

**Overview**

This document lists the E-MACS filing types and subtypes available for e-filing in the Minnesota Supreme Court, Court of Appeals, and Supreme Court Appeal Panels. Selecting the correct filing type and subtype ensures that your filing is routed and processed as quickly as possible. It also ensures that the correct filing fee, if any, is associated with your filing.

**Click a link to jump to the table for the court in which you are filing.**

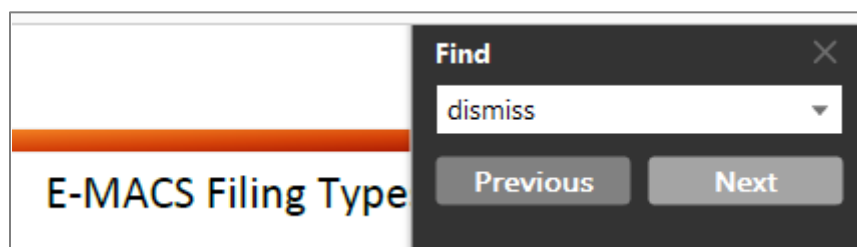
[Court of Appeals Filing Types and Subtypes](#)

[Supreme Court Filing Types and Subtypes](#)

[Supreme Court Appeal Panel \(SCAP\) Filing Types and Subtypes](#)

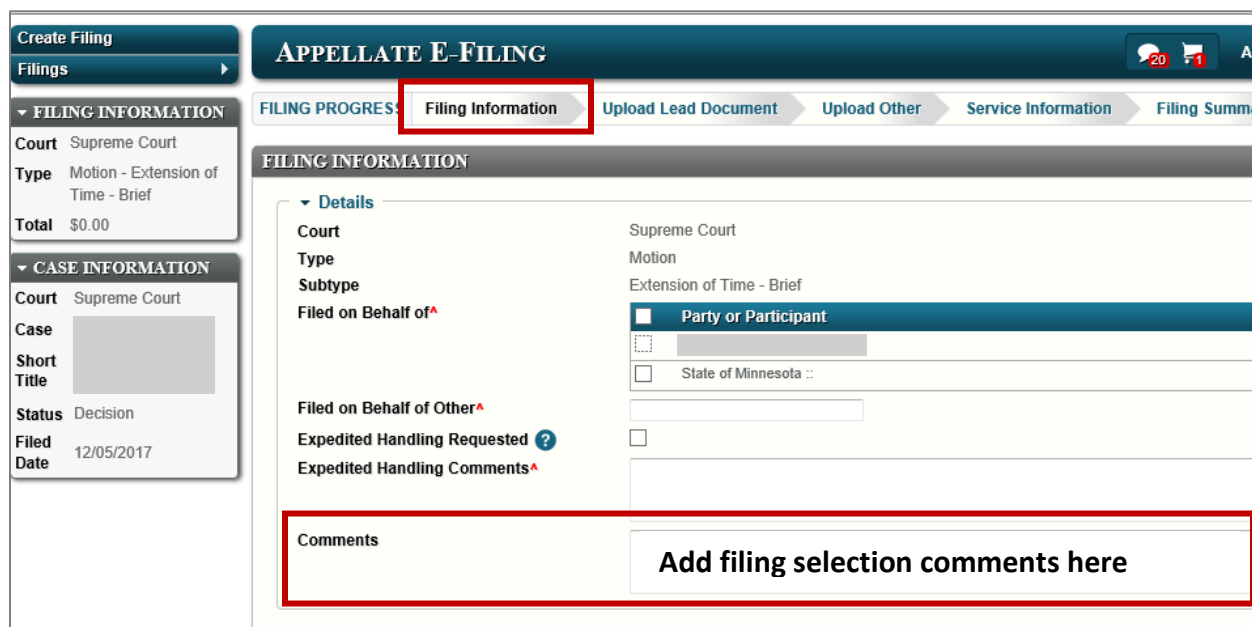
**Tips for Finding the Right Filing Type and Subtype**

If you don't know which filing type and subtype to select, try searching this document by pressing **Ctrl+F** and entering a key word. For example, to find filing options for a dismissal document, press **Ctrl+F** and type "dismiss" in the box. The search results will be highlighted, one at a time, in the tables. Move through each matching result in the document by clicking **Next** and **Previous**. Select the option that best matches the action you are trying to complete. Some types and subtypes are only available in certain jurisdictions. When searching, note which jurisdiction the type and subtype apply to.



