



Workers' Compensation

eFiling

# INTERVENOR USER GUIDE

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

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## I. Introduction

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

When you register, you'll get all of the benefits of the system – including these:

- a. Faster filing and service with associated savings of time and cost;
- b. Electronic, immediate service **to and from other registered users**;
- c. Immediate up-to-date access to all documents in any of your cases from any computer or mobile device;
- d. Intuitive, easy-to-use system; and
- e. Saves trees!

Once you have a registered eFiling account, you will automatically receive eService from other parties on your cases who are registered eFilers. If you do not register for eFiling, however, other registered parties will not be able to serve you electronically through the system. Your decision not to register will force all other parties to serve you in paper, unless you have authorized other forms of service as allowed by Minn. R. 1415.0700, subp. 2 (2016). Whether you register for eFiling or not, most filers will not continue to receive paper service from CAH. Whether you sign up for eFiling or not, **CAH serves all attorneys, insurers, self-insured employers, third party administrators and rehabilitation providers**, as allowed by Minn. Stat. § 176.285, subd. 2 (2016).

## II. Registration and Setup

### A. Register as an eFiler



**NOTE:** Intervenors should only create **one account** for the entire organization. Individuals should not create separate accounts.

1. Click the **Workers' Compensation eFiling** link on CAH's website: <http://mn.gov/CAH>.
2. Review the eFiling Terms and Conditions.
3. Click **Register as an eFiler**.

Login

<p><b>Username</b> <input style="width: 90%;" type="text"/></p> <p><b>Password</b> <input style="width: 90%;" type="password"/></p> <p style="text-align: center;"><a href="#" style="background-color: #76b82a; color: white; padding: 5px 15px; text-decoration: none; border-radius: 3px;">Login</a></p>	<p>Welcome to the Office of Administrative Hearing's new eFiling system! User guides, helpful videos and easy-to-read cheat sheets are available at <a href="http://mn.gov/oah">mn.gov/oah</a>.</p> <p>Please <b>verify the accuracy of your email and contact information</b> every time you file to ensure that you receive eService. Failure to keep your contact information up-to-date will not be considered a sufficient defense to a claim of proper service.</p>
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[Forgot Password?](#)

[Register as an E-Filer](#)

[E-Filing Terms & Conditions](#)

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E-File Registration ?

**USER INFORMATION** ▾

<p><b>Prefix</b> <input style="width: 90%;" type="text"/></p> <p><b>Last Name*</b> <input style="width: 90%;" type="text"/></p> <p><b>First Name*</b> <input style="width: 90%;" type="text"/></p> <p><b>Middle Name</b> <input style="width: 90%;" type="text"/></p> <p><b>Suffix</b> <input style="width: 90%;" type="text"/></p>	<p><b>Username*</b> <input style="width: 90%;" type="text"/></p> <p><b>Password*</b> <input style="width: 90%;" type="password"/></p> <p><b>Confirm Password*</b> <input style="width: 90%;" type="password"/></p> <p><b>Attorney Bar ID</b> <input style="width: 90%;" type="text"/></p>
---	---

**CONTACT** ▾

**Primary E-mail\***

[Add Contact](#)

**ADDRESS** ▾

**Address Type** Mailing

**Address Line 1\***

**Address Line 2**

**Address Line 3**

**Address Line 4**

**Country** United States

**City\***  **State\*** MN   **Zip Code**

[Add Address](#)

**COMMENTS** ▾

In the **User Information** section:

4. Enter a **Username**. Your username must be unique. If your username is already taken, the system will prompt you to choose another.
5. Enter your organization's name in the **Last Name** and **First Name** fields (for example, for Health Partners, enter Health in the First Name field and Partners in the Last Name Field).
6. Enter a **Password**.

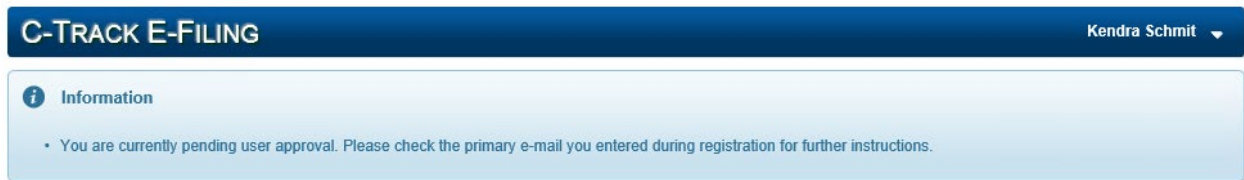
7. **Confirm Password.**

In the **Contact** section:

8. Enter a **Primary email**. This is the email at which your organization will receive eService notifications and system notifications. You can enter more than one email address by clicking **Add Contact**. **Note that all CAH eService for the entire organization will be sent to all email addresses.**

In the **Address** section:

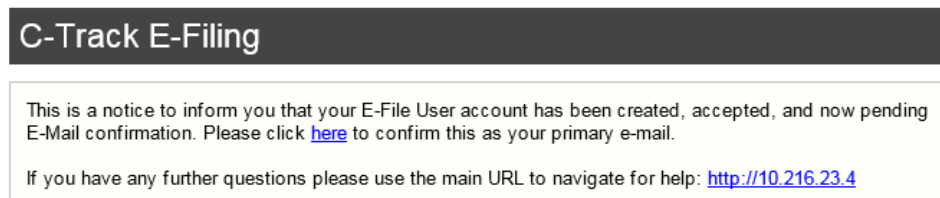
9. Enter your mailing address using **Address Line 1** through **Address Line 4**.
10. Enter your **City**.
11. Select your **State**.
12. Enter your **Zip Code**.
13. Click **Next**. The **User Pending Approval** screen appears.



