



# MINNESOTA GUIDE & FILE

## Next Steps: Order for Protection

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 **Order for Protection** when choosing to eFile your forms at the end of the interview.

**!** Consider getting help from an advocate. A domestic abuse advocate knows the court process and can support you through all the steps. There is a statewide directory of advocacy agencies on the Violence Free MN website at [www.vfmn.org/get-help](http://www.vfmn.org/get-help). Visit the "Find a program near you" for resources available in your area. A 24-hour phone line is also available at **866-223-1111**.


### 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**" 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>

 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 will review the filed forms

- Once all of your forms are filed, a judicial officer will review your requests and issue an order. When a decision has been made, a court order will be signed and given to you. Be sure you have signed up for eService (Step 1) to receive notice.
- Read your order carefully. Did the judicial officer:
  - **Grant** your request for the temporary Order for Protection (called an Ex Parte Order)?
  - **Deny** your request for an Ex Parte Order?
  - **Dismiss** the case (not grant your request)?

- If the judicial officer **GRANTS** the Ex Parte Order, it will be effective immediately. The judicial officer may have also ordered a hearing. If the judicial officer does not order a hearing, the Respondent has the right to request a hearing within 5 calendar days of service of the petition and Ex Parte Order.

If a hearing is ordered, the Order for Protection (OFP) will be in effect until the date of the hearing. Depending on what happens at the hearing, the OFP may or may not continue. You **must** attend the hearing if you want the court to issue the OFP.

- If the judicial officer **DENIES** the request for the Ex Parte Order **and** you asked for a hearing, then court administration will schedule a hearing. The court will send a notice of the date and time of the hearing to you and Respondent. There will be no OFP in effect before the hearing. You **must** attend the hearing. If you do not attend the hearing, the OFP may be dismissed.
- If the judicial officer **DISMISSES** the case, this means that the judicial officer does not believe that what you described in your petition fits the definition of domestic abuse as defined by the law or may not have enough information to make a decision. You can talk to a domestic abuse advocate or get legal advice to see what your options might be. Court staff cannot give legal advice, and they may not have any more information than what is contained in the order.

## Step 3: Service on Respondent

- **A copy of any order (except dismissed OFPs) must be personally served on the Respondent.** If your petition gave an address in Minnesota where the Respondent can be served, court administration will send the documents to the Sheriff who will try to personally hand it to the Respondent. There is no fee for this service.
- Service is complete when law enforcement personally delivers a copy of the papers to Respondent. It may take them several tries to serve the Respondent, which could take a week or more.
- If Respondent is under 18 years old and you gave the court the name and address of the parent or legal guardian, the court will mail a copy of the order to Respondent's parent or legal guardian.

- If law enforcement is not able to serve Respondent, you may file the *Affidavit and Request for Publication* (OFP501). This form is used to ask the court to publish information about the order as a way to serve the Respondent. OFP501 is available online at <http://www.mncourts.gov/GetForms.aspx?c=17&f=324>. You will need to eFile the original, completed and signed form with the court through the eFS System. See Step 1 for more information on eFS.
- If the Respondent cannot be served within 14 days, including weekends and holidays, from the date the Ex Parte Order is signed, and an *Affidavit and Order for Alternate Service or Publication* is not filed, the Ex Parte Order will expire. An OFP issued **after** a hearing will not expire if the Respondent cannot be served.

#### **Step 4: Prepare for the hearing and go to court (if hearing scheduled)**

- If a hearing is scheduled, court administration will let you know. You **must** attend the hearing. If you do not attend the hearing, the OFP may be dismissed.
- If you are granted an Ex Parte Order and Respondent asks for a hearing, the Ex Parte Order could be **dismissed if you do not attend the hearing**.
- If you no longer want an OFP, please talk with court administration about your options for dismissing your request before the hearing.
- There is helpful information, including Tools & Resources and contact information for the Domestic Violence Crisis Line, on the MN Judicial Branch website <https://mncourts.gov/help-topics.aspx> under the “Domestic Abuse & Harassment” category.

#### **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 (for 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>