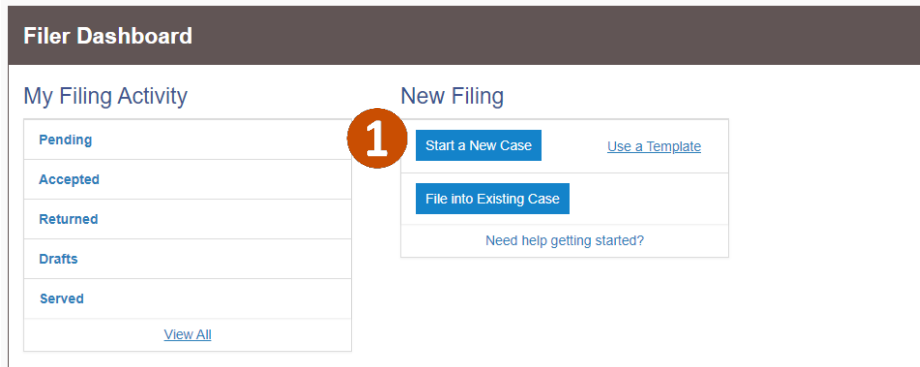


## Quick Reference Guide – eFiling a New Case

### Start a New Case and enter Case Information

1. From the **Filer Dashboard**, click **Start a New Case**.



**Filer Dashboard**

My Filing Activity

- Pending
- Accepted
- Returned
- Drafts
- Served
- [View All](#)

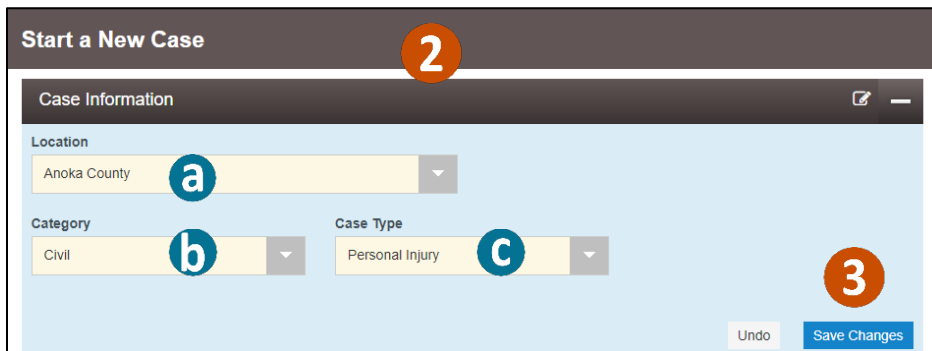
New Filing

**1** [Start a New Case](#) [Use a Template](#)

[File into Existing Case](#)

[Need help getting started?](#)

2. Select the appropriate case details from the dropdowns:
  - a. **Location**
  - b. **Category**
  - c. **Case Type**
3. Click **Save Changes** to continue.



**Start a New Case**

**2**

Case Information

Location

Anoka County **a**

Category

Civil **b**

Case Type

Personal Injury **c**

**3**

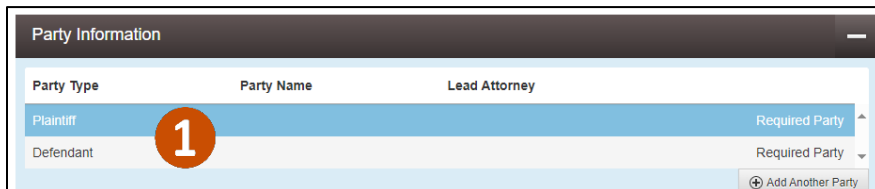
Undo [Save Changes](#)



A template can be used to file into a new case. Consider using a template if you file the same type of case often. For more information, see the [QRG - Creating and Using Templates](#) on [www.mncourts.gov/efile](http://www.mncourts.gov/efile) on the eFile and eServe Training tab.

### Enter Party Information

1. Click on the **Party Type** (e.g., Plaintiff, Defendant). If the party type that you think is most appropriate isn't listed, verify the selected case type by reviewing the **Case Information** in the previous step.



