e-Filing Referral OS-RAM

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

<mark>*e-File will happen in 5 business days* or</mark>
RUSH Case (highlight) Need by: _____

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

Safety Concern Cases: IMPORTANT to review and REDACT the pleadings

_____ **IMPORTANT:** _____'s address is **confidential**
(type in name of party with confidential address)
****<u>REMEMBER TO REDACT:</u> redact that party's address, location info, daycare info, employer names and locations, phone numbers. Remember to check all pleadings, attachments, DEED, and Affidavits of Service!!!

_____ **Confidential Address Form:** Draft and attach the Confidential address form. If default order, draft a proposed Confidential Address Order also. (If both have safety concerns, do a separate form and order for each party.)

****

Initial or Subsequent Filing: before submitting for e-Filing, double-check whether this case is already open on MGA:
_____ Initial _____ Subsequent
- Initial: Add County as a service contact under Party tab. (NOT under "Other Service contacts")
- Subsequent: Court File Number required: _____
  o e-Serve anyone? List names: _____
- Function: _____ OS _____ RAM

If set for hearing, Hearing Date <u>and</u> Time: _____
- **Interpreter** Needed for Hearing? _____ Yes _____ No. If yes, complete Interpreter Request Form and attach with e-Filing.

Proposed Order/docs: _____ **GT** _____ **MES** _____ **MOS** _____ **RAM**
_____ **ORDER TO AMEND CAPTION**
_____ **CONFIDENTIAL ADDRESS ORDER**
_____ **CERTIFICATE OF ADJUDICATION** (If box in #4 is checked YES, SEA 3 must include copy of referenced order in the same PDF as the Certificate of Adjudication for efiling. Efile as one PDF: Proposed Certificate of Adjudication.)
_____ **IOS SIGNED STIPULATION & ORDER** – most often, these stips have pleadings with them (Must efile the same party-signed stipulation document twice, first as a *Stipulation* and second as a Proposed Child Support Order.)
_____ **RAM SIGNED STIPULATION & ORDER** – most often, these stips don't have pleadings with them (Must efile the same party-signed stipulation document twice, first as an *Agreement* and second as a Proposed Child Support Order.)

Amended pleadings? _____ Yes (Per Court Admin, there is no longer a need to separate out amended pleadings from original pleadings. They can be efiled together in the same envelope.)

GAL? _____ Yes **Intervener?** _____ Yes **Multiple ALFs/Respondents?** _____ Yes **Additional Information for Court:**

After e-Filing completed, add appropriate CAAD (drafter selects CAAD(s) and **efiler** adds the CAAD after efiled): _____ P5007 (Summons & Complaint), _____ P5017 (Proposed Genetic Test Order), _____ O1035 (Hearing Docs Filed with Court Administration), _____ O5470 (Documents sent to Hearing Officer for Signature)

<u>To be filled out by Person efiling:</u>   **Did not efile,** returned to SEA on Date: _____ Filer's Name: _____ (return fixed efiling request to this person) Reason: **Completed efiling and these tasks on** _____ (date): (1) Email sent back to drafter that efiling done, (2) CAAD selected above was entered, (3) Docs saved in M: drive Case File/Laserfiche, (4) Added Court File # for *new OS court files* on second panel of LEHD.

Updated: 8/24/2023