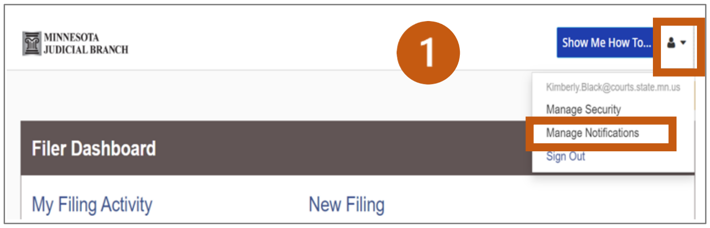
QRG – Managing Filing Notifications, History, Case Status Details, and Resending Service

Last Revised: 2/12/2025

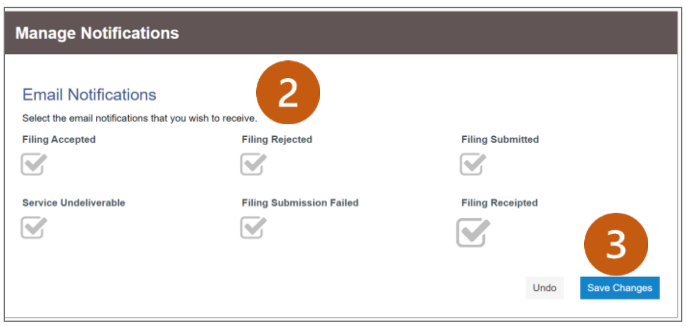
Use this guide to set up your filing notifications, check filing statuses, and review the eService contacts. We recommend filers review this information regularly to track and manage their filings.

