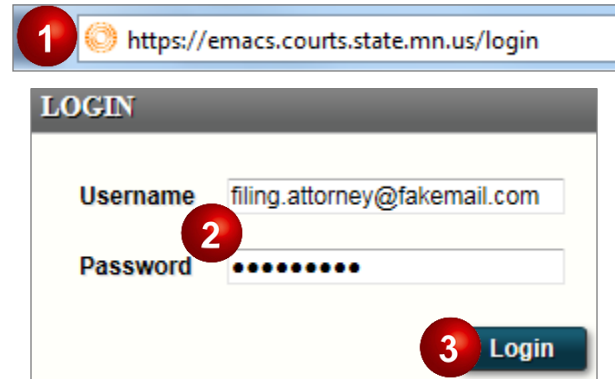


Filing a New Supreme Court Appeal Panel (SCAP) Case

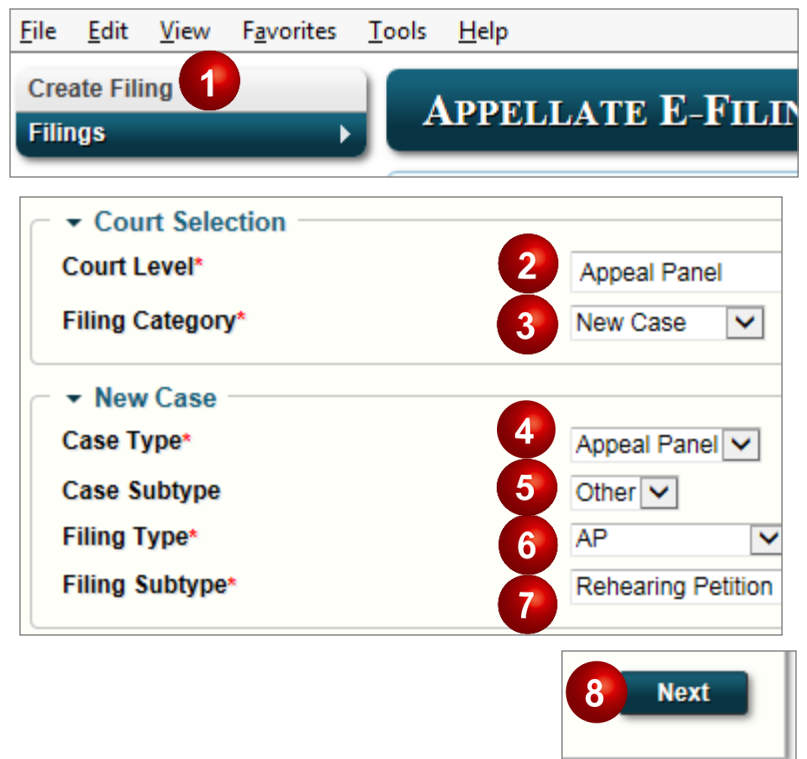
Log in to E-MACS:

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



Create a new filing:

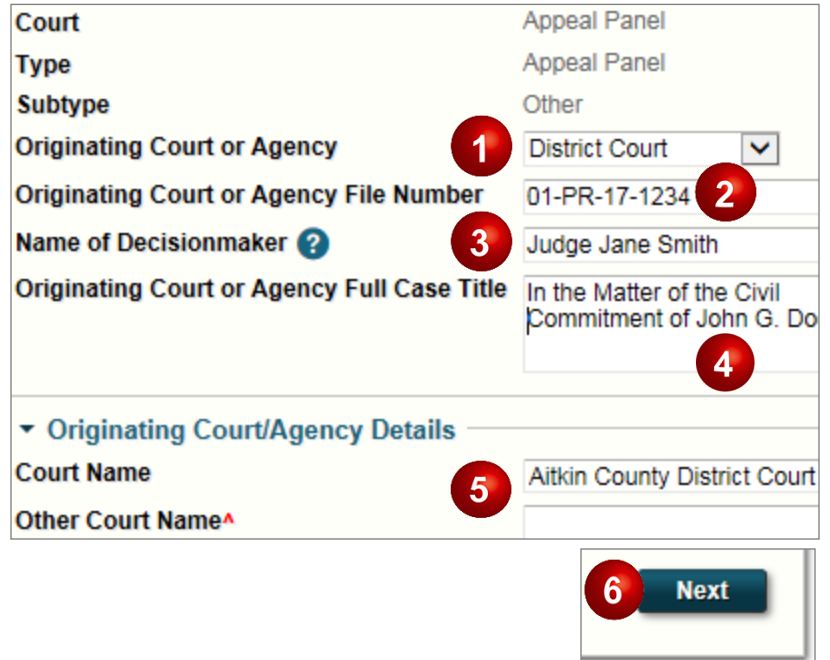
1. Click **Create Filing**.
2. Select **Appeal Panel** from the Court Level drop-down.
3. Select **New Case** from the Filing Category drop-down.
4. Select **Appeal Panel** from the Case Type drop-down.
5. Select **Other** from the Case Subtype drop-down.
6. Select **AP** from the Filing Type drop-down.
7. Select **Rehearing Petition** from the Filing Subtype drop-down.
8. Click **Next**.



