

General Instructions for E-filing 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. Files may include:
 - a. Certificate of Representation
 - b. Affidavit for Proceeding In Forma Pauperis
 - c. Draft Order Granting IFP (*not needed in Hennepin*)
 - d. Answer, if applicable
 - i. All exhibits should be included as part of the same PDF as the answer. Do not file separately.
 - e. Notice of Motion and Motion, if applicable
 - i. All exhibits should be included as part of the same PDF as the motion. Do not file separately.
 - ii. Proposed Order Granting Motion (*In Hennepin, this can be included in the same document as you Notice of Motion and Motion, but elsewhere it is wise to file as a separate document*)
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' is a vertical list with categories: Pending, Accepted, Returned, Drafts, and Served, with a 'View All' link at the bottom. 'New Filing' contains three buttons: 'Start a New Case' (with a help icon), 'Use a Template' (with a help icon), and 'File into Existing Case' (with a help icon). Below these buttons is a link that says 'Need help getting started?'.

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

File Into Existing Case

Case Number ?

Search
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.**”

File Into Existing Case

Case Number	Location	Description	Case Type	Actions
62-HG-CV-11-804	Ramsey Housing Concli...	CAREW PROPERTIES I...	Eviction (UD)	Actions ▼

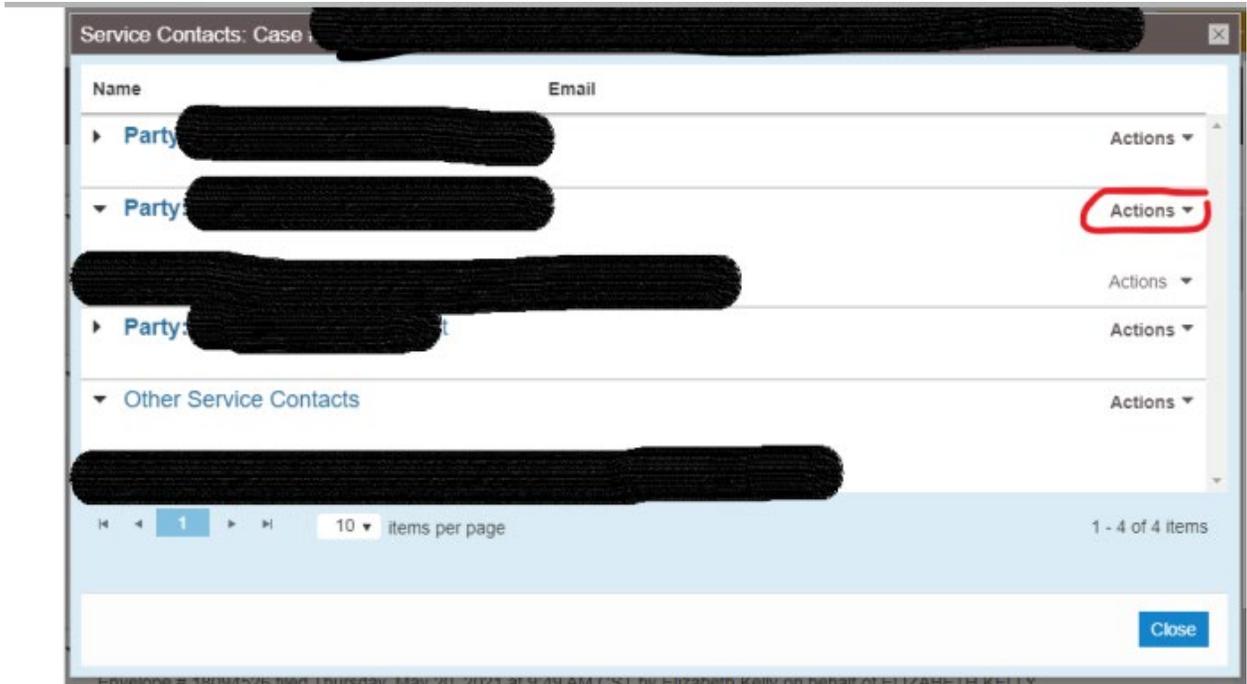
⏪ ◀ 1 ▶ ⏩

 20 ▼ items per page

1 - 1 of 1 items

Back to Search

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 Service 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.”**

8. Next, begin entering the documents for your case.
 - a. Select the filing type.

- i. If you want to serve the document on the opposing counsel, and they have an email listed as a service contact in the case, you can select “eFile and eServe”.
 - ii. Otherwise, select “eFile.”
- b. Under “Filing Code” you will choose the appropriate code from the drop-down list created by the Court. If you cannot find the appropriate code, try typing words that might describe your document to see if one of the designated types applies. Otherwise, please ask on the VLN attorneys for advice.
- c. Under “Filing Description” describe the document you are filing. You can go into more detail than the filing code options.
- 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”. For the IFP Affidavit, the document must be labeled “Confidential”. Most other documents will be labeled “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

↑
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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 ?

Click to select Payment Account ▼

Party Responsible for Fees ?

Click to select Party Responsible for Fees ▼

Filing Attorney

Muria Kruger ▼

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.

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."

Save as Draft

Summary

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.

- a. Make sure to check all the information for accuracy.
- b. 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.
- c. 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. Some filings require service. If you did not eServe the documents, you will need to serve them as required by the Rules of Civil Procedure.

16. Remember to file your Affidavit of Service, if it required for that document type. If it is required, you will need to file an Affidavit of Service even if you used eService. You can file this document using the above the instructions, simply filing another document into the existing case.

Updated: June 25, 2021.