



Workers' Compensation

eFiling

FREQUENTLY ASKED QUESTIONS

COURT OF ADMINISTRATIVE HEARINGS
600 NORTH ROBERT STREET, SAINT PAUL, MN 55101

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GENERAL EFILING QUESTIONS

Who can eFile?

Any party to a Workers' Compensation case at the Court of Administrative Hearings (CAH) can eFile.

Is eFiling mandatory?

As of July 1, 2024, eFiling is mandatory for all parties, except employees who are not represented by an attorney. Unrepresented employees may continue to file via U.S. Mail or personal delivery.

Is eFiling sufficient – or do I still need to file with the Department of Labor and Industry (DLI)?

Minn. Stat. § 176.2611, subd. 3 provides that (with a few exceptions noted below) filing any document that requires action at CAH is sufficient under the statute. This statute became effective on June 1, 2018.

Which documents need to be filed with CAH?

The following filings must be filed with **CAH** and not DLI:

- Motions relating to any case pending at CAH;
- Answers;
- Statements of Attorney's Fees/Objections;
- Requests for Formal Hearing;
- Claim Petitions (with the exception noted below);
- Discontinuance conference requests under Minn. Stat. § 176.239;
- Asbestos filings;
- CAH Mediation Requests/Responses;
- Petitions for Contribution/Reimbursement;
- Petitions for Temporary Orders; and
- Petitions to Discontinue and Objection to Discontinuance.

Which documents need to be filed with DLI?

The following documents must be filed with **DLI** and not CAH:

- Motions to Intervene in a medical or rehabilitation administrative conference pending at DLI;
- Requests for a medical or rehabilitation administrative conference under Minn. Stat. § 176.106 and related documents, regardless of the amount in dispute;
- Requests for medical or rehabilitation dispute certification under Minn. Stat. § 176.081, subd. 1(c), and related documents;
- Claim Petitions that only identify medical or rehabilitation issues, unless primary liability is disputed;
- Objections to penalties assessed by DLI;
- Requests for mediation at DLI, and responses to the mediation request; and
- Any other document required to be filed with the commissioner under Minn. Stat. ch. 176, such as Notices of Intention to Discontinue Workers' Compensation Benefits (NOIDs) under Minn. Stat. § 176.238, subd. 1, First Reports of Injury, Notices of Insurer's Primary Liability Determination, Notices of Benefit Payment, documents related to vocational rehabilitation plans, and other required forms.

Do I have to pay to eFile?

No. eFiling is completely free.

Do I have to use CAH's forms?

CAH has a standardized set of forms for parties to use. Parties are encouraged to use CAH's forms to streamline their practice, but they are not required to do so. The forms are available online at <https://mn.gov/CAH/forms-and-filing/forms/>.

How do I get help with eFiling?

Send an email to OAH.WCeFiling@state.mn.us.

How will I know if the system is down?

[Sign up for CAH's Workers' Compensation GovDelivery list](#) to receive system notices.

REGISTRATION, ACCOUNTS & CONTACT INFORMATION

How do I sign up?

Attorneys and their staff should follow the eFiling instructions at section II (Registration and Setup) to register.

Intervenors who are not represented by an attorney should follow the intervenor eFiling instructions at section II (Registration and Setup) to register.

Can more than one attorney share an eFiling account?

No. Each attorney must have his or her own account.

Can attorneys allow their support staff to eFile on an attorney's behalf?

Yes. There are two ways to accomplish this:

- Attorneys can share their passwords with support staff, allowing staff to log in and file directly from the attorney's account.
- Support staff users can create separate accounts and link their account to an attorney's account. Once this is set up, support staff can view the attorney's cases and submit a filing on behalf of the attorney. See the eFiling User Guide at section VI, part C (Associate and Share with Authorized Support Staff) for detailed setup instructions.

What is the best way to delete a contact from our firm?

If the contact is an attorney, send an email to CAH.WCefiling@state.mn.us to note this change in firm so we can ensure a smooth transition with their eFiling account. **If the contact is support staff**, their account can be made inactive by checking a box in their user profile. Additionally, if the support staff's email address needs to be removed from any attorney's account. See the [Update Contact Information Cheat Sheet](#) for detailed instructions.