Filing a New Supreme Court Appeal Panel (SCAP) Case

Add the case information:

1. Select **District Court** from the Originating Court or Agency drop-down.
2. Type the **File Number**.
3. Type the name of the **Decisionmaker**.
4. Type the **Case Title**.
5. Select the originating **Court Name**. Leave the Other Court Name field blank.
6. Click **Next**.



The screenshot shows the 'Add Case Information' form. It includes fields for Court (Appeal Panel), Type (Appeal Panel), Subtype (Other), Originating Court or Agency (District Court), Originating Court or Agency File Number (01-PR-17-1234), Name of Decisionmaker (Judge Jane Smith), and Originating Court or Agency Full Case Title (In the Matter of the Civil Commitment of John G. Doe). Below these is a section for 'Originating Court/Agency Details' with fields for Court Name (Aitkin County District Court) and Other Court Name. A 'Next' button is at the bottom right.

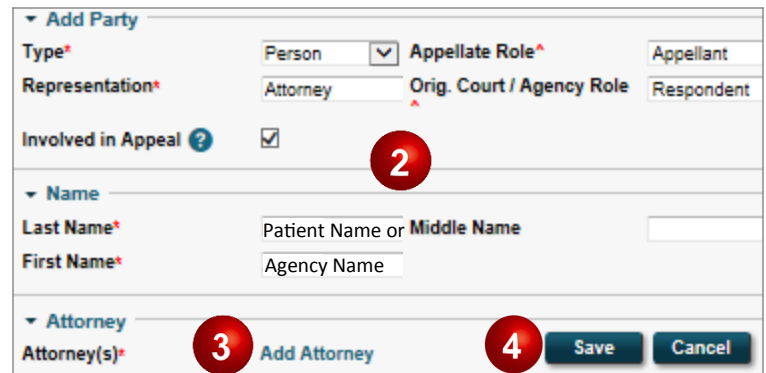
Add the party information:

1. Click **Add Another Party**.
2. Add the **party details**.
3. Click **Add Attorney** to add yourself.
4. Click **Save**.
5. Repeat steps 1-4 to add:
 - The county attorney.
 - Scott Ikeda (Bar ID #000386771) for the Attorney General's Office (this may change later if another AAG is assigned to the case).
 - Robin Benson (Bar ID #00033408X) for the DHS.
 - Other parties, if needed.
6. Click **Next**.



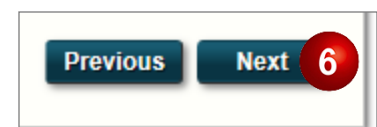
Always include leading zeros if searching by the Attorney Bar ID Number.

Parties		
Name	Type	Involved
No records were found.		
Add Another Party		



The screenshot shows the 'Add Party' form. It includes fields for Type (Person), Representation (Attorney), Involved in Appeal (checked), Name (Last Name, First Name), and Attorney(s). There are 'Add Attorney', 'Save', and 'Cancel' buttons.

Parties	
Name	Type
Doe, John	Person
1 to 1 of 1 records	
Add Another Party	



The screenshot shows the 'Previous' and 'Next' navigation buttons.

