Registering for an eFS Account as a Volunteer Attorney

VLN's Step by Step Guide is a supplement to the court's webpage and training for eFS . You can find that information here: https://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx

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 VLN.

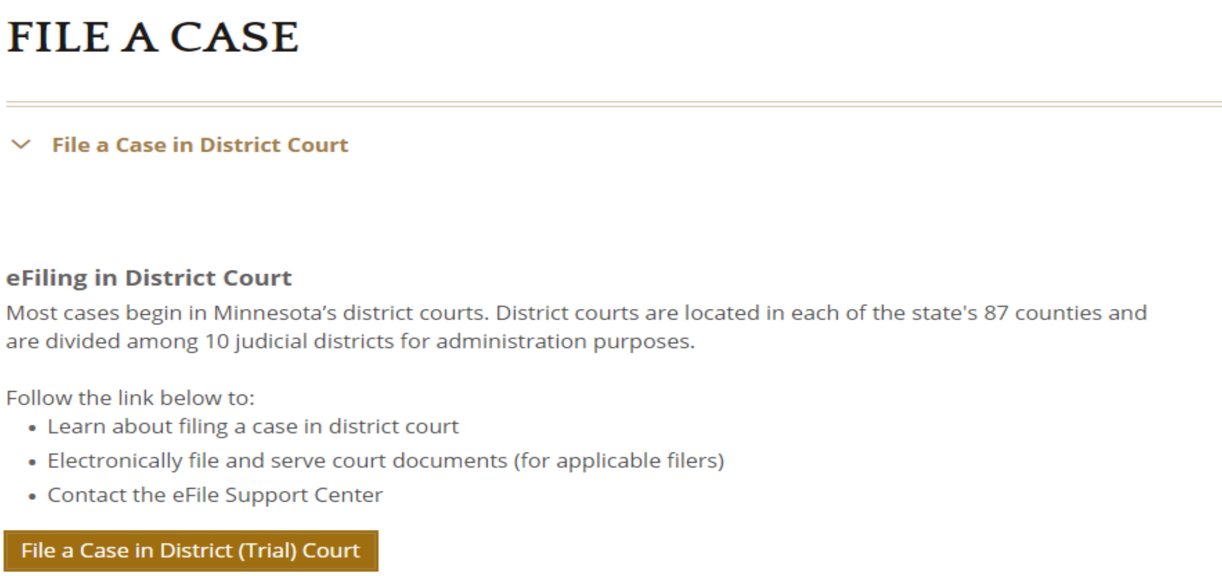
Registering an eFS Account

1. Go to the Minnesota Judicial Branch Website.

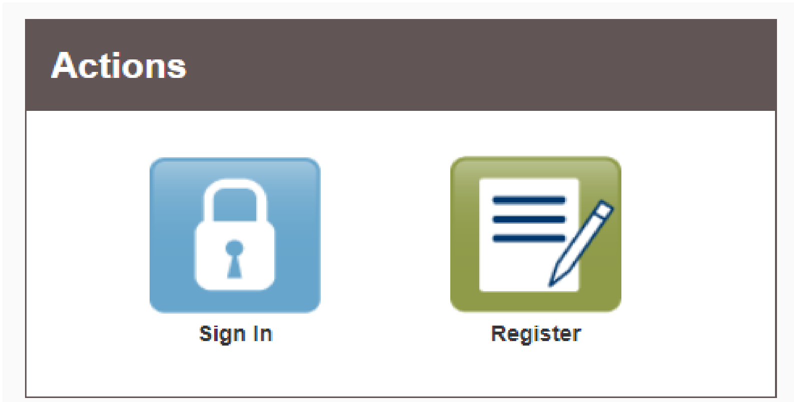
https://www.mncourts.gov/

2. Choose "File A Case".

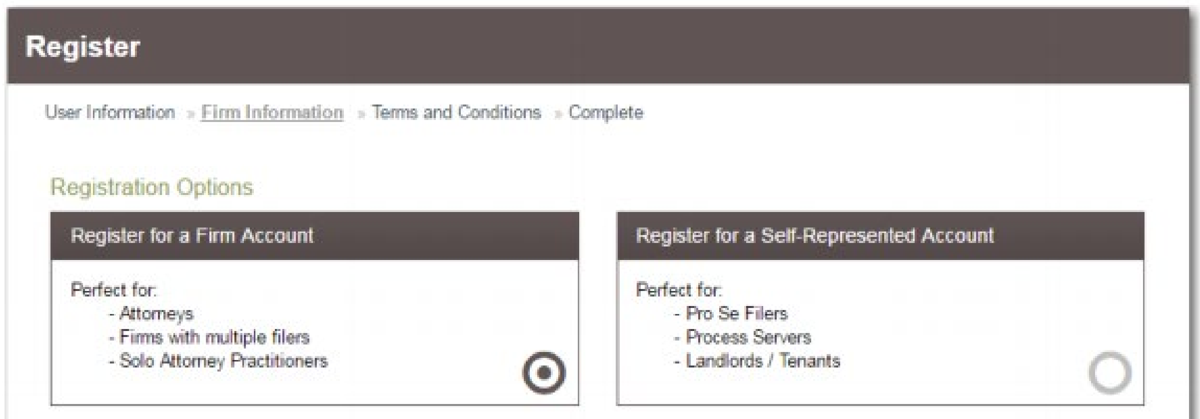
3. Choose "File a Case in District Court".