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i. **Confirm and Finalize**

14. Log into the email account that you entered as your Primary Email on the Registration form.
15. Open the eFiling account confirmation email from CAH. If you do not receive the account confirmation email immediately, wait a few minutes and check your spam folder.
16. Click the link provided in the email. The email will appear similar to the figure below.



Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

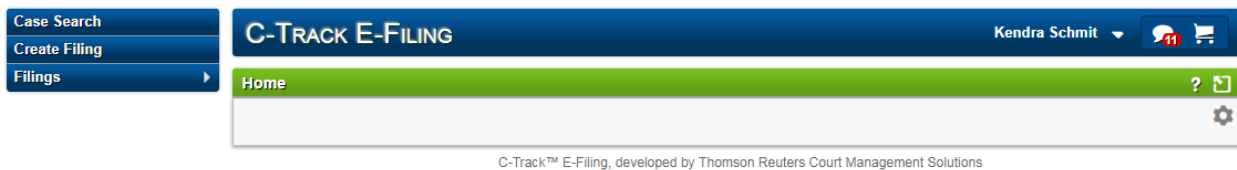
17. A browser window opens and navigates to the **eFiling Login** screen.

## ii. Notify CAH

18. In addition to your eFiling registration, CAH must add your email address to its database. Once your registration is complete, please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) to request that CAH update your contact information in its files.


## B. Log In


1. Enter **Username**.
2. Enter **Password**.
3. Click **Login**.



## C. User Administration Screen

**User Administration** lets you update your contact information and change your eFiling password.

 **NOTE:** Please remember that updating your contact information in the eFiling system does not update your contact information in CAH's files. Whenever you update your contact information in eFiling, please email CAH ([CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us)) so we can change our files.

1. To access the User Administration screen, click the down arrow icon  to the right of your username in the top right corner from any screen in eFiling.
2. Click **My Account**.

**User Administration** ?

TYPE ▾

Type\* ? E-File User ▾

USER INFORMATION ▾

Username*	Imoran	Prefix	
Last Name*	Moran	Notification Type	All ▾
First Name*	Lucy	Old Password^	
Middle Name		New Password	
Suffix		Confirm Password^	

CONTACT ▾

Primary E-mail\* ? oah.webmaster@state.mn.us  
Add Contact

ADDRESS ▾

Address Type ? Mailing ▾

Address Line 1\* 1234 Twin Peaks Ln

Address Line 2

Address Line 3

Address Line 4

Country United States ▾

City^ State^ Zip Code

Minneapolis MN 55401

Associated Legal Organizations Deactivate Account Save


- Update your Notification Type, username, password, or contact information.
- Click **Save**.

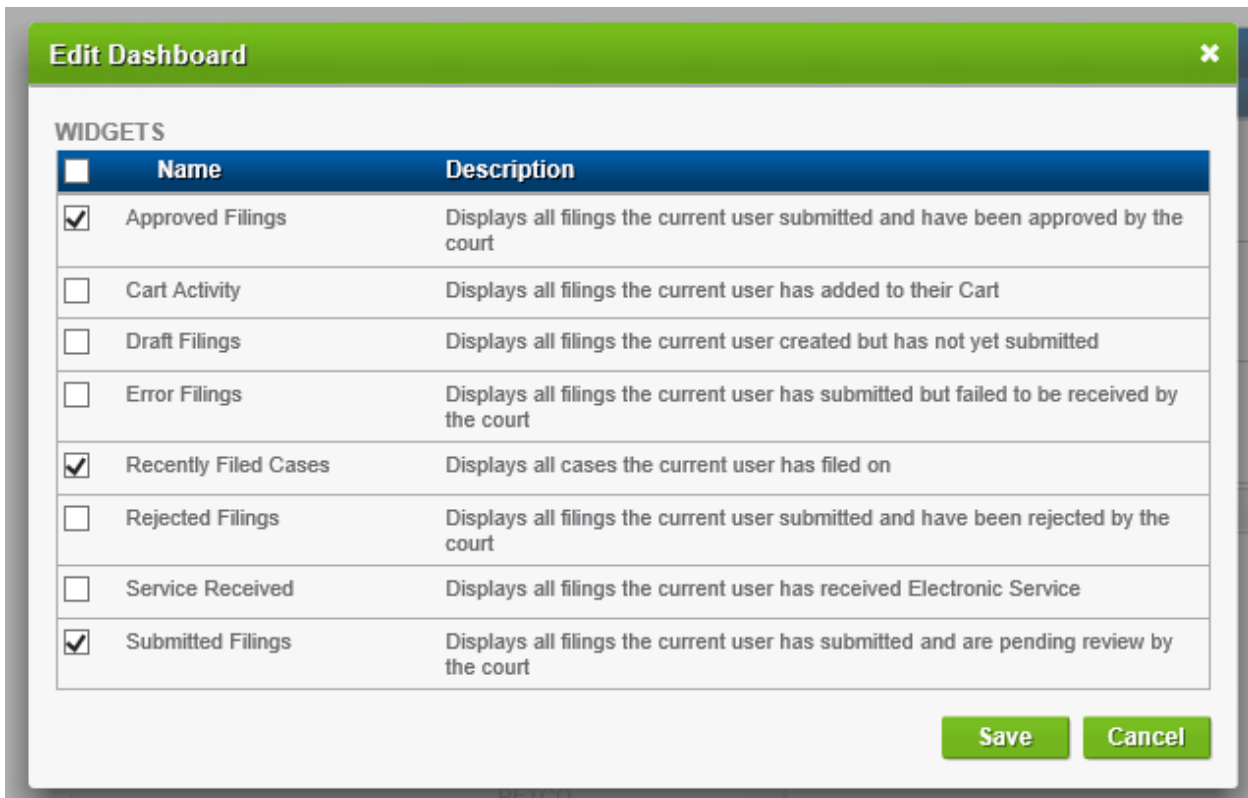
## D. Set Up Your Personalized Home Screen