Supreme Court	Motion	Dismiss
Supreme Court	Motion	Dismiss - Stipulated or Voluntary
Supreme Court	Motion	Dismiss Notice of Review
Supreme Court	Motion	Dismissal - Partial

You may include information explaining your selection by entering a comment on the **Filing Information** tab. The Clerk's Office can update the type and/or subtype if needed.



The screenshot shows the 'APPELLATE E-FILING' interface. On the left, there are two summary panels: 'FILING INFORMATION' and 'CASE INFORMATION'. The 'FILING INFORMATION' panel shows: Court: Supreme Court, Type: Motion - Extension of Time - Brief, Total: \$0.00. The 'CASE INFORMATION' panel shows: Court: Supreme Court, Case: [Redacted], Short Title: [Redacted], Status: Decision, Filed Date: 12/05/2017. The main area is titled 'FILING INFORMATION' and has a 'Details' section with the following fields: Court (Supreme Court), Type (Motion), Subtype (Extension of Time - Brief), Filed on Behalf of (Party or Participant), Filed on Behalf of Other, Expedited Handling Requested, and Expedited Handling Comments. At the bottom, a 'Comments' field is highlighted with a red box and contains the text 'Add filing selection comments here'.

If you are still unsure of which type and subtype to use, select **Correspondence** and **Other**. The Clerk's Office will determine the best option based on the uploaded documentation. Note, the Clerk's Office is not able to automatically route this filing type for processing, so it may take longer than usual to receive notification that your filing has been accepted, but it will still be processed within 1-2 business days.



**Court of Appeals Filing Types and Subtypes**

Matters that are appealed to the Court of Appeals will have a file number that begins with “A,” followed by a two digit year, a dash, and a four digit file number (e.g., A18-0123). *If there is a zero in the file number, you must include it when entering the case number in E-MACS in order to locate the file.*

Jurisdiction	Filing Type	Filing Subtype
Court of Appeals	Affidavit	Service
Court of Appeals	Affidavit	Service of writ of cert
Court of Appeals	Brief	Amicus
Court of Appeals	Brief	Appellant
Court of Appeals	Brief	Combined Appellant Reply & Resp. to Cross-Appeal
Court of Appeals	Brief	Combined Respondent & Cross-Appellant
Court of Appeals	Brief	Document in lieu of Respondent's Brief
Court of Appeals	Brief	Errata Sheet
Court of Appeals	Brief	Intervenor
Court of Appeals	Brief	Other Party
Court of Appeals	Brief	Pro Se Supplemental
Court of Appeals	Brief	Reply
Court of Appeals	Brief	Reply by Respondent with Cross-Appeal
Court of Appeals	Brief	Respondent
Court of Appeals	Brief	Supplemental
Court of Appeals	Correspondence	Citation of Supplemental Authority
Court of Appeals	Correspondence	Oral Argument -Request
Court of Appeals	Correspondence	Other
Court of Appeals	Correspondence	Status Letter
Court of Appeals	Event	Electronic Record Submitted/Received
Court of Appeals	Event	Itemized List of Record Received
Court of Appeals	Memorandum	Appellant - Memorandum
Court of Appeals	Memorandum	Informal - Appellant
Court of Appeals	Memorandum	Informal - Respondent
Court of Appeals	Memorandum	Respondent - Memorandum
Court of Appeals	Memorandum	Supplemental - Appellant
Court of Appeals	Memorandum	Supplemental - Respondent
Court of Appeals	Motion	Accept Late Filings
Court of Appeals	Motion	Accept Misc. Documents
Court of Appeals	Motion	Amicus - Leave to File Motion
Court of Appeals	Motion	Appointment of Counsel
Court of Appeals	Motion	Attorney Fees
Court of Appeals	Motion	Brief - Accept Informal



