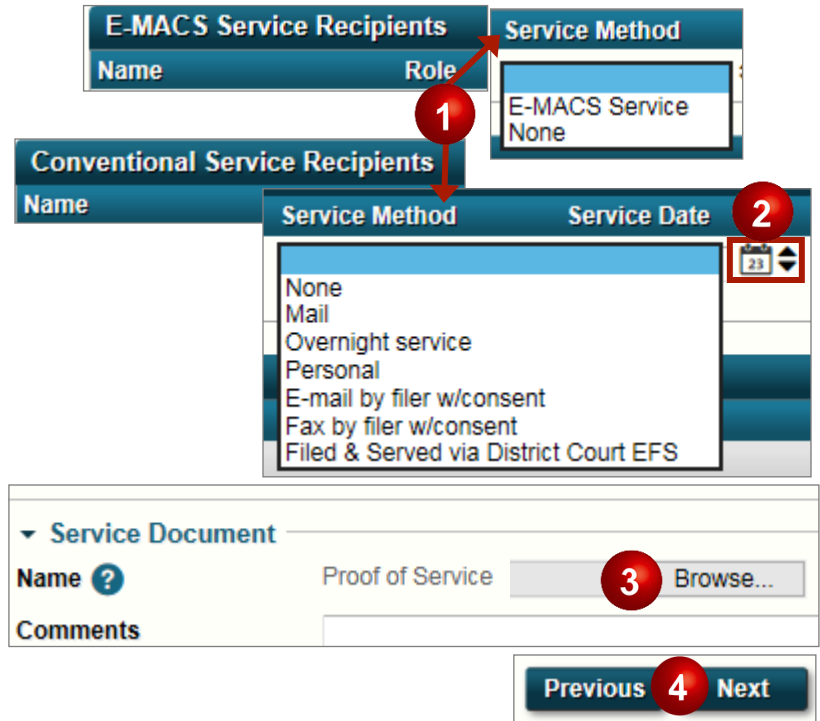
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Add service details:

 Parties listed under E-MACS Service Recipients may be served electronically through E-MACS **with no additional proof of service**. When serving parties by conventional means (i.e., in person, by mail, or by e-mail) proof of service must be uploaded in E-MACS.

1. Select the **Service Method** for each party.
2. If needed, add a **Service Date** (for conventional service).
3. If needed, click **Browse** to upload proof of service (for conventional service).
4. Click **Next**.

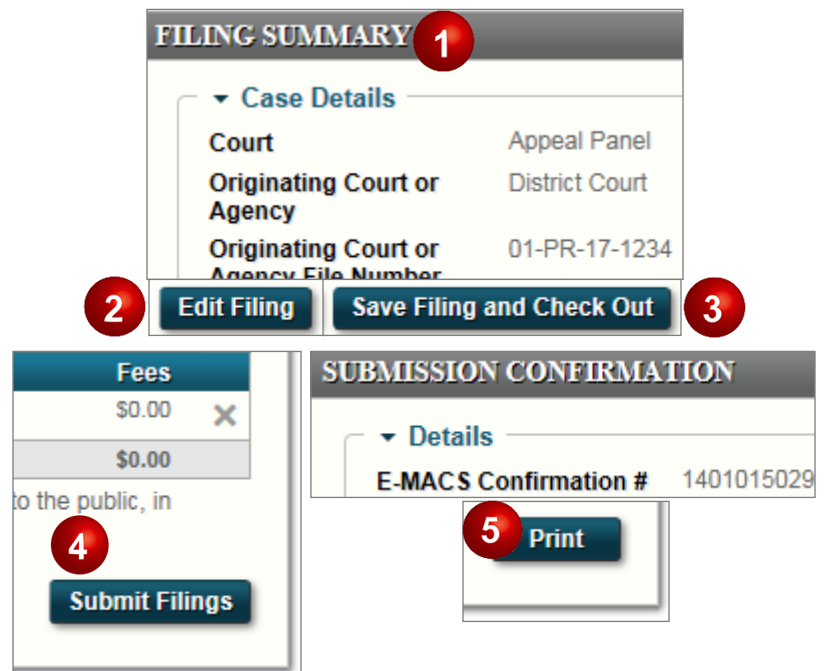
 Be sure to serve the three judges serving on the SCAP Panel. If you don't know the names of judges or attorneys involved in the case, look them up on P-MACS: <http://macsnc.courts.state.mn.us/ctrack/publicLogin.jsp>.



The screenshot shows the E-MACS interface for adding service details. It includes two tables: 'E-MACS Service Recipients' and 'Conventional Service Recipients'. A dropdown menu for 'Service Method' is open, showing options like 'None', 'Mail', 'Overnight service', etc. A 'Service Date' field with a calendar icon is also visible. Below these is a 'Service Document' section with a 'Name' field, a 'Proof of Service' field with a 'Browse...' button, and a 'Comments' field. At the bottom, there are 'Previous' and 'Next' navigation buttons.

Review, edit, and submit the filing:

1. Review the **Filing Summary**.
2. If needed, click **Edit Filing** to make changes.
3. When finished, click **Save Filing and Check Out**.
4. Click **Submit Filings**.
5. Click **Print** to print a copy of the Submission Confirmation.



The screenshot shows the 'FILING SUMMARY' section with 'Case Details' including Court (Appeal Panel), Originating Court or Agency (District Court), and Originating Court or Agency File Number (01-PR-17-1234). Below this are 'Edit Filing' and 'Save Filing and Check Out' buttons. To the left is a 'Fees' section showing \$0.00 and a 'Submit Filings' button. To the right is the 'SUBMISSION CONFIRMATION' section with 'Details' including 'E-MACS Confirmation #' (1401015029) and a 'Print' button.