



MINNESOTA GUIDE & FILE

Next Steps: Eviction Answer

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 filing an Eviction Answer when choosing to print your forms at the end of the interview.

STEP 1: Review the Completed Forms

- Guide & File will create the *Eviction Answer* (HOU202) at the end of the interview. Depending on your situation, it may also create the *Additional Litigants Form* (HOU125) and fee waiver forms, which are the Affidavit for Proceeding In Forma Pauperis (IFP202) and *Proposed Order for Proceeding In Forma Pauperis* (IFP104).
- Carefully read through your answers on the forms. Are your forms complete? Is the information true and correct? If you find any errors, go back into the interview (<https://minnesota.tylerhost.net/SRL>) and make changes.
- Print all of the forms and the *Next Steps* that you see listed on the **Summary Page** in the interview.

STEP 2: Sign and Date the forms

- Once your forms are complete, print or download the forms and the *Next Steps* listed on the **Summary Page** in the interview.
- Sign and date the *Eviction Answer* (HOU202) form under penalty of perjury. This means you are saying that everything in the form is true; if you know something in the form is not true when you sign it, you could be found guilty of the crime of perjury (see Minn. Stat. § 609.48, <https://www.revisor.mn.gov/statutes/?id=609.48>).
- Sign and date the *Affidavit for Proceeding In Forma Pauperis* (IFP102), if completed, also under penalty of perjury. The *Order* (IFP104) does not get signed. The judicial officer will sign this form, either granting or denying your request after review.
- 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 forms are signed, you are ready to file it with the court. It is a good idea to make a copy of your signed forms for your own records before filing. How you file your forms is explained below.

At the Courthouse:

- File the original *Eviction Answer* (HOU202) with court administration. You may also need to file the *Additional Litigants Form* (HOU125), depending on your situation.
- When you file the forms with court administration, there will be a civil filing fee due. If you cannot afford the filing fee file the Fee Waiver forms (IFP102) and (IFP104). If you did not create the fee waiver forms through your interview, you can return to your account to create and print them now.
- 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>. It is best to file your *Eviction Answer* ahead of the hearing, but if not possible, you can bring them to the courthouse the day of your hearing.

Electronic Filing through eFS System:

- 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/).
- Along with the civil filing fee and costs, there is also a fee of \$5 for using the eFS System.
- You will need to upload a signed copy of your forms that you saved to your computer.

STEP 4: 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*.

STEP 5: 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 <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>