

2023 ANNUAL
CONFERENCE



Pushing the Envelope

Everything you need to know about eFiling
but you didn't know to ask!



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Agenda

- Prepare your Documents for eFiling
- TylerHost eFiling Templates
- Event Codes
- After You Click “Submit” ...
- Filing Tips
- Stay in the Loop
- eService
- Questions



Prepare your Documents

- PDF format
- Sequence of the documents in the efileing packet
- Page numbers on all documents
- Any missing documents?



Prepare your Documents

- REDACTIONS!!
 - ✓ General Rules of Practice, Rule 11.01 and 11.02
- Confidential Addresses/Safety Concern case?
 - ✓ See DHS-SIR for guidance: [CSD Safety Concerns topic](#)
- Cover Sheet for Non-Public Documents/Form 11.2
 - ✓ Rule 11.03



Refer for eFiling

- Every hand-off needs a good Referral Form, or
- If you're the drafter + efiler, this is a double-check.
- Referral Form:
 - includes reminders on the commonly missed items, redactions, confidential addresses, important tips and next steps

Refer for eFiling



- Example:
[Efiling Referral Form](#)

e-Filing Referral OS-RAM

Send e-filing to: efiling.referrals@co.ramsey.mn.us

e-File will happen in 5 business days or

RUSH Case (highlight) Need by: _____

Drafter: _____	Date Referred: _____
Case Number: _____	Attorney: _____

Safety Concerns: IMPORTANT to review and REDACT the pleadings

- If safety concerns, redact that party's address, location info, daycare info, employer names and phone numbers. Remember to check all pleadings, attachments, DEED, and Affidavits of Service

IMPORTANT: _____'s address is **confidential**
(type in name of party with confidential address)

Did you remember to draft and attach the **Confidential address form**? If default order, efile a pro Confidential Address Order also. (If both have safety concerns, do a separate form and order for

Initial or Subsequent Filing: before submitting for e-Filing, double-check whether this case is already op

Initial Subsequent

- Initial: Add County as a service contact under Party tab. (NOT under "Other Service contacts")
- Subsequent: Court File Number required: _____
 - e-Serve anyone? List names: _____
- Function: OS RAM



TylerHost eFiling Templates

What is a TylerHost eFiling Template?

- It's a pre-programmed “structure” that guides the efiler through the steps of “commonly filed” legal actions.
- Saves time
- Prevents errors and missed documents
- More efficient, especially with staff turnover

How do I create a template?



Filer Dashboard

My Filing Activity ?

Pending
Accepted
Returned
Drafts
Served
View All

New Filing

[Start a New Case](#) ? [Use a Template](#) ?

[File into Existing Case](#) ?

[Need help getting started?](#)

- Dashboard
- Start a New Case
- File Into Existing Case
- Filing History
- Templates
- Firm Service Contacts
- Bookmarks
- Reports
- Help

How do I create a template?



New Template

Template Information

Template Name

Favorite



New Case

Existing Case

Undo

Save Changes

Case Information

Location

Category

Case Type

Undo

Save Changes





Party Information

Party Type	Party Name	Lead Attorney
There are no parties		

[+ Add Another Party](#)

Enter details for this Party

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

Filings

Fees

Payment Account

Click to select Payment Account

Party Responsible for Fees

Click to select Party Responsible for Fees

Filing Attorney

Click to select Filing Attorney

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

Using templates on new case


Filer Dashboard

My Filing Activity

Pending
Accepted
Returned
Drafts
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View All

New Filing

Start a New Case	Use a Template
File into Existing Case	
Need help getting started?	



Using templates on new case

	New Case	Actions
☆ Initial Establishment		
☆ Initial Paternity	New	<ul style="list-style-type: none"> Edit Template Use Template View Template Details Delete Template
☆ [blurred]	New	
☆ [blurred]	New	

Use template on existing case

Home Actions

File Into Existing Case

Case Number	Location	Description	Case Type
	Ramsey Family Main	Ramsey County Child S...	Support