Only some of my staff get served Decisions & Orders. What do I do so other staff members are served?

Send an email to CAH.WCefiling@state.mn.us to have their email address added to the attorney index entry.

Is there a way for a staff member to receive CAH-issued documents, but not eFiling notices?

Yes. To accomplish this, remove their email address from your eFiling account. See the [Update Contact Information Cheat Sheet](#) for detailed instructions.

How do I get a case re-assigned to a different attorney at my firm?

File a Substitution of Attorney.

ESERVICE

How do I get eService?

When other parties eServe you, you will receive an email with a link to access the document. You must log in to the eFiling system to view eServed documents. When CAH serves a Notice or Order on you, you will receive an email with the document attached to it and you will not need to log in to the system to view it.

Are documents eServed immediately when they are submitted?

Yes. The system serves all eFilings immediately when they are submitted, **not** when they are accepted by CAH.

Does the eFiling system automatically serve all other case parties?

No. The filer can select any registered eFiling users to receive eService. You are responsible for conventionally serving any parties who have not opted in to eService.

How do I know which parties I need to serve?

The Service Information screen organizes parties by service method. The system can electronically serve any parties that appear in the “Electronic Service Recipients” section of the Service Information screen. You are responsible for serving any parties that do not appear in the Electronic Service Recipients section of the Service Information screen.

For filings that initiate a new case, no parties will be listed as Electronic Service Recipients by default. You must use the **Add Electronic Service Recipients** button to locate and add parties that you want to eServe.

How do I identify who to serve on a case while I'm working on a filing?

Click the **Service Information** tab at the top of the screen to preview the parties and their service methods. You can go back and forth between tabs without losing your work.

How do I locate someone who's not on the case that I want to eServe?

On the Service Information screen, click Add Electronic Service Recipients. Search for the party you want to eServe. Click on the correct search result to add the party for electronic service. If you are adding an attorney, click the option that includes the Legal Organization.

Do I still need to send CAH paper copies of my filings?

No. Please do not send CAH paper copies unless specifically requested by the assigned judge.

Can my paralegal or assistant receive a copy when I am eServed?

Yes. You control which email addresses receive eService. See the [Update Contact Information Cheat Sheet](#) for detailed instructions.

Do I need to serve parties that filed No Interest Letters?

They remain as listed parties for CAH's records, but you do not need to serve them after receipt of a No Interest Letter.

SUBMITTING AN EFILING

Is there a filing deadline?

The eFiling system is available 24 hours a day, seven days a week. Under existing rule (Minn. R. 1415.0700, subp. 4 (2017)), **the deadline for filing documents is 4:30 p.m. on the day they are due.** Documents received after 4:30 p.m. will be considered received as of the next business day.

When should I file a "new case" vs. an "existing case"?

Each dispute related to a specific employee (Claim Petition, 239, Mediation, etc.) should be filed as a new case. If a party has filed something on the particular dispute, it is an existing case. If nothing has been filed regarding that dispute, then it is a new case.

Can I use social security numbers?

No. The eFiling system does not store or reference social security numbers. Parties should redact any social security numbers from documents before filing. Parties should use the WID number or case number to identify cases instead of social security numbers.

How do I find the employee's WID?

DLI creates and stores WIDs. Visit [DLI's WID webpage](#) for information on how to find a WID.

What do I do if a client does not have a WID Number?

If DLI has not created a WID, send an email to NoWIDOnline@state.mn.us that includes your filing and a signed statement indicating you have contacted DLI and they have verified a WID has not been assigned. CAH will verify a WID has not been assigned and will forward your filing to DLI for assignment of a WID. Once a WID has been created, CAH will process the filing.

Where can I find the case number?

When CAH accepts a filing that initiates a new case, a Notice of CAH Case Number is issued that includes the case number. If you were identified as a party to the case when the initiating document was filed, you will receive a copy of the Notice of CAH Case Number. Additionally, if you have been identified as a party or attorney on the case, you can search for the case number in the eFiling system. If no party has identified you as a party to the case, contact the other parties to get the case number or email CAH.WCeFiling@state.mn.us.

What is the difference between an “accepted” and “submitted” filing?