Manage notifications

1. Click the person icon on the top right of the screen, then select **Manage Notifications.**

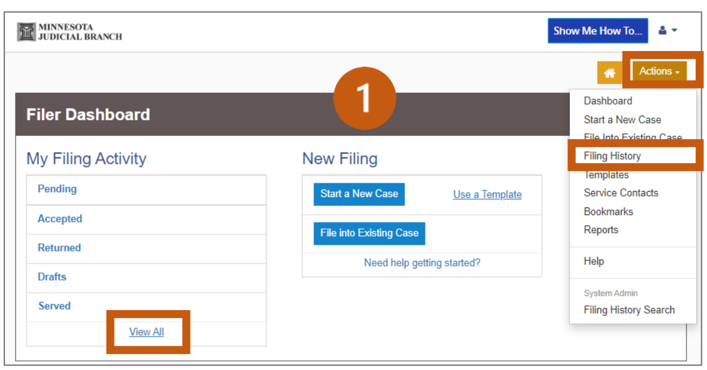


2. Check or uncheck the boxes next to the **Email Notification** types to receive.
3. Click Save Changes.

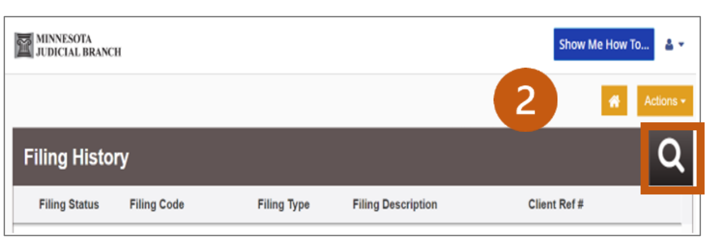


Search and view filing history

1. Click View All or Actions then select Filing History.

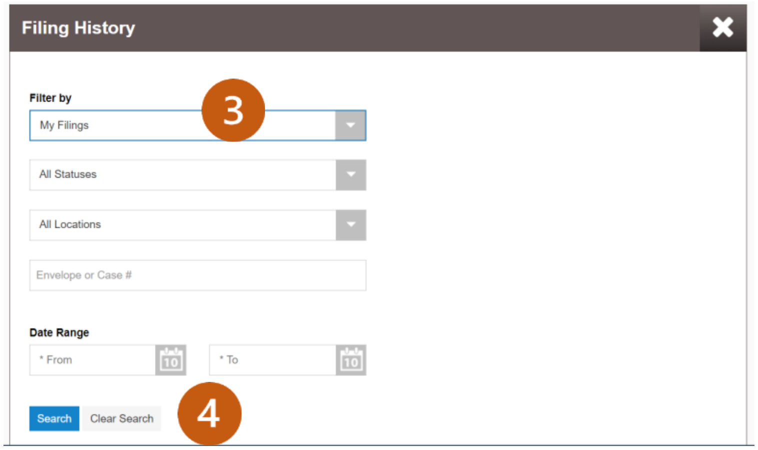


2. Click the **Filing History** magnifying glass button to search for specific items.



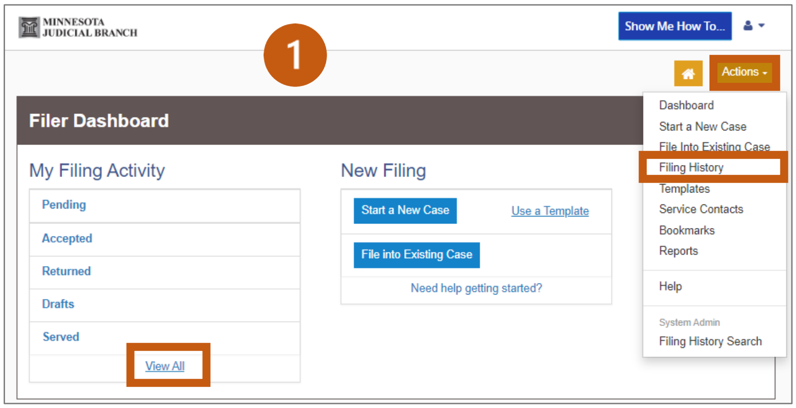
3. Select a **Filter by** dropdown to search for specific filings:
    a. **Filings** – Select My Filings or My Firm from the dropdown.
    b. **Status** – Select All Statuses, Accepted, Cancelled, Draft, Receipted, Rejected, Served, Submission Failed, Submitted, Submitting, or Under Review from dropdown.
    c. **Location** – All location or a specific location.
    d. **Envelope or Case #** - Enter the envelope or case number.
    e. **Date Range** - Select dates from calendars or manually type the date (example: 1/1/2024 to 6/22/2024).

4. Click **Search** or click **Clear Search** to clear.



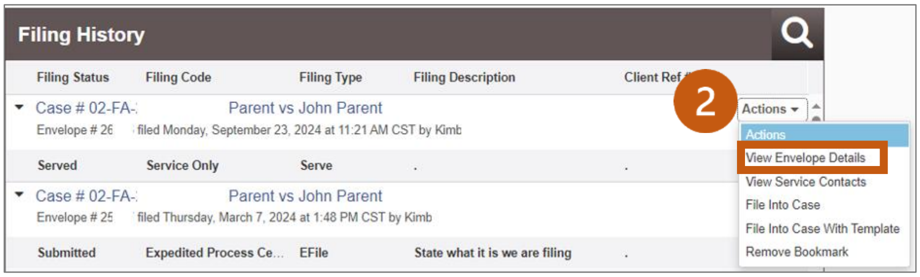
Access case details, filing statuses or filing options

1. From the **Filer Dashboard**, click **View All** or **Actions** then **Filing History**. If you are already viewing the case in **Filing History**, go to step 2.



We recommend reviewing the status of all eFiled and eServed documents to make sure they were successfully transmitted.

2. Click **Actions** across from the case then select **View Envelope Details**.



Or

Click **Actions** to:

a. View Envelope Details

b. View Service Contacts.

c. File Into Case.

