



Workers' Compensation

eFiling

**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. 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.

### A. Where to file

Under Minn. Stat. § 176.2611, subd. 3 (2018), 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.

And 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.

## B. Register as an eFiler

Individuals who are not pre-registered should follow these instructions to create an account.

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**.

**m** OAH eFILING

**Login**

<p>Username <input type="text"/></p> <p>Password <input type="password"/></p> <p><input type="button" value="Login"/></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/oaah">mn.gov/oaah</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>
---	---

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

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

The screenshot shows a web form titled "E-File Registration" with a green header bar. The form is divided into four main sections:

- USER INFORMATION:** Contains input fields for Prefix, Last Name\*, First Name\*, Middle Name, Suffix, Username\*, Password\*, Confirm Password\*, and Attorney Bar ID.
- CONTACT:** Contains a Primary E-mail\* input field and an "Add Contact" link.
- ADDRESS:** Contains a dropdown for Address Type (set to "Mailing"), four input fields for Address Line 1\* through 4, a Country dropdown (set to "United States"), a City\* input field, a State\* dropdown (set to "MN"), and a Zip Code input field. It also includes an "Add Address" link.
- COMMENTS:** A large empty text area for user 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 **Last Name**.
6. Enter your **First Name**.
7. Enter a **Password**.
8. **Confirm Password**.

In the **Contact** section:

9. Enter a **Primary email**. This is the email at which you will receive eService notifications and system notifications.
10. Click **Add Contact** to enter additional email addresses as needed.

In the **Address** section:

11. Enter your mailing address using **Address Line 1** through **Address Line 4**.
12. Enter your **City**.
13. Select your **State**.
14. Enter your **Zip Code**.

## i. Associate with a Law Firm

If you are part of a Legal Organization, such as a registered law firm, associate your eFiling account with your organization.

➤ **NOTE:** If you are already a registered eFiler and are moving to a new law firm, **do not deactivate your previous law firm.** Please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) and request that CAH update your law firm for you.

1. Click **Add Legal Organization.**

Legal Organization Search

LEGAL ORGANIZATION SEARCH ▾

Name Contains  Show Inactive

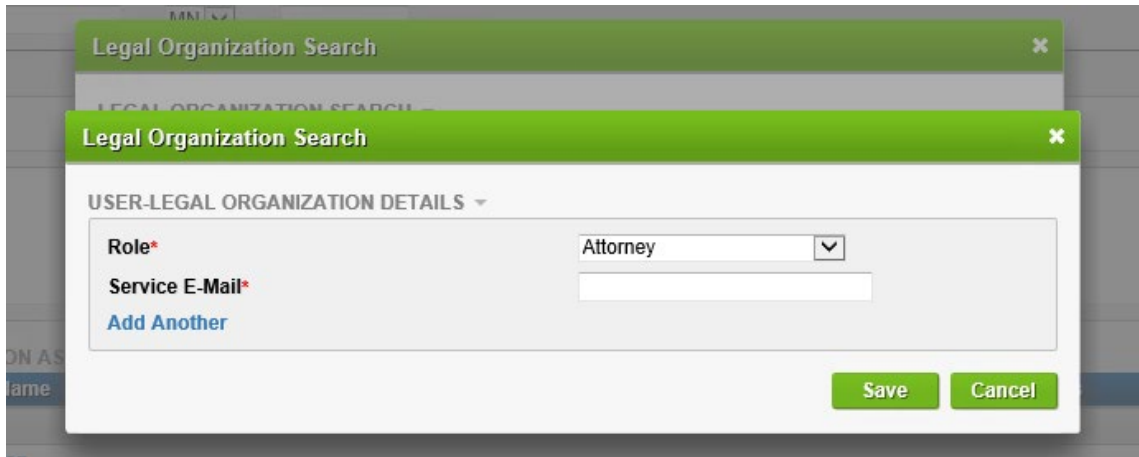
LEGAL ORGANIZATIONS

Name	Address	Active
No records were found.		

Search Cancel

2. Enter the name, or part of the name, of your legal organization.
3. Click **Search.**
4. Click the name of your Legal Organization.

➤ **NOTE:** If your Legal Organization is not returned in a search, CAH must add your Legal Organization to its database. Please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) to request that CAH add your legal organization. Then you will be able to add the Legal Organization through the **User Administration** screen after your account is set up. Please see section II, part E of this User Guide for more information about the **User Administration** screen.



5. Select a **Role: Attorney or Legal Assistant**.
6. Enter a **Service Email**.
7. Click **Add Another** to enter additional email addresses to receive eService notifications (such as your support staff), as needed.

➤ **NOTE:** Additional service emails **will not** automatically receive copies of CAH Notices and Orders. **Adding additional email addresses in the eFiling system does not also update your contact information in CAH's files.** Please notify CAH which email addresses should receive copies of CAH Notices and Orders via email to [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us).

8. Click **Save**.
9. Click the **I agree** check box in the Terms and Conditions section.
10. Click **Next**.

➤ **NOTE:** CAH must approve your association to your Legal Organization. Once your registration is complete, please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) to request that CAH add you to your legal organization.

## C-TRACK E-FILING

Kendra Schmit

### Information

- You are currently pending user approval. Please check the primary e-mail you entered during registration for further instructions.

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

## ii. Confirm and Finalize

1. Log into the email account that you entered as your Primary Email on the Registration form.
2. 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.
3. Click the link provided in the email. The email will appear similar to the figure below.

### C-Track E-Filing

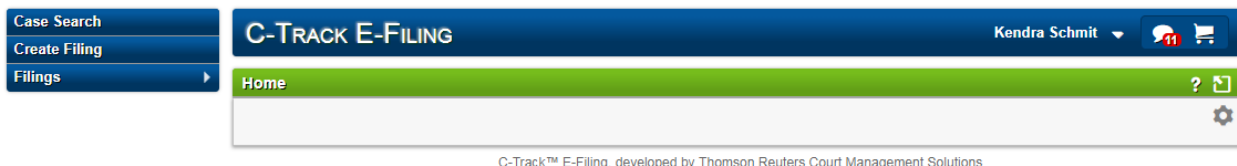
This is a notice to inform you that your E-File User account has been created, accepted, and now pending E-Mail confirmation. Please click [here](#) to confirm this as your primary e-mail.

If you have any further questions please use the main URL to navigate for help: <http://10.216.23.4>

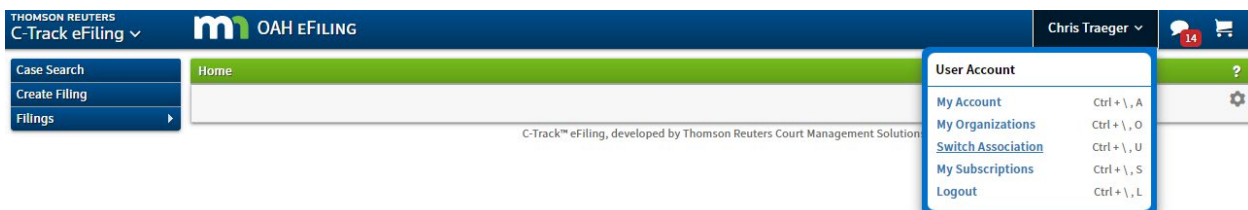
Do not respond to this system-generated e-mail notification. For help with technical problems, please contact the system administrator.

## C. Log In and Switch to Legal Organization Account

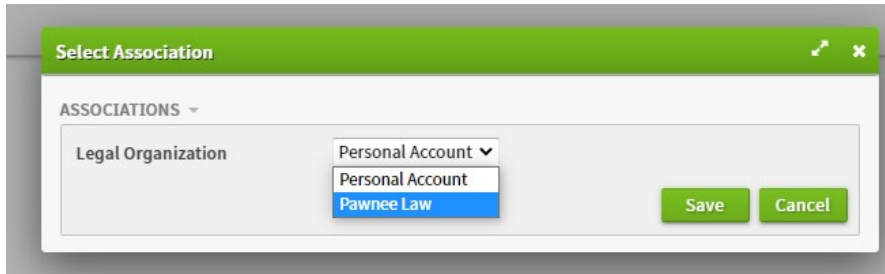
1. Enter **Username**.
2. Enter **Password**.
3. Click **Login**.



4. If you registered as part of a legal organization, such as a law firm, **you should always switch to the legal organization view before filing**. Click the down arrow next to your name.
5. Click **Switch Association**.



6. Select your legal organization from the **Legal Organization** dropdown menu.




7. Click **Save**.

➤ **NOTE:** If you use Google Chrome as your browser and cookies are enabled, the eFiling system will remember that you switched to your legal organization view and you will not need to switch every time you log in.