Jurisdiction	Filing Type	Filing Subtype
Court of Appeals	Motion	Brief - Authorize Informal
Court of Appeals	Motion	Brief - Enlarged
Court of Appeals	Motion	Brief - Establish Schedule
Court of Appeals	Motion	Clarify
Court of Appeals	Motion	Consolidate
Court of Appeals	Motion	Discharge Writ of Certiorari
Court of Appeals	Motion	Dismiss
Court of Appeals	Motion	Dismiss - Stipulated or Voluntary
Court of Appeals	Motion	Dismiss Notice of Review
Court of Appeals	Motion	Dismissal - Partial
Court of Appeals	Motion	Expedite
Court of Appeals	Motion	Extension of Time - Brief
Court of Appeals	Motion	Extension of Time - File Appeal
Court of Appeals	Motion	Extension of Time - Order Transcript
Court of Appeals	Motion	Extension of Time - Other
Court of Appeals	Motion	Extension of Time - Transcript Delivery
Court of Appeals	Motion	Filing Fee - Waive
Court of Appeals	Motion	In Forma Pauperis
Court of Appeals	Motion	Intervene
Court of Appeals	Motion	Judge/Justice/Panel - Assign or Remove
Court of Appeals	Motion	Nonoral - Request
Court of Appeals	Motion	Oral Argument - Leave to Participate
Court of Appeals	Motion	Oral Argument - Request
Court of Appeals	Motion	Oral Argument - Reschedule
Court of Appeals	Motion	Oral Argument - Timing
Court of Appeals	Motion	Oral Argument - Waive
Court of Appeals	Motion	Other
Court of Appeals	Motion	Pro Hac Vice
Court of Appeals	Motion	Reconsideration
Court of Appeals	Motion	Refund Filing Fee
Court of Appeals	Motion	Reinstate
Court of Appeals	Motion	Release Pending Appeal
Court of Appeals	Motion	Remand to Trial Court
Court of Appeals	Motion	Seal
Court of Appeals	Motion	Stay
Court of Appeals	Motion	Stay - Dissolve
Court of Appeals	Motion	Strike
Court of Appeals	Motion	Student Attorney Representation
Court of Appeals	Motion	Supplement the Record



Jurisdiction	Filing Type	Filing Subtype
Court of Appeals	Motion	Vacate
Court of Appeals	Notice	Appeal
Court of Appeals	Notice	Attorney Appearance
Court of Appeals	Notice	Attorney Scheduling Conflicts
Court of Appeals	Notice	Attorney Withdrawal or Substitution
Court of Appeals	Notice	Counsel Arguing Cases
Court of Appeals	Notice	Cross-Appeal
Court of Appeals	Notice	Dismissal
Court of Appeals	Notice	Intent to Proceed under Crim Rule 28.02, subd. 8
Court of Appeals	Notice	Intent to Proceed under Rule 110.03
Court of Appeals	Notice	Intent to Proceed under Rule 110.04
Court of Appeals	Notice	No Transcript or Statement of Proceedings/Record
Court of Appeals	Notice	Other - Incoming
Court of Appeals	Notice	Paper Copies Overdue
Court of Appeals	Notice	Related Appeal
Court of Appeals	Notice	Review
Court of Appeals	Notice	Satisfaction of Judgment
Court of Appeals	Notice	Taxation of Costs
Court of Appeals	Notice	U.S. Sup. Ct. - Cert. Filed
Court of Appeals	Notice	Withdraw Motion
Court of Appeals	Objection	Costs and Disbursements
Court of Appeals	Other	Correcting Deficiencies
Court of Appeals	Petition	Accelerated Review
Court of Appeals	Petition	Certiorari
Court of Appeals	Petition	Declaratory Judgment
Court of Appeals	Petition	Discretionary Review
Court of Appeals	Petition	Further Review ( <i>Use this to file a PFR in the Supreme Court</i> )
Court of Appeals	Petition	Mandamus
Court of Appeals	Petition	Other
Court of Appeals	Petition	Prohibition
Court of Appeals	Reply	Other
Court of Appeals	Response	Motion
Court of Appeals	Response	Petition
Court of Appeals	Response	Petition for Writ
Court of Appeals	Statement	Case - Appellant
Court of Appeals	Statement	Case - Respondent
Court of Appeals	Statement	Proceedings - Approved
Court of Appeals	Statement	Proceedings - Objections/Amendments