**Party Information**

Party Type	Party Name	Lead Attorney
Plaintiff <b>1</b>		Required Party
Defendant		Required Party

[Add Another Party](#)



## Quick Reference Guide – eFiling a New Case

2. If the party is a business, check **Party is a Business/Agency**, and enter the business name.
3. Enter the party's **First Name** and **Last Name**.
4. The address, city, and state are not required fields, but entering this information in eFile and eServe (eFS) is strongly recommended.
5. If the party has a lead attorney in your firm, select them from the dropdown.



If the Filer ID was received from court administration, the filer can use this to populate the details for the party, but it is not a required field.

6. Click **Save Changes** to continue.

The screenshot shows the 'Party Information' form with the following fields and callouts:

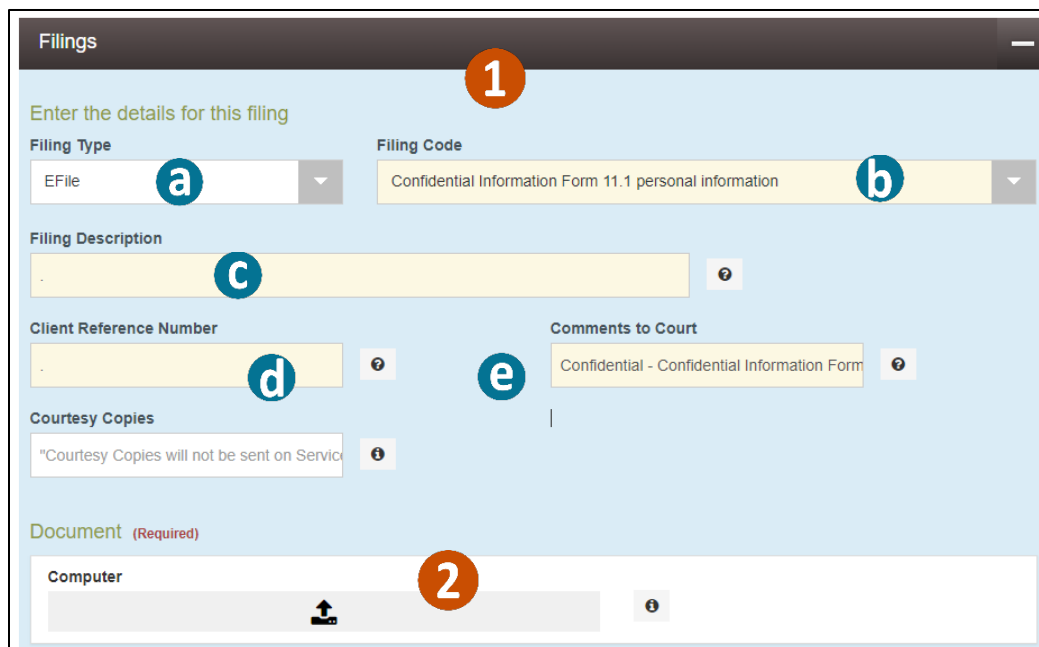
- Party Type:** A dropdown menu with 'Plaintiff' and 'Defendant' options. Callout 1 points to this dropdown.
- Party Name:** A section with a checkbox 'Party is a Business/Agency' (Callout 2), and input fields for 'First Name' (Ada), 'Middle Name' (Not Real), 'Last Name' (Bug), and 'Suffix' (Click to sel.). Callout 3 points to the 'First Name' and 'Last Name' fields.
- Country:** A dropdown menu with 'United States of America' selected. Callout 4 points to this dropdown.
- Address:** Input fields for 'Address Line 1' (11111 No Street) and 'Address Line 2'.
- City:** Input field with 'Minneapolis'.
- State:** A dropdown menu with 'Minnesota' selected.
- Zip Code:** Input field with '55105'.
- Phone Number:** Input field with '612-000-0000'.
- Filer ID:** Input field with a help icon.
- Lead Attorney:** A dropdown menu with 'Click to select Lead Attorney' selected. Callout 5 points to this dropdown.
- Buttons:** 'Undo' and 'Save Changes' buttons at the bottom right. Callout 6 points to the 'Save Changes' button.