Filing a New Supreme Court Appeal Panel (SCAP) Case

Add the filing information:

1. Check the box next to the **client's/patient's name** next to Filed on Behalf of.
2. Click **Next**.



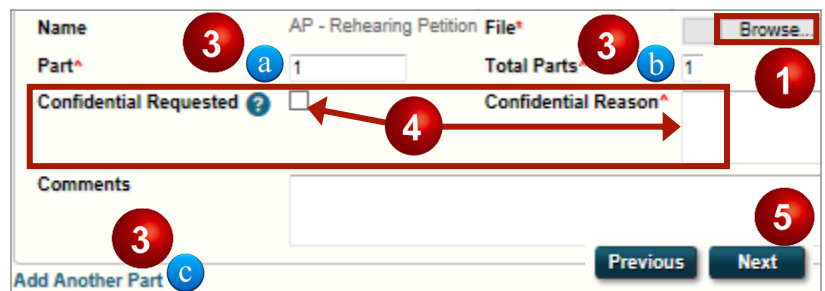
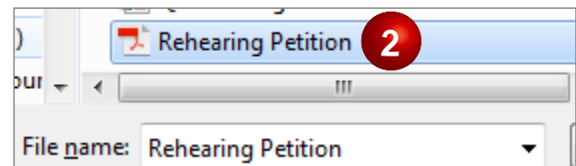

Upload the petition:

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.



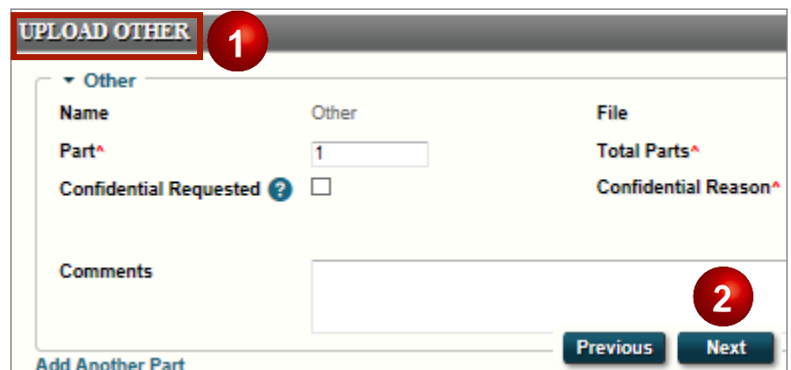
Documents over 25 MB (or about 1000 pages of text) must be split into multiple parts prior to filing.

4. If needed, check **Confidential** and type the reason (include the rule, statute, etc. giving authority to seal the document).
5. Click **Next**.


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 petition**.

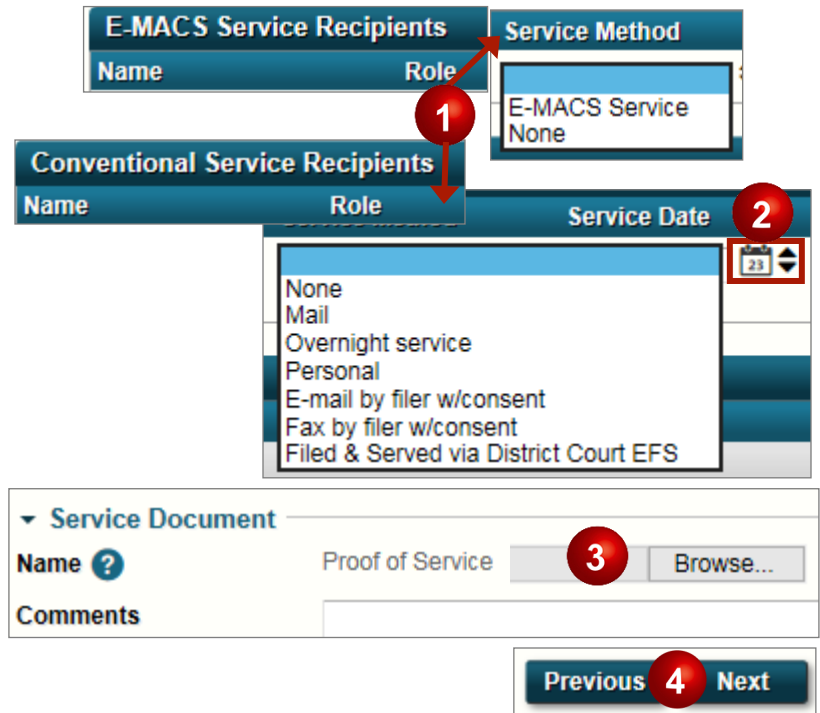


Filing a New Supreme Court Appeal Panel (SCAP) Case

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.