A submitted filing has been sent successfully but is pending CAH review. An accepted filing has been reviewed and accepted by CAH staff.

What if I get an error saying my filing can't be submitted?

First, try resubmitting your filing:

1. From the Filings menu in eFiling, click Error.
2. Click the Arrow button in the Resubmit column.
3. You will receive the following message: “Are you sure you want to resubmit this Filing? Clicking OK will save a copy of this filing to your Draft Filings Queue.”
4. Click the OK button.
5. The original filing will be displayed. Click the Ready to File button at the bottom of the screen.
6. Click Submit Filings.

If you still get an error, email CAH.WCeFiling@state.mn.us for help.

How do I share cases with my support staff?

There are two ways to accomplish this:

- Attorneys can share their passwords with support staff, allowing staff to log in and file directly from the attorney's account.
- Support staff users can create separate accounts and link their account to an attorney's account. Once this is set up, support staff can view all the attorney's cases and submit a filing on behalf of the attorney. See the eFiling User Guide at section VI, part C (Associate and Share with Authorized Support Staff) for detailed setup instructions.

Do I need to file an Affidavit of Service or cover letter?

Affidavits of Service are still required by Minn. R. 1415.0700, subp. 2. Cover letters are not required.

UPLOADING DOCUMENTS

What document type should I use to eFile?

- CAH accepts Microsoft Word and PDF files. Microsoft Word files are automatically converted to PDFs, except when you choose the Proposed Orders document type.
- CAH also accepts audio and video files when they are submitted using the Exhibits document type.
- **Proposed orders** must be uploaded in Word format and submitted using the Proposed Order document type.

Generally, CAH prefers that documents be submitted in Word format for improved clarity. CAH's system automatically converts Word files to PDF files. If you upload PDF files, CAH prefers that they be created in a word processing application, and then saved as a PDF file before eFiling. Do not file scanned documents unless necessary, as scanned documents are less clear.

Is there a file size limit?

The maximum size limit of individual documents is 25 megabytes (MB). If a document is larger than 25MB, the eFiling system will inform you that the document exceeds the maximum file size.

What if my file is larger than 25 MB?

Use standard desktop software, such as Adobe Acrobat, to split the file into multiple parts. When you upload the document in eFiling, click “Add Another” to submit the multiple parts and name the document in a way that indicates it is one part of a larger whole (*e.g.*, Exhibit 12 part 1; Exhibit 12 part 2, etc.).

Most multimedia exhibits are larger than 25 MB. Load these files onto a USB drive and mail them to CAH for filing. Before filing, check to make sure your files are in [a format supported by Windows Media Player](#).

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

CAH recognizes three types of signatures.

1. A typographical signature can be created by typing /s/ and the filer's name on the signature line. Typing /s/ alone is not sufficient.
2. An electronic signature may be placed on the document as a photo file.
3. Handwritten traditional signatures on scanned documents are permitted.

How should I format my document?

All documents should comply with the following requirements:

- Case caption and CAH case number on, at least, the first page of the filing
- Page numbers on all filings
- Documents may not be encrypted or password-protected

Should I separate my documents or combine them into one document?

Generally, documents should be combined. For example, a motion, cover letter, and affidavit of service should be submitted as one PDF. **However, proposed orders must be filed as separate Word documents.**

Can I eFile a confidential document?

By default, any document that is filed (except for confidential mediation statements) can be seen by any other case parties who are registered eFiling users. Even though Workers’ Compensation case records are not available to the public, parties should redact all unnecessary confidential data from documents before filing. **CAH staff will not redact documents.**

CASE ACCESS

What case information can I see in eFiling?

After you have been identified as a party or attorney to a specific case, you can see:

- A list of parties and attorneys
- A list of docket entries and related documents filed at CAH
- Any Notices or Orders issued by CAH
- The name of the block assigned judge
- The date, time and location of the next scheduled proceeding before a Workers' Compensation Judge
- The case number, case title, and case type

Can I view all CAH cases?

Because Workers' Compensation records are not public, users cannot view all CAH cases. Each user can only view their own cases.

Why can't I find my case?

Refer to the [eFiling Case Search Guidelines](#) for search tips.