#### D. 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* ?	Registered Representative	Attorney Bar ID	0987654321
---------	---------------------------	-----------------	------------

USER INFORMATION ▾

Username*	christraeger	Prefix	
Last Name*	Traeger	Notification Type	All ▾
First Name*	Chris	Old Password^	<input type="text"/>
Middle Name		New Password	<input type="text"/>
Suffix		Confirm Password^	<input type="text"/>

CONTACT ▾

Primary E-mail* ?	oah.wcefiling@state.mn.us
-------------------	---------------------------

[Add Contact](#)

ADDRESS ▾


Mailing
456 Main St Ste 200
Pawnee IN 12345

[Associated Legal Organizations](#) [Deactivate Account](#) [Save](#)

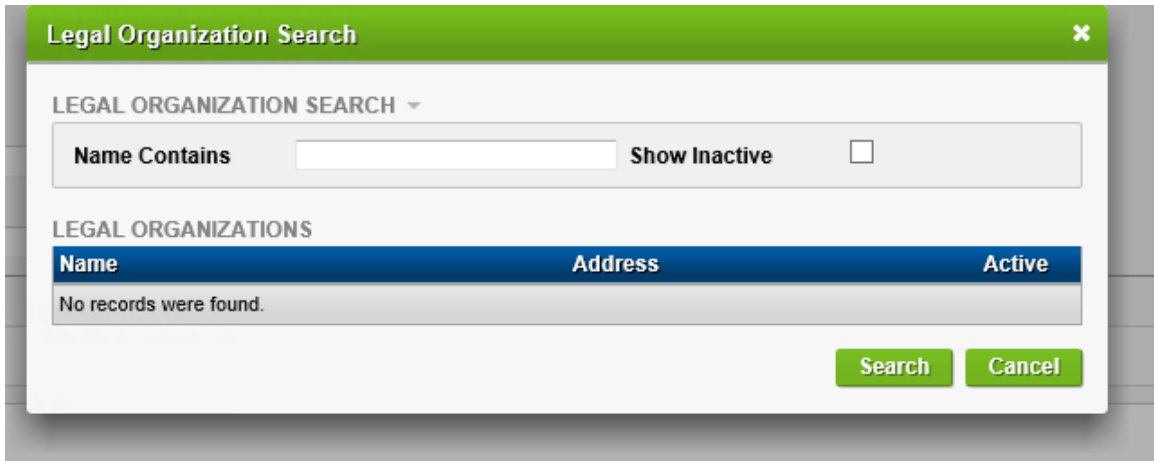
3. Update your Notification Type, username, password, or contact information.
4. Click **Save**.

### i. Associate with a Law Firm or Other Organization

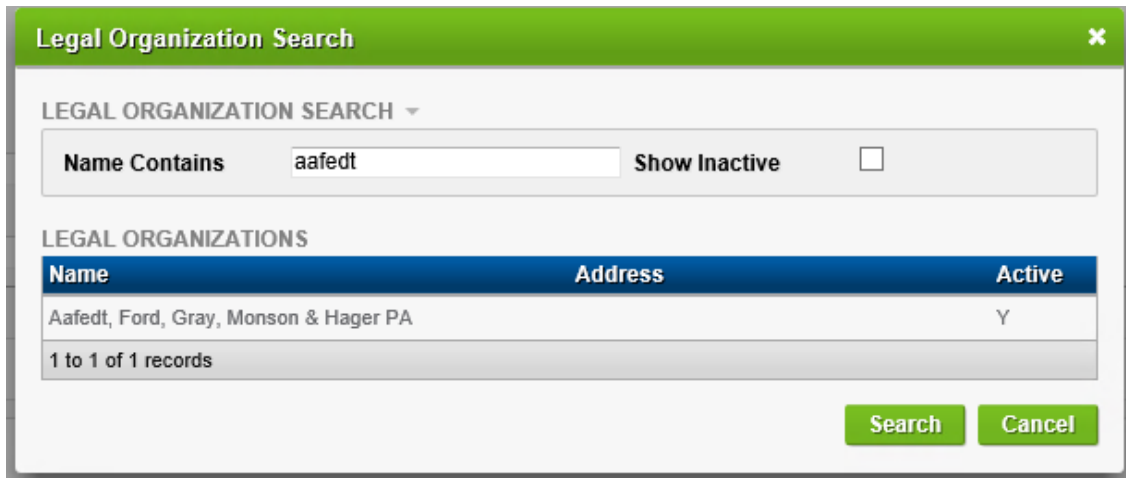
If you did not add your legal organization at registration, you can add it in the User Administration screen.

 **NOTE:** If you are already a registered eFiler and are moving to a new law firm, **do not deactivate your previous law firm**. Please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) and request that CAH update your law firm for you.

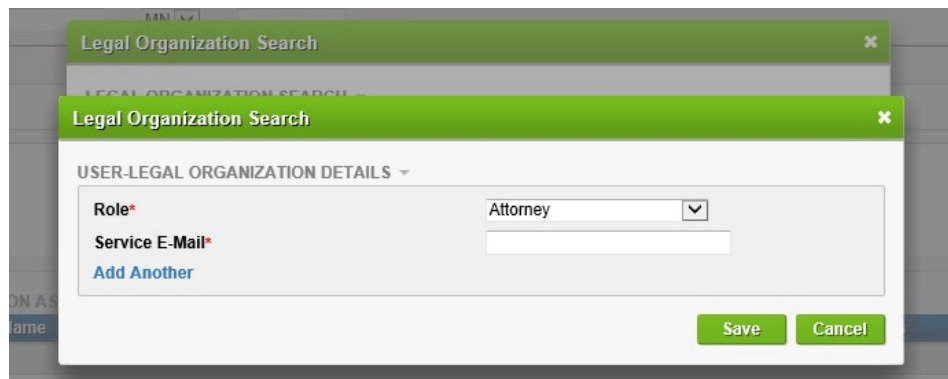
1. Click **Add Legal Organization**.



2. Enter the name, or part of the name, of your legal organization.
3. Click **Search**.



4. Click the name of your Legal Organization.
5. Select a **Role: Attorney or Legal Assistant**.
6. Enter a **Service Email**.



7. Click **Add Another** to enter additional email addresses to receive eService notifications (such as your support staff), as needed.

**NOTE:** Additional service emails **will not** automatically receive copies of CAH Notices and Orders. **Adding additional email addresses in the eFiling system does not also update your contact information in CAH's files.** Please notify CAH which email addresses should receive copies of CAH Notices and Orders via email to [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us).


8. Click **Save**.
9. Upon adding your legal organization, you should immediately **Switch Association** as described in section II, part C of this guide.

## E. 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:

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

### Edit Dashboard ✕

**WIDGETS**

<input type="checkbox"/>	Name	Description
<input checked="" type="checkbox"/>	Approved Filings	Displays all filings the current user submitted and have been approved by the court
<input type="checkbox"/>	Cart Activity	Displays all filings the current user has added to their Cart
<input type="checkbox"/>	Draft Filings	Displays all filings the current user created but has not yet submitted
<input type="checkbox"/>	Error Filings	Displays all filings the current user has submitted but failed to be received by the court
<input checked="" type="checkbox"/>	Recently Filed Cases	Displays all cases the current user has filed on
<input type="checkbox"/>	Rejected Filings	Displays all filings the current user submitted and have been rejected by the court
<input type="checkbox"/>	Service Received	Displays all filings the current user has received Electronic Service
<input checked="" type="checkbox"/>	Submitted Filings	Displays all filings the current user has submitted and are pending review by the court

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**.

Home ? [Home Icon] [Settings Icon]

Approved Filings			Submitted Filings		
Court	Case Number	Filing Type	Court	Case Number	Filing Type
Minnesota Office of Administrative Hearings - Workers Compensation	5678910-CP-4611	Claim Petition - Claim Petition	Minnesota Office of Administrative Hearings - Workers Compensation		Answer - Answer
Minnesota Office of Administrative Hearings - Workers Compensation	1234567-CP-4597	Claim Petition - Claim Petition	Minnesota Office of Administrative Hearings - Workers Compensation		Claim Petition - Claim Petition
1 to 2 of 2 records			1 to 3 of 3 records		

Recently Filed Cases		
Court	Case Number	Case Short Title
Minnesota Office of Administrative Hearings - Workers Compensation	5678910-CP-4611	Ivy Schmit, Employee. v. PETCO, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor
1 to 3 of 3 records		

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**.

## F. 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:

<b>Filing:</b>	Motion - Motion for Consolidation
<b>Case Number:</b>	1234567-CP-4597
<b>Case Title:</b>	John Smith, Employee. v. Walmart, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor.
<b>Filing Party:</b>	DLI; Joe's Chiropractor
<b>Reference Number:</b>	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.

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

The screenshot shows a web interface for notifications. At the top is a green header with the word "Notifications" and a help icon. Below the header is a section titled "NOTIFICATION INFORMATION" with a dropdown arrow. This section contains search filters: "Notification Date From" and "To" with calendar pickers, "Status" with a dropdown menu set to "All", "Subject" with a text input field, and "Sender" with another text input field. A green "Search" button is located to the right of these filters. Below the search filters is a table titled "NOTIFICATIONS". The table has a blue header with columns: a checkbox, "Date", "From", and "Subject". The table contains 13 rows of notification data, each with a checkbox, a date, the sender name "Migration", and a subject line describing the notification type and case number.

<input type="checkbox"/>	Date	From	Subject
<input type="checkbox"/>	03-08-2018	Migration	Filing Submission
<input type="checkbox"/>	03-07-2018	Migration	Filing Submission
<input type="checkbox"/>	03-06-2018	Migration	Filing Approval - Case No. 6464648-239-356
<input type="checkbox"/>	03-06-2018	Migration	Filing Submission - Case No. 6464648-239-356
<input type="checkbox"/>	03-06-2018	Migration	Filing Approval - Case No. 5678910-CP-4611
<input type="checkbox"/>	03-06-2018	Migration	Filing Submission
<input type="checkbox"/>	03-05-2018	Migration	Filing Approval - Case No. 3535353-CP-4607
<input type="checkbox"/>	03-05-2018	Migration	Filing Submission - Case No. 3535353-CP-4607
<input type="checkbox"/>	03-01-2018	Migration	New Legal Organization User Approved
<input type="checkbox"/>	02-28-2018	Migration	Filing Submission - Case No. 789876-CP-4599
<input type="checkbox"/>	02-28-2018	Migration	Filing Submission - Case No. 24680-CP-4602
<input type="checkbox"/>	02-28-2018	Migration	Filing Submission - Case No. 1234567-CP-4597

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

- 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
- 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**.

