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**Appellate E-Filing for Court Reporters**

**On criminal cases, which attorney gets served, the county attorney that prosecuted the case originally, or the attorney general?**

It depends on who is representing the appellate case. The attorney general is always listed on the appellate case in criminal matters, but does not work on every case. As a general rule, always serve the county attorney, unless the attorney general's office is officially representing the case. The original request for transcript from the appealing party should list which attorney will be representing the state in the appellate matter.

**If a party is appealing multiple files, should transcript certificates be filed in every appealed case?**

If the cases are appealed individually, yes. However, if the cases are consolidated for appeal, only file the certificate in one case. Look up the cases on P-MACS to find out if they are consolidated.

When a document is filed in one consolidated case, E-MACS automatically files the document in all cases that are consolidated with that case. If a party files a document into each consolidated case in E-MACS, all but one will be rejected as a duplicate.

**Why don't court reporters get extra time to file when they are served with a request for transcript by mail instead of electronically?**

Court reporters may add three extra days to their deadlines when served by mail. Minn. R. Civ. App. P. 125.03 states, "Whenever a party is required or permitted to do an act within a prescribed period after service and the document is served by United States Mail, 3 days shall be added to the prescribed period."

**Prior to mandatory e-filing, court reporters filed documents related to transcripts before the appeal was initiated. How does that work now?**

Court reporters must wait for case initiation and an appellate file number to be assigned before filing a document in the appeal. If the appellant does not contact you regarding case initiation, watch MNCIS for a Notice of Appeal in the district court file and retrieve the appellate file number from the case cross-reference in MNCIS.

**The court issued an order requesting that I file the transcript certificate. I already filed it, why am I getting an order to file it again?**

Check the E-MACS Draft queue or Rejected queue. If the filing is in the Draft queue that means it was never submitted. If the filing is in the Rejected queue, double-click the filing to open it, and read the message from the clerk's office regarding how to correct the filing and re-submit it.

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**Are there any document security concerns when filling transcript certificates with the appellate courts?**

When filing into cases with juvenile or other confidential parties, use the party's initials, instead of his or her full name, in the case caption. If unsure, check P-MACS to see how the appellate courts are handling the public case caption.

**What resources are available to answer other questions about appellate E-Filing?**

Training materials are available on the Clerk of Appellate Courts website, under the [Appellate eFiling tab](#).

Additional materials are available on eCourtMN University in the eFile & eServe library.

Additional support is available by calling the Clerk's Office  
Monday - Friday, 8:30 am - 4:30 pm:

- 651-291-5297