Working with Fillable Smart Forms

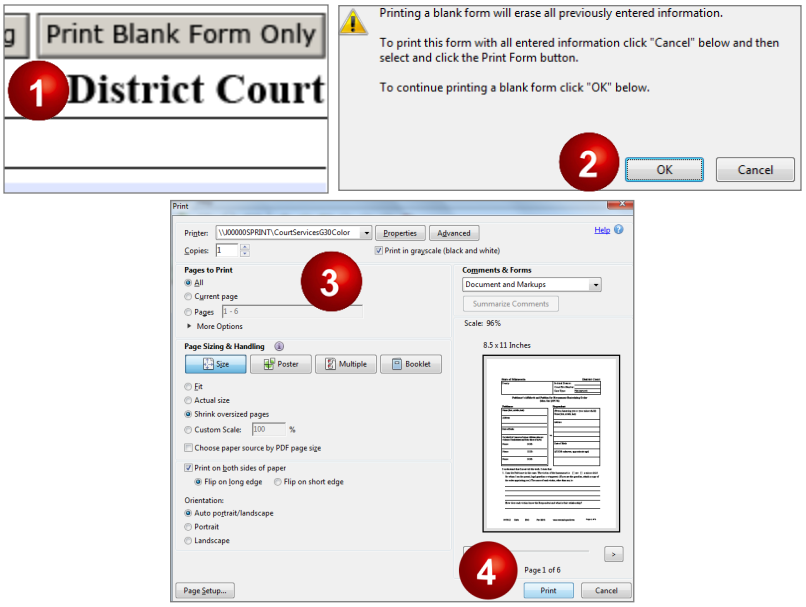
To complete a form:

By handwriting answers:

1. Click **Print Blank Form Only**.
2. Click **OK** on the warning.
3. If needed, update the **printer settings**.

   Documents filed with the court must be single-sided. Do not print double-sided forms for filing.

4. Click **Print**.

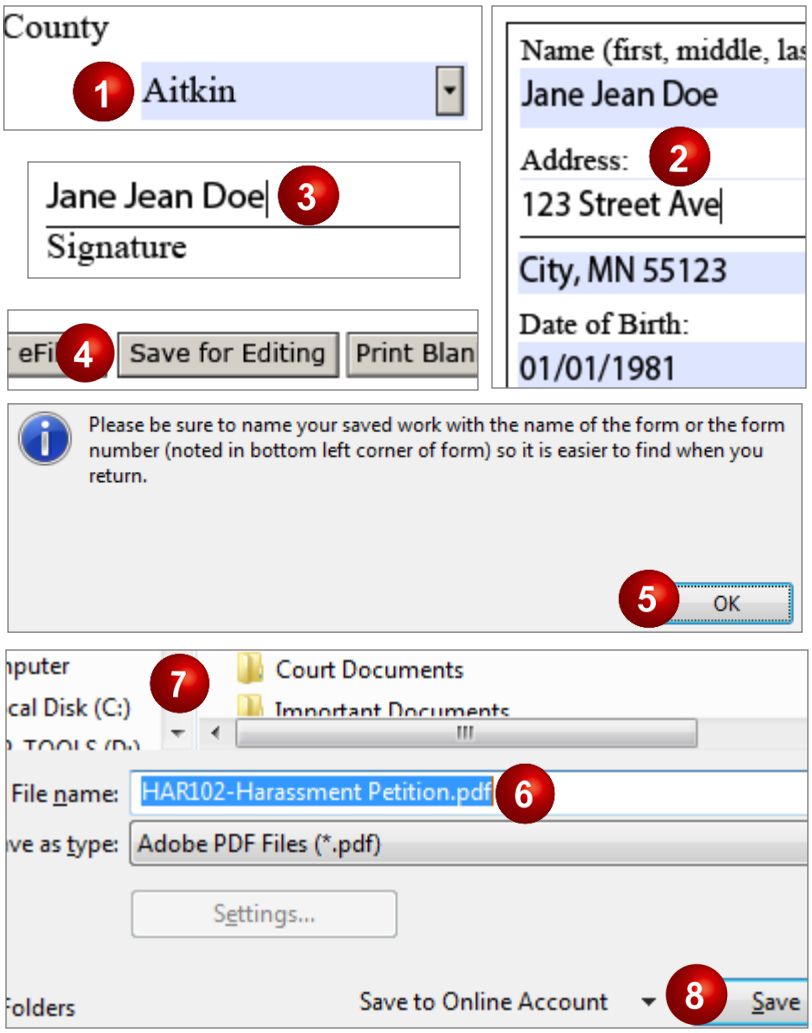


By typing in answers:

1. Select the **County** you are filing in.
2. Press **Tab** to move forward through fields and **Shift+Tab** to move backward through fields. Fill in as many fields as possible.

   Some information, such as your name, fills in automatically throughout the form once it is entered.

3. If eFiling, type your **full legal name** in the signature box. If not eFiling, leave the field blank and sign the form once it is printed.
4. When finished, click **Save for Editing** at the top of the page.
5. Click **OK** on the warning.
6. Type a new **File name**. Use a name that is easy to remember in case you need to edit later.
7. Select a **location** or **folder** on your computer or drive to save the document.
8. Click **Save**.



