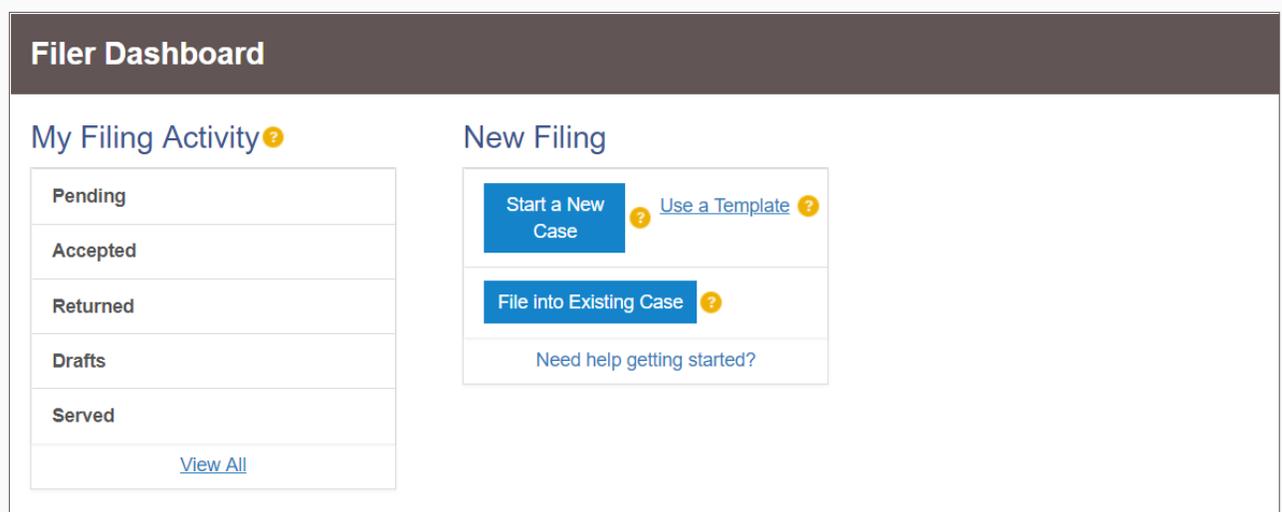


Instructions for E-filing Expungement Motions through eFile and eServe (eFS):

Please note, there are two different interfaces to access eFS. One is through Internet Explorer and the other is for “all other web browsers.” This handout walks the reader through filing in “all other browsers.” If you would like a handout for accessing eFS through Internet Explorer, please contact me.

1. Prepare the initial filing documents. Save them as a PDF file on your desktop.
 - a. Certificate of Representation
 - b. Affidavit for Proceeding In Forma Pauperis
 - c. Draft Order Granting IFP (*not needed in Hennepin*)
 - d. Notice of Motion and Motion for Expungement
 - e. Draft Order Granting Expungement (*not needed in Hennepin or Ramsey*)
2. Sign into the eFiling system. The following Dashboard will appear. You will want to click “**File Into Existing Case**”:



The screenshot shows the 'Filer Dashboard' with two main sections: 'My Filing Activity' and 'New Filing'. 'My Filing Activity' includes a list of categories: Pending, Accepted, Returned, Drafts, and Served, with a 'View All' link at the bottom. 'New Filing' includes buttons for 'Start a New Case' and 'File into Existing Case', along with a 'Use a Template' link and a 'Need help getting started?' link.