Jurisdiction	Filing Type	Filing Subtype
Court of Appeals	Statement	Proceedings - Proposed
Court of Appeals	Statement	Record
Court of Appeals	Stipulation	Immediate Entry of Judgment
Court of Appeals	Stipulation	Other
Court of Appeals	Transcript	Acceptance of SPDO Order
Court of Appeals	Transcript	Delivery Certificate
Court of Appeals	Transcript	Initial Certificate
Court of Appeals	Transcript	Non-Acceptance of Order
Court of Appeals	Transcript	Order for
Court of Appeals	Transcript	Partial Transcript Ordered
Court of Appeals	Transcript	Reporter Substitution

**Supreme Court Filing Types and Subtypes**

Matters that are appealed to the Supreme Court will have a file number that begins with “A,” followed by a two digit year, a dash, and a four digit file number (e.g., A18-0123). *If there is a zero in the file number, you must include it when entering the case number in E-MACS in order to locate the file.*

**Administrative files (ADM files)**, are not associated with a specific appeal. In general, these files contain advisory committee reports or petitions for rule changes. The ADM files are also used by individuals who are providing public comments to the court during an open public comment period. For example, ADM10-8050 is the administrative file for the Rules of Public Access to Records of the Judicial Branch.

**The options highlighted in grey should *only* be used when e-filing into an ADM matter.**

Jurisdiction	Filing Type	Filing Subtype
Supreme Court	<b>Administrative</b>	Notice of Appearance
Supreme Court	<b>Administrative</b>	Other
Supreme Court	<b>Administrative</b>	Petition - Rules
Supreme Court	<b>Administrative</b>	Report - Committee
Supreme Court	<b>Administrative</b>	Rules Petition
Supreme Court	<b>Administrative</b>	Written comments

Jurisdiction	Filing Type	Filing Subtype
Supreme Court	Affidavit	Atty Reinstatement
Supreme Court	Affidavit	Service
Supreme Court	Affidavit	Service of writ of cert
Supreme Court	Brief	Amicus



Jurisdiction	Filing Type	Filing Subtype
Supreme Court	Brief	Appellant
Supreme Court	Brief	Atty Discipline - Opening
Supreme Court	Brief	Atty Discipline - Reply
Supreme Court	Brief	Atty Discipline - Responsive
Supreme Court	Brief	Combined Appellant Reply & Resp. to Cross-Appeal
Supreme Court	Brief	Combined Respondent & Cross-Appellant
Supreme Court	Brief	Document in lieu of Respondent's Brief
Supreme Court	Brief	Errata Sheet
Supreme Court	Brief	Intervenor
Supreme Court	Brief	Other Party
Supreme Court	Brief	Paper Copies Filed
Supreme Court	Brief	Pro Se Supplemental
Supreme Court	Brief	Reply
Supreme Court	Brief	Reply by Respondent with Cross-Appeal
Supreme Court	Brief	Respondent
Supreme Court	Brief	Supplemental
Supreme Court	Complaint	Disciplinary Action - Judge
Supreme Court	Correspondence	Citation of Supplemental Authority
Supreme Court	Correspondence	Oral Argument -Request
Supreme Court	Correspondence	Other
Supreme Court	Correspondence	Request referee app't
Supreme Court	Correspondence	Status Letter
Supreme Court	Event	Electronic Record Submitted/Received
Supreme Court	Event	Itemized List of Record Received
Supreme Court	Memorandum	Appellant - Memorandum
Supreme Court	Memorandum	Informal - Appellant
Supreme Court	Memorandum	Informal - Respondent
Supreme Court	Memorandum	Respondent - Memorandum
Supreme Court	Memorandum	Supplemental - Appellant
Supreme Court	Memorandum	Supplemental - Respondent
Supreme Court	Motion	Accept Late Filings
Supreme Court	Motion	Accept Misc. Documents
Supreme Court	Motion	Amicus - Leave to File Motion
Supreme Court	Motion	Appointment of Counsel
Supreme Court	Motion	Attorney Fees
Supreme Court	Motion	Brief - Accept Informal
Supreme Court	Motion	Brief - Authorize Informal
Supreme Court	Motion	Brief - Enlarged
Supreme Court	Motion	Brief - Establish Schedule