### G. Reset Password

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

## C-TRACK E-FILING

Login

Username

Password

Login

[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.

## C-TRACK E-FILING



### 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

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

3. Click **Request New Password**.
4. An email is sent to the email account on file. Follow the instructions in the email to reset your password.

## II. 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



**NOTE:** If you are a registered attorney, your name and mailing address is synced from CAH's internal system. Please email [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us) and request that CAH update your address for you.

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**.

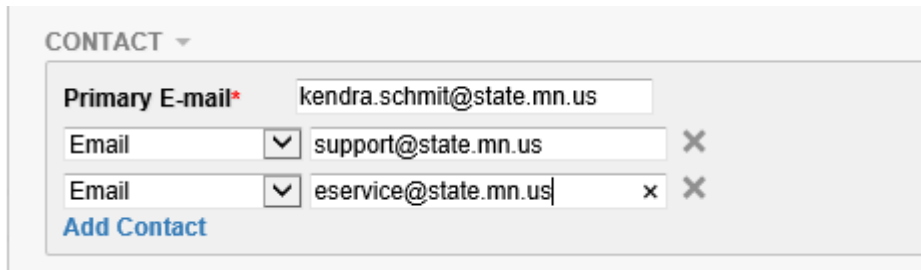
## C. Change or Add a Service Email Address

### i. Notify CAH

**Adding additional email addresses in the eFiling system does not also update your email addresses in CAH's files.** Please notify CAH which email addresses should receive copies of CAH Notices and Orders, via email to [CAH.WCeFiling@state.mn.us](mailto:CAH.WCeFiling@state.mn.us).

### ii. My Account

1. Click your name in the upper-right corner of the eFiling application.
2. Click **My Account**. The **User Administration** screen appears.
3. To change your email address, edit the information in the **Primary Email** box.
4. To add an additional service email, click **Add Contact**. Select **email** from the dropdown menu that appears, and type the additional email address.



CONTACT ▾

Primary E-mail\* kendra.schmit@state.mn.us

Email ▾ support@state.mn.us ✕

Email ▾ eservice@state.mn.us ✕ ✕

[Add Contact](#)

5. Click **Save**.

### iii. Legal Organization Account

If you are part of a legal organization (such as a law firm), your service email address must also be updated on the legal organization level.

1. From the **My Account/User Administration** screen, click **Associated Legal Organizations**.
2. Click on your email address in the “Legal Organization Association” section of the page.

**Manage Associated Legal Organizations**

**USER DETAILS**

User Name	kschmit	Name	Kendra Schmit
Primary E-mail	kendra.schmit@state.mn.us	Attorney Bar ID	

**LEGAL ORGANIZATION ASSOCIATION**

Legal Organization Name	Role	E-mail	Status	Support Staff
Schmit Law	Attorney	kendra.schmit@state.mn.us	Approved	<a href="#">View/Edit</a>

[Add Legal Organization](#)

- To change your service email address, edit the email address in the **Service Email** box.
- To add an additional email to receive service, click **Add Another**. Type the additional email address into the box that appears. To remove the additional email, click the grey X.

**User-Legal Organization Details**

**USER-LEGAL ORGANIZATION DETAILS**

Active

Role

Service E-Mail\*

[Add Another](#)

[Save](#) [Remove](#) [Cancel](#)

- Click **Save**.

### III. Case Numbers and Case Search

#### A. Case Numbers = WID + Case Type Codes + Random#

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**.

The screenshot shows the 'E-Filing Case Search' interface. At the top, there is a blue header with the 'm1 OAH eFILING' logo on the left and 'Efile User' with a dropdown arrow on the right. Below the header is a green bar with the text 'E-Filing Case Search' and a help icon. The main content area is divided into four sections, each with a dropdown arrow:

- COURT SELECTION**: A dropdown menu labeled 'Court\*' with the selected value 'Minnesota Office of Administrative He...'. Below this is a search bar.
- CASE INFORMATION**: A grid of search criteria including 'Case Number', 'Case Category', 'Case Type', 'Filed Date From' (with a date range selector), 'Case Title', 'Case Status', 'Case Subtype', and 'Exclude Closed' (checkbox).
- PARTY/ATTORNEY INFORMATION**: Fields for 'Name Contains', 'First Name', 'Middle Name', 'Last Name', 'Type', and 'Role'.
- ADDITIONAL INFORMATION**: Fields for 'Proposed Mediation Dates', 'Requested Hearing Location', 'Date of Injury', 'Proposed Mediation Judge', and 'Date of NOID'.

A green 'Search' button is located at the bottom right of the form area.

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**.

The screenshot shows the 'E-Filing Case Search' interface. At the top, there is a blue header with the 'm1 OAH eFILING' logo and 'Efile User' with a dropdown arrow. Below the header is a green bar with the text 'E-Filing Case Search' and a help icon. The main content area is divided into several sections:

- COURT SELECTION**: A dropdown menu for 'Court\*' is set to 'Minnesota Office of Administrative He...'. Below this is a 'CASE INFORMATION' section with fields for Case Number (1234567), Case Title, Case Category, Case Status, Case Type, Case Subtype, Filed Date From, and Exclude Closed. Below that is a 'PARTY/ATTORNEY INFORMATION' section with fields for Name Contains, First Name, Middle Name, Last Name, Type, and Role. Below that is an 'ADDITIONAL INFORMATION' section with fields for Proposed Mediation Dates, Requested Hearing Location, Date of Injury, Proposed Mediation Judge, and Date of NOID. At the bottom right, there is a green 'Search' button.

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=""/>		

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

## IV. eFile a New Case

Before you begin to eFile a new case, make sure you have the following information handy:

- Names, addresses and contact information for the employee, employer and insurer and any attorneys
- The employee’s WID
  - DLI creates and stores WIDs. If you don’t have a WID, visit [DLI’s WID webpage](#) for information on how to find a WID.
- The relevant case type
- The relevant Date(s) of Injury
- The document(s) you wish to eFile, in Microsoft Word or PDF format

## A. 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 displays 'C-TRACK E-FILING' and the user's name 'Kendra Schmit'. The form area is titled 'Create Filing' and contains a 'COURT SELECTION' section with a 'Court\*' dropdown menu currently showing 'Select a Court' and a 'Filing Category\*' dropdown menu. A green 'Next' button is located at the bottom right of the form. Below the form, it says 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

2. Select a **Court**. For now, the only option is Minnesota Office of Administrative Hearings – Workers’ Compensation.
3. Select **New Case** from the **Filing Category** dropdown. A second section, **New Case**, is added to the screen.

This screenshot shows the 'Create Filing' screen after more information has been entered. The 'Court\*' dropdown is now set to 'Minnesota Office of Administrative He...' and the 'Filing Category\*' dropdown is set to 'New Case'. A new section titled 'NEW CASE' is expanded, containing several fields: 'Law Firm Number' (empty), 'Case Category\*' (set to 'Worker's Compensation'), and 'Case Type\*' (open dropdown menu). The 'Case Type\*' dropdown list includes: '239 Request', 'Asbestos', 'Claim Petition', 'Mediation', 'Medical/Rehabilitation Request', 'Objection to Penalty Assessment', 'Other', 'Petition for Contribution or Reimbursement', 'Petition for Temporary Order', and 'Wage Benefits Discontinuance'. A green 'Next' button is at the bottom right. The footer text remains 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

4. If you are associated with an organization and want to be able to search your cases by your internal file numbers, enter a **Law Firm Number**. This field is optional and only for internal use within your Legal Organization.
5. The **Case Category** field will prefill with **Workers’ Compensation**. As CAH adds other divisions to the eFiling system over time, you may need to make a selection here.

6. Select a **Case Type**. This field represents the **type of dispute** you are creating.
7. If necessary, select a **Case Subtype**. Some Case Types only have one option for Case Subtype. If you choose one of those Case Types, the Case Subtype field will prefill. If the field prefills, you do not have to do anything.
8. Select **Document Type**. This field represents the specific type of document you are filing with CAH. This field may prefill based on the Case Type you select. If the field prefills, you do not have to do anything.
9. If necessary, 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. If the field prefills, you do not have to do anything.
10. Click **Next**.

The **Filing Information** section appears below the left navigation menu and the **Filing Progress Indicator** appears below the top eFiling banner. The **Party Information** indicator is highlighted and the **Party Information** screen appears.


➤ **NOTE:** Once you leave the Create Filing screen, the filing is automatically saved in Draft status. If you navigate to any other screen in the eFile application before you complete this filing, the filing can be found in **Filings > Draft** in the left navigation.



➤ **NOTE:** Each element of the Filing Progress Indicator is a link to the corresponding screen. You are not required to complete the screens in any particular order, but the Filing Progress is organized logically to help you enter all required information for a filing.