3. Enter the case number: (Such as 62-HG-CV-16-1234 or 27-HC-CV-18-1234) and click “**Search.**”



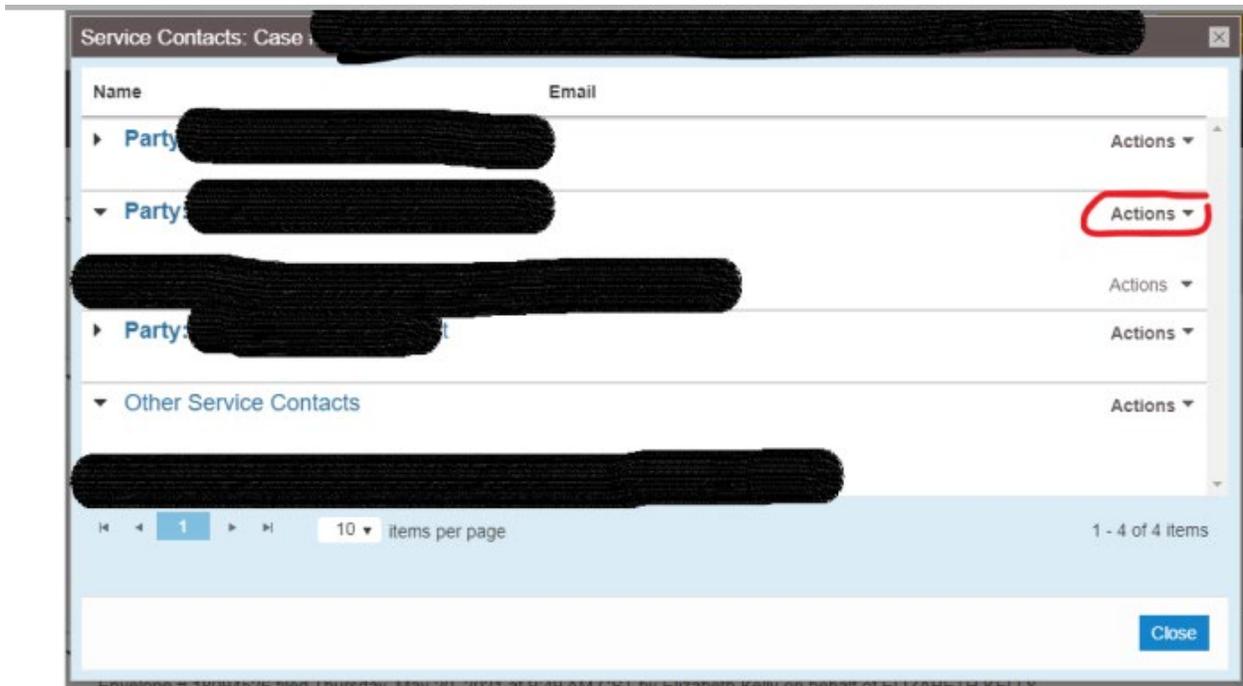
The screenshot shows the 'File Into Existing Case' search interface. It features a 'Case Number' label with a help icon, a text input field labeled 'Case #', and two buttons: 'Search' and 'Clear Search'.

Adding Service Contacts:

4. A “File Into Existing Case” window will appear. Click on “**Actions**” on the far-right hand corner and choose “**View Service Contacts.**”



5. A window will pop-up with “Service Contacts:” and then the case number. Find your client’s name and click on “**Action**” in the far-right on the same row as their name.



6. Select “**Add From Firm Services Contacts.**” A name of service contacts registered with this account should appear. Select the service contact and click “**Close.**” The selected name should now appear under “**Other Service Contacts.**” Click “**Close.**”

Adding Documents to file:

7. You should return to the “File into Existing Case” box. Click on “Actions” in the far-right hand corner again and this time choose “File Into Case.”

Enter the details for this filing

Filing Type ? EFile

Filing Code Click to select Filing Code

Filing Description

Client Reference Number ?

Comments to Court ? Is Document Public, Confidential, or Sealed

Courtesy Copies "Courtesy Copies will not be sent on Service"