d. File Into Case With Template

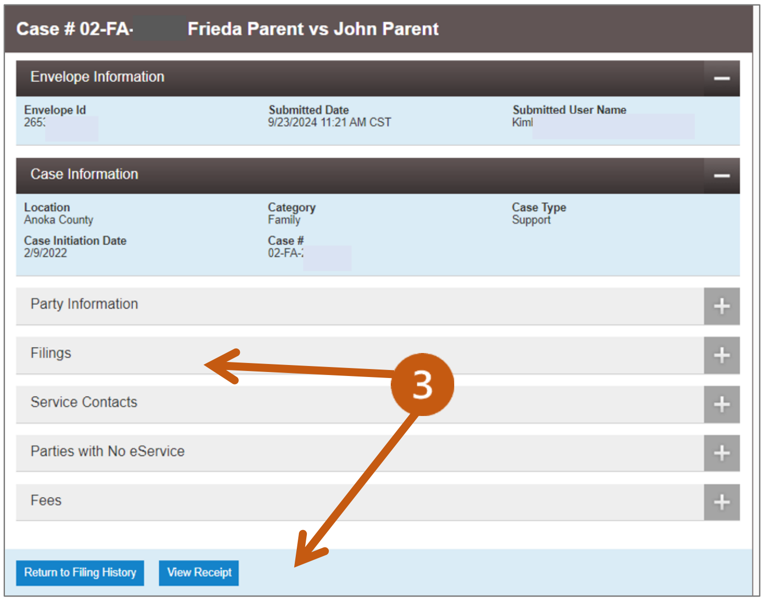
e. Copy Envelope

f. Remove Bookmark

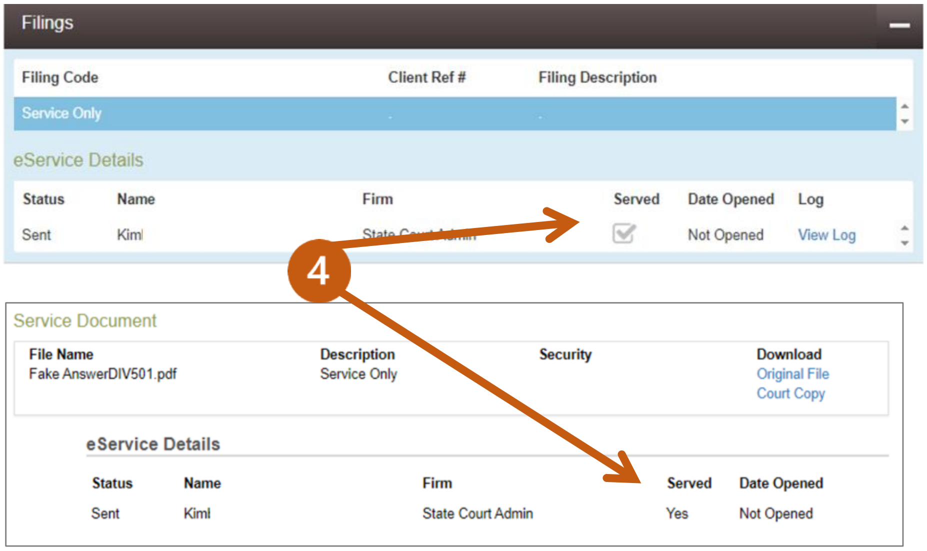
3. Click the cancel icon to cancel the filings. Filers can cancel filing in draft and submitted statuses only. Filings in the under review, accepted, or rejected status cannot be cancelled by the filer.

The actions available are determined by case status (e.g., if a case is submitted, “Delete Draft Envelope” will not be an option.

4. Click on **Filings** or **View Receipt**.



5. Under the **eService Details** the status of an eServed document displays. If service to an eService contact was successful you will see the information depending on how you chose to view it. If there is an error you may need to retry the eService or serve using a different method, depending on the case and court rule requirement. To learn how to retry service click the [Resending Service](#) link to go to the section in this guide.
   - **Filings –** under **Status** it says **Sent,** under **Served** the **Yes** box is checked if successful or unchecked if unsuccessful.
   - **View Receipt** – under **Status** it says **Sent,** under **Served** it says **Yes** if successful or **No** if unsuccessful.

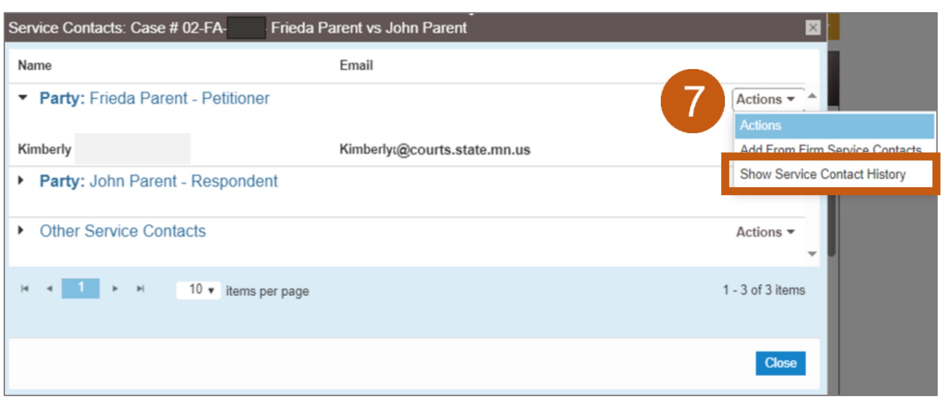


6. Click the back arrow in the browser to go back to the **Filing History** or click the home button to go to the **Filer Dashboard**. You can also click on the **Filings** header to minimize the section.