The eFiling logo in the top banner of every screen is a link to your **Home** screen.



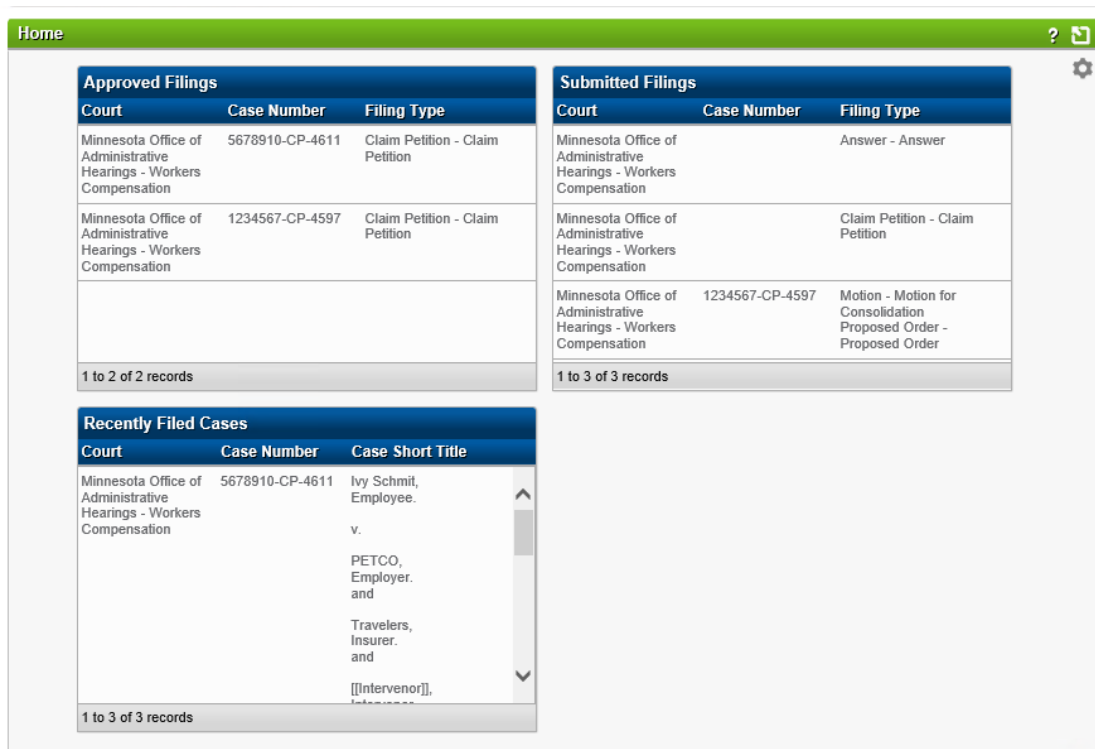
eFiling offers a variety of information for preview on your home screen through **widgets**. You control which widgets appear in your personal **Home** screen. No widgets display until you choose which widgets you want to display. To choose widgets:

- From the **eFiling Home** screen, click the grey gear icon  at the far right of the screen.



2. Click the **checkboxes** for the **widgets** you wish to see. To select all of the widgets, click the check box in the header of the **Widgets** box.

3. Click **Save**.



4. To rearrange your widgets, click and drag the header of any widget to a new location on the screen.
5. To remove widgets from your home screen, again click the **Configure** icon.
6. Uncheck the boxes for widgets that you want to remove from the **Home** screen.
7. Click **Save**.

## E. Notifications

CAH Notices and Orders are always sent via email regardless of the notification preference chosen in the eFiling system. System notifications only relate to your own filing submissions and electronic service from other parties. You receive notifications from the eFiling system when:

- You receive electronic service from other parties;
- You submit a filing;
- CAH accepts your filing.

You can choose between three ways to receive notifications:

- Via email sent to the email address(es) listed in your registration;
- In the eFiling application only (**not recommended unless you will log in at least once per day to check for new notifications**);
- Both via email and in the eFiling application (selected by default upon registration).

