MINNESOTA

OFFICE OF
ADMINISTRATIVE
HEARINGS

Administrative Law

eFiling

FREQUENTLY ASKED QUESTIONS

CONTENTS

REGISTRATION AND ACCOUNTS

Who can use the eFiling system?

Any party to a contested case matter who has a valid email address and has filed a Notice of Appearance with OAH.

How do I register?

Complete the [Notice of Appearance](#) form available on OAH's website. Send an email to OAH.eFiling.Support@state.mn.us that requests a new eFiling account, and attach the completed Notice of Appearance form to the email. OAH will create your eFiling account and give you access to eFile into your case. A confirmation email message will be sent to the email address you listed on your Notice of Appearance with instructions on completing registration.

How do I log in?

The [login page](#) requires you to enter your email address and password.

What is the website address for eFiling?

https://oah.sharefile.com

What if I forget my password?

Visit [OAH's eFiling website](#) and click the "Forgot Password?" link. The system will guide you through the steps to reset your password.

Is there a cost to register and eFile?

No. There is no cost to register for an account and there is no fee to file documents electronically. However, the required filing fees still apply if you are submitting a new case or filing a document that requires a filing fee.

Is eFiling mandatory?

No, using the eFiling system is voluntary at this time.

SERVICE OF DOCUMENTS ON THE PARTIES

Does eFiling a document constitute effective service on the parties?

No. The eFiling system does not currently support service of documents on the parties. The eFiling system does not allow parties to view or download documents filed by other parties. Filing the document with the eFiling system only ensures that the filing is submitted to and received by OAH. You are still required to serve opposing parties with your filings in accordance with applicable law and rules. You must also eFile proof of service the same as you would do if you were filing traditional paper documents by eFiling an Affidavit of Service showing that all parties were served with the document on the same day that the document was eFiled.

DEADLINES

When is the eFiling system available?

The eFiling system is available 24 hours a day, seven days a week. However, the deadline for filing documents is by 4:30 p.m. on the day they are due. Documents received after 4:30 on a specified date will be considered received as of the next business day.

What if I submit a document while OAH is closed?

Any document submitted for eFiling after 4:30 p.m. Central Time will be deemed filed the next business day.

What happens if the eFiling system is unavailable?

If the eFiling system is unavailable for 30 consecutive minutes between 8:00 a.m. and 4:30 p.m. on the day electronic filing is attempted, email OAH.eFiling.Support@state.mn.us confirming that occurrence. If this occurs on the last day for filing the document, you will be notified that the filing deadline will be extended for one day.

How do I know my document is really filed?

You will be able to see your documents listed in the folder.

PREPARING YOUR DOCUMENTS

What document types are accepted?

OAH accepts PDF, Word, and Excel documents.

OAH prefers that documents be created in a word processing application, and then saved as a PDF file before filing. This process allows OAH to annotate filed documents. Filers should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for filing, as this process does not allow for annotation.

How do I sign my document if it is computer-generated and converted to PDF?

OAH recognizes three types of signatures.

1. A typographical signature can be created by typing /s/ and the filer's name on the signature line. The /s/ alone is not sufficient. An acceptable use of this form of signature follows:

   > s/ JOHN DOE
   > JohnDoe@gmail.com
   > Attorney for (Plaintiff/Defendant)
   > ABC Law Firm
   > 123 South Street
   > St. Paul, MN 55101
   > Telephone: (651) 123-4567

2. An electronic signature may be placed on the document as a photo file.

3. Handwritten traditional signatures on scanned documents are permitted.

What are the document formatting requirements?

- Case caption and OAH docket number on, at least, the first page of the filing
- Page numbers on all filings
- Portrait orientation
- 300 DPI [for scanned documents only]
- 1-inch margins
- Documents may not be encrypted or password-protected

What is the best way to eFile exhibits?

Review the Exhibit Best Practices.

How do I file multiple-part documents?

Separate the large document into multiple documents. Label each section (i.e., Part 1 of 3; Part 2 of 3; and Part 3 of 3) so that OAH can determine how the document should be reassembled.

What do I do if my document contains confidential information?

It is the responsibility of the party or their attorney to determine if the document contains not public, confidential or sensitive information. In these circumstances, add a caption onto the filed document that states, "**THIS DOCUMENT CONTAINS NOT PUBLIC DATA**" and include the words "Contains Not Public Data" in the file name for the document. OAH will not review documents for compliance with the Minnesota Government Data Practices Act.

Can I eFile multiple documents into a case at one time?

Each filing must be submitted separately. However, exhibits and motions with supporting documents should be grouped together and uploaded as one filing.

How do I eFile a Proposed Order?

Proposed Orders should be submitted as standalone Word documents.

When eFiling a document, do I still have to submit a paper copy?

No.

EFILING SYSTEM QUESTIONS

Who can view or download eFiled documents?

Only document filers and OAH employees will be able to view eFiled documents. You cannot view or download documents filed by other parties.

What browser can I use to access the eFiling system?

Internet Explorer, Google Chrome, Mozilla Firefox, and Safari are supported browsers.

What if I have other questions?

If you need technical assistance, first read OAH's eFiling FAQs. If you still need help, email OAH.eFiling.Support@state.mn.us. When contacting OAH for assistance with eFiling, 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 OAH holidays. Please note this email address is only for technical support related to eFiling. Other process or status questions should be directed to the assigned judge's legal assistant.