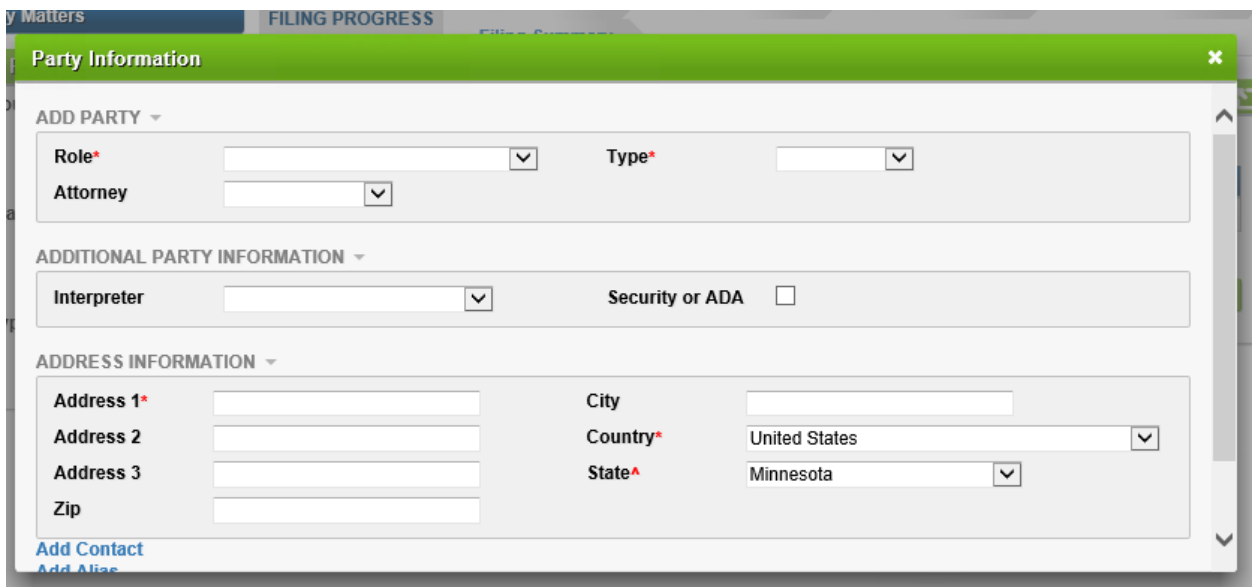
## B. Enter Parties and Attorneys

When eFiling a new case, you must enter at least 3 parties: the employee, employer, and insurer. If you don't know the names and addresses of the employer, employee and insurer, you must locate that information prior to filing. It is the filer's responsibility to notify CAH of all known parties to the case.

 **NOTE:** Because you have to enter information for three parties when filing a new case, you will need to **take the following steps for each party.**

### i. Add Parties

1. Click **Add Party** at the bottom left of the screen.



Party Information

ADD PARTY ▾

Role\*  Type\*

Attorney

ADDITIONAL PARTY INFORMATION ▾

Interpreter  Security or ADA

ADDRESS INFORMATION ▾

Address 1\*  City

Address 2  Country\*

Address 3  State^A

Zip

Add Contact  
Add Alias

2. Select the **Role** for the party you are adding.
3. From the **Type** dropdown, select **Person** if the party is an individual, or **Organization** if the party is a business or agency.
4. From the **Attorney** dropdown, select **Attorney** if the party you just selected above is represented by an attorney and you know the identity of the attorney. If you know that the party does not have an attorney, select **Self-Represented**. If you do not know, do not make a selection.



**NOTE:** It is critical that you identify each party's attorney if you can. As soon as an attorney is identified in the system, that attorney will have electronic access to the case and be able to eFile and eServe. **If you don't identify the attorney, the system will not know that information and so access cannot be granted. In that case, you won't receive eService from that attorney** but will instead continue to receive mailed or other types of service. So – please include all attorneys representing parties that you've identified in your filings – just as soon as you have that information.

5. Complete the required fields:
  - a. **Name.** If you selected **Person** from the Type dropdown, you must provide a first and last name. Middle name or initial is optional. If you selected **Organization** from the Type dropdown, you must provide an organization name.
  - b. **WID.** If you selected **Employee** from the Role dropdown, you must provide the Employee's Workers' ID (WID) number.
  - c. **Address.** You must provide a mailing address.
6. If necessary, complete the optional **Additional Party Information** fields:
  - a. If the party requires an **Interpreter**, choose the requested language from the **Interpreter** dropdown.
  - b. If the party requires security or a reasonable accessibility accommodation, check the **Security or ADA** checkbox.
7. If you have a phone number or email address for the party, click **Add Contact**.

**Party Information** [X]

ADD PARTY ▾

Role\* [ ] Type\* [ ]  
 Attorney [ ]

ADDITIONAL PARTY INFORMATION ▾

Interpreter [ ] Security or ADA

ADDRESS INFORMATION ▾

Address 1\* [ ] City^ [ ]  
 Address 2 [ ] Country\* [ United States ]  
 Address 3 [ ] State^ [ Minnesota ]  
 Zip\* [ ]

Add Contact [X]  
 Add Alias

Add Self [ Save [ Cancel [

- a. Enter a **phone number** for the party.
- b. Enter an **email address** for the party.
- c. If you don't have a phone number or email address, **click the grey X** next to the box to remove it.

**Party Information** [X]

Address 1\* [ ] City [ ]  
 Address 2 [ ] Country\* [ United States ]  
 Address 3 [ ] State^ [ Minnesota ]  
 Zip [ ]

CONTACT INFORMATION ▾

Type\* [ Primary Phone ] Contact\* [ ] [X]

CONTACT INFORMATION ▾

Type\* [ Email ] Contact\* [ ] [X]

Add Contact [X]  
 Add Alias

Add Self [ Save [ Cancel [

8. Click **Add Alias** if the party is a company doing business under another name or has another type of alias. Select the appropriate **Alias Type** from the dropdown menu and enter the party's alias in the **Name/Organization** box.

The screenshot shows a form with three main sections. The first section, 'CONTACT INFORMATION', contains two rows: one for 'Email' and one for 'Primary Phone', each with a 'Type\*' dropdown and a 'Contact\*' text field. Below this is an 'Add Contact' link. The second section, 'ALIAS INFORMATION', features an 'Alias Type\*' dropdown menu with a list of options: AKA, DBA, FDDBA, FKA, NKA, Other, and Sic. To the left of this dropdown is an 'Add Alias' button, and below it is an 'Add Self' button. To the right of the dropdown is a 'Name/Organization\*' text field. At the bottom right of the form are 'Save' and 'Cancel' buttons.

## ii. Add Attorneys

When filing a new case, you **should add all attorneys** for (at least) the three parties identified. You must also add yourself, if you are a party's attorney. **Do not enter attorneys as separate parties.**

1. If you selected **Attorney** from the Attorney dropdown described above, an **Attorney** section was added to the bottom of the Party Information screen. To add an attorney for the party, click the **Add Attorney/Law Firm** link.

The screenshot shows a form titled 'Attorney Search' with a green header. Below the header is a 'TYPE' dropdown menu with two options: 'Attorney or Law Firm' and 'Attorney'. The 'Attorney' option is selected. Below this is a 'NAME' section with four text fields: 'First Name', 'Middle Name', 'Last Name', and 'Bar ID'. At the bottom of the form are three buttons: 'Add Self', 'Search', and 'Cancel'.

2. Click the **Add Self** button to add the logged-in user as the selected party's attorney (if a support staff user is filing on behalf of an attorney, the attorney's name will populate).

➤ **NOTE:** The Add Self button will only appear on the Attorney Search window if the user has a Bar ID number associated with his or her account. If the Add Self button does not appear, search for your own name. If no results appear, click Add Attorney/Law Firm and complete the Add New Attorney form that appears. After your filing is completed, go to the User Administration screen and add your Bar ID number.

Attorney Search

TYPE ▾  
Attorney or Law Firm Attorney ▾

NAME ▾  
First Name  Middle Name   
Last Name<sup>▲</sup>  Bar ID<sup>▲</sup>

Add Self Search Cancel

- To add an attorney other than the logged-in user, use the **Attorney Search** window to search for a specific attorney or a law firm. Select the type of search you wish to perform from the **Type** dropdown menu. Enter the last name of the attorney or the law firm name. Click **Search**.

Attorney Search

TYPE ▾  
Attorney or Law Firm Attorney ▾

NAME ▾  
First Name  Middle Name   
Last Name<sup>▲</sup> Smith × Bar ID<sup>▲</sup>

Add Self Search Cancel Add Attorney/Law Firm

SEARCH RESULTS

Name ▲	Bar ID	Address	Role	E-File Registered User
GOLDSMITH, NEIL S	0391906		Representer	
SMITH, ALICIA	0395672		Representer	
SMITH, ANDREA C	0387923		Representer	

- If the search returns the attorney or law firm you want, click on the name of the attorney or law firm you want to select them.

➤ **NOTE:** If you link an existing attorney or law firm to your filing, the system automatically adds the attorney’s email and contact information into the case (even though you cannot see it). The filer does not need to add any contact information for an existing attorney.

5. If necessary, you can remove the selected attorney by clicking the **grey X** to the right of the attorney’s name.
6. If the search does not return the attorney or law firm you want, click on **Add Attorney/Law Firm** in the **Attorney Search** screen.

7. Enter the attorney’s name, Bar ID number and contact information.
8. Click **Save**.

**C-TRACK E-FILING** Kendra Schmit

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

**Party Information**

PARTIES

Name	Type	WID	Role	Attorney(s)	Address	Interpreter	Security or ADA
Doe Jane	Person	1234567	Employee	ALICIA SMITH	123 Main St St. Paul MN		

1 to 1 of 1 records

[Add Party](#)

**Next**

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➤ **NOTE:** You must **repeat** all the Add Party and Attorney steps for each party you are adding to the case.