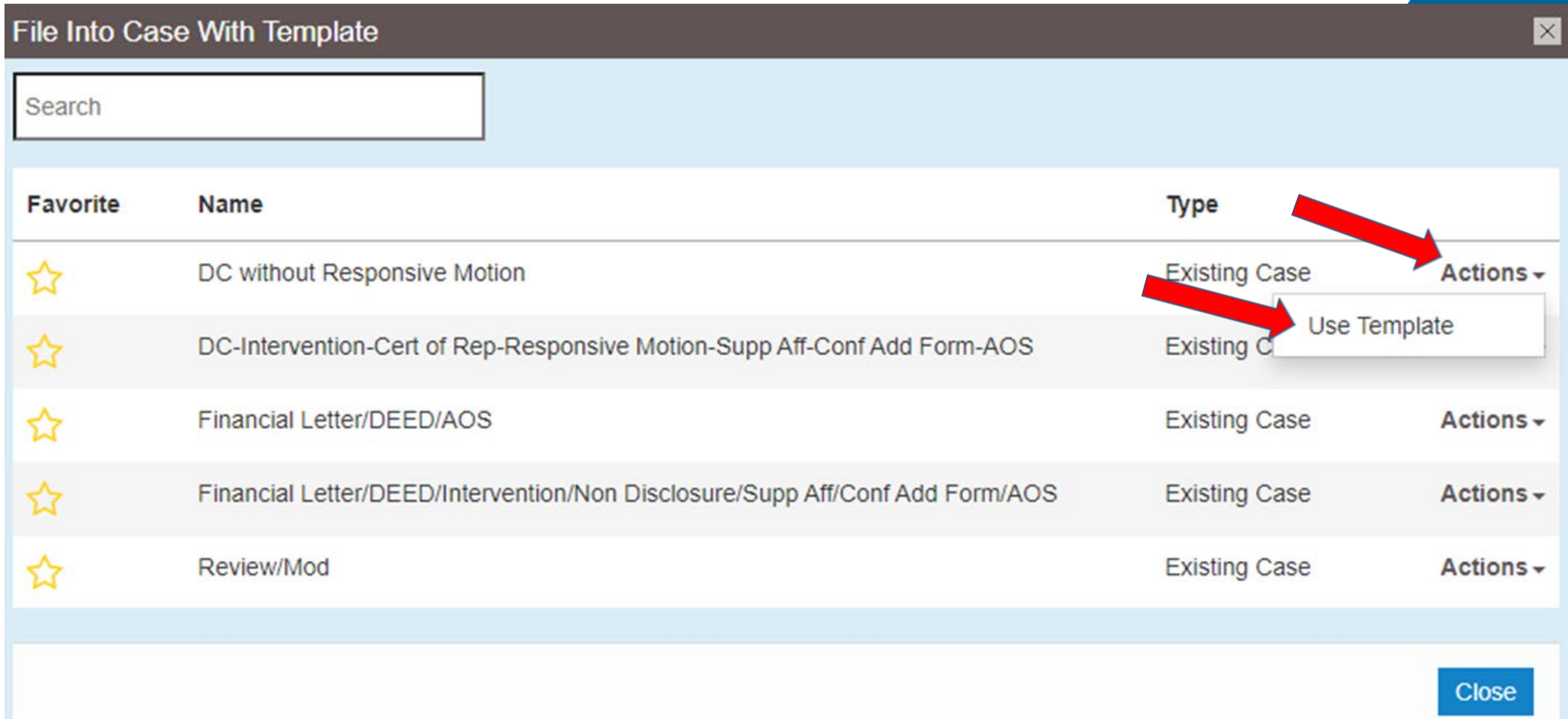
1 20 items per page

Back to Search

Actions

- File Into Case
- File Into Case With Template
- View Service Contacts
- Bookmark This Case

Use template on existing case

A screenshot of a software dialog box titled "File Into Case With Template". At the top left is a search input field with the placeholder text "Search". Below this is a table with five rows of templates. Each row has a yellow star icon in the "Favorite" column, a "Name" column, a "Type" column, and an "Actions" column. The "Type" column for all rows contains the text "Existing Case". The "Actions" column for the first row contains a dropdown menu with a downward arrow. A red arrow points from the "Existing Case" text in the first row to the "Actions" dropdown. Another red arrow points from the "Actions" dropdown to a "Use Template" button that is highlighted in a white box. At the bottom right of the dialog box is a blue "Close" button.

Favorite	Name	Type	Actions
★	DC without Responsive Motion	Existing Case	Actions ▾
★	DC-Intervention-Cert of Rep-Responsive Motion-Supp Aff-Conf Add Form-AOS	Existing Case	Use Template
★	Financial Letter/DEED/AOS	Existing Case	Actions ▾
★	Financial Letter/DEED/Intervention/Non Disclosure/Supp Aff/Conf Add Form/AOS	Existing Case	Actions ▾
★	Review/Mod	Existing Case	Actions ▾

Event Codes – Court Admin

- What is an event code?
 - A descriptive name for a line item in MNCIS
 - Can be a document or an event
 - Also known as a filing code
- Why is it important?
 - Event codes determine workflows for staff actions
 - Gets your stuff to the right people
- How do I know which code to use?
 - There's a guide for that!