### i. Email Notifications

If you choose to receive notifications via email, you will receive an email from CAH with a direct link to the filed document. When other parties serve you electronically, you must log in to the eFiling system to view the document.

## C-Track E-Filing

This is a notice to inform you that you have been served with the following:

**Filing:** Motion - Motion for Consolidation

**Case Number:** 1234567-CP-4597

**Case Title:** John Smith, Employee. v. Walmart, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor.

**Filing Party:** DLI; Joe's Chiropractor

**Reference Number:** 221519843748747

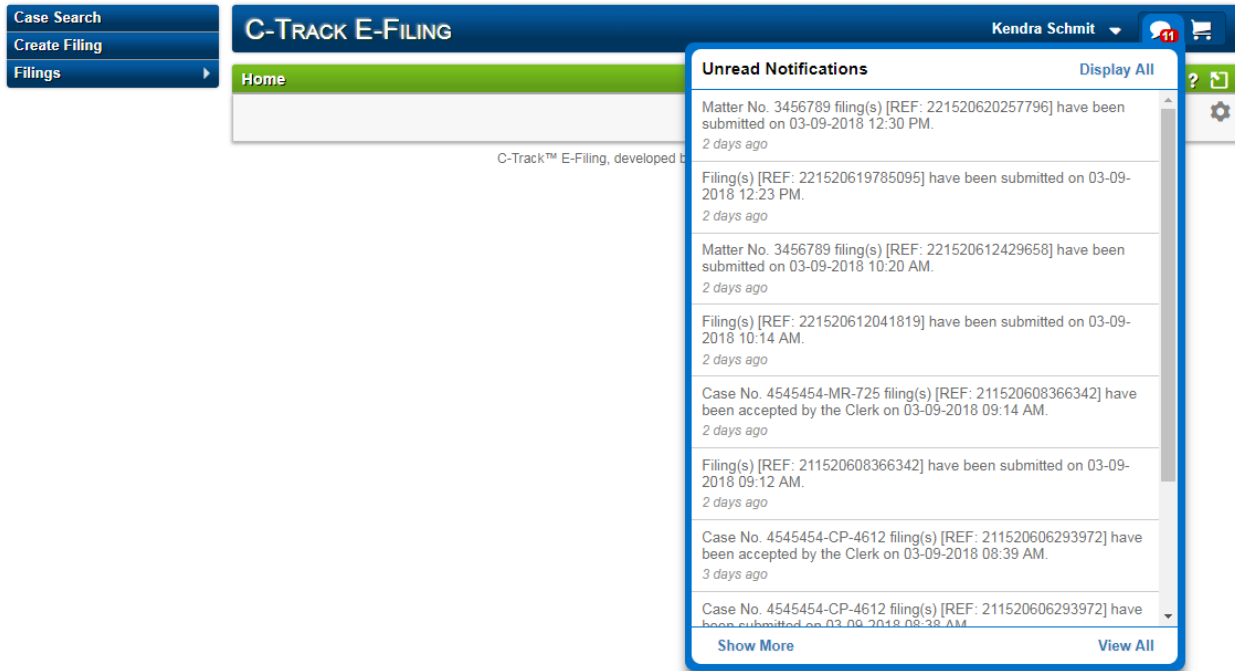
You can view this filing [here](#).

### ii. eFiling Application Notifications

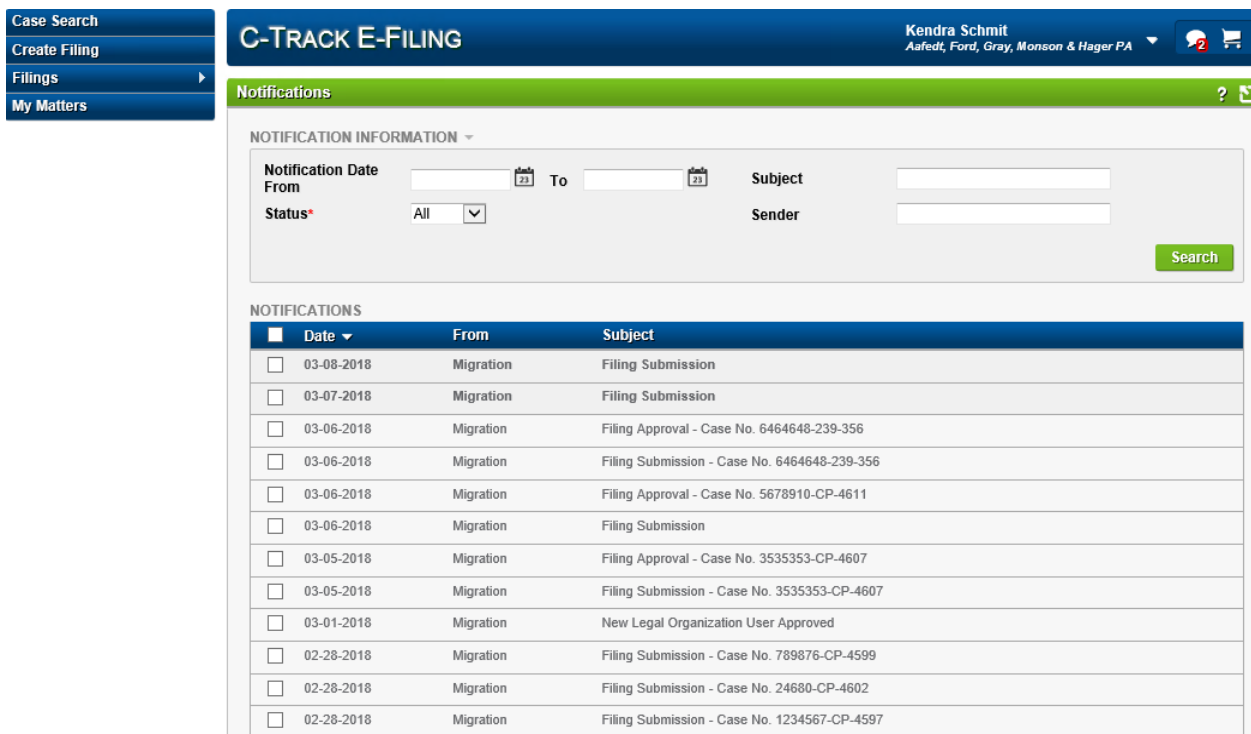
If you choose to receive eFiling application notifications only, you will **not** receive an email notice from CAH. You will only be notified of new filings via the Notifications icon in the eFiling system. **For this reason, CAH does not recommend selecting this option unless the user will log in at least once per day to check for new notifications.** To view notifications in eFiling:

1. Click the **Notification** icon.

Approved Filings			Submitted Filings		
Court	Case Number	Filing Type	Court	Case Number	Filing Type
Minnesota Office of	5678910-CP-4611	Claim Petition - Claim	Minnesota Office of		Answer - Answer



- Click on any notification in the list to view it in detail. Click **View All** to view all your notifications on a new page.



By default, the screen displays all notifications with a status of **Unread**. You can search notifications by **Date**, **Subject**, **Status** and **From**.

3. Click any header in the **Notifications** table to sort the information in ascending / descending order:
  - **Date** column –the date the system sent the notification to you
  - **From** column –the name of the sender
  - **Subject** column – a description of the notification; includes a case number if one exists for the filing
4. Click any notification to view more details. Click on the details to open the relevant **Filing Summary**.
  - Use the **Checkbox Column** to select specific notifications to mark as read or unread. Use the checkbox in the table header to select all notifications to mark as read or unread
  - **Mark Read** button – marks the selected notifications as **Read** and reduces the **Notification** icon number displayed at the top of all eFiling screens.
  - **Mark Unread** button – marks the selected notifications as **Unread** and increases the **Notification** icon number displayed at the top of all eFiling screens

### iii. Select Notification Preference

1. Click your **name** in the upper-right corner of the eFiling application.
2. Click **My Account**.
3. Make your selection from the **Notification Type** dropdown menu.
4. **If you opt to receive notifications in the eFiling application only, you should log in at least once per day to check for new notifications.** CAH recommends selecting both email and eFiling notifications to ensure that no service is missed.
5. Click **save**.

## F. Reset Password

1. If you forget your password, click the **Forgot Password?** link on the **eFiling Login** screen.

Forgot Password?  
[Register as an E-Filer](#)  
[E-Filing Terms & Conditions](#)

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2. Enter the email address you provided on the Registration form.
3. Click **Request New Password**.

**Forgot Password?**

Please enter your e-mail address used to sign up for the account and an e-mail will be sent to you containing further instructions to reset your password.

**Password Reset Request**

E-mail

**Request New Password**

**Cancel**

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4. An email is sent to the email account on file. Follow the instructions in the email to reset your password.

### III. Update Contact Information and Service Email Address

Contact information can be updated in the eFiling system. Each user controls the email address(es) that receive electronic service.

#### A. Notify CAH (for Notices and Orders)

If your contact information changes at any time, you must notify CAH of the change **in addition** to taking the steps shown below. **Updating your information in the eFiling system does not**

also update your contact information in CAH’s files – so please remember to tell us directly via email to [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us).

## B. Update Name or Mailing Address

1. Notify CAH of the changed information as described above.
2. Click your name in the upper-right corner of the eFiling application.
3. Click **My Account**.
4. Update information as necessary.
5. Click **Save**.

## IV. Case Numbers and Case Search

### A. Case Number Components

CAH assigns a case number to all filings. **Each case number is made up of three components:**

**WID + Case Type Code + Random Number**

For example: **Case No. 12345678-CP-98765**

The system will generate the random number. You will need to know the employee’s WID and the dispute type of your filing relates to eFile a new case. Below is a list of the case types and their associated case type codes:

Case Type	Case Type Code
239 Request	239
Asbestos	ASB
Claim Petition	CP
Mediation	MDT
Medical/Rehabilitation request	MR
Objection to Penalty Assessment	OPA
Other	OTH
Petition for Contribution or Reimbursement	PCR
Petition for Temporary Order	TO
Wage Benefits Discontinuance	DISC



**NOTE:** Because the system has to assign a case number to each filed matter, **every dispute type involving the same employee, employer and date(s) of injury is a different case with a different case number.** For example, a 239 dispute and a Claim Petition involving the same parties and date(s) of injury will constitute two cases: 1234567-239-98765 and 1234567-CP-43210. **You will know they are related because they share the same WID.** You can find both cases by searching with the WID.