4. Choose to "Register"



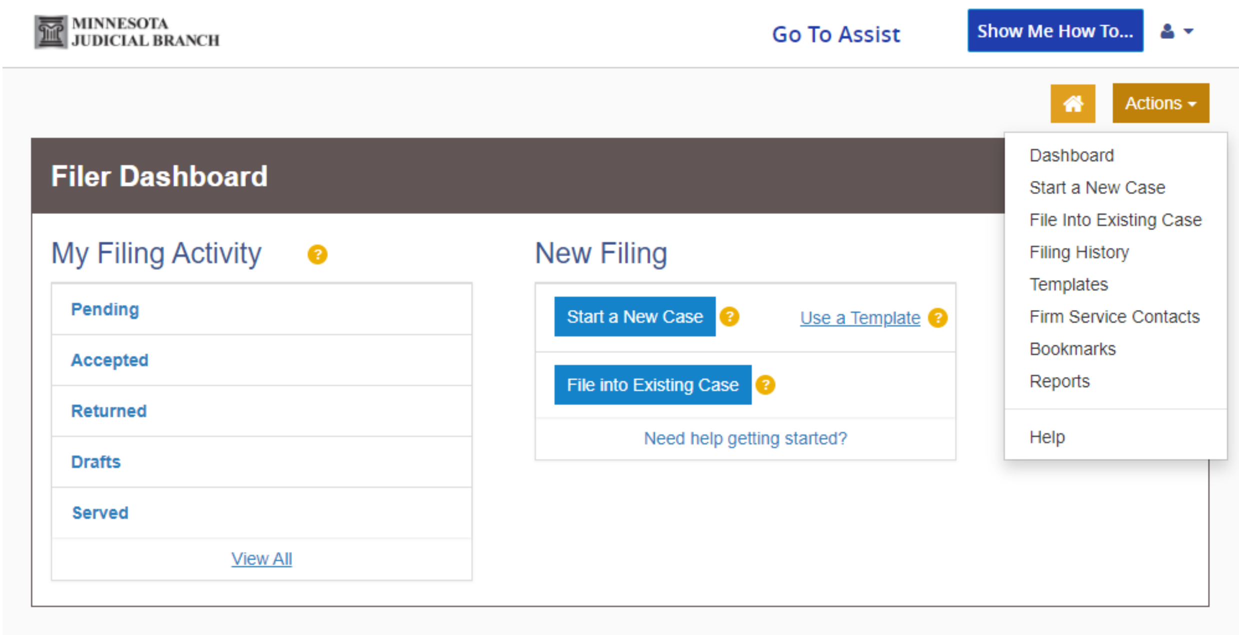
5. Complete your registration with your contact information and password to create your account.
6. Next, choose "Register for a Firm Account". As a Volunteer Attorney, you are considered "Solo Attorney Practitioners".



7. Complete the required fields. Read and select the "I Agree – Create My Account" to accept to the terms listed.
8. Once this is completed, you will receive a verification email at the email address you provided for registration. To complete this registration of your *firm*, you must verify your email address.
9. Your registration is complete!
10. Navigate to the Home page again to log on.
11. To complete your Account, you **must**
    - Add a Firm Service Contact; and
    - Add Firm Payment Account

Adding yourself as a Firm Service Contact

1. Even though you have created a Firm Account with your personal attorney information, you are not automatically added as a service contact. You **must** be a service contact on the account to receive court filings on your cases.
2. Click on the Orange Action button. Then, pick "Firm Service Contacts" from the drop-down menu.



3. Choose "Add Service Contact"

4. Then, add your contact information to the form and save changes. ***Remember you always have the option to list your address as VLN's if you so choose***

Adding a Firm Payment Account

1. If your account will only be used for your Volunteer Work, you will only be adding a Fee Waiver payment option. If you use your account for other reasons and need to include actual payment information, please contact eFS if you have questions on how to do add that payment information.
2. From the Home Page dashboard, again, click on the Orange "Action" button. Select "Payment Accounts".
3. Choose "Add Payment Account".

4. Complete the Payment Account Name Field with "Fee Waiver".

5. From the "Payment Account Type" drop down menu, choose "Waiver".
    a. When you Choose "Waiver" there is no additional account information required.
6. Click "Save Changes" to save your account information.

Your Account with eFS is now ready for Volunteer Attorney filings!

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