



Administrative Law

eFiling

STEP-BY-STEP INSTRUCTIONS

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REGISTER FOR EFILING ON AN EXISTING CASE

1. Complete the [Notice of Appearance](#) form available on CAH's website. Include a valid email address.
2. Send an email to OAH.eFiling.Support@state.mn.us requesting access to upload documents, and attach the completed Notice of Appearance form to the email. Note the CAH docket number in the subject of the email.
3. If you do not already have an account, CAH will create one for you. CAH will give you access to upload documents.
4. An automated email will be sent to your email address. Check your spam folder if you do not receive an email.
5. Click the link in the email to view your folder (and activate your account, if this is your first time eFiling).



Kendra McCausland has shared the folder **10-0900-33333 A.B.C., R.N** with you.

To access this folder, you must first activate your account and set your personal password.

> [Click here to activate your account and view this folder](#)

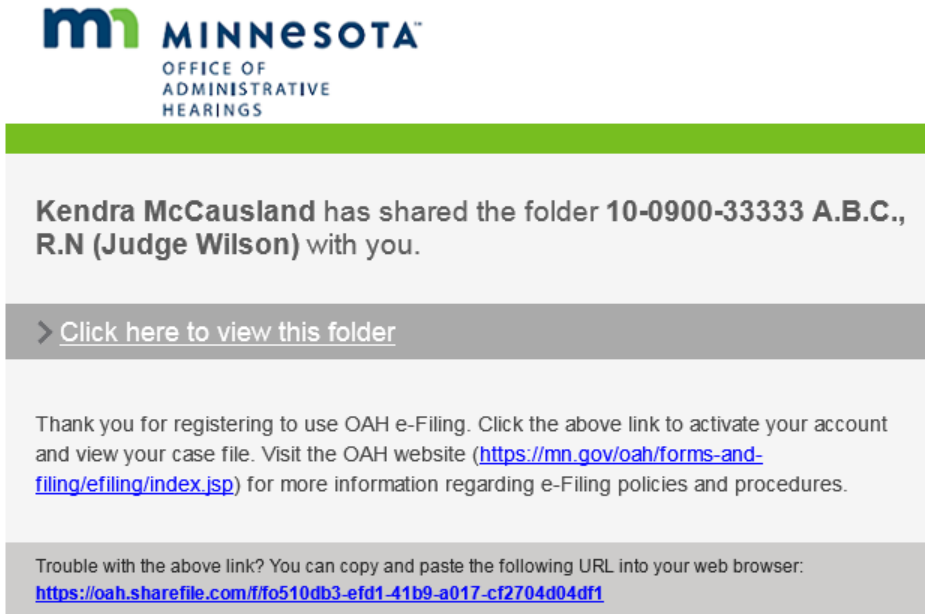
ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://oah.sharefile.com/f/fo510db3-efd1-41b9-a017-cf2704d04df1?a=55ed111d8766bf94>

