




# MINNESOTA GUIDE & FILE

## NEXT STEPS: Harassment Restraining Order (eFiling)

Write down the email and username you used for your Guide & File account. You will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district and conciliation courts).

Email: \_\_\_\_\_

Password: \_\_\_\_\_

 Now that you have chosen to eFile, you must file all other documents using the eFS System for the rest of this case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) ([https://www.revisor.mn.gov/court\\_rules/gp/id/14/](https://www.revisor.mn.gov/court_rules/gp/id/14/)).

These are your **Next Steps** after you have started a Harassment Restraining Order case electronically (“eFiled”) at the end of the Minnesota Guide & File interview:

### STEP 1: Add yourself as a service contact in eFS once case is accepted

- Once you decide to eFile, you **must** accept any documents or notices from the court or the other party electronically through the eFS System. Because you have filed electronically, you must now sign up for electronic service.
- Internet Explorer (IE), version 9 or higher, is the recommended internet browser for using the eFS System. If you are unable to use Internet Explorer, use HTML5 instead with other browsers, such as Google Chrome, Safari, or Mozilla Firefox.

Follow these steps based on your internet browser – Internet Explorer (recommended) or Other:

#### Using Silverlight through **Internet Explorer**:

1. Check your email often (the email address you used to set up your Minnesota Guide & File account). **After you receive an email saying that your case is accepted, go to the Minnesota Judicial Branch eFS System online at <https://minnesota.tylerhost.net/>**, and log in using your Minnesota Guide & File credentials (email address and password).
2. After the case has been accepted, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.
  - [QRG: Adding Yourself as a Service Contact in eFS](#)

#### Using HTML5 if using **other browser** (ONLY if unable to use IE):

1. Check your email often (the email address you used to set up your Minnesota Guide & File account). **After you receive an email saying that your case is accepted, go to the Minnesota Judicial Branch eFS System online at <https://minnesota.tylerhost.net/ofsw eb>**, and log in using your Minnesota Guide & File credentials (email address and password).
2. After the case has been accepted, you will need to add yourself as a service contact in your file. There is a helpful Quick Reference Guide (QRG) to explain the steps.
  - [QRG: Adding and Removing Service Contacts from the List and Case](#)

- If your email ever changes or you no longer have access to that email account, you must update your account information. **If you need any help with eFS, please contact the eFile Support Center.**

Help with eFS
<p>Contact the eFile Support Center for help.</p> <ul style="list-style-type: none"> <li>✓ By phone: 651-227-2002 or 1-855-291-8246</li> <li>✓ By email: <a href="mailto:eCourtMN@courts.state.mn.us">eCourtMN@courts.state.mn.us</a></li> <li>✓ Website: <a href="http://www.mncourts.gov/efile">www.mncourts.gov/efile</a></li> </ul>

## STEP 2: Court will review the filed forms

- Once all of your forms are filed, a judicial officer will review them and decide whether you need to pay a filing fee based on the incidents of harassment described in your petition. Court administration will let you know if a filing fee is required. See Step 3 below.
- Next, the judicial officer will make a decision about your requests and issue an order. When the order is ready, you will get a notice by email from the eFS System with a link to view the order.
- Read your order carefully. Did the judicial officer:
  - **Grant** your request for the temporary Harassment Restraining Order (Ex Parte Order)?
  - **Deny** your request for an Ex Parte Order?
  - **Dismiss** the case (not grant your request)?
  - Schedule a **hearing** (with or without issuing an Ex Parte Order)?
  - Decide you need to pay a **filing fee** before an order will be issued?
- If the judicial officer **GRANTS** the Ex Parte Order, it will be effective immediately. The judicial officer may have also ordered a hearing. If the judicial officer does not order a hearing, the Respondent has the right to request a hearing, but they must do so within 20 days of service of the Petition and Ex Parte Order.

If a hearing is ordered, the Harassment Restraining Order (HRO) will be in effect until the date of the hearing. Depending on what happens at the hearing, the HRO may or may not continue.

- If the judicial officer **DENIES** the Petition for the Ex Parte Order **and** you have requested a hearing, court administration will schedule a hearing. The court will send a notice of the date and time of the hearing to you and to the Respondent. There will be no restraining order in effect before the hearing. You **must** attend the hearing. If you do not attend the hearing, the HRO may be dismissed.
- If the judicial officer **DISMISSES** the case, this means that the judicial officer does not believe that what you described in your petition fits the definition of harassment.
- If your email address changes or you are no longer able to access your email you used to create your Minnesota Guide & File account, you must be sure to update your email address in the Minnesota Judicial Branch eFS System in order to be electronically served with any papers from the court or other parties.

## STEP 3: Pay filing fee, if required

- The court charges a filing fee at the start of each new case. However, if what happened to you is as serious as criminal harassment (defined in Minn. Stat. § [609.749](#), subd. 2, 3, 4, or 5 and § § [609.342](#) to [609.3451](#)) then the filing fee may be waived. If the judicial officer does not waive your filing fee, Court Administration will contact you.

If you are ordered to pay the filing fee but cannot afford it, you can ask the judicial officer to waive the fee because of your inability to pay. To do this, you must fill out the fee waiver (IFP) paperwork and have it reviewed by a judicial officer. The forms are available on the Minnesota Judicial Branch website at <http://www.mncourts.gov/GetForms.aspx?c=19&p=69>.

**If you are ordered to pay the fee and do not do so, your case will be dismissed and you will not have a Harassment Restraining Order.**

## STEP 4: Service on Respondent

- A copy of any order (except dismissed HROs) must be served on the Respondent. If your petition gave an address in Minnesota where the Respondent can be served, court administration will send the documents to the Sheriff who will try to personally serve the Respondent.

Service is complete when the Sheriff's Department personally delivers a copy of the papers to Respondent. This can take a week or more.

- If Respondent is under 18 years old and you gave the court the name and address of the parent or legal guardian, the court will also mail a copy of the order to Respondent's parent or legal guardian.
- If the Sheriff tried to personally serve Respondent but could not, you may ask the court for permission to serve by another method, including publication. The *Affidavit and Order for Publication* is available on the Minnesota Judicial Branch website at <http://www.mncourts.gov/GetForms.aspx?c=22&f=354>. Once completely filled out, be sure to use the "Prepare for eFile" button to create a flattened PDF and then file the form through the eFS System website.

## STEP 5: Prepare for the hearing and go to court (if hearing scheduled)

- If a hearing is scheduled, court administration will let you know at least 5 days before the hearing. You **must** attend the hearing. If you do not attend the hearing, the HRO may be dismissed.
- If you are granted an Ex Parte Order and Respondent asks for a hearing, the Ex Parte Order could be **dismissed if you do not attend the hearing.**

### Need Help?

For questions about **Step 1** above, call the eFile Support Center at 651-227-2002 or 1-855-291-8246, or email at [eCourtMN@courts.state.mn.us](mailto:eCourtMN@courts.state.mn.us).

For other questions, call the Statewide Self-Help Center at 651-435-6535, or go to <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.