## B. Case View

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 of the next scheduled proceeding at CAH
- The case number, case title, and case type

All existing disputes that were open and pending at CAH as of March 26, 2018 are available to view in the eFiling system. If a dispute was closed prior to March 26, 2018, it is not available to view in eFiling.

If no party has identified you as a party to the case, you will not have access to view the case or find the case number in eFiling. In this circumstance, you should contact the other parties to obtain the case number.

## C. Prepare to Search

1. Log into eFiling.
2. Click **Case Search** in the left navigation.

## D. Get a Complete List of Your Cases

1. On the **Case Search** screen, select **Minnesota Office of Administrative Hearings – Workers’ Compensation** from the **Court** dropdown.
2. Leave the rest of the page blank.
3. Click **Search**.

E-Filing Case Search

COURT SELECTION

Court\* Minnesota Office of Administrative He... ▾

CASE INFORMATION

Case Number	<input type="text"/>	Case Title	<input type="text"/>
Case Category	<input type="text"/>	Case Status	<input type="text"/>
Case Type	<input type="text"/>	Case Subtype	<input type="text"/>
Filed Date From	<input type="text"/> to <input type="text"/>	Exclude Closed	<input type="checkbox"/>

PARTY/ATTORNEY INFORMATION

Name Contains	<input type="text"/>	Type	<input type="text"/>
First Name	<input type="text"/>	Role	<input type="text"/>
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>		

ADDITIONAL INFORMATION



Proposed Mediation Dates	<input type="text"/>	Proposed Mediation Judge	<input type="text"/>
Requested Hearing Location	<input type="text"/>	Date of NOID	<input type="text"/>
Date of Injury	<input type="text"/>		


Search

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

## E. Search for a specific case with the WID number

1. Enter the **WID** in the Case Number field.
2. Click **Search**.



**m OAH eFILING** Efile User  

**E-Filing Case Search** ? 

**COURT SELECTION** ▾

Court\* Minnesota Office of Administrative He... ▾



**CASE INFORMATION** ▾

Case Number	1234567	Case Title	
Case Category	▾	Case Status	▾
Case Type	▾	Case Subtype	▾
Filed Date From	<input type="text"/>  to <input type="text"/> 	Exclude Closed	<input type="checkbox"/>

**PARTY/ATTORNEY INFORMATION** ▾

Name Contains	<input type="text"/>	Type	▾
First Name	<input type="text"/>	Role	▾
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>		

**ADDITIONAL INFORMATION** ▾

Proposed Mediation Dates	<input type="text"/>	Proposed Mediation Judge	<input type="text"/>
Requested Hearing Location	<input type="text"/>	Date of NOID	<input type="text"/> 
Date of Injury	<input type="text"/> 		

**Search**

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

## F. Search for a specific case with a party or attorney's name

1. Enter the party or attorney's last name in the **Name Contains** field.
2. Click **Search**.

**E-Filing Case Search** ?

**COURT SELECTION** ▾

Court\*  ▾

**CASE INFORMATION** ▾

Case Number	<input type="text"/>	Case Title	<input type="text"/>
Case Category	<input type="text" value="▾"/>	Case Status	<input type="text" value="▾"/>
Case Type	<input type="text" value="▾"/>	Case Subtype	<input type="text" value="▾"/>
Filed Date From	<input type="text" value=""/> to <input type="text" value=""/>	Exclude Closed	<input type="checkbox"/>

**PARTY/ATTORNEY INFORMATION** ▾

Name Contains	<input type="text" value="Johnson"/>	Type	<input type="text" value="▾"/>
First Name	<input type="text"/>	Role	<input type="text" value="▾"/>
Middle Name	<input type="text"/>		
Last Name	<input type="text"/>		

**ADDITIONAL INFORMATION** ▾

Proposed Mediation Dates	<input type="text"/>	Proposed Mediation Judge	<input type="text"/>
Requested Hearing Location	<input type="text"/>	Date of NOID	<input type="text" value=""/>
Date of Injury	<input type="text" value=""/>		

**Search**

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## V. eFile a Document on an Existing Case

Before you begin to create an eFiling on an existing case, make sure you have the following information:

- Names, addresses and emails for all parties and their attorneys (if applicable)
- The case number. (For information about the components that make up the case number, please review section IV, part A of this guide.)
- The document(s) you wish to eFile, in Microsoft Word or PDF format

### A. Log In

1. Enter **Username**.
2. Enter **Password**.
3. Click **Login**.

## B. Enter Case and Filing Information

1. From the home screen, click **Create Filing** from the left menu.

The screenshot shows the 'Create Filing' interface. On the left, a navigation menu includes 'Case Search', 'Create Filing' (highlighted with a red box), 'Filings', and 'My Matters'. The main header is 'C-TRACK E-FILING' with the user name 'Kendra Schmit' and the firm 'Aafedt, Ford, Gray, Monson & Hager PA'. The 'Create Filing' section has a 'COURT SELECTION' dropdown. Below it, there are two required fields: 'Court\*' with a dropdown menu currently showing 'Select a Court', and 'Filing Category\*' with a dropdown menu. A green 'Next' button is located at the bottom right of the form area. The footer text is 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

2. Select a **Court**. For now, there is only one option (Minnesota Office of Administrative Hearings – Workers Compensation).
3. Select **Existing Case** from the **Filing Category** dropdown.
4. Enter the **Case Number**.
5. Select the **Document Type**. This field represents the specific type of document you are uploading. For example, you may choose **Motion** for the document type.
6. Select **Document Subtype**. Some Document Types only have one option for Document Subtype. If you choose one of those Document Types, the Document Subtype field will prefill. For example, you may choose **Motion to Intervene** for the document subtype.
7. Click **Next**.