INITIATE A NEW CASE

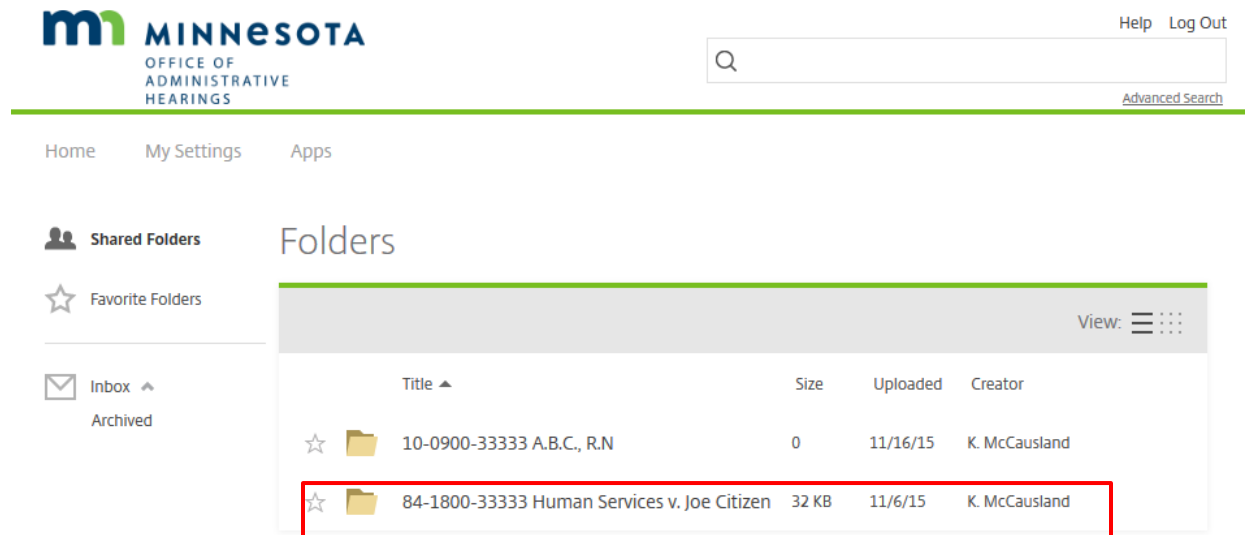
1. Complete the [Notice of Appearance](#) form available on CAH's website. Include a valid email address.
2. Complete the [Contested Case Docket Request](#) form on the CAH website. Attach your completed [Notice of Appearance](#).
3. CAH will notify you of the assigned judge and docket number, and create the eFiling folder.

- An automated email will be sent to your email address. Check your spam folder if you do not receive an email.
- Click the link in the email to view your folder (and activate your account, if this is your first time eFiling).