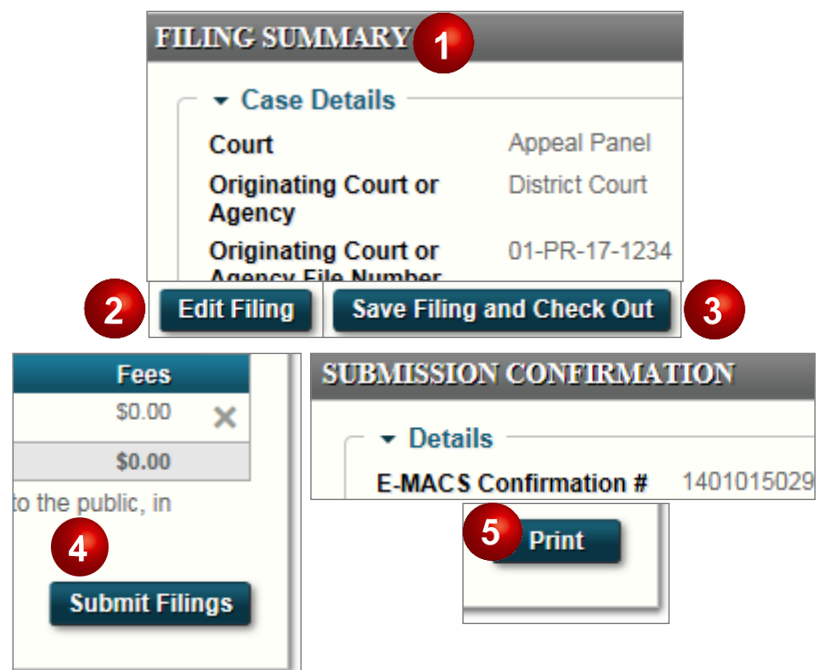
1. Select the **Service Method** for each party.
2. If needed, add a **Service Date** (for conventional service).
3. If needed, click **Browse** to upload Proof of Service (for conventional service).
4. Click **Next**.



The screenshot shows the 'Add service details' form. It features two tables: 'E-MACS Service Recipients' and 'Conventional Service Recipients'. The 'E-MACS Service Recipients' table has columns for 'Name' and 'Role'. A dropdown menu for 'Service Method' is open, showing options like 'E-MACS Service' and 'None'. A red circle with the number '1' points to this dropdown. The 'Conventional Service Recipients' table has columns for 'Name', 'Role', and 'Service Date'. A dropdown menu for 'Service Method' is also open, showing options like 'None', 'Mail', 'Overnight service', 'Personal', 'E-mail by filer w/consent', 'Fax by filer w/consent', and 'Filed & Served via District Court EFS'. A red circle with the number '2' points to this dropdown. Below the tables is a 'Service Document' section with a 'Name' field containing 'Proof of Service' and a 'Browse...' button. A red circle with the number '3' points to the 'Browse...' button. At the bottom right, there are 'Previous' and 'Next' buttons. A red circle with the number '4' points to the 'Next' button.

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' and 'Submission Confirmation' screens. The 'FILING SUMMARY' screen has a 'Case Details' section with the following information: Court: Appeal Panel, Originating Court or Agency: District Court, Originating Court or Agency File Number: 01-PR-17-1234. Below this are 'Edit Filing' and 'Save Filing and Check Out' buttons. A red circle with the number '1' points to the 'FILING SUMMARY' header. A red circle with the number '2' points to the 'Edit Filing' button. A red circle with the number '3' points to the 'Save Filing and Check Out' button. The 'SUBMISSION CONFIRMATION' screen has a 'Details' section with 'E-MACS Confirmation #' 1401015029. Below this is a 'Print' button. A red circle with the number '4' points to the 'Submit Filings' button on the left side of the screen. A red circle with the number '5' points to the 'Print' button.