7. Repeat steps 1 - 4 for all parties in the case. If another party needs to be added, click **Add Another Party**, select the **Party Type**, and enter the party information.

## Quick Reference Guide – eFiling a New Case

### Enter the Filings details

1. Enter the required information:
  - a. Select **EFile** or **EFileAndServe** from the **Filing Type** dropdown.
  - b. Select a **Filing Code** from the searchable dropdown. Select and look for a code that matches the title of the document being filed. If there is not a code that exactly matches the document, then pick a more general code. You can add more details in the filing description field. If you are filing a Proposed Order, please select the filing code **Proposed Order or Document**.
  - c. Enter a **Filing Description**. This may be the purpose of the filing or supplemental details related to the selected filing code. The court clerk reviews the descriptions, which may become part of the official court record. If you don't think a comment is necessary, enter a period. Do not duplicate the filing code.
  - d. Enter a **Client Reference Number**. This is used to associate a filing with personal records. This could be a number or party name. Enter a period if you do not use and organize your files with a client reference number.
  - e. In the **Comments to Court** field, type in the document's security level as either Public, Confidential, or Sealed. If you choose Confidential or Sealed, include a brief description of why Confidential or Sealed was designated (e.g., Confidential Information Form 11.1, etc.).
2. In the **Computer** field, click the arrow pointing up icon to upload the document.




The **Courtesy Copies** field is optional, but you can enter email addresses to receive electronic copies of your filings in this envelope. **This is not the same as service** and is not tracked in the system.

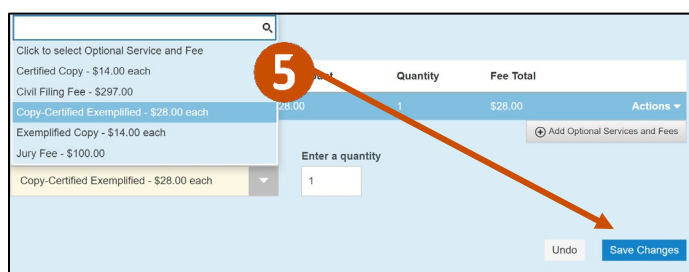
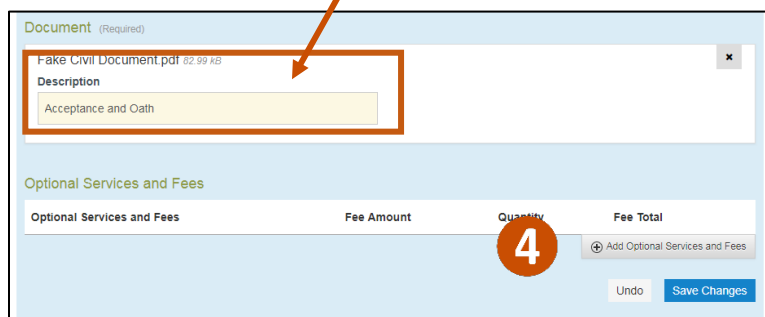
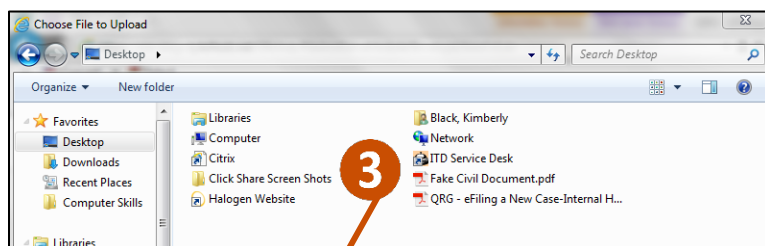
## Quick Reference Guide – eFiling a New Case

3. Locate the document and upload it. Once the document is uploaded, the description field will match the selected filing code.

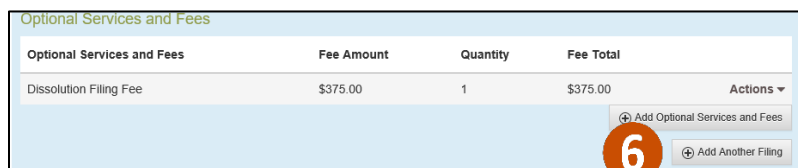


The document must be in PDF format.