9. Click **Next**.

## C. Complete Filing Information

The **Filing Information** indicator is highlighted and the **Filing Information** screen appears.

**C-TRACK E-FILING** Kendra Schmit  
Aafedt, Ford, Gray, Monson & Hager PA

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

**Filing Information**

DETAILS

Comments

Statutorily Expedited

ADDITIONAL INFORMATION

Requested Hearing Location\* St. Paul Date of Injury\* 01-08-2016    [Add Another](#)

FILER INFORMATION

Filed on Behalf of\*  Value  Target  Ivy Schmit  Travelers

Other Filed on Behalf of\*

**Previous** **Next**


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

1. Check **Statutorily Expedited** if applicable law requires that the matter be expedited.
2. Add the **Date of Injury**, by either selecting a date from the adjacent calendar or by typing the date in this format: MM-DD-YYYY. Click **Add Another** to enter multiple dates of injury.

3. Add a **Requested Hearing Location**. Most often you will type in St. Paul or Duluth, but you may also request other locations. (The issued notice will inform you of the location set for any scheduled proceeding.)
4. Additional fields may appear under **Additional Information** depending on the selected Case Type selected. Complete any fields that are marked with a red asterisk.
5. Under **File Information**, click the checkbox(es) next to the party(ies) for whom you are filing.
6. Click **Next**.

## D. Upload Documents

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.

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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.
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**.

## E. Enter Service Information

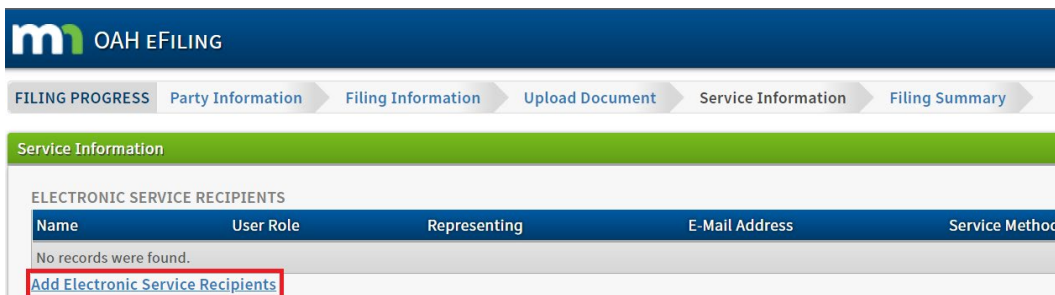
The **Service Information** screen organizes parties based on their service method:

- a. **Electronic Service Recipients** have opted in to receive eService via the eFiling system
- b. **Conventional Service Recipients** have not opted in to receive eService, and you must serve them by mail, fax, personal service or other means authorized by law.
- c. **When filing a new case, all parties you entered will be listed as Conventional 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 want to add parties for electronic service:
  - a. Click **Add Electronic Service Recipients**.



- b. Search for the party you want to eServe.

- c. 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 <sup>^</sup>	<input type="text"/>
First Name <sup>^</sup>	<input type="text"/>
Middle Name <sup>^</sup>	<input type="text"/>
Last Name <sup>^</sup>	<input type="text" value="Traeger"/>

Search
Cancel

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](#)

Previous
Next

## F. Review Filing Summary

The **Filing Summary** screen shows all information entered on the previous eFiling screens.

**Filing Summary**

**CASE DETAILS**

**Court** Minnesota Office of Administrative Hearings - Workers Compensation  
**Case Category** Worker's Compensation  
**Case Type** Claim Petition  
**Case Subtype** Claim Petition

**FILING INFORMATION**

**Tracking Number** 10072  
**Filed on Behalf of** Ivy Schmit  
**Statutorily Expedited**  
**Type** Claim Petition - Claim Petition  
**Other Filed on Behalf of**

**ADDITIONAL INFORMATION**

**Requested Hearing Location** St. Paul  
**Date of Injury** 01-08-2016

**PARTY INFORMATION**

Name	Type	WID	Role	Address	Attorney(s)	Interpreter	Security or ADA
Target	Organization		Employer	123 Main St Minneapolis MN 55101	Katie J. Lin		
Ivy Schmit	Person	451592638	Employee	234 First St Minneapolis MN 55101	Kendra Schmit		
Travelers	Organization		Insurer	345 Second St Minneapolis MN 55101	Katie J. Lin		

**DOCUMENTS**

Name	Request Confidential	Confidential Reason	Exclude from eService
Claim Petition - Claim Petition			

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	Address	Service Method
No records were found.				

**CONVENTIONAL SERVICE RECIPIENTS**

Name	Role	Representing	Address	Service Method	Service Date
Katie J. Lin	Attorney	Target (Employer) Travelers (Insurer)	600 N Robert St Saint Paul MN 55164	Conventional	03-08-2018
Kendra Schmit	Attorney	Ivy Schmit (Employee)	600 Robert St N St. Paul MN 55104	Conventional	03-08-2018

1. Review all the information on the screen in detail before proceeding.
2. 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 back to that particular screen
  - OR
  - b. Click **Edit Filing** at the bottom of the Filing Summary screen to navigate back to the beginning of the Filing Progress – the **Party Information** screen.
3. If necessary, click **Add Additional Filing** to add a separate filing that belongs to the same case. Additional filings appear as separate Docket Entries on the case.
4. 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.
5. If necessary, review the information in the **Errors** section at the top of the screen. You must resolve any errors before proceeding.

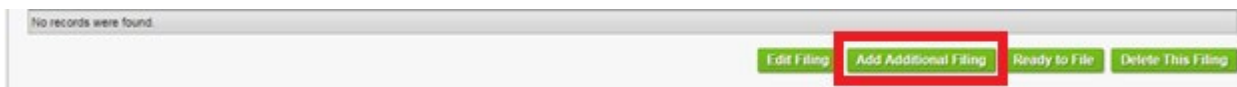
➤ **NOTE:** The **Case Number** will be blank for initiating filings, as the case number is not assigned until CAH accepts your filing. When CAH accepts your filing, you will receive email confirmation, including the case number.

## G. Add Additional Filing (Optional)

An additional filing is a separate document that belongs to the same case and is related to your primary filing. Additional filings appear as separate Docket Entries on the case. **If you are submitting a Proposed Order with your filing, it should be uploaded in Word format (not PDF) as an Additional Filing using the Proposed Order document type. Do not combine a Proposed Order or Award on Stipulation as part of the underlying Motion or Stipulation.**

You may file any document type as an Additional Filing. This example shows how to file a Proposed Order as an Additional Filing.

1. From the Filing Summary screen, click **Add Additional Filing**.



2. The system automatically pre-fills the case information from your primary filing. Choose the type of document you are filing from the **Document Type** and **Document Subtype** dropdowns. Proposed Order – Award on Stipulation is selected in this example. Note that the associated filing is listed on the left side of the screen.

A screenshot of the "Add Associated Filing" screen in the mOAH eFILING system. On the left is a navigation menu with options: Case Search, Create Filing, Filings, My Matters, and Associated Filings (highlighted with a red box). The main content area shows case details and filing information.

CASE DETAILS			
Court Level	Office of Administrative Hearings	Case Category	Workers' Compensation
Court	Minnesota Office of Administrative Hearings - Workers' Compensation	Case Type	Claim Petition
Case Number	77777-CP-4737	Case Subtype	Claim Petition

FILING INFORMATION	
Filing Category	Existing Case
Document Type*	Proposed Order
Document Subtype*	Award on Stipulation

3. Complete the required information on the **Filing Information**, **Upload Document** and **Service Information** screens for your associated filing, as described in steps VI A-C above.

## H. Add Filing to Cart and Submit

1. When you reach the **Filing Summary** screen, click **Ready to File**. If you are submitting associated filings, clicking **Ready to File** will add all associated filings to your cart.

2. Review the information in the **Filings** section.
3. 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.
4. Click **Submit Filings**. Then the **Submission Confirmation** screen appears. This information can be accessed at any time from the left navigation menu via **Filings > Submitted**.

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5. You will be notified when 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

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

### I. Electronic Service

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

#### C-Track E-Filing

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

<b>Filing:</b>	Motion - Motion for Consolidation
<b>Case Number:</b>	1234567-CP-4597
<b>Case Title:</b>	John Smith, Employee. v. Walmart, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor.
<b>Filing Party:</b>	DLI; Joe's Chiropractor
<b>Reference Number:</b>	221519843748747

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

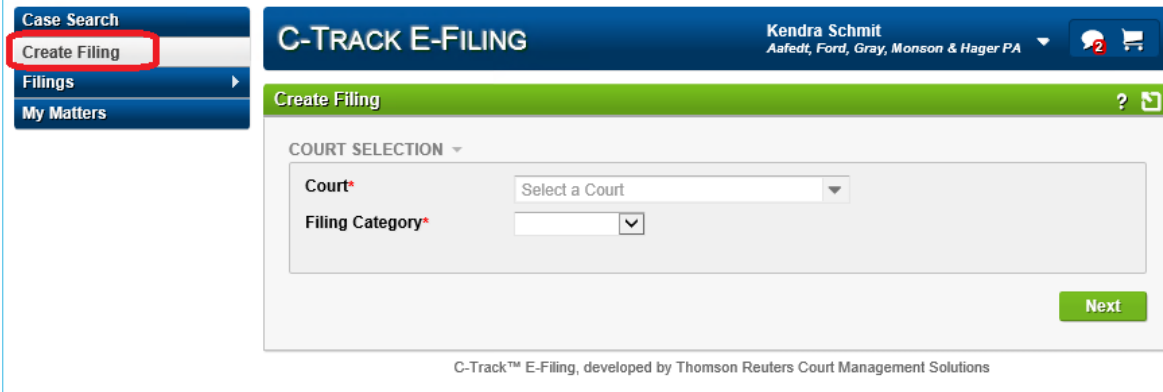
### V. eFile a Document on an Existing Case

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. Enter Case and Filing Information

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



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2. Select Minnesota Office of Administrative Hearings – Workers Compensation for the **Court**.
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.
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.
7. Click **Next**.