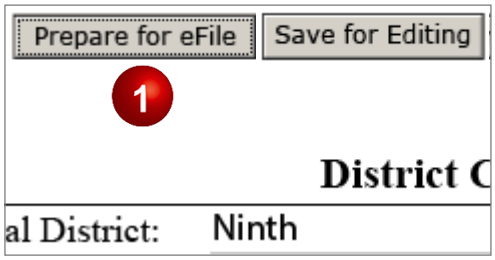
Working with Fillable Smart Forms

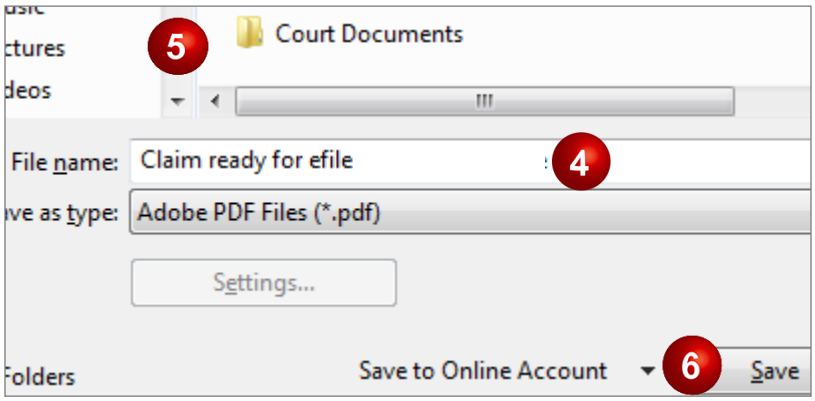
To prepare a document for electronic filing:

1. Click **Prepare for eFile**. A non-editable version of the form will open. To edit the form, use the version saved using the Save for Editing button (page 1) then return to these steps.
2. Click **File**.
3. Click **Save As…**
4. Type a new **File name**.

   Use a name that shows the form is ready to eFile (such as Claim ready for eFile) so that it is easy to find when it is time to file.
5. Select a **location** or **folder** on your computer or drive to save the document.
6. Click **Save**.

These steps must be used to eFile forms. Just saving the form does not prepare it to eFile with the court.



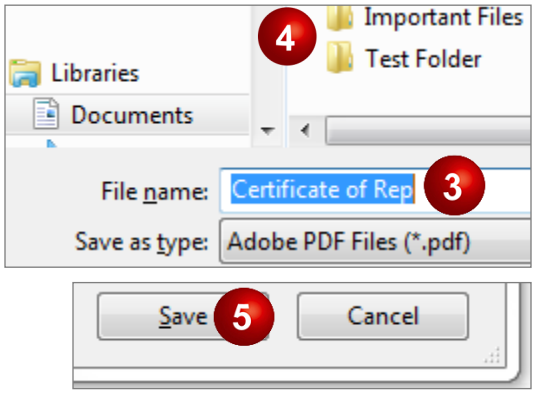


To electronically file a document:

Go to http://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx and click on the eFile and eServe Training tab for more information.

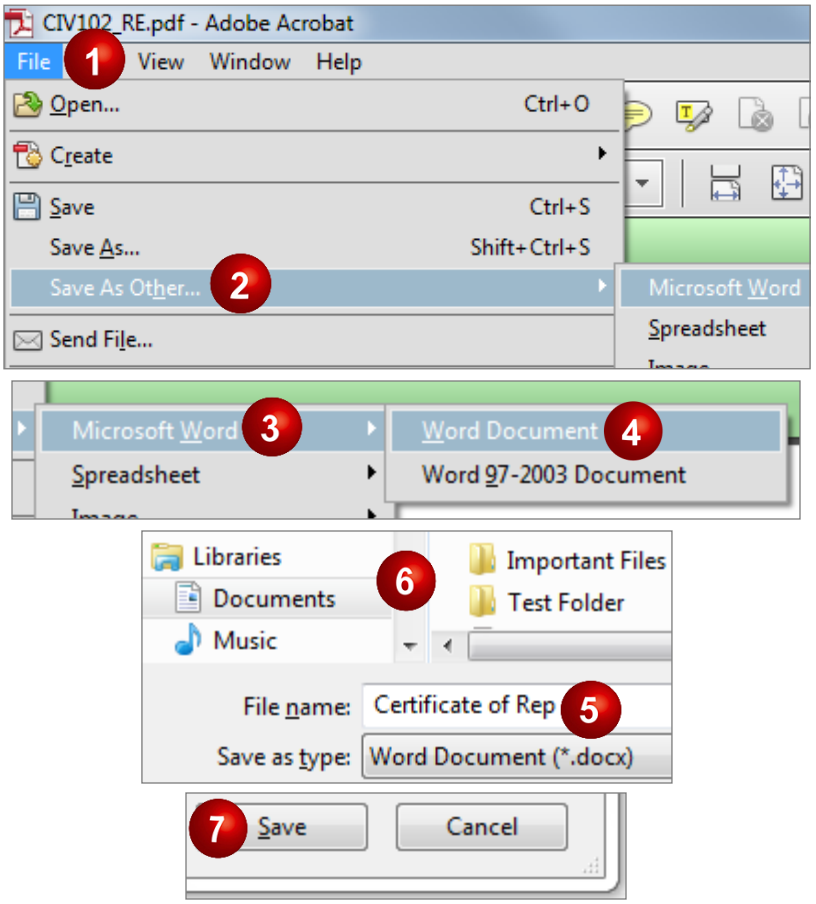
To save a PDF document to a computer or drive:

1. Click **File**.
2. Click **Save As…**
3. If needed, type a new **File name**.
4. Select a **location** or **folder** on your computer or drive to save the document.
5. Click **Save.**



Working with Fillable Smart Forms

To convert a PDF document to a Word format:

When converting a Fillable Smart Form, formatting or text may change. Some fields in Fillable Smart Forms are hidden until a document is printed and may not appear in the converted Word form. Review the document carefully before filing.

1. Click **File**.
2. Hover over **Save As Other...**.
3. Hover over **Microsoft Word**.
4. Click **Word Document**.
5. If needed, type a new **File name**.
6. Select a **location** or **folder** to save the document.
7. Click **Save**.