



MINNESOTA GUIDE & FILE


NEXT STEPS: Conciliation Court (eFiling)

Write down the email and username you used for your Guide & File account. You will need this information to log back into Guide & File or to log into the eFile and eServe (eFS) system (an online program for electronically filing and serving documents in Minnesota district and conciliation courts).

Minnesota Guide & File

Email: _____

Password: _____

 Please note that once you decide to eFile, [Rule 14.01\(b\)\(5\)\(i\)](#) of the MN General Rules of Practice requires you to continue to eFile all other documents using eFS for the rest of this case.

These are your *Next Steps* after you eFiled your case at the end of the Guide & File interview:

STEP 1: Add yourself as a service contact and sign up for eService in eFS once case is accepted

- Once you decide to eFile, you **must** accept any documents or notices from the court or the other party electronically through the eFS System. Because you have filed electronically, you must now sign up for electronic service (eService).
- You will receive an email from “**no-reply@tylerhost.net**” when your case is first filed and again when your case is accepted.
- Follow these steps to sign up for eService:

Using HTML5:

1. After you receive an email saying that your case is accepted (this may take 1 – 2 business days), sign into the eFS System using your Guide & File email and password at <https://minnesota.tylerhost.net/ofswb>. Please note, this is a different website than Guide & File.
 2. Follow the instructions, on both pages, in the Quick Reference Guide (QRG) for creating a service contact and signing up for eService.
 - [QRG: Adding and Removing Service Contacts from the List and Case](#)
- If your email ever changes or you no longer have access to the email account you used to sign up for eService, you must update your account information in eFS to continue eService in your case. **If you need any help with eFS, please contact the eFS Support Center.**

Help with eFS

Contact the eFS Support Center for help.

✓ By phone: 612-902-9585 or 1-844-918-1724

✓ By email: <https://www.mncourts.gov/eFS-Support>

✓ Website: <https://www.mncourts.gov/efile>

STEP 2: Court administration will issue a *Summons*

- Check your email account often. Generally, the court will eServe you with the *Summons*. You will receive a link to the *Summons* in an **email** from no-reply@tylerhost.net.
 - **Please note**, if you are required to serve the other party (explained below), you may receive your copy of the *Summons* by mail. Contact Court Administration in the county where you filed to ask how they will serve you. You can find contact information for each county at <https://www.mncourts.gov/Find-Courts.aspx>. Choose the county where you filed from the drop-down menu and click the “Go” button.
- If you are eServed, the *Summons* will be available in the eFS System for download for **30 days**. If you do not download the *Summons* within 30 days, you will need to contact court administration to get a copy, and you may have to pay a copy fee.

STEP 3: Serve all of the parties

- [Rule 508\(d\)](#) of the MN General Rules of Practice describes how each defendant should be served with the *Statement of Claim* (the form you created in Guide & File) and the *Summons* (the form issued by Court Administration). If you are responsible for serving the defendant, Court Administration will include Instructions for Service, along with the *Summons*.
 - **If your claim is less than \$2500 and if a defendant’s address is within the county you filed in**, Court Administration will try to serve that defendant by mail.
 - **If your claim is more than \$2500**, then you must serve each defendant by certified mail, and eFile proof of service **within 60 days** of when the *Summons* was issued. Court Administration will include *Instructions for Service* along with the *Summons*.
- After serving the defendant, fill out the *Conciliation Court Affidavit of Service* (CCT103) to prove service. Use the forms created in Guide & File, or you can download the form online at <http://mncourts.gov/GetForms.aspx?c=10&f=172>.
- **If a defendant does not live in Minnesota**, you may be required to have that defendant personally served. See [Minn. Stat. § 491A.01, subd. 7](#), at . Court Administration will send *Instructions for Service* along with the *Summons*.

STEP 4: eFile Proof of Service

Unless Court Administration served each defendant, you will need to eFile proof of service for each defendant within 60 days of Court Administration issuing the *Summons*. **Proof of service must be eFiled before there can be a hearing.**

Choose one of the following two options for eFiling the completed *Conciliation Court Affidavit of Service*:

A. USING MINNESOTA GUIDE & FILE	B. USING THE eFS SYSTEM
<ul style="list-style-type: none"> • Log into your Guide & File account at https://minnesota.tylerhost.net/SRL by clicking on the person icon in the top right corner and choose “log in.” • Once you are logged in, go to “Start a Filing” and choose the “ eFiling the Affidavit of Service” Interview. • You will need the completed <i>Conciliation Court Affidavit of Service</i> (CCT103) form saved as a flattened PDF to upload. You will also need the court file number (also known as the case number) to verify you are uploading to the correct file. • Enter the required details, and then upload the completed <i>Conciliation Court Affidavit of Service</i> form. 	<ul style="list-style-type: none"> • Sign in to the eFS System (HTML5 or Silverlight) using your Guide & File account information, linked above. • If you filed an <i>Affidavit of Inability to Pay</i> or set up a one-time payment account in Guide & File, you will need to add a payment account in the eFS System (even if there is no filing fee). • Upload your completed <i>Conciliation Court Affidavit of Service</i> form, saved as flattened PDF. Follow the instructions in the QRG for eFiling and eServing in an Existing Case • Follow instructions in the QRGs under the “Training Materials” for at http://www.mncourts.gov/eFile

STEP 5: Prepare for the hearing, then go to court

- Conciliation Court hearings are informal, but you must be prepared to present your case. If a witness does not want to appear, you can ask Court Administration for a subpoena to compel them to appear. There is a fee for each subpoena. Written statements and affidavits of people who do not appear in court have very little value, and the judge may not accept them as evidence.
- You should also **bring all other relevant evidence** to court such as receipts, repair bills, estimates, and other items to help prove your claim. If a defendant or some other person has documents relating to your claim that they will not give to you, you can get a subpoena to require the person to give you the documents. Before you go to court, **prepare a list of facts you want to present**. Organize your presentation as clearly and completely as possible so you will not forget important facts and details.

- **What happens if you do not appear for the hearing?** All parties must appear at the hearing. If you do not appear at the hearing, the judge may dismiss your claim or award a "default" judgment against you on any counterclaims.
- For more information about Conciliation Court, please look at the "Conciliation Court" Help Topic online starting at <http://mncourts.gov/Help-Topics/Conciliation-Court.aspx>. You can watch a 10-minute video, "How to Handle a Conciliation Court Hearing," with tips on how to prepare for your Conciliation Court hearing under the "Related Videos" tab.

Need Help?

For questions about **Steps 1, 2, or 4B** above, call the eFile Support Center at 612-902-9585 or 1-844-1724 (if calling long distance from a landline phone), or go to <https://www.mncourts.gov/eFS-Support>.

For questions about **Steps 3, 4A, or 5**, call the Statewide Self-Help Center at 651-435-6535, or go to <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.