The screenshot shows the 'Filing Information' step in the filing process. The top navigation bar indicates the current step is 'Filing Information', with other steps being 'Upload Document', 'Service Information', and 'Filing Summary'. The 'Filing Information' section is divided into 'DETAILS' and 'FILER INFORMATION'. Under 'DETAILS', there is a text input field for 'Additional or Updated Contact/Party Information' and a checkbox for 'Statorily Expedited'. Under 'FILER INFORMATION', there is a section for 'Filed on Behalf of\*' which includes a table of filers: 'Dougie Jones', 'Black Lodge LLC', 'Blue Cross Blue Shield' (which is selected with a checked checkbox), and 'DLI'. Below this is an 'Other Filed on Behalf of\*' text input field. A green 'Next' button is located at the bottom right of the form area. The footer text is 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

7. Check **Statutorily Expedited** if applicable law requires that your filing be expedited.
8. Check a **Filed on Behalf of** check box in the **Filer Information** section.
  - a. If the party you are filing for is not listed, leave the check boxes blank and type the party's name in the **Other Filed on Behalf of** box.
  - b. If you entered a party name in the **Other Filed on Behalf of** box, type the party's name, mailing address and email address in the **Additional or Updated Contact/Party Information** box at the top of the page.
9. Click **Next**.

### C. Upload Document(s)

The **Upload Document** screen has a single section. It will allow you to upload Microsoft Word and PDF files (25 megabyte limit) as well as audio and video files (1 gigabyte limit) when used as exhibits.

➤ **NOTE:** CAH prefers that documents be submitted in Word format. If you upload PDF files, CAH prefers that documents be created in a word processing application, and then saved as a PDF file before eFiling. This process allows CAH to annotate filed documents. You should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for eFiling, as this process does not allow for annotation. Most word processing programs can convert documents to PDF files, and free PDF conversion software is available online.

The screenshot shows the C-Track E-Filing interface. On the left is a navigation menu with options: Case Search, Create Filing, Filings, My Matters, and Filing Information (selected). The main header includes 'C-TRACK E-FILING' and user information 'Kendra Schmit, Aafedt, Ford, Gray, Monson & Hager PA'. Below the header is a progress bar with steps: FILING PROGRESS, Party Information, Filing Information, Upload Document (active), Service Information, and Filing Summary. The 'Upload Document' section features a 'DOCUMENT' dropdown menu. Below it is a table with two columns: 'Name' and 'File'. The 'Name' column contains 'Claim Petition - Claim Petition' and the 'File' column contains 'Claim Petition.pdf' with a 'Replace' button and a document icon. A 'Comments' text area is located below the table, with an 'Add Another' link underneath. At the bottom right of the form are 'Previous' and 'Next' buttons.


1. Click **Browse** or **Choose File**. (This button language changes based on the Internet browser used). The name of the document to be uploaded is pre-populated based on the Filing Type and Filing Subtype you selected on the previous screen.


2. A browser window opens to allow you to navigate to a file on your personal computer that you want to upload.
3. Select the file you want to upload.
4. Click **Open**.
5. If necessary due to the file size limits, click **Add Another** to upload multiple parts of the same document. Do not use **Add Another** to submit multiple filings at once.
6. Click **Next**.

## D. Enter Service Information

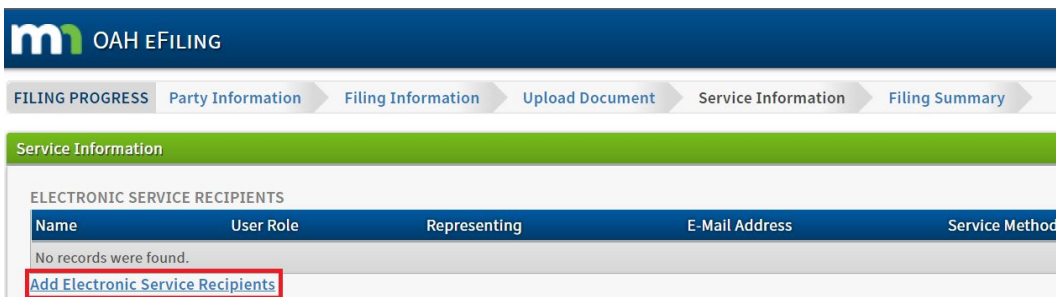
The **Service Information** screen organizes parties based on their service method:

- a. **Electronic Service Recipients** lists parties that have opted in to receive eService via the eFiling system.
- b. **Conventional Service Recipients** lists parties that have not opted in to receive eService, and you must serve them by mail, fax, personal service or other means authorized by law.
- c. **All parties and attorneys who have registered for eService and are active case participants will be listed as Electronic Service Recipients by default. Follow step 1 below if you want to electronically serve other parties.**

➤ **NOTE:** Click the **Apply to All** icon  that appears to the right of the Service Method and Service Date fields to apply the data in those fields to all recipients.