8. Next, begin entering the documents for your case.
 - a. Select the filing type. For the Motion for Expungement:
 - i. If the opposing side has an email listed as a service contact in the case, you can select “eFile and eServe”.
 - ii. Otherwise, select “eFile.”
 - iii. All other documents just select “eFile”
 - b. Under “Filing Code” you will choose the Court designated type of document, such as:
 - i. “Certificate of Representation”,
 - ii. “Affidavit for Proceeding in Forma Pauperis”,
 - iii. “Notice of Motion and Motion”, or
 - iv. “Proposed Order or Document”.
 - c. Under “Filing Description” describe the document you are filing, such as:
 - i. “IFP Affidavit – Confidential”,
 - ii. “Notion of Motion and Motion for Expungement”,
 - iii. “Certificate of Representation – Defendant”, and
 - iv. “Proposed Order Granting IFP”.
 - d. Enter a “Client Reference Number” for your reference only. You can use an internal number or the last 3-4 digits of the case number.
 - e. In “Comments to Court”, you will need to label each document “Public”, “Confidential”, or “Sealed”. Label your IFP Affidavit as “confidential”, all others as “Public”.
 - f. You can ignore courtesy copies, unless you would like a courtesy copy sent to a specific email address. As a filer, you will receive a copy of anything you file.
 - g. Upload the corresponding PDF files for each document.
 - h. Click on “Save Changes” and then click on “Add Another Filing” to add the next document.

Document (Required)

Computer



Optional Services and Fees

Optional Services and Fees	Fee Amount	Quantity	Fee Total
+ Add Optional Services and Fees			
+ Add Another Filing			

9. Once you have added all your documents and saved all your changes, move down to the section on "Fees".

▼ Notice of Motion and Motion

Description	Amount
Filing Fee	\$0.00
Filing Total: \$0.00	

Total Filing Fee \$0.00
? Envelope Total: \$0.00

Payment Account ?

Party Responsible for Fees ?

Filing Attorney

[Undo](#) [Save Changes](#)

10. For "Payment Account", select "Fee Waiver". Once you do this, the "Party Responsible for Fees" will change to "Filing Attorney". Select your name from the "Filing Attorney" drop-down. Click "Save Changes."

11. Next, move down to the section on “Submission Agreements.” Read and check both boxes. Click on “Summary.” Or, if you want to save to review later, you can save your filing as a draft at this time.

Submission Agreements Need Help?

IMPORTANT NOTICE OF RESPONSIBILITY TO DESIGNATE CONFIDENTIAL AND SEALED DOCUMENTS: All filers are responsible for designating confidential or sealed documents prior to transmitting the documents for filing to the court, in compliance with Minn. Gen. R. Prac. 14.06. The designation is made in the Comment Field. This requirement applies to all documents submitted for filing, including attachments. I understand that, when I file, I must comply with court rules requiring filers to designate confidential or sealed documents, or face sanctions. I may also need to request permission from the court to file a document as confidential or sealed. I have read this notice.

IMPORTANT NOTICE OF REDACTION RESPONSIBILITY: All filers must redact full and partial Social Security or taxpayer identification numbers and all except the last four digits of financial account numbers in compliance with Minn. Gen. R. Prac. 11. This requirement applies to all documents including attachments. I understand that, if I file, I must comply with the redaction rules or face possible sanctions. I have read this notice."

12. Clicking on “Summary” does not file your documents. Instead, it takes you to a final review screen where you have one final opportunity to review what you are going to file.
- Make sure to check all the information for accuracy.
 - Open the pdf attached to each document filed and make sure the correct pdf is attached. You can go back and make changes, if you need.
 - Make sure the IFP Affidavit is listed as Confidential.
13. Once everything looks correct, click Submit. Your case will be submitted for filing and you will receive confirmation emails from Tylerhost.
14. Congratulations! You’ve e-filed your documents! But, you are not done yet...

Service:

15. You will want to watch for an email from Tylerhost over the next couple of days. You will receive notification when the IFP is granted and another notification when a Court Order is issued setting the date and time of the hearing.
16. Once you receive the time and date of the hearing, remember to serve the other side **at least 14 days** before the hearing. If the other side has an attorney listed in the e-filing system, you may serve that attorney electronically. If there is no attorney listed as representing the landlord, you may mail the completed motion form along with the Court Order setting a hearing to the landlord’s address listed on the docket or registered address with the Minnesota Secretary of State (businesses only).

17. Remember to file your Affidavit of Service at least three days before the hearing. You can file this document using the above instructions, simply filing another document into the existing case.

Updated: June 23, 2021.