## B. Enter Filing Information and Updated or New Party Contact Information

1. Check **Statutorily Expedited** if applicable law requires that your filing be expedited.
2. 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.
3. If you are aware of any parties to the case that are not listed in the **Filed on Behalf of** section of the page, type the party's name, mailing address and email address in the **Additional or Updated Contact/Party Information** box. Additionally, type any updated contact information in this box.

FILING PROGRESS Filing Information Upload Document Service Information Filing Summary

**Filing Information** ?

DETAILS ▾

Additional or Updated Contact/Party Information New Intervenor: Smith Chiropractor  
[jones@joneschiropractor.com](mailto:jones@joneschiropractor.com)  
 123 First St

Statutorily Expedited

FILER INFORMATION ▾

Filed on Behalf of\* 

Value
<input type="checkbox"/> Dougie Jones
<input type="checkbox"/> White Lodge LLC
<input type="checkbox"/> Health Partners Twin Peaks
<input type="checkbox"/> MAYO CLINIC
<input type="checkbox"/> DLI

Other Filed on Behalf of\* Smith Chiropractor

Next

4. 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.

Case Search  
 Create Filing  
 Filings  
 My Matters

**C-TRACK E-FILING** Kendra Schmit  
 Aafedt, Ford, Gray, Monson & Hager PA

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

**Upload Document** ?

Court Minnesota Office of Administrative Hearings - Workers Compensation  
 Class Worker's Compensation - Claim Petition - Claim Petition  
 Type Claim Petition - Claim Petition

DOCUMENT ▾

Name Claim Petition - Claim Petition File\* Claim Petition.pdf Replace

Comments

Add Another

Previous Next


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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.
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**.

**m1** OAH eFILING

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

**Service Information**

ELECTRONIC SERVICE RECIPIENTS

Name	User Role	Representing	E-Mail Address	Service Method
No records were found.				
<a href="#">Add Electronic Service Recipients</a>				

- a. Search for the party you want to eServe.
- b. 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

Previous Next

## E. Review Filing Summary

- Review all the information on the screen in detail before proceeding. If necessary, you can edit information in two ways:
  - Click the relevant link in the **Filing Progress** bar at the top of the screen to navigate to that particular screen

OR

  - Click **Edit Filing** at the bottom of the screen to navigate back to beginning of the Filing Progress – the **Party Information** screen.
- 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.

## F. Add Additional Filing (Optional)

An additional filing is a separate document that belongs to the same case and is related to your primary filing. Additional filings appear as separate Docket Entries on the case. **If you are submitting a Proposed Order with your filing, it should be uploaded in Word format (not PDF) as an Additional Filing using the Proposed Order document type. Do not combine a Proposed Order or Award on Stipulation as part of the underlying Motion or Stipulation.**

You may file any document type as an Additional Filing. This example shows how to file a Proposed Order as an Additional Filing.

- From the Filing Summary screen, click **Add Additional Filing**.

**Filing Summary**

**CASE DETAILS -**

**Court** Minnesota Office of Administrative Hearings - Workers' Compensation  
**Case Category** Workers' Compensation  
**Case Type** Claim Petition  
**Case Subtype** Claim Petition

**FILING INFORMATION -**

**Tracking Number** 10038  
**Filed on Behalf of**  
**Other Filed on Behalf of**

**Type** Agreement - Agreement to IME Extension  
**Additional or Updated Contact/Party Information**  
**Statutorily Expedited**

**PARTY INFORMATION**

Name	Type	WID	Role	Address	Attorney(s)	Interpreter	Security or ADA
Dougie Jones	Person	600505	Employee	6000 Chicago Ave S Minneapolis MN 55405	Kate Lin		
Black Lodge LLC	Organization		Employer	7000 Dupont Ave S Minneapolis MN 55405	Kim Pogue		
Blue Cross Blue Shield	Organization		Insurer	8000 Emerson Ave S Minneapolis MN 55405			
DLI	Organization			443 Lafayette Rd St Paul 55155			

**DOCUMENTS**

Name	Comments
Agreement - Agreement to IME Extension	

**ELECTRONIC SERVICE RECIPIENTS**

Name	Role	Representing	Address	Service Method
Kim Pogue	Attorney	Black Lodge LLC (Employer)	kim.pogue@state.mn.us	Electronic

**CONVENTIONAL SERVICE RECIPIENTS**

Name	Role	Representing	Address	Service Method	Service Date
Blue Cross Blue Shield	Insurer	Self-Represented	8000 Emerson Ave S Minneapolis MN 55405	Conventional	03-24-2018
DLI		Self-Represented	443 Lafayette Rd St Paul 55155	Conventional	03-24-2018

**OTHER SERVICE RECIPIENTS**

Name	Role	Address	Service Method	Service Date
No records were found.				

[Edit Filing](#) [Add Additional Filing](#) [Ready to File](#) [Delete This Filing](#)

- The system automatically pre-fills the case information from your primary filing. Choose the type of document you are filing from the **Document Type** and **Document Subtype** dropdowns. Proposed Order – Award on Stipulation is selected in this example. Note that the associated filing is listed on the left side of the screen.

**Case Search**  
**Create Filing**  
**Filings**  
**My Matters**  
**Associated Filings**  
 Stipulation - Stipulation for Settlement

**m OAH eFILING**

**Add Associated Filing**

**CASE DETAILS -**

**Court Level** Office of Administrative Hearings  
**Court** Minnesota Office of Administrative Hearings - Workers' Compensation  
**Case Number** 77777-CP-4737

**Case Category** Workers' Compensation  
**Case Type** Claim Petition  
**Case Subtype** Claim Petition

**FILING INFORMATION -**

**Filing Category** Existing Case  
**Document Type\*** Proposed Order  
**Document Subtype\*** Award on Stipulation

- Complete the required information on the **Filing Information**, **Upload Document** and **Service Information** screens for your associated filing, as described in steps VI A-C above.

## G. Add Filing to Cart and Submit

1. When you reach the **Filing Summary** screen, click **Ready to File**. If you are submitting associated filings, clicking Ready to File will add all associated filings to your cart.

**C-TRACK E-FILING** Kendra Schmit  
Aafedt, Ford, Gray, Monson & Hager PA

**Information**

- If fees are owed, you will be directed to a page to make your payment.

**Cart**

**SUMMARY**

Number of Filings	1	Total	\$0.00
-------------------	---	-------	--------

**FILINGS**

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**

2. Review the information in the **Filings** section.
3. 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.
4. Click **Submit Filings**. Then the **Submission Confirmation** screen appears. This information can be accessed at any time from the left navigation menu via **Filings > Submitted**.

**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**

E-File Confirmation #	221520565074241	Submitted Date	03-08-2018 09:11 PM
-----------------------	-----------------	----------------	---------------------

**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**

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5. 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

## H. Electronic Service

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

### C-Track E-Filing

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

<b>Filing:</b>	Motion - Motion for Consolidation
<b>Case Number:</b>	1234567-CP-4597
<b>Case Title:</b>	John Smith, Employee. v. Walmart, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor.
<b>Filing Party:</b>	DLI; Joe's Chiropractor
<b>Reference Number:</b>	221519843748747

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

## VI. Resubmit a Rejected Filing

Here's how to resubmit a rejected filing without losing all your work:

1. From the Filings menu in eFiling, click **Rejected**.
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 **OK**.
5. The original filing will be displayed.

6. Use the gray arrows near the top of the screen to jump to the Filing Information, Party Information, Upload Document, or Service Information screen.
7. Edit the information that caused your filing to be rejected.
8. Click **Next**.
9. Click **Ready to File** at the bottom of the screen.
10. Click **Submit Filings**.

## VII. Law Firm Matter Numbers and Matter Sharing

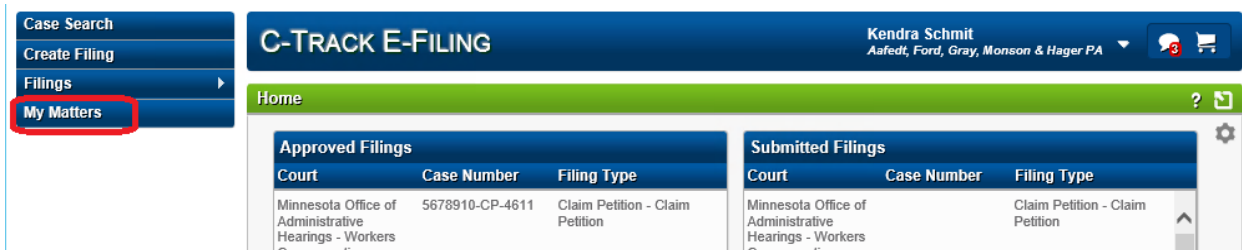
The My Matters feature allows members of a legal organization to enter their own internal file number into the eFiling system. The matter number may be entered on new cases or existing case filings, as long as the user files while associated to their Legal Organization. Filers may share the Law Firm Number, and filings related to that Law Firm Number, with other eFilers in the same Legal Organization.