Jurisdiction	Filing Type	Filing Subtype
Supreme Court	Motion	Clarify
Supreme Court	Motion	Consolidate
Supreme Court	Motion	Discharge Writ of Certiorari
Supreme Court	Motion	Dismiss
Supreme Court	Motion	Dismiss - Stipulated or Voluntary
Supreme Court	Motion	Dismiss Notice of Review
Supreme Court	Motion	Dismissal - Partial
Supreme Court	Motion	Expedite
Supreme Court	Motion	Extension of Time - Brief
Supreme Court	Motion	Extension of Time - File Appeal
Supreme Court	Motion	Extension of Time - Order Transcript
Supreme Court	Motion	Extension of Time - Other
Supreme Court	Motion	Extension of Time - PFR
Supreme Court	Motion	Extension of Time - Referee
Supreme Court	Motion	Extension of Time - Transcript Delivery
Supreme Court	Motion	Filing Fee - Waive
Supreme Court	Motion	In Forma Pauperis
Supreme Court	Motion	Intervene
Supreme Court	Motion	Judge/Justice/Panel - Assign or Remove
Supreme Court	Motion	Nonoral - Request
Supreme Court	Motion	Oral Argument - Leave to Participate
Supreme Court	Motion	Oral Argument - Request
Supreme Court	Motion	Oral Argument - Reschedule
Supreme Court	Motion	Oral Argument - Timing
Supreme Court	Motion	Oral Argument - Waive
Supreme Court	Motion	Other
Supreme Court	Motion	Pro Hac Vice
Supreme Court	Motion	Reconsideration
Supreme Court	Motion	Reinstate
Supreme Court	Motion	Release Pending Appeal
Supreme Court	Motion	Remand to Trial Court
Supreme Court	Motion	Seal
Supreme Court	Motion	Stay
Supreme Court	Motion	Stay - Dissolve
Supreme Court	Motion	Strike
Supreme Court	Motion	Student Attorney Representation
Supreme Court	Motion	Supplement the Record
Supreme Court	Motion	Vacate
Supreme Court	Notice	Appeal





Jurisdiction	Filing Type	Filing Subtype
Supreme Court	Notice	Attorney Appearance
Supreme Court	Notice	Attorney Scheduling Conflicts
Supreme Court	Notice	Attorney Withdrawal or Substitution
Supreme Court	Notice	Counsel Arguing Cases
Supreme Court	Notice	Cross-Appeal
Supreme Court	Notice	Dismissal
Supreme Court	Notice	Intent to Proceed under Crim Rule 28.02, subd. 8
Supreme Court	Notice	Intent to Proceed under Rule 110.03
Supreme Court	Notice	Intent to Proceed under Rule 110.04
Supreme Court	Notice	No Response to PFR
Supreme Court	Notice	No Transcript or Statement of Proceedings/Record
Supreme Court	Notice	Other - Incoming
Supreme Court	Notice	Paper Copies Overdue
Supreme Court	Notice	Related Appeal
Supreme Court	Notice	Review
Supreme Court	Notice	Satisfaction of Judgment
Supreme Court	Notice	Taxation of Costs
Supreme Court	Notice	U.S. Sup. Ct. - Cert. Filed
Supreme Court	Notice	Withdraw Motion
Supreme Court	Objection	Costs and Disbursements
Supreme Court	Other	Correcting Deficiencies
Supreme Court	Petition	Accelerated Review
Supreme Court	Petition	Appointment of Trustee
Supreme Court	Petition	Atty Discipline - Review Panel
Supreme Court	Petition	Atty Reinstatement
Supreme Court	Petition	Certiorari
Supreme Court	Petition	Cross-Review
Supreme Court	Petition	Discharge Trustee
Supreme Court	Petition	Disciplinary Action - Attorney
Supreme Court	Petition	Discretionary Review
Supreme Court	Petition	Further Review
Supreme Court	Petition	Mandamus
Supreme Court	Petition	Other
Supreme Court	Petition	Prohibition
Supreme Court	Petition	Rehearing
Supreme Court	Petition	Review BLE Decision
Supreme Court	Reply	Other
Supreme Court	Response	Motion
Supreme Court	Response	Petition