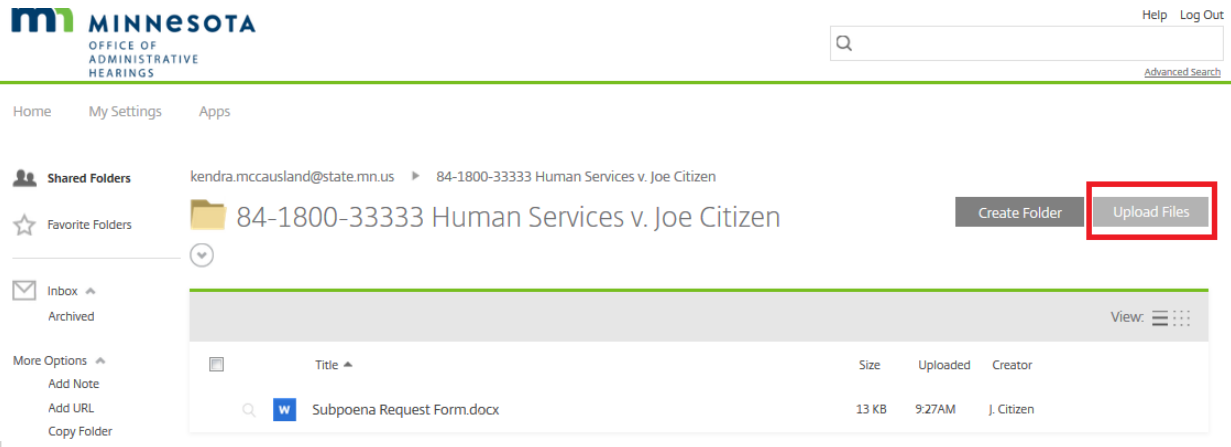


EFILE DOCUMENTS

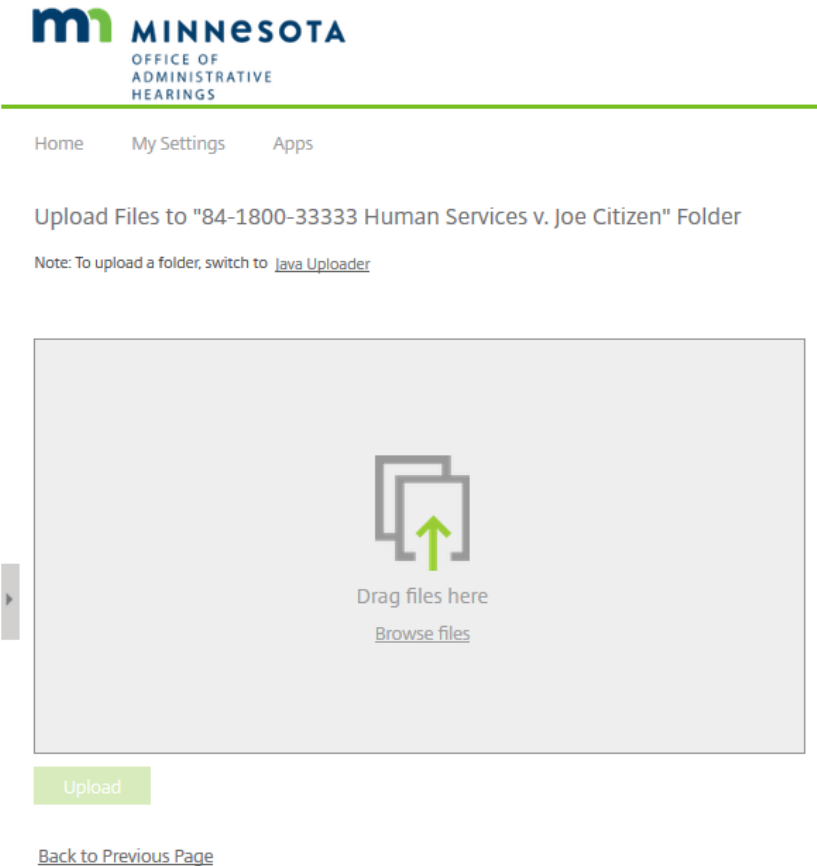
- Enter your email address and password on the [login page](#) and click **Sign In**.
- Click on your case in the **Shared Folders** screen. If you have more than one case open at CAH, all of them will be displayed on this screen.



3. Click "Upload Files."



4. Drag and drop your document into the gray box, or click **browse** to locate it on your computer.



5. Double-check to make sure that you have chosen the correct document. If so, click the green **Upload** button to submit it.

Upload Files to "84-1800-33333 Human Services v. Joe Citizen" Folder

Note: To upload a folder, switch to [Java Uploader](#)

1 item [Clear All](#) + [Add more](#)

× W Subpoena Request Form.docx 12.66 KB [Edit](#)

Upload

[Back to Previous Page](#)

6. **Files uploaded successfully** will display for 10 seconds. You can see your documents listed in the folder, but you cannot open them.

[Advanced Search](#)

Shared Folders kendra.mccausland@state.mn.us ▶ 84-1800-33333 Human Services v. Joe Citizen

File(s) uploaded successfully.

Create Folder Upload Files

Favorite Folders

Inbox Archived

More Options Add Note Add URL Copy Folder View Folder Details

Title	Size	Uploaded	Creator
W Subpoena Request Form.docx	13 KB	9:27AM	J. Citizen

SERVICE ON THE PARTIES

1. The eFiling system does not currently support service of documents on the parties. eFiling only ensures that the filing is submitted to CAH. You are still required to serve opposing parties with your filings in accordance with applicable law and rules.
2. You must also eFile an Affidavit of Service showing that all parties were served, like you would if you were filing paper documents.

NEED HELP?

If you still need help with eFiling, email OAH.eFiling.Support@state.mn.us. Describe the problem that you are having, what you were doing when the issue or error occurred, the docket number, and your contact information. Technical support is available Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding holidays. This email address is only for technical support related to eFiling. Other questions should be directed to the assigned judge's legal assistant.