### A. Legal Organization “Switch Association” Function

eFilers associated to a Legal Organization can easily share matters and filings among attorneys and staff within the organization, delegate file access so other attorneys in the firm can file on their behalf, and input their own firm’s file number for each case.

To switch from your personal account to your Legal Organization account:

1. Click the down arrow next to your name in the top-right corner of the screen.
2. Click **Switch Association**.
3. Select your legal organization from the dropdown menu.
4. Click **Save**.



Once you switch to the legal organization, **My Matters** appears in the left navigation menu, and your Legal Organization name appears below your name.

## B. Add a Law Firm Matter Number to a Case

1. Click **My Matters** in the left navigation menu.

The screenshot shows the 'My Law Firm' search interface in the C-TRACK E-FILING system. The left navigation menu has 'My Matters' selected. The search bar contains the following fields:

- SEARCH dropdown
- Law Firm Number:
- Case Number:
- Court: Select a Court (dropdown menu)
- Search button

The RESULTS section displays a table with the following data:

Law Firm Number	Case Number	Court	Shared By
		Minnesota Office of Administrative Hearings - Workers Compensation	
		Minnesota Office of Administrative Hearings - Workers Compensation	
		Minnesota Office of Administrative Hearings - Workers Compensation	
		Minnesota Office of Administrative Hearings - Workers Compensation	
		Minnesota Office of Administrative Hearings - Workers Compensation	
1234567	1234567-CP-4597	Minnesota Office of Administrative Hearings - Workers Compensation	

2. Click the case for which you want to add a **Law Firm Number**.

The **Law Firm Matter View** screen has three sections.

- The **Case Information** section provides summary information about the case and is not editable.
- The **Law Firm Details** section shows the **Legal Organization** to which the matter is associated and the **Law Firm Number**.
- The **Law Firm Sharing** display table shows the **Name, Email, Address** and **Active** status of colleagues with whom you have shared a Matter. The **Add Colleague** link lets you share your Matters with other members of your Legal Organization.

3. Click the **Edit** link in the **Law Firm Details** section.

The screenshot shows the 'Law Firm View' page in the C-TRACK E-FILING system. The page is divided into several sections:

- Case Information:** A table with columns 'Court Level' and 'Case Type'. The values are 'Office of Administrative Hearings' and 'Worker's Compensation - Claim Petition - Claim Petition' respectively. Below this is a 'Court' field with the value 'Minnesota Office of Administrative Hearings - Workers Compensation'.
- Law Firm Details:** A table with columns 'Legal Organization' and 'Law Firm Number'. The values are 'Aafedt, Ford, Gray, Monson & Hager PA' and a link to 'Edit'.
- Law Firm Filings:** A table with columns 'Filing Type', 'Status', 'Submitted #', 'Submitted By', and 'Approved Date'. The message 'No records were found.' is displayed below the table.
- Law Firm Sharing:** A table with columns 'Name', 'E-mail', 'Address', and 'Active'. The message 'No records were found.' is displayed below the table, along with a link to 'Add Colleague'.

A green 'Create E-Filing' button is located at the bottom right of the page.

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

4. Enter a **Law Firm Number**.

The screenshot shows a modal dialog box titled 'Edit Law Firm'. Inside the dialog, there is a section labeled 'LAW FIRM DETAILS' with a dropdown arrow. Below this is a text input field labeled 'Law Firm Number\*'. At the bottom right of the dialog are two buttons: 'Save' and 'Cancel'.

5. Click **Save**.

### C. Associate and Share with Authorized Support Staff

There are two ways to share cases with support staff:

- 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.

On the User Administration screen, the **Authorized Support Staff** section lets you add support staff who are registered eFilers in your Legal Organization. Authorized Support Staff may view

your filings and submit filings on your behalf on any of your cases. If you associate your support staff, there is no need to share specific matters with them.

➤ **NOTE:** Authorizing support staff to file on your behalf **will not** ensure that support staff receive copies of your electronic service. See section III of this user guide for detailed instructions to ensure your support staff receives copies of your electronic service.

1. Before beginning, ensure that your support staff have registered for an eFiling account, and that their account is associated with your legal organization.
2. Click the arrow next to your name in the top eFiling banner.
3. Click **My Organizations**.
4. Click **View/Edit** under Support Staff.

The screenshot shows the 'Manage Associated Legal Organizations' page in the C-TRACK E-FILING system. The user is logged in as Kendra Schmit, associated with the law firm 'Aafedt, Ford, Gray, Monson & Hager PA'. The page displays user details and a table of legal organization associations.

USER DETAILS	
User Name	kendraschmit
Primary E-mail	kendra.schmit@state.mn.us
Name	Kendra Schmit
Attorney Bar ID	1234567

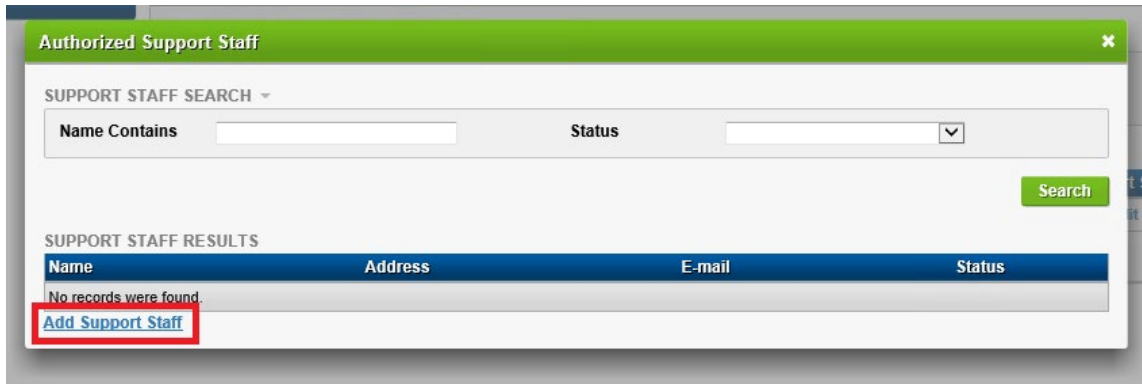
LEGAL ORGANIZATION ASSOCIATION				
Legal Organization Name	Role	E-mail	Status	Support Staff
Aafedt, Ford, Gray, Monson & Hager PA	Attorney	kendra.schmit@state.mn.us	Approved	<a href="#">View/Edit</a>

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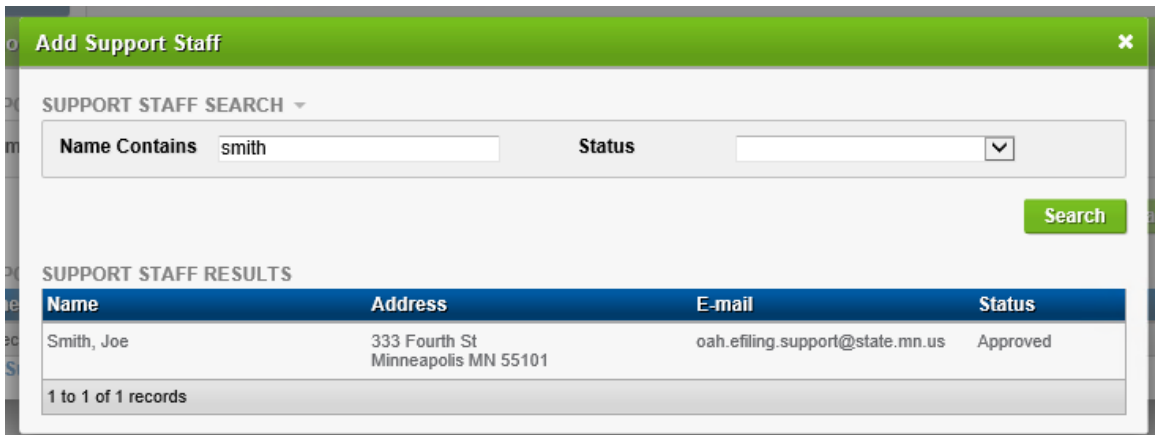
5. The Authorized Support Staff window appears.

The screenshot shows the 'Authorized Support Staff' search window. It has a search bar with two input fields: 'Name Contains' and 'Status'. A green 'Search' button is located at the bottom right of the search area.

6. Click **Search**.
7. Click **Add Support Staff**.



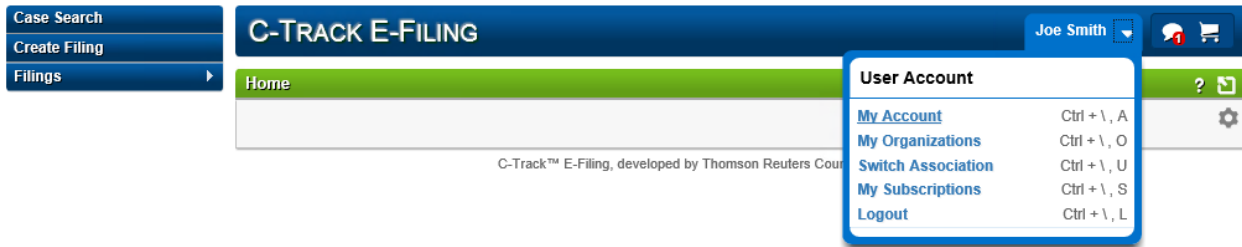
8. Enter at least three letters of the staff's first or last name.
9. Click **Search**.
  - If the user does not appear in search results, try using fewer search terms. Contact the individual to ensure that they have registered for eFiling **and** that both of your accounts are linked to the same legal organization.
10. Click the individual you want to add.
11. Repeat the process for any additional support staff users.
12. To remove staff, click the **X** at the far right of **Authorized Support Staff** line item. A **Confirm** window appears to confirm the removal of Authorized Support Staff.