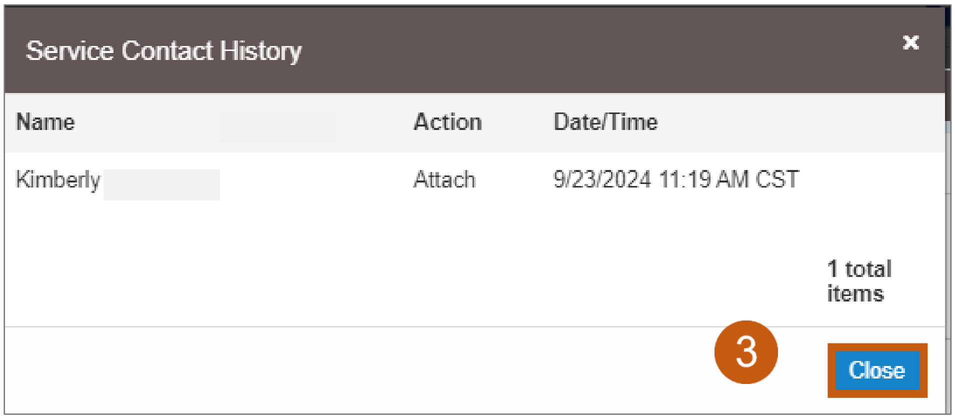
Viewing Service Contacts

1. To view the service contacts signed up to be eServed in the case details, click **Actions** then select **View Service Contacts**.

2. The parties for the case displays. If there is a name and email address under a party, that is an eService contact for that party. To see when each eService contact was added or removed, click **Actions** button to the right of a party, then click Show **Service Contact History**.



3. Click **Close** and **Close** again to go back to the **Filing History**.

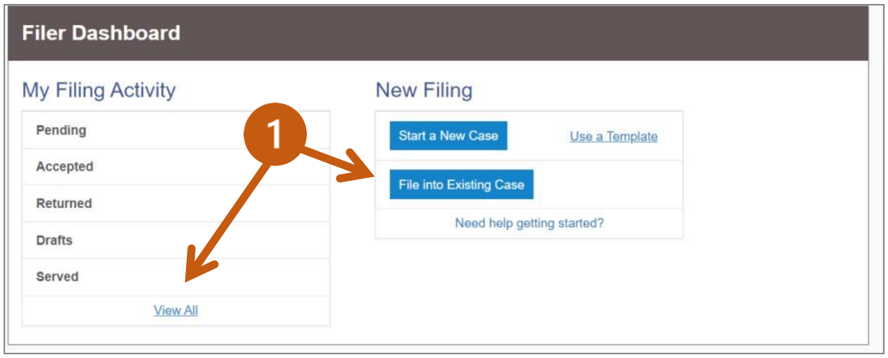


For more information about the eFiling and eServing, see the Quick Reference Guides on www.mncourts.gov/efile on the eFile and eServe Training tab under Training Materials.