F	<ul style="list-style-type: none"> Family Court Motions - Settlement Rule & Form Family Dependency Treatment Courts Family First Prevention Services Act (FFPSA) Fee Waiver IFP 	<ul style="list-style-type: none"> Fees File a Case Filing an Unemployment Appeal Filing Resources: District Court (circled in blue) Find A Lawyer
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Overview eFile and eServe Training **eFile and eServe Resources** eFS Support Center eCourtMN

Training and instructional materials are available on the eFile and eServe Training tab.

To make sure electronically filed cases and documents are efficiently processed the following resources are available to filers in addition to the training sessions and materials. Filers are encouraged to review and use these resources.

Case Type Indexes and E-Filing Code Guides

This information is provided to help filers choose the correct case type when filing a new case in eFile and eServe (eFS) and the correct filing codes when filing a document. Both documents include recommended filing descriptions as well as the applicable document security levels. Use the indexes to ensure the filing code selected most accurately describes the filed document. For example, certain documents are required by court rule or statute to be sealed or confidential in public criminal cases and there are specific filing codes for those documents. The recommended document security levels are the lowest security level for a document. Filers may need to increase security levels based on the content of the document.

Specify whether a document is public, confidential, or sealed. If a normally public document should be confidential or sealed, cite the specific legal authority. However, it is not necessary to cite legal authority when using public filing codes in a confidential juvenile delinquency case. If there is no legal authority to increase security, the document will be classified at the lowest security level for that document type.

It is important to file each document using a separate filing code. Do not combine documents. If no additional description is necessary, use a placeholder such as a period in the Filing Description field. Filing descriptions are visible in the electronic court record so filers should not include information that should not be accessible by the public, other parties, or justice agency partners. See **Best Practices: eFS for Minnesota Filers** for more detail.

- Civil Case Type Index (also includes Civil Case Filing Codes)
- Criminal and Delinquency Filing Codes Index
- Criminal Search Warrant Filing Information
- Criminal Search Warrants Public Administrative File Numbers
- Expedited Process Child Support Filing Codes Index** (circled in blue)

General Filing Guidance

- Fast Facts: eFile and eServe »
- Best Practices: eFS for Minnesota Filers »
- FAQ: 2021 Court Rules Changes - Information for Self-Represented Litigants »
- Quick Reference Guide: Flattening a PDF »
- Glossary: eFS Terms and Definitions »
- Handout: eFS vs MGA »
- Handout: Proposed Order Filing Option - Overview and Applicable Counties »
- Examples of Financial Account Numbers »
- List of Non-Public Case Types »





Handout – Expedited Process Child Support Filing Code Index

Introduction

This index applies to external filings from parties in the Expedited Child Support Process only. It is intended to provide guidance to court partners who file high volumes of documents. It is not intended to prescribe or require the filing of certain documents or to direct the order in which they are filed. Expedited Process case processing is complex due to federal reporting needs and specific codes are necessary for tracking purposes. Use of these filing codes will help court staff quickly and accurately process filings.

Affidavit Filing Codes

Use event code “Affidavit-Other” for documents not listed here or in the Service section.

Supporting documents may be filed attached to affidavits as a single document unless they contain confidential information. Refer to the [Registered User Filing Guide](#).

Document	Filing Code	Filing Notes
Affidavit of CSO	Supporting Affidavit of Child Support Officer	None
Affidavit for Genetic Testing	Affidavit-Other	Enter “for genetic testing” in Filing Description
Affidavit of Default for Petitioner	Affidavit of Default-Petitioner	Replaces Affidavit of Default for Expedited Process cases
Affidavit of Default for Respondent	Affidavit of Default-Respondent	Replaces Affidavit of Default for Expedited Process cases

Ramsey County's example

Tomato or Tomahto?