4. If you owe a fee for the filing(s), click **Add Optional Services and Fees**.
5. In the **Optional Services and Fees** dropdown, select the fee that you owe and click **Save Changes**. Repeat steps 4 and 5 to add additional fees to this document.



6. To add additional documents you want to file, click **Add Another Filing**, and repeat Steps 1-5.

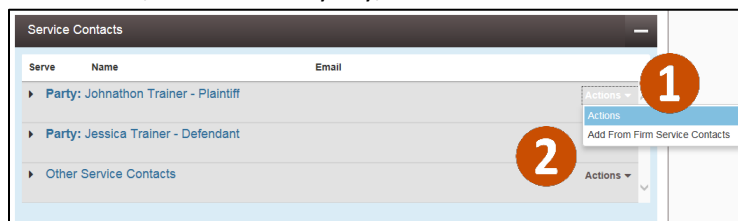


For more information on court fees, go to [www.mncourts.gov/Help-Topics/Court-Fees](http://www.mncourts.gov/Help-Topics/Court-Fees).

## Quick Reference Guide – eFiling a New Case

### Select Service Contacts to receive service

1. Click **Actions** across from the party name to add a service contact.
2. Select **Add From Firm Service Contacts** from the dropdown. If you are not a part of a group or firm of filers, the menu may say, **Add From Service Contacts**. Select whichever option appears.

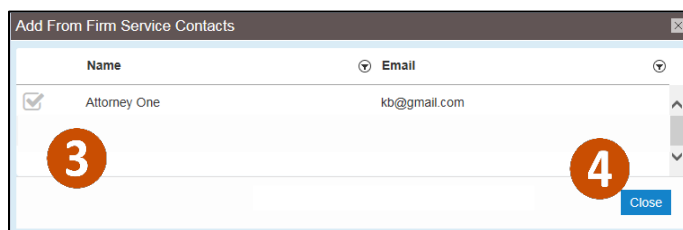


The screenshot shows a table titled "Service Contacts" with columns "Serve", "Name", and "Email". There are three rows: "Party: Johnathon Trainer - Plaintiff", "Party: Jessica Trainer - Defendant", and "Other Service Contacts". A dropdown menu is open next to the first row, showing "Actions" and "Add From Firm Service Contacts". Callout 1 points to the "Actions" dropdown, and callout 2 points to the "Add From Firm Service Contacts" option.



Do not add service contact information for another party. Parties need to sign up on their own.

3. Check the box to the left of each name to add the contact.
4. Click **Close**. The selected service contacts will be added to the case.



The screenshot shows a dialog box titled "Add From Firm Service Contacts" with columns "Name" and "Email". There is one row with a checked checkbox, "Attorney One", and "kb@gmail.com". Callout 3 points to the checkbox, and callout 4 points to the "Close" button.

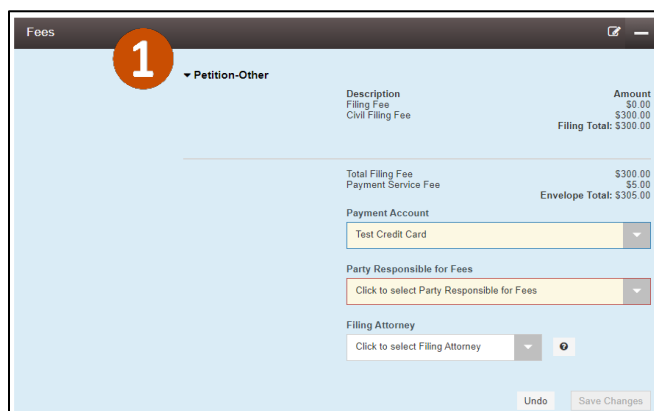


Only case participants not listed in the case party record (e.g., probation officers) are listed under Other Service Contacts.

To add a service contact to your master list, go to [www.mncourts.gov/efile](http://www.mncourts.gov/efile) and click the eFile and eServe Training tab. See QRG – Adding and Removing Service Contacts to the List and Case for instructions.

### Add the fees (payment type)

1. The Fees section is where you can see the total amount of fees you added to your filing(s) and select the details to pay the fees (Payment Account, Party Responsible for Fees, and Filing Attorney).