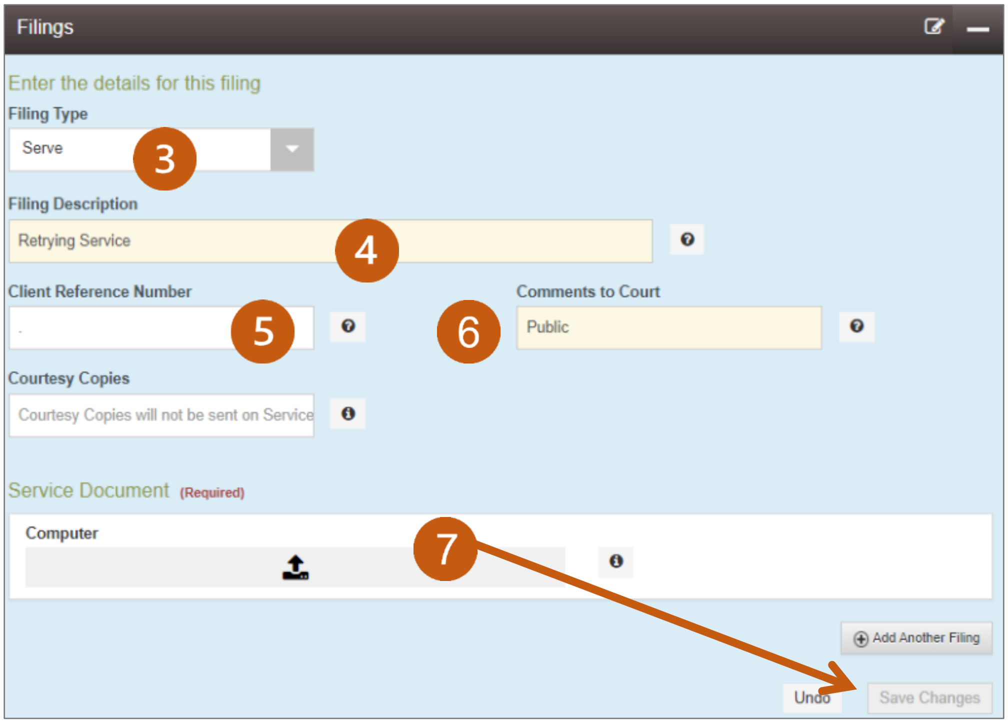
Resending Service

If you received a notification that your filing has not been served you can resubmit service. Follow the below instructions to resubmit the service. If you are not receiving these notices, see the Manage Notifications section above in this guide.

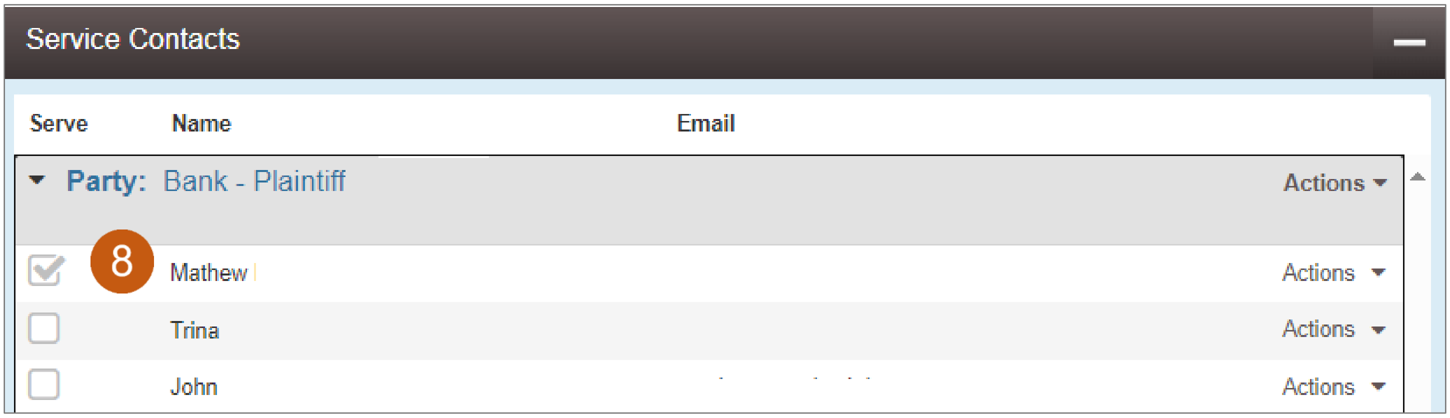
1. Log into eFile and eServe.
2. Click **File into Existing Case** with the case number to locate the case or click **View All** to locate the case in **My Filings Activity** then click **File into a case** under **Actions**. See the QRG – eFiling and eServing in an Existing Case - Filers.



3. Under the **Filings** section select **Serve** from the **Filing Type** dropdown field.
4. In the **Filing Description** field enter the original description and add the comment **Retrying Service**.
5. Enter the Client Reference Number if applicable. This is used to associate a filing with personal record. Enter a period if you do not use and organize files with a client reference number.
6. In the **Comments to Court** field, type in the document's security level as either **Public**, **Confidential**, or **Sealed**. If you choose Confidential or Sealed, include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).
7. In the **Compute**r field, click the arrow pointing up icon to upload the document. Click **Save Changes**.



8. Under the Service Contacts section check the box to receive this service and uncheck anyone to remove from this service.



9. Select the **Filing Attorney** (if applicable). Click **Save Changes**.
10. Check the **Submission Agreements** boxes then click **Summary**.
11. Review the filing then click **Submit**.