



Create forms using an interview

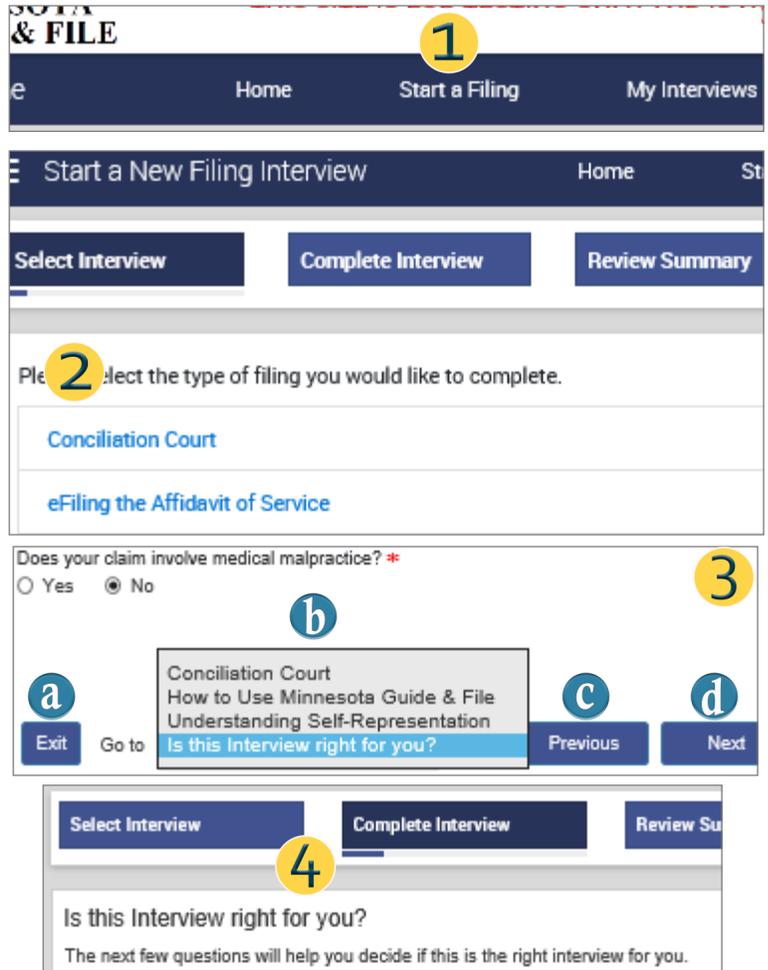
1. Click **Start a Filing**.

i To work on a saved interview, click **My Interviews** and select **Resume** from the Actions dropdown menu.

2. Select a **New Filing Interview**.
3. Use the buttons at the bottom of the page to move through the interview:
 - a. Click **Exit** to exit the interview.
 - b. Select from the **Go to** dropdown to go to a specific page (this only displays pages that are already complete).
 - c. Click **Previous** to go to the previous page.
 - d. Click **Next** to go to the next page.

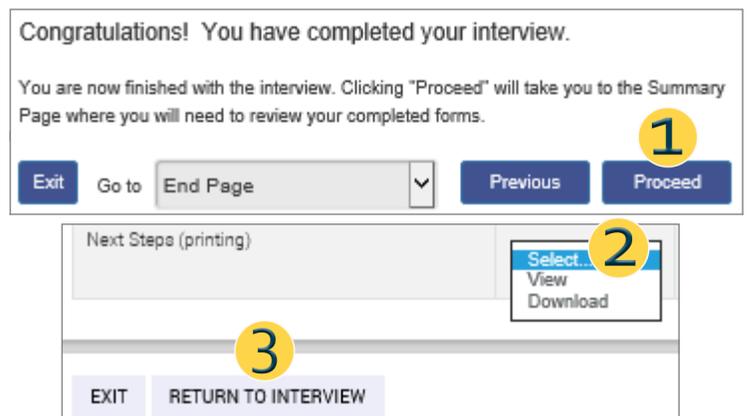
i Do not use the arrows or x on the internet browser to move through the interview or work may be lost.

4. Read each page and answer each question as completely as possible. The blue bar below Complete Interview shows your progress.



Review completed forms

1. Click **Proceed**.
2. Select **View** or **Download** from the Actions dropdown to review the documents. Documents must be reviewed before printing or filing.
3. If needed, click **Return to Interview** to make changes to any of your answers.



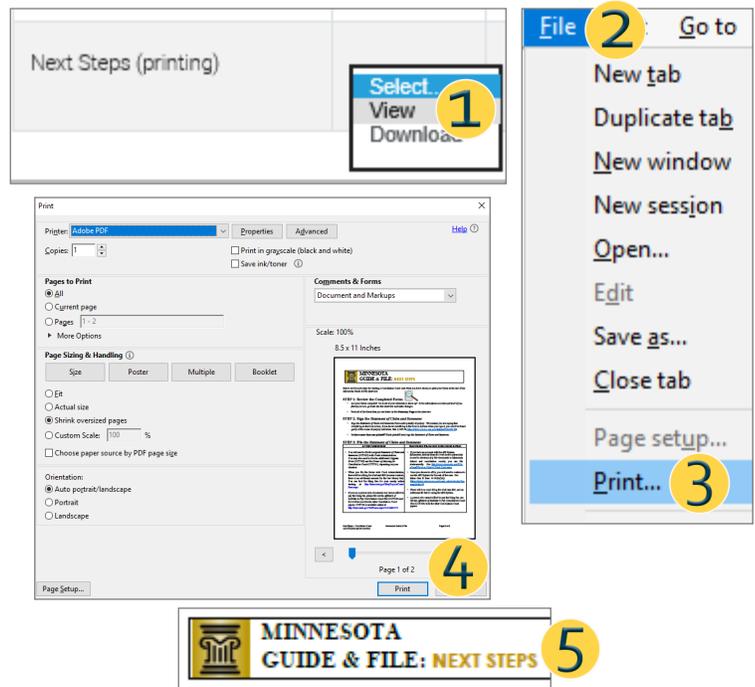


File completed forms

On paper or electronically (not using Guide & File):

1. Select **View** from the Next Steps (printing) dropdown. It will open in a new browser tab.
2. Click **File**.
3. Click **Print**.
4. Confirm print settings and click **Print**.
5. Follow the instructions in the Next Steps document.

i Next Steps for each interview and filing method (electronic or paper) are available at <http://mncourts.gov/Help-Topics/Guide-and-File.aspx> under the Tools and Resources tab.



Electronically (using Guide & File):

i Not all cases can be filed electronically. If this option is available, select Yes when asked if you will eFile.

1. Click **Pay Now**.
2. Select a payment option and add the payment information.
3. Click **Continue**.
4. Click **Print Confirmation**.
5. Follow the instructions in the Minnesota Guide & File: Next Steps document to sign up for electronic service (required).

i If unable to pay the filing fee, go to the **Important Next Steps** page of the interview for information about how to file Fee Waiver Forms, if available.

