



# MINNESOTA GUIDE & FILE

## Next Steps: Eviction Answer

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 an Eviction Answer when choosing to eFile 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 “[efilingmail@tylerhost.net](mailto:efilingmail@tylerhost.net)” 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.tylerhost.net/ofswb>. Please note that this is a different website than Guide & File.
  2. Follow the step-by-step instructions in the Quick Reference Guide [QRG: Adding and Removing Service Contacts from the List and Case](#) to sign up for eService.
- For other helpful information, including more QRGs and instructional guides about eFiling and eService, visit <https://www.mncourts.gov/eFile>. Training materials are available under the “eFile and eServe Training” tab.
  - 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
    - By email: <https://www.mncourts.gov/eFS-Support>
    - Website: <https://www.mncourts.gov/eFile>

## STEP 2: Request for Fee Waiver (if requested)

- A judicial officer will review the Fee Waiver forms to see if you qualify to waive the court fees. If more income information is needed, or proof of public assistance, court administration may contact you with that request.
- The judicial officer may waive all of the court filing fees, or some of the fees if they believe you can pay some, but not all of the fees. If your request for a Fee Waiver is denied, or you need to pay some amount of filing fees, you will then need to pay the filing fee for your case to move forward.
- Court Administration will let you know of the judicial officer's decision by sending you a copy of the signed *Order for Proceeding In Forma Pauperis*. Remember to sign yourself up for eService.

## STEP 3: Prepare for the hearing, then go to court

- You must attend the hearing or the judicial officer may grant the eviction without hearing from you.
- Bring any evidence you want the judicial officer to consider with you to the hearing. Copies should be available for the Landlord and/or their attorney as well.
- You may find it helpful to read the "How to Prepare for Trial in Housing Court" booklet which is available on the Landlord/Housing Help Topics, along with a lot of other helpful resources online at <https://www.mncourts.gov/Help-Topics/Tenants.aspx> under the "Tools & Resources" tab.
- Many eviction cases settle at court. The landlord and tenant should try to work out an agreement. In some counties, if a trial with witnesses and evidence is needed, the trial will be scheduled for a separate date. In other counties, you may be expected to have your witnesses ready at the first hearing date.

For more information about what to expect at an eviction hearing, contact court administration for the county where you are filing, and/or look at the court's website at <https://www.mncourts.gov/Find-Courts.aspx> and then pick your District/County.

## 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), 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>