

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.

MINNESOTA JUDICIAL BRANCH		Show Me How To 🛔 🔻
		Kimberly.Black@courts.state.mn.us Manage Security Manage Notifications
Filer Dashboard		Sign Out
My Filing Activity	New Filing	

- 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.

		Actions -
Filer Dashboard		Dashboard Start a New Case File Into Existing Cas
My Filing Activity	New Filing	Filing History
Pending	Start a New Case Use a Template	Templates Service Contacts Bookmarks
Accepted	File into Existing Case	Reports
Returned	Need help getting started?	Help
Served		System Admin Filing History Search

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



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- 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.

Filing History		×
Filter by		
My Filings	•	
All Statuses	*	
All Locations	•	
Envelope or Case #		
Date Range		
* From 10 * To	10	
Search Clear Search		

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.

MINNESOTA JUDICIAL BRANCH	1	Show Me How To
Filer Dashboard	New Filing	Dashboard Start a New Case File Into Existing Ca Filing History
Pending	Start a New Case	Templates Service Contacts
Accepted		Bookmarks Reports
Returned	Need help getting started?	Help
Drafts		System Admin
View All		Filing History Search

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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.

Case # 02-FA-	Frieda Parent vs John Parent	
Envelope Information		-
Envelope Id 265:	Submitted Date Submitted User Nam 9/23/2024 11:21 AM CST Kimi	le
Case Information		—
Location Anoka County Case Initiation Date 2/9/2022	Category Case Type Family Support Case # 02-FA-	
Party Information		+
Filings	—	+
Service Contacts	3	+
Parties with No eServic	ce	+
Fees		+
	K	
Return to Filing History	fiew 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 <u>Resending Service</u> 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.

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Filings	<u>1</u>			_				
Filing C	ode		Client Ref #	Filing Desci	ription			
Service	Only			10				
eServic	e Details							
Status	Name		Firm	1	Served	Date Opened	Log	
Sent	Kim		State Courter State		3	Not Opened	View Log	
Service	Document							
File Na	me		Description	Security		Dow	nload	
Fake Ar	nswerDIV501.	pdf	Service Only			Origi Cou	inal File rt Copy	
	eService	Details						
	Status	Name	Firm		s	erved Date O	pened	
	otatao							

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**.

F	iling Histo	ny				Q
	Filing Status	Filing Code	Filing Type	Filing Description	Client Ref #	
•	Case # 02-F/	A-: Pare	nt vs John Paren	t	_	Actions -
	Envelope # 26	filed Monday, Septemb	er 23, 2024 at 11:21 A	M CST by Kimb		Actions
	Served	Service Only	Serve	2. 2 2	0	View Envelope Details
_	0	, Dan	atus Jaha Dasa	1		View Service Contacts
-	Case # 02-FA Parent vs John Parent Envelope # 25 filed Thursday, March 7, 2024 at 1:48 PM CST by Kimb		it T by Kimb		File Into Case File Into Case With Templa	
	Submitted	Expedited Process 0	Ce EFile	State what it is we are filing		Remove Bookmark

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.

Service Contact History	y		×
Name	Action	Date/Time	
Kimberly	Attach	9/23/2024 11:19 AM CST	
			1 total items
		3	Close

For more information about the eFiling and eServing, see the Quick Reference Guides on <u>www.mncourts.gov/efile</u> 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 <u>Manage Notifications</u> 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 <u>QRG eFiling and eServing in an Existing Case Filers.</u>



- 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**.

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Filings					๔ _
Enter the details for this filing Filing Type					
Serve 3					
Filing Description	_				
Retrying Service	4		0		
Client Reference Number		Comments to Court			
• 5	· 6	Public		0	
Courtesy Copies					
Courtesy Copies will not be sent on Service	0				
Service Document (Required)					
Computer	7				
L		0			
				(Add A	nother Filing
			l	Undo Save	e Changes

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

Service C	ontacts		-
Serve	Name	Email	
▼ Party:	Bank - Plaintiff		Actions 🔻 🔺
8	Mathew		Actions 🔻
	Trina		Actions 👻
	John		Actions 🔻

- 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**.