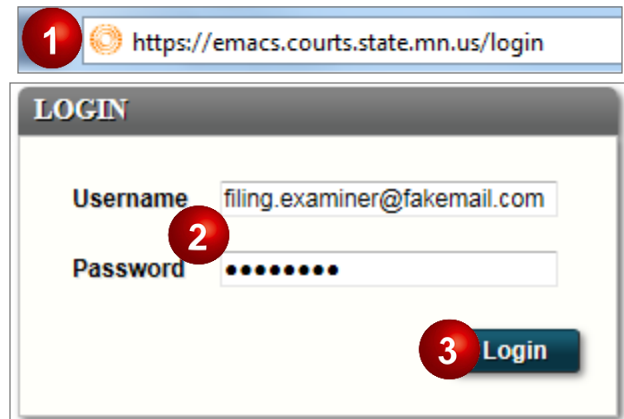


**E-Filing and E-Serving in E-MACS
for Examiners**

Log in to E-MACS:

1. Go to <https://emacs.courts.state.mn.us/login>.
2. Type your **Username** and **Password**.
3. Click **Login**.



Create a new filing:

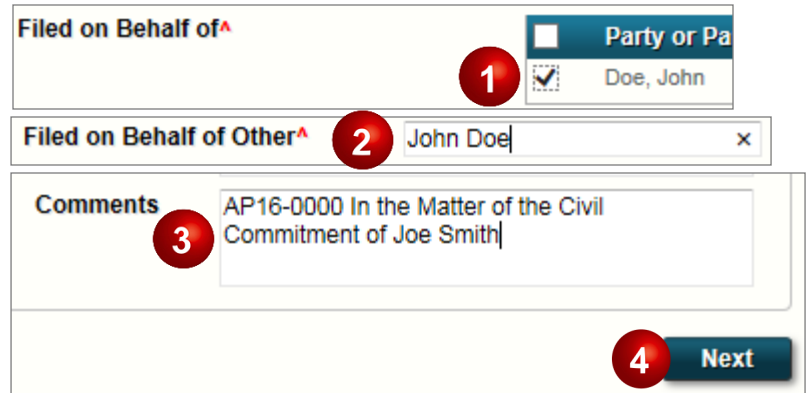
1. Click **Create Filing**.
2. Select **Appeal Panel** from the Court Level drop-down.
3. Select **Existing Case** from the Filing Category drop-down.
4. Type the **case number**.
5. Select **AP** from the Filing Type drop-down.
6. Select **Confidential Examiner's Report** from the Filing Subtype drop-down.
7. Click **Next**.



E-Filing and E-Serving in E-MACS for Examiners

Add the filing information:

1. Check the box next to the **your (the examiner's) name** next to Filed on Behalf of.
2. If your name is not on the list, type your name in the **Filed on Behalf of Other** field.
3. Type the **SCAP file number** and **case name** in the Comments field.
4. Click **Next**.



This screenshot shows the 'Filed on Behalf of' section of the E-MACS interface. It includes a dropdown menu for 'Filed on Behalf of' with a 'Party or Pa' checkbox and a list of names including 'Doe, John'. A second dropdown for 'Filed on Behalf of Other' contains the text 'John Doe'. Below these is a 'Comments' field with the text 'AP16-0000 In the Matter of the Civil Commitment of Joe Smith'. A 'Next' button is located at the bottom right.

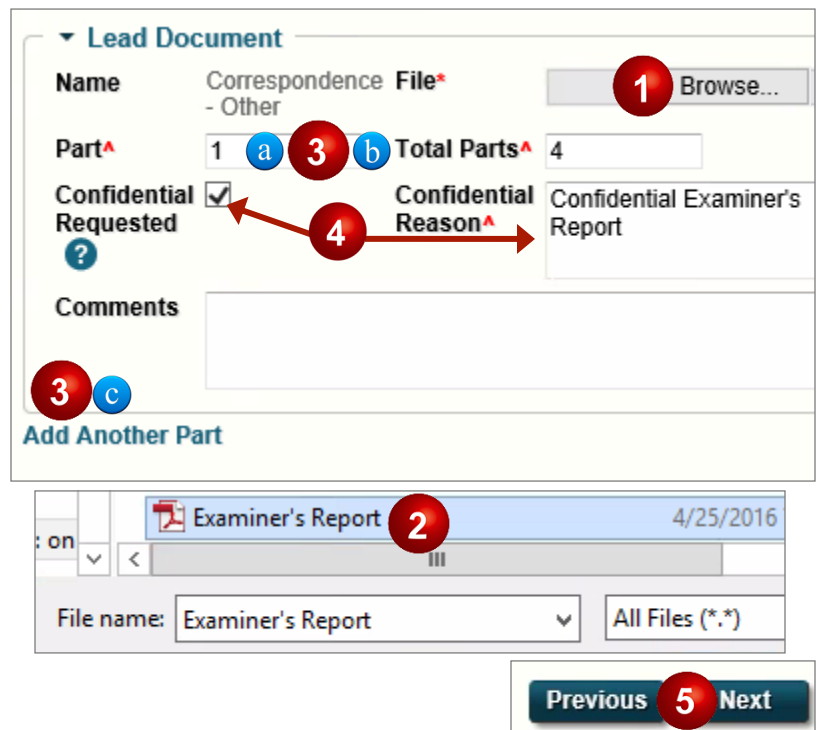
Upload the examiner's report:

1. Click **Browse**.
2. Double-click the **file** to upload it.
3. If the document contains multiple parts:
 - a. Type the **Part number**.
 - b. Type the **Total Parts**.
 - c. Click **Add Another Part** to upload the rest of the document.



Documents over 25 MB (or about 1000 pages of text) must be split into multiple parts prior to filing.

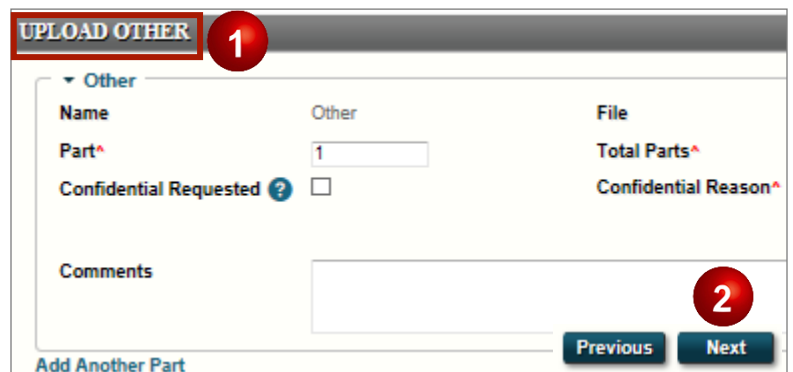
4. Check **Confidential** and type the reason **Confidential Examiner's Report**.
5. Click **Next**.



This screenshot shows the 'Lead Document' upload form. It includes a 'Browse...' button, a 'Part' field with '1' and a 'Total Parts' field with '4'. There are checkboxes for 'Confidential Requested' and 'Confidential Reason', with the latter set to 'Confidential Examiner's Report'. A 'Comments' field is also present. Below the form is a file selection window showing 'Examiner's Report' with a date of '4/25/2016'. A 'Next' button is at the bottom right.

Upload additional documents:


1. Confirm that the current screen is **UPLOAD OTHER**.
2. If there are no additional documents, click **Next**. If there are additional documents, repeat steps 1-5 under **Upload the examiner's report**.



This screenshot shows the 'UPLOAD OTHER' form. It includes a 'Name' field with 'Other', a 'Part' field with '1', and a 'Total Parts' field. There are checkboxes for 'Confidential Requested' and 'Confidential Reason'. A 'Comments' field is at the bottom. 'Previous' and 'Next' buttons are at the bottom right.

E-Filing and E-Serving in E-MACS for Examiners

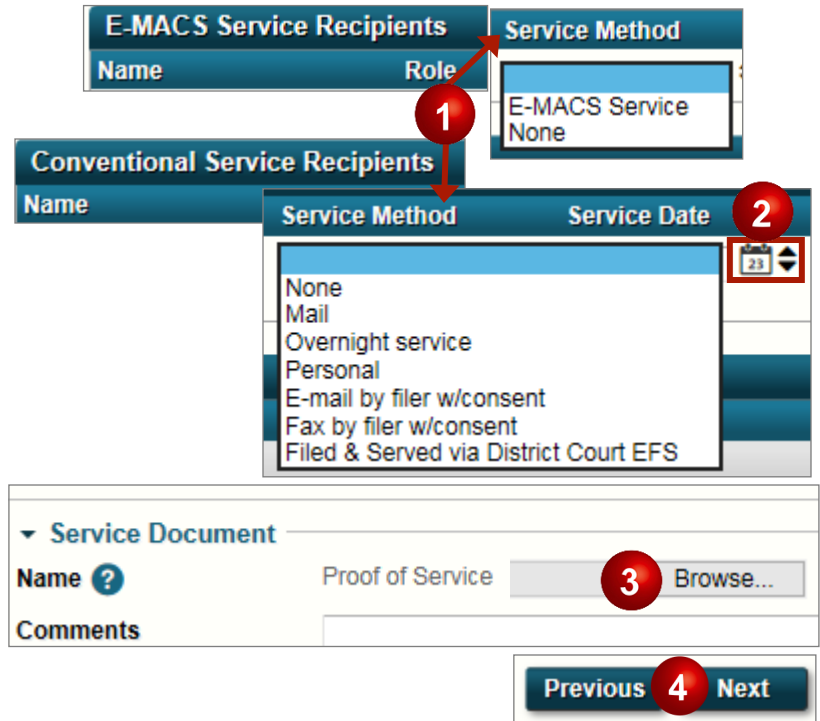
Add service details:

 Parties listed under E-MACS Service Recipients may be served electronically through E-MACS **with no additional proof of service**. When serving parties by conventional means (i.e., in person, by mail, or by e-mail) proof of service must be uploaded in E-MACS.

1. Select the **Service Method** for each party.
2. If needed, add a **Service Date** (for conventional service).
3. If needed, click **Browse** to upload proof of service (for conventional service).
4. Click **Next**.



Be sure to serve the three judges serving on the SCAP Panel. If you don't know the names of judges or attorneys involved in the case, look them up on P-MACS: <http://macsnc.courts.state.mn.us/ctrack/publicLogin.jsp>.

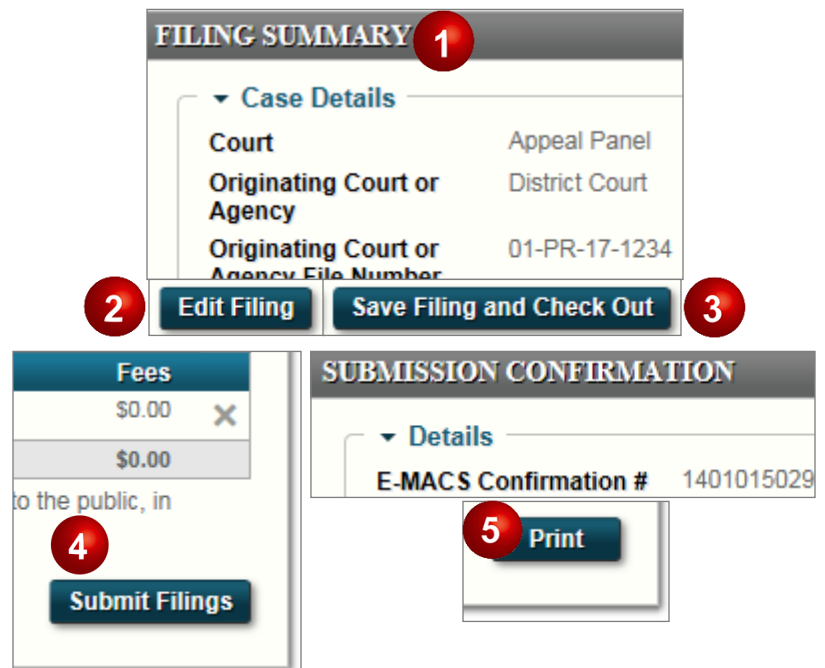


The screenshot shows the E-MACS interface with several steps highlighted by red circles and arrows:

- 1**: An arrow points to the 'Service Method' dropdown menu in the 'E-MACS Service Recipients' table, which is currently set to 'None'.
- 2**: A red circle highlights the 'Service Date' column header in the 'Conventional Service Recipients' table, with a calendar icon next to it.
- 3**: A red circle highlights the 'Browse...' button next to the 'Proof of Service' field in the 'Service Document' section.
- 4**: A red circle highlights the 'Next' button at the bottom right of the 'Service Document' section.

Review, edit, and submit the filing:

1. Review the **Filing Summary**.
2. If needed, click **Edit Filing** to make changes.
3. When finished, click **Save Filing and Check Out**.
4. Click **Submit Filings**.
5. Click **Print** to print a copy of the Submission Confirmation.



The screenshot shows the E-MACS interface with several steps highlighted by red circles and arrows:

- 1**: A red circle highlights the 'FILING SUMMARY' header.
- 2**: A red circle highlights the 'Edit Filing' button.
- 3**: A red circle highlights the 'Save Filing and Check Out' button.
- 4**: A red circle highlights the 'Submit Filings' button in the 'Fees' section.
- 5**: A red circle highlights the 'Print' button in the 'SUBMISSION CONFIRMATION' section.

The 'FILING SUMMARY' section shows 'Case Details' with the following information:

Court	Appeal Panel
Originating Court or Agency	District Court
Originating Court or Agency File Number	01-PR-17-1234

The 'SUBMISSION CONFIRMATION' section shows 'Details' with the following information:

E-MACS Confirmation #	1401015029
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