



# MINNESOTA GUIDE & FILE

## Next Steps: Conciliation Court Claim

eFiling at end of interview

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Save the email and password you used for your Guide & File account; you will need this information later to go back to your Guide & File account or to go to the eFS System (Minnesota Judicial Branch's web-based system that allows you to eFile documents in Minnesota district courts).

Below are the next steps for filing a **Conciliation Court Claim** when choosing to eFile your forms at the end of the interview.

### **STEP 1: Once the case has been accepted, sign up for electronic service (eService) in eFS**

- Because you eFiled, you must accept any documents or notices from the court or the other party electronically through the eFS System. This is called eService.
- You will receive an email from “[no-reply@efilingmail.tylertech.cloud](mailto:no-reply@efilingmail.tylertech.cloud)” when your case is first filed and again when your case is accepted. Be sure to watch your junk or spam folder for these emails.
- After you receive an email saying that your case is accepted (this may take 1-2 business days), you will need to add yourself as a service contact to sign up for eService.

#### **To sign up for eService:**

1. Sign into the eFS System using your Guide & File email and password at <https://minnesota.tylertech.cloud/ofswweb>. Please note that this is a different website than Guide & File.
2. Open the Quick Reference Guide [QRG: Adding and Removing Service Contacts from the List and Case](#) under the “eFile and eServe Training” tab online at <https://www.mncourts.gov/efile>. Use the step-by-step instructions on both pages to sign up for eService in the eFS System. Other training materials are also available on the website.
  - a. Carefully read both pages to add yourself as a service contact in the QRG. Unless you have signed yourself up as a service contact for other cases, this takes two steps. First step is to add yourself as a contact on the service contact list and the second step requires you to add your contact to the specific case you filed. If you do not add yourself to the case then you may not receive notices for your 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.

- By phone: 612-902-9585 or 1-844-918-1724 (if calling long distance from a landline phone)
- By email: <https://www.mncourts.gov/eFS-Support>
- Website: <https://www.mncourts.gov/eFile>

 As a reminder, once you choose to eFile, you will need to continue to use the eFS System for the rest of the case. See Minn. Gen. R. Prac. 14.01(b)(5)(i) ([https://www.revisor.mn.gov/court\\_rules/gp/id/14/](https://www.revisor.mn.gov/court_rules/gp/id/14/)).

## STEP 2: Court Administration will issue a *Summons*

Reminder – you must sign yourself up as a Service Contact, as explained in Step 1 to receive notices.

- 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@efilingmail.tylertech.cloud](mailto:no-reply@efilingmail.tylertech.cloud).”
  - **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.
- 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](#).

## Step 4. eFile Proof of Service

Unless court administration served each defendant, you will need to file 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.**

Because you eFiled your Conciliation Court claim, you will need to eFile your completed *Conciliation Court Affidavit of Service*. You have two options for eFiling:

## Using Minnesota Guide & File:

- Log into your Guide & File account at <https://minnesota.tylertech.cloud/SRL> by clicking on the person icon in the top right corner and choose “log in.”
- Go to “Start a Filing” and choose the “eFiling the Affidavit of Service” interview.
- You will need the completed *Conciliation Court Affidavit of Service* (CCT103) form saved as a flattened PDF to upload. You will also need a court file number (also known as the case number) to verify you are uploading to the correct file.

## Using the eFS System:

- Sign in to the eFS System (<https://minnesota.tylertech.cloud/ofswab>) using your Guide & File account information.
- If you filed an *Affidavit of Inability to Pay* 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 *Affidavit of Service* form, saved as a flattened PDF. Follow the instructions in the [QRG: eFiling and eServing an Existing Case](#).

## 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 judicial officer 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 judicial officer may dismiss your claim or award a "default" judgment against you on any counterclaims.
- For more information about Conciliation Court, including information if you have an agreement to settle or want to dismiss your claim, please look at the “**Conciliation Court**” **Help Topic** online 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?

Contact the Statewide Self-Help Center at 651-435-6535, or <http://mncourts.gov/Help-Topics/Self-Help-Centers/Self-Help-Centers-Contact.aspx>.

For help with the eFS System (Step 1,2, or 4), contact the eFS Support Center at 612-902-9585 or 1-844-918-1724 (if calling long distance from a landline phone), or <https://www.mncourts.gov/eFS-Support>