

DO NOT MAKE THE FOLLOWING ERRORS  
WHEN E-FILING IN HENNEPIN INFORMAL PROBATE

**It is the attorney's responsibility to submit, through E-filing, accurate and complete documents for the processing of the case. NO PAPER other than testamentary documents and bonds can be submitted by an attorney.**

Note: Once an E-filed application is submitted consider the money spent – only 3 rejection reasons:

- Wrong County
- Wrong file
- Wrong amount of money

Check Denial Reasons tip sheet or e-mail Registrar to discuss case prior to e-filing. **Everyone is working remotely so do NOT call the court.**

Things that MUST be done when e-filing:

1. Check for Demands for Notice
2. Enter **address for the decedent** in party section
3. One filing code per document – do NOT bunch multiple documents under one code.
4. NO PROPOSED ORDERS, LETTERS OR NOTICES
5. Each case needs to be signed up for e-service
6. Each case needs a Certificate of Representation
7. Send **original** testamentary documents to the Court
8. File the completed Notice of Informal Probate – no notice NO LETTERS  
Registrar does not sign or approve the notice.
9. File Affidavit of Publication

PROOF READ your documents for:

Statutory requirements                  Completeness                  Accuracy

The Registrars prefer and strongly suggest that you use the bar association forms.

Identify **Heirs and Devisees** in all cases.

Indebtedness is **UNSECURED DEBT ONLY**- NO MORTGAGES