- We call it XYX but the Court calls it XYZ...
- Ramsey County's Thesaurus:
 - Efiling Code Lists:
 - ✓ Establishment of CS actions
 - ✓ Paternity actions
 - ✓ Motions to Modify or Set
 - ✓ Enforcement actions
 - ✓ Out of state registration, Non-disclosure order actions



Ramsey County's example

- Example: [Establishment CS action Code List](#)

Initial Establishment Case E-filing Code List

Filing Description: If you are required to specify the party in the filing description, please use their title from the caption – Petitioner or Respondent. DO NOT use the party's actual name.

Only E-Serving? Then you must complete and efile an Affidavit of E-Service.

E-Serving and E-Filing at the same time? Then you do NOT need an Affidavit of Service because there is an electronic record for the service created.

Type of Document - Court E-Filing Code	Our Documents to be Attached to This E-Filing Code
Summons (Public)	Summons and Blank Request for Hearing
Complaint - Family (Public)	Complaint
Notice of Intervention as a Matter of Right (Public)	Notice of Intervention
Other Document (Public)	Order Appointing Guardian ad Litem only (must be signed by court). If multiple orders, file separately.
Supporting Affidavit of Child Support Officer (Public)	Supporting Affidavit, Child Support Worksheets, Financial Statements, Child Care Verification, Parent's School Verification, Health Care Expense Verification (if not from an employer), Pregnancy and Confinement Expense Verification, Employment Statistics or Salary Survey, Immigration Documents, Important Statement of Rights, Your Privacy Rights (Redact all SSNs, FEIN, all Account Numbers, Immigration/Alien ID numbers) (Repaginate # 1, 2, 3, etc.)



After you click “Submit”

- Document acceptance vs. case processing
 - Document acceptance: accepting a filing out of the filing queue into MNCIS
 - Case processing: everything else
 - Most locations use “two-touch” processing which uses two separate teams for these functions
- Expedited Process case processing is different from other types of case processing due to federal reporting needs



Document Acceptance

Is it ok to pass into MNCIS?

- ✓ File number
- ✓ Security level
- ✓ New/existing case
- ✓ Case event

Rejection Reasons

- Discovery submission not authorized by court
- Incorrect venue
- Missing or incorrect fees
- Wrong or existing case
 - Incorrect county, division, or case number
- Non-Public information or document
 - Very limited scope
 - SSN/EIN/TIN, financial account #, government billing #
 - Image of DL, state ID, passport



Rejection Reasons (cont)

Staff cannot reject

- Typos
- Incorrect forms
- Documents containing a confidential address

[Rules of Civil Procedure, Rule 5.04(c)]

Case Processing

All cases

- Data entry
- Notices
- Routing to Judicial Officer or staff

Expedited Process cases

- Issue sets
- Specific event codes

Filing Tips/Reminders

- There is a [Filing Guide](#) on the Courts website
- Don't file Combination Documents!
- If you are requesting case consolidation, file pleadings into **ALL** cases
- Missing documents/order of filing matter for case processing



Filing Tips/Reminders (cont)

- **Stipulations** in a new court file
 - Must still serve and efile a Summons and Complaint in order to open the new court file!
 - General Rules of Practice, Rule 362.04, last paragraph
- When efiled, **ALL** county actions **must** either:
 1. Set for Hearing with a date/time in the motion/complaint or via a Notice of Hearing by the county, OR
 2. Include Affidavits of Default with proposed default order.
 - General Rules of Practice, Rules 363.02, 364.04, 371.02.



eService Reminders

- To get your office eserved:
 - Register under PARTY tab!

- To eserve other parties/counsel:
 - If efile at exact same time as eserving, don't need an Affidavit of eService. Rules of Civil Procedure, Rule 5.04(b).

Stay in the Loop

- Intervention, when county did not initiate court file
 - Expedited Process actions - effective upon service/e-filing
 - District Court actions – effective 30 days after service/e-filing
 - Intervention + “a pleading” per Civ Pro Rule 24.03



Stay in the Loop

- Register for eService
 - Initiating the legal action or Intervening as a Party must come first.
 - Then, register for eService under the PARTY tab.
 - Do not use the OTHER tab = Your office will not get a copy of the order!

Efiling vs. MNDES



Efiling into Court File

- Pleadings, including Affidavits of CSO and CS worksheet
- Responsive motions
- Amended pleadings
- Post-hearing submissions

Exhibits go to MNDES

- Exhibits only
- Evidentiary hearings and Trials
- Updated Child Support Guidelines worksheet(s) or updated DEED for use at the Ex Pro hearing

Questions?



Resources

- [Filing Guide](#)
- [Filing Code Index](#)





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