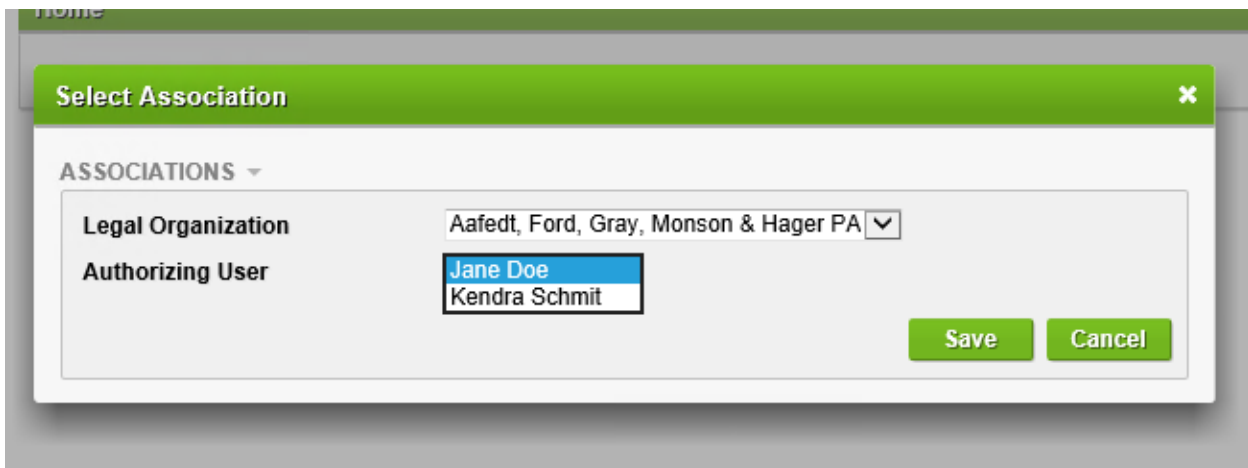
## D. Switch Accounts

If someone in your legal organization has associated you as Authorized Staff as described in the previous section of this guide, you can access their account to view and complete filings on their behalf. To switch to that filer's account:

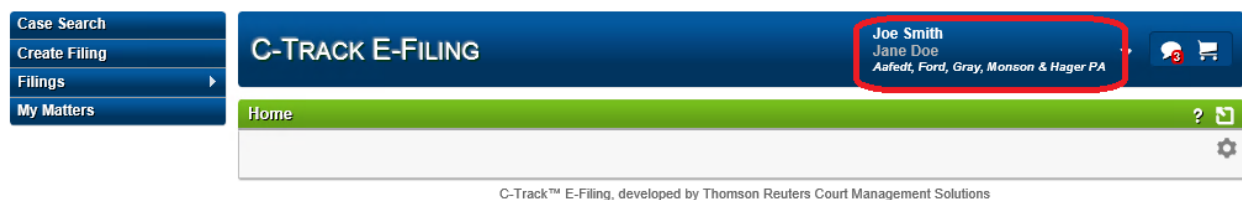
1. Click the down arrow to the right of your username in the top banner navigation.



2. Click **Switch Association**.
3. Select your law firm from the **Legal Organization** dropdown.
4. From the **Authorizing eFile User** drop down, select the eFiler for whom you will be filing.



5. Click **Save**. Now the authorized eFile user's name appears below your name, and the Legal Organization appears below your authorized eFile user in the upper-right banner.

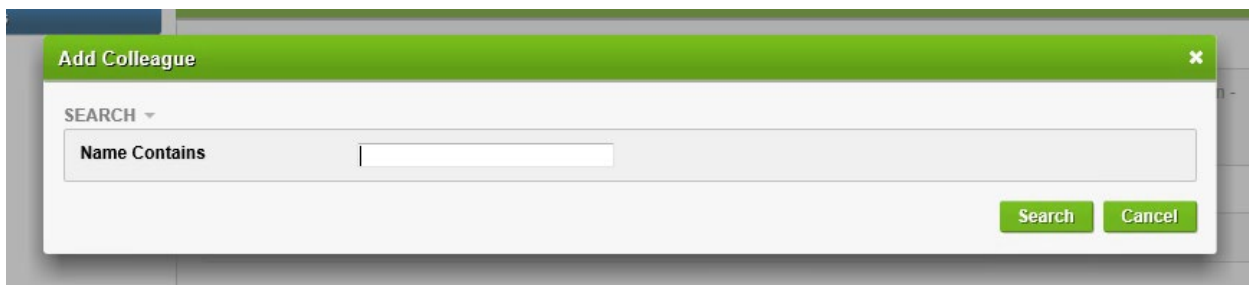


6. You can now submit filings on behalf of the Authorizing eFiler. You can view the eFiler's filings, including draft filings. If the **Authorizing eFiler** was logged into the eFile application, the system would display identical information. However, staff are currently not permitted to use the Case Search function or view the attorney's Case View. Staff should log into the attorney's account in order to search for case numbers or locate information about a particular case.
7. Proceed with the filing instructions above just like with any other filing.

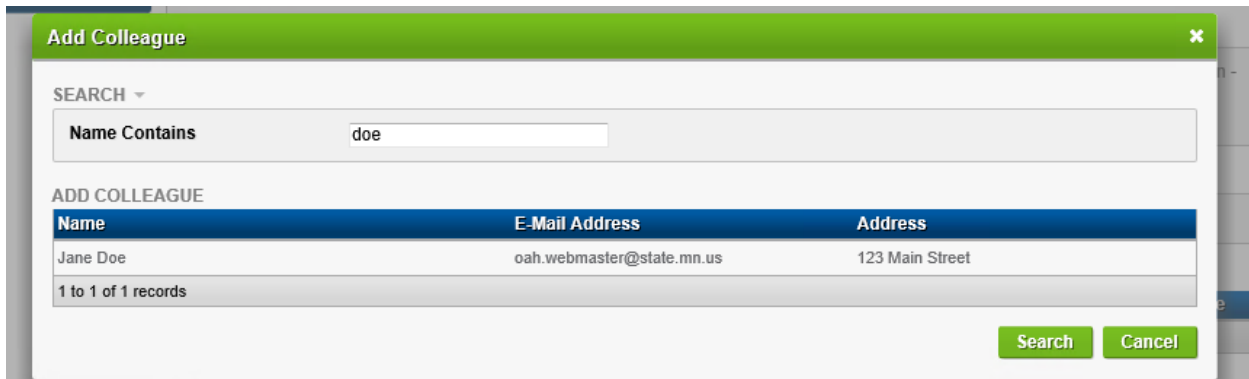
## E. Share a Case with a Colleague

When a case is shared, other authorized eFilers in the Legal Organization may view the case. However, sharing a matter with a colleague will not add them to CAH's service list. In order to be served with case documents, your colleague should file a document on the case or file a request to be added to the list. If you have associated a member of your legal organization as Authorized Support Staff as described in the previous section of this guide, they are automatically granted access to all of your cases and it is not necessary to share specific matters with them.

1. From the matter view, click the **Add Colleague** link at the bottom left of the **Law Firm Sharing** display table.



2. Enter at least 3 letters of the colleague's name in the **Name Contains** box.
3. Click **Search**.
4. All matching eFilers in your legal organization appear in the **Add Colleague** table.



Name	E-Mail Address	Address
Jane Doe	oah.webmaster@state.mn.us	123 Main Street

5. Click the colleague with whom you want to share the matter.

- Case Search
- Create Filing
- Filings
- My Matters

## C-TRACK E-FILING

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

Law Firm View - 343865836902
? □

**CASE INFORMATION** ▾

<b>Court Level</b>	Office of Administrative Hearings	<b>Case Type</b>	Worker's Compensation - Claim Petition - Claim Petition
<b>Court</b>	Minnesota Office of Administrative Hearings - Workers Compensation		

**LAW FIRM DETAILS** ▾

<b>Legal Organization</b> Aafedt, Ford, Gray, Monson & Hager PA	<b>Law Firm Number</b> 343865836902	<a href="#">Edit</a>
---	-------------------------------------	----------------------

**LAW FIRM FILINGS**

Filing Type	Status	Submitted #	Submitted By	Approved Date
No records were found.				

**LAW FIRM SHARING**

Name	E-mail	Address	Active	
Doe, Jane	oah.webmaster@state.mn.us	123 Main Street Minneapolis MN 55104	Y	✕
Schmit, Kendra	kendra.schmit@state.mn.us	600 Robert St N St. Paul MN 55104	Y	✕

[Add Colleague](#)

6. Repeat steps 1 through 4 to share this matter with additional colleagues.

➤ **NOTE:** Click the **X** at the far right of any line item in the **Law Firm Sharing** table to remove a colleague's permission to access the case.