

STATE OF MINNESOTA

IN SUPREME COURT

ADM 09-8006

**ORDER REGARDING ELECTRONIC FILING  
AND SERVICE IN THE APPELLATE COURTS**

By order filed February 28, 2014, the court promulgated amendments to the Rules of Civil Appellate Procedure, effective July 1, 2014, to accommodate electronic filing and electronic service in the appellate courts and to improve the efficiency and processing of appeals. The order permitted the Clerk of Appellate Courts to conduct a pilot program to test the appellate courts' electronic file and service system, initially limited to certain criminal appeals from Ramsey County District Court, and to expand the pilot to other appellate case participants or case types. The Clerk was required to provide a report and recommendations to the court within 90 days of the start of the pilot program.

The court has considered the report by the Clerk of Appellate Courts on the status of implementing electronic file and service in the appellate courts, and the recommendations by the Clerk of Appellate Courts for expanded use of that system.

**IT IS HEREBY ORDERED THAT:**

1. Effective March 1, 2015, the Clerk of Appellate Courts is authorized to permit use of the appellate courts' electronic file and service system in all case types in

which all parties to the appeal are represented by an attorney admitted to practice in the state of Minnesota. Additionally, the Clerk of Appellate Courts is authorized to permit e-filing by court reporters and executive branch records managers in all case types, regardless of whether the parties to the appeal have filed any documents electronically. The Clerk of Appellate Courts shall publish or otherwise disseminate materials that notify prospective appellate case participants about the availability and requirements for use of the electronic file and service system. Unless the Clerk of Appellate Courts permits otherwise based on individual case circumstances, once an attorney of record for an appeal has registered to use the appellate courts' electronic file and service system and has e-filed documents for the appeal with the Clerk of Appellate Courts, all further filings in the appeal by that attorney shall be made using the appellate courts' electronic file and service system. Other than as authorized by this paragraph, use of the appellate courts' electronic filing and service system is not authorized for purposes of Rule 125 of the Rules of Civil Appellate Procedure. The Clerk of Appellate Courts is authorized to temporarily waive convenience fees associated with the processing of filing fees or other payments related to appeals that are filed using the appellate courts' electronic file and service system.

2. On or before December 31, 2015, the Clerk of Appellate Courts shall provide a report to the court on the extent of permissive use of the electronic file and service system, along with recommendations for mandatory use of that system, if any, by case type or by case participants. By December 31, 2015, the Clerk of Appellate Courts shall also provide recommendations for use of the appellate courts' electronic file and

service system by self-represented litigants.

3. The Advisory Committee on the Rules of Civil Appellate Procedure shall review the amendments promulgated to those rules that were effective July 1, 2014 and consider whether any further amendments are needed to accommodate appellate practice in light of electronic filing and service in the appellate courts. The Advisory Committee shall also review the Rules of Civil Appellate Procedure for conforming or other amendments needed, if any, based on intervening amendments to other rules of court procedure. On or before December 31, 2015, the Advisory Committee shall provide a report and recommendations to the court for any proposed amendments to the rules of civil appellate procedure.

Dated: February 5, 2015

BY THE COURT:



Lorie S. Gildea  
Chief Justice