The screenshot shows the "Fees" section with a dropdown menu set to "Petition-Other". It lists fees: "Filing Fee" (\$0.00) and "Civil Filing Fee" (\$300.00), with a "Filing Total" of \$300.00. Below this, it shows "Total Filing Fee" (\$300.00), "Payment Service Fee" (\$5.00), and an "Envelope Total" of \$305.00. There are dropdown menus for "Payment Account" (set to "Test Credit Card"), "Party Responsible for Fees" (with a prompt "Click to select Party Responsible for Fees"), and "Filing Attorney" (with a prompt "Click to select Filing Attorney"). At the bottom are "Undo" and "Save Changes" buttons. Callout 1 points to the "Petition-Other" dropdown.

## Quick Reference Guide – eFiling a New Case

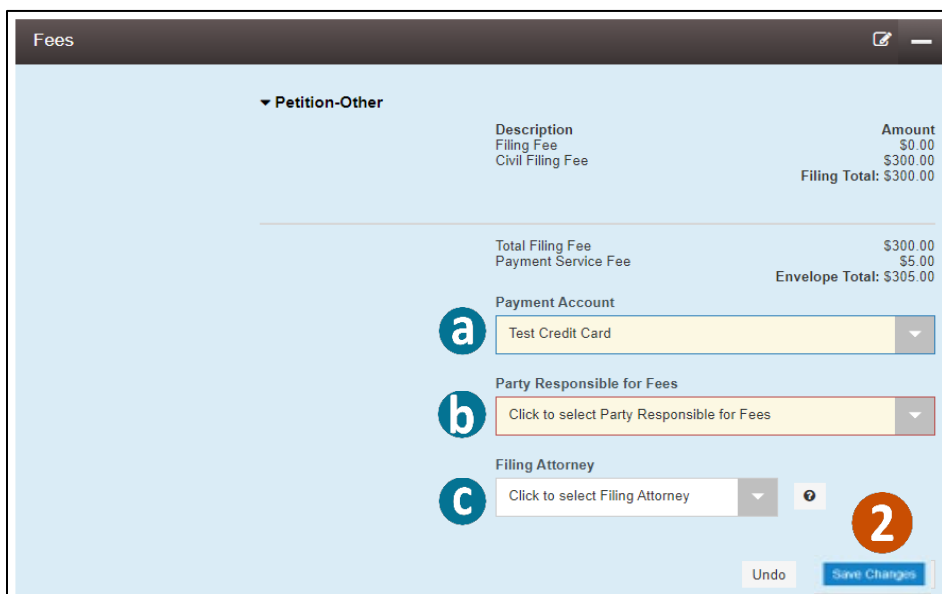
- a. Select the **Payment Account** you would like to use to pay the fee(s). If you do not have a payment account to select, please see [QRG: Adding and Removing Payment Accounts](#) for help with adding a payment account. If the drop-down menu has a Waiver Account but you do not have a fee waiver and do not represent a government agency, you will need to add a payment account. [Click here to go to the Waiver Account](#) information in this guide.
  - b. Select the **Party Responsible for Fees**
  - c. If applicable, select the **Filing Attorney**
2. Click **Save Changes**.



The Party responsible for fees is the party that is paying the filing fee required to file the documents with the court.

### If you are the:

- Filer of the documents and you are a party to the case, then you can select your name.
- A firm filing on behalf of a party to the case, you select your client's name as being responsible for fees.



**Fees**

▼ Petition-Other

Description	Amount
Filing Fee	\$0.00
Civil Filing Fee	\$300.00
<b>Filing Total:</b>	<b>\$300.00</b>

---

Total Filing Fee: \$300.00  
 Payment Service Fee: \$5.00  
**Envelope Total: \$305.00**