Jurisdiction	Filing Type	Filing Subtype
Supreme Court	Response	Petition for Review
Supreme Court	Response	Petition for Review and Request for Cross-Review
Supreme Court	Response	Petition for Writ
Supreme Court	Statement	Case - Appellant
Supreme Court	Statement	Case - Respondent
Supreme Court	Statement	Proceedings - Approved
Supreme Court	Statement	Proceedings - Objections/Amendments
Supreme Court	Statement	Proceedings - Proposed
Supreme Court	Statement	Record
Supreme Court	Stipulation	Discipline
Supreme Court	Stipulation	Immediate Entry of Judgment
Supreme Court	Stipulation	Other
Supreme Court	Transcript	Acceptance of SPDO Order
Supreme Court	Transcript	Delivery Certificate
Supreme Court	Transcript	Initial Certificate
Supreme Court	Transcript	Non-Acceptance of Order
Supreme Court	Transcript	Order for
Supreme Court	Transcript	Partial Transcript Ordered
Supreme Court	Transcript	Reporter Substitution

**Supreme Court Appeal Panel (SCAP) Filing Types and Subtypes**

When a party involved in a Department of Human Services Special Review Board (SRB) matter appeals the SRB decision to a SCAP panel, the case will have a file number that begins with “AP,” followed by a two digit year, a dash, and a four digit file number (e.g., AP18-9150).

Jurisdiction	Filing Type	Filing Sub-Type
Appeal Panel	Affidavit	Service
Appeal Panel	AP	Attorney Appearance
Appeal Panel	AP	Confidential Examiner’s Report
Appeal Panel	AP	Exhibit List and Exhibits
Appeal Panel	AP	Other
Appeal Panel	AP	Rehearing Petition
Appeal Panel	AP	Request for Relief
Appeal Panel	AP	Request for Relief Order
Appeal Panel	AP	Witness List
Appeal Panel	Correspondence	Other
Appeal Panel	Findings of Fact	Recommendations of the Special Review Board ***Confidential***



Jurisdiction	Filing Type	Filing Sub-Type
Appeal Panel	Motion	Accept Late Filings
Appeal Panel	Motion	Dismiss
Appeal Panel	Motion	Dismiss - Stipulated or Voluntary
Appeal Panel	Motion	Dismissal - Partial
Appeal Panel	Motion	Expedite
Appeal Panel	Motion	Extension of Time - File Appeal
Appeal Panel	Motion	Judge/Justice/Panel - Assign or Remove
Appeal Panel	Motion	Other
Appeal Panel	Motion	Reconsideration
Appeal Panel	Motion	Seal
Appeal Panel	Motion	Stay
Appeal Panel	Motion	Stay - Dissolve
Appeal Panel	Motion	Strike
Appeal Panel	Motion	Supplement the Record
Appeal Panel	Motion	Vacate
Appeal Panel	Notice	Appeal
Appeal Panel	Notice	Attorney Scheduling Conflicts
Appeal Panel	Notice	Attorney Withdrawal or Substitution
Appeal Panel	Notice	Other - Incoming
Appeal Panel	Reply	Other
Appeal Panel	Response	Motion
Appeal Panel	Response	Petition
Appeal Panel	Stipulation	Other