



MINNESOTA GUIDE & FILE

Next Steps: Request for Attorney – Juvenile Protection Case

Printing at end of interview

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 **requesting an attorney for a juvenile protection case** when choosing to print your forms at the end of the interview.

STEP 1: Review the Completed Form

Guide & File will create the *Affidavit for Court-Appointed Attorney* (CHP1002) at the end of the interview.

Carefully read through your answers on CHP1002. Is your form complete? Is the information true and correct? If you find any errors, go back into the interview (<https://minnesota.tylertech.cloud/SRL>) and make changes.

- Print CHP1002 and the *Next Steps* that you see listed on the **Summary Page** in the interview.

STEP 2: Sign and Date the form

- Once your form is complete, print or download the *Affidavit* (CHP1002) and the *Next Steps* listed on the **Summary Page** in the interview.
- Date and sign the form. Fill out information about where you signed the form.

Note – if you plan to electronically file your form, you can type your signature on the downloaded form. Type a “/s/” before your name to create a typographical signature. Otherwise, you can scan your hand-signed forms to upload.

STEP 3: File Your Forms with Court Administration

Once your form is signed, you are ready to file it with the court. It is a good idea to make a copy of CHP1002 for your own records before filing. How you file your form is explained below.

At the Courthouse:

- File the original *Affidavit for Court-Appointed Attorney* (CHP1002) with court administration.
- This can be done either in person at the courthouse or by mail. Addresses for courthouses are online at <https://www.mncourts.gov/Find-Courts.aspx>.

Electronic Filing through eFS System:

- The eFS System allows you to eFile your forms. This is a separate website from Guide & File. However, your eFS System login information is the same as your Guide & File login and password. Information for eFiling is on the MN Judicial Branch website at <https://www.mncourts.gov/eFile> under the “eFile and eServe Training” tab.
- 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/).
- You will need to upload a signed copy of your forms that you saved to your computer.

STEP 4: What Happens Next?

- If the judicial officer grants your request for a court-appointed attorney, the order will only apply to the court case listed in the caption of the order.
- Court Administration will assign you to a specific court-appointed attorney and give you information about the attorney assigned to you. This could be done through phone, email, or in-person, depending on the timeline of your case or how you filed. If you eFiled your form, you will likely hear through email.
- The court-appointed attorney will represent your interests in the case until court jurisdiction is terminated and time has passed for filing and resolution of all post-trial motions under Juvenile Protection Rule 21 or upon further order of the court.
- If you are appointed an attorney, you must notify the court of any changes to your financial circumstances as long as you have the attorney.
- The court may change the order at any time before the order expires.
- If you have questions about your case, call your local court administration. Contact information for each county can be found online at <https://www.mncourts.gov/Find-Courts.aspx>.

STEP 5: Resources

You may find it helpful to visit the [Child in Need of Protection or Services \(CHIPS\) Help Topic](#) on the MN Judicial Branch website at <https://www.mncourts.gov/Help-Topics/CHIPS.aspx>. There you will find:

- Rules & Laws for Juvenile Protection cases
- Tools & Resources, including:
 - [Fast Facts – Court -Appointed Attorneys in Juvenile Protection Cases](#)
 - [Children’s Justice Initiative \(CJI\) “In the Best Interests of Your Child” video](#)

Need Help?

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

For help with the eFS System (if eFiling your forms in Step 3), 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>