**a** Payment Account: Test Credit Card

**b** Party Responsible for Fees: Click to select Party Responsible for Fees

**c** Filing Attorney: Click to select Filing Attorney

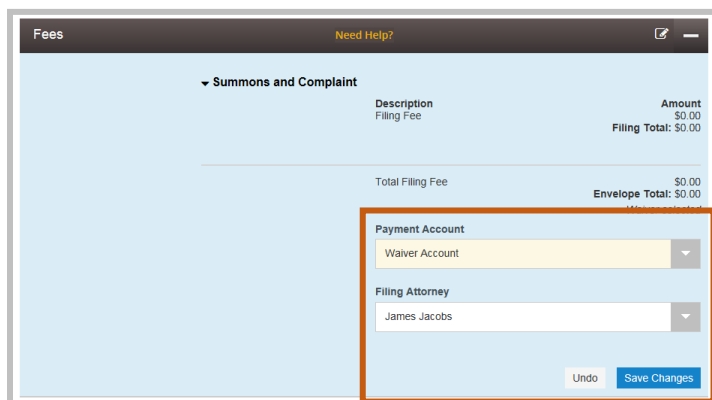
**2** Save Changes

Undo

## Quick Reference Guide – eFiling a New Case

Waiver Account – Select only when:

- Representing a government agency that is not required to pay a fee under Minn.Stat. §
- A court order has been granted for a fee waiver (In Forma Pauperis (IFP))



If the fee waiver application is pending, do not add optional service fees when you are in the Filings Section. Select your credit card payment account for the payment method (there will be no charge applied to the account if you did not add a fee to your filing as in Step) and complete the filing process.

If the application for a fee waiver has been approved, choose Waiver Account.

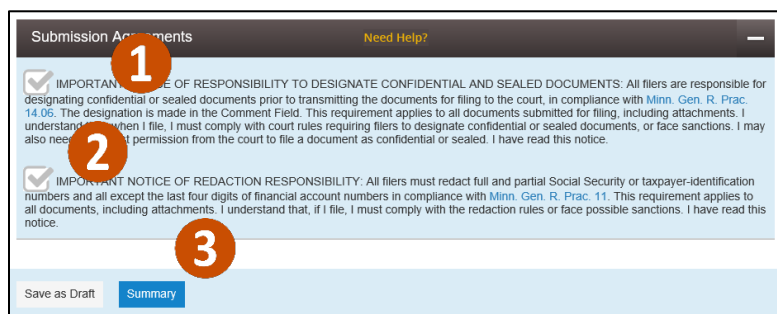
If the application for a fee waiver is denied, make sure the Total Filing Fee amount is correct and select a credit card account for the payment method.



If you select a waiver account, remember to select the Filing Attorney, if applicable, and Save Changes.

### Complete the Submission Agreements

1. Read the Submission Agreement Disclaimer regarding the Notice of Responsibility to Designate Confidential and Sealed Documents and check the box.
2. Read the Submission Agreement regarding the Notice of Redaction Responsibility and check the box.
3. Click **Summary** to continue so that you can submit or **Save as Draft** to save it as a draft and return it to your Filer Dashboard. If you select “Save as Draft,” your filing **will not** be submitted to the Court or served to any eService Contact.





## Quick Reference Guide – eFiling a New Case

### Review, edit, and submit the filing in the Summary

1. Review the filing summary.
2. If you need to edit any section and make corrections before submitting, click **Back** to go back into your envelope.
3. Click **Submit** to submit your documents for eFiling or Service.
4. The confirmation box will appear. Click the link to view the receipt or click x to close.

**Summary - Draft # 29286**

Review and submit your envelope

**Case Information**

Location	Category	Case Type
Anoka County	Civil	Personal Injury

**Party Information**

Party Type	Party Name	Lead Attorney
Plaintiff	Johnathon Trainer	
Defendant	Jessica Trainer	

**Filings**

Filing Code	Client Ref #	Filing Description
Summons and Complaint	1	

**Service Contacts**

Serve	Name	Email
Party: Johnathon Trainer - Plaintiff		
<input type="checkbox"/>	Kim Black	kblack035@gmail.com
Party: Jessica Trainer - Defendant		
Other Service Contacts		

**Fees**

Summons and Complaint	
Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	
Total Filing Fee	
\$0.00	
Envelope Total: \$0.00	
Waiver selected	

Back Submit

EXEMPTED BY  
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**Confirmation**  
Envelope 29286 is submitting.  
Click here to view receipt.