➤ Click the  **Date Picker** icon to access a calendar which lets you select a month and day to populate the field.

1. If you need to add additional Electronic Service Recipients, 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.

**Add Electronic Service Recipients**

**Information**

- If a recipient does not appear in the search results for Electronic Service Recipients, click "Add New Non-Electronic Service Recipients" and add the recipient's contact information.

SEARCH FOR EFILER

Name Contains^

First Name^

Middle Name^

Last Name^

SEARCH

Name	E-Mail Address	Legal Organization
Traeger, Chris	oah.wcefiling@state.mn.us	Pawnee Law
Traeger, Chris	oah.wcefiling@state.mn.us	

1 to 2 of 2 records

2. Select **Service Method** for each party.
3. Enter a **Service Date** for Conventional Service Recipients.
4. Click **Next**.

FILING PROGRESS **Filing Information** Upload Document Service Information Filing Summary

**Service Information**

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
Leslie Knope	Attorney	City of Pawnee (Employer) AETNA/TRAVELERS GROUP (Insurer)	kendra.schmit@state.mn.us	eService

Add Electronic Service Recipients

UNLESS ALSO LISTED ABOVE AS ELIGIBLE FOR ESERVICE, YOU ARE RESPONSIBLE FOR SERVING THE BELOW PARTIES

Name	Party/Participant Role	Representing	Address	Service Method	Service Date
Jerry Gergich	Employee	Self-Represented	678 Main St Pawnee IN 12345	Conventional	02-01-2022
Ronald Ulysses Swanson	Attorney	City of Pawnee (Employer) AETNA/TRAVELERS GROUP (Insurer)	678 Main St Pawnee IN 12345	Conventional	02-01-2022

Add Non-Electronic Service Recipients

## E. Review Filing Summary

1. Review all the information on the screen in detail before proceeding. If necessary, you can edit information in two ways:
  - a. Click the relevant link in the **Filing Progress** bar at the top of the screen to navigate to that particular screenOR
  - b. Click **Edit Filing** at the bottom of the screen to navigate back to beginning of the Filing Progress – the **Party Information** screen.
2. If necessary, click **Add Associated Filing** to add a separate filing that belongs to the same case. Associated filings appear as separate Docket Entries on the case.
3. If you wish to remove the filing, click **Delete This Filing** at the bottom of the screen to move the filing to the **Draft** queue. You can completely delete the filing from the Draft Filings Queue by clicking Filings > Draft in the left navigation.
4. When you have verified all the information in your submission, click **Ready to File**.

The screenshot shows the C-TRACK E-FILING interface. On the left is a navigation menu with options: Case Search, Create Filing, Filings, and My Matters. The main header displays 'C-TRACK E-FILING' and the user's name 'Kendra Schmit' with the firm 'Aafedt, Ford, Gray, Monson & Hager PA'. Below the header is an 'Information' section with a note: 'If fees are owed, you will be directed to a page to make your payment.' The 'Cart' section is highlighted in green and contains a 'SUMMARY' table and a 'FILINGS' table.

SUMMARY	
Number of Filings	1
Total	\$0.00

Court	Case Number	Law Firm Number	Filing Item(s)	Documents	Fees
Minnesota Office of Administrative Hearings - Workers Compensation			Claim Petition - Claim Petition	1	\$0.00

1 to 1 of 1 records

By submitting the filing(s), you are agreeing to the [E-Filing Terms & Conditions](#)

[Submit Filings](#)

5. Review the information in the **Filings** section.
6. To remove a filing from the **Cart**, click the **X** at the far right of any line item. When you remove a filing from the **Cart**, a **Confirm** window requires that you **OK** the removal. The filing is moved to the **Draft** queue, found through **Filings > Draft** in the left navigation menu.
7. Click **Submit Filings**.
8. **Submission Confirmation** screen appears. This information can be accessed at any time from the left navigation menu via **Filings > Submitted**.

- Case Search
- Create Filing
- Filings
- My Matters

## C-TRACK E-FILING

Kendra Schmit  
Aafedt, Ford, Gray, Monson & Hager PA

**Information**

- Your electronic filings have been submitted for review and processing.

? 🖨

**Submission Confirmation**

DETAILS ▾

<b>E-File Confirmation #</b>	221520565074241	<b>Submitted Date</b>	03-08-2018 09:11 PM
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FILINGS

Court	Case Number	Law Firm Number	Filing Number	Filing Item(s)	Documents
Minnesota Office of Administrative Hearings - Workers Compensation			10072	Claim Petition - Claim Petition	1

Print

C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions

You will be notified that the filing has been accepted via email or in the eFiling application, based on the Notification preference you selected in section II, part G of this guide.

## C-Track E-Filing

This is a notice to inform you that the filings filed in 1234567-CP-4597 have been accepted by the Clerk on 02-28-2018 09:10 AM. You can view this filing [here](#).

Clerk's Comments:

REF: 221519830494080

## F. Electronic Service

Once your filing is submitted, any party that was selected as an electronic service recipient is served electronically with your filing immediately. When the filing is eServed, the party receives an email, and can access the filed document(s) by clicking the link.