MINNESOTA
COURT OF ADMINISTRATIVE HEARINGS

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.

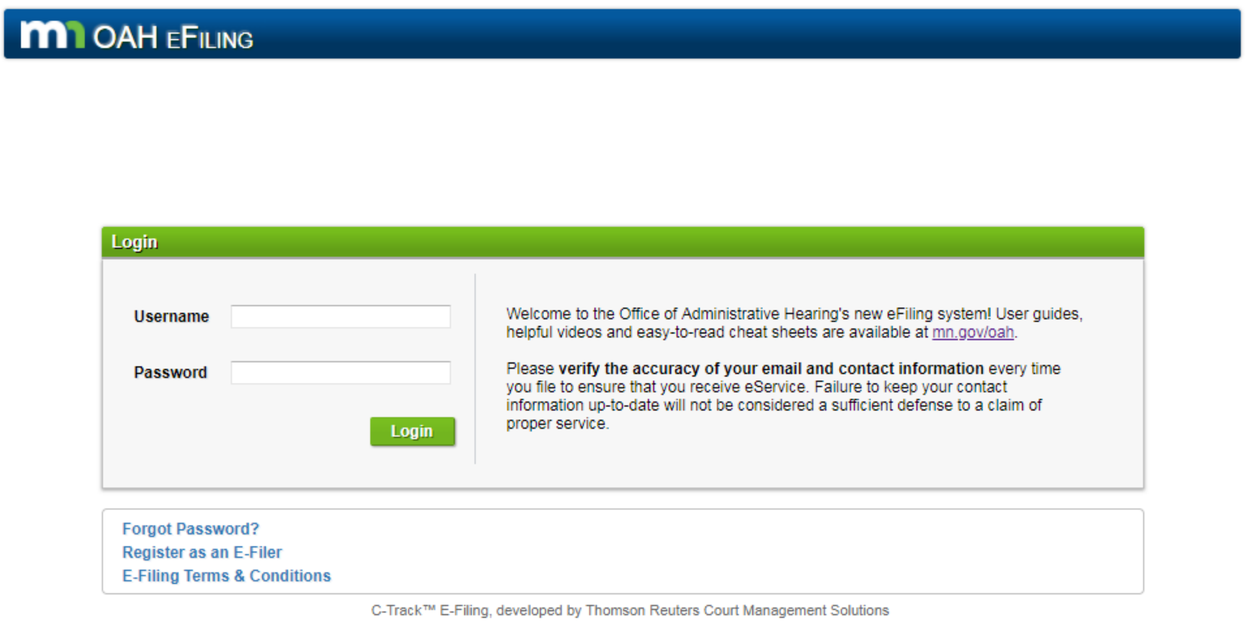
B. Register as an eFiler

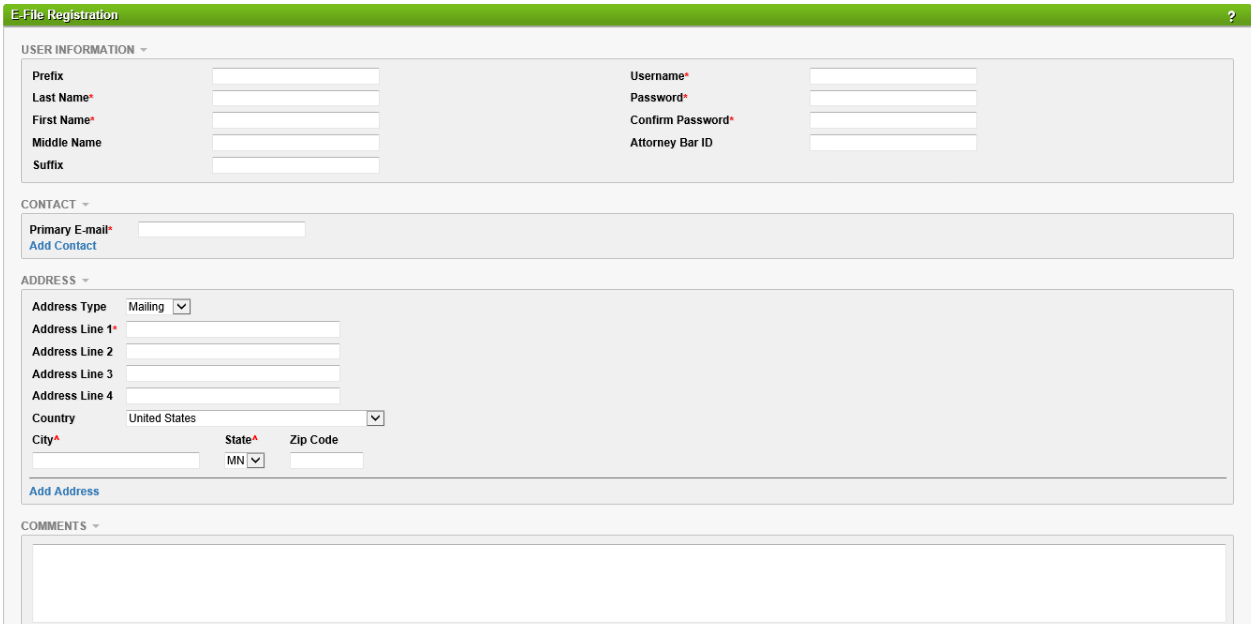
Individuals who are not pre-registered should follow these instructions to create an account.

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**.





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**.

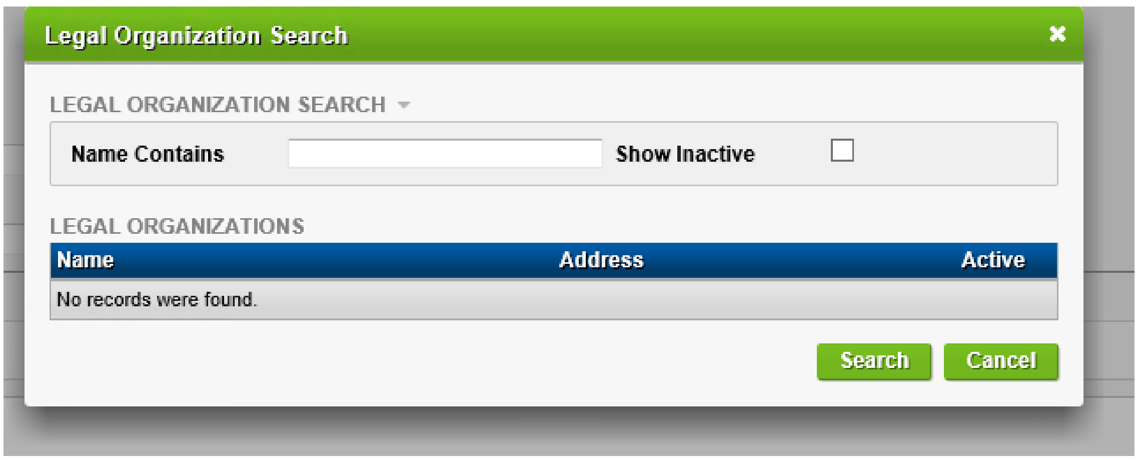
14. Enter your **Zip Code**.

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 and request that CAH update your law firm for you.

1. Click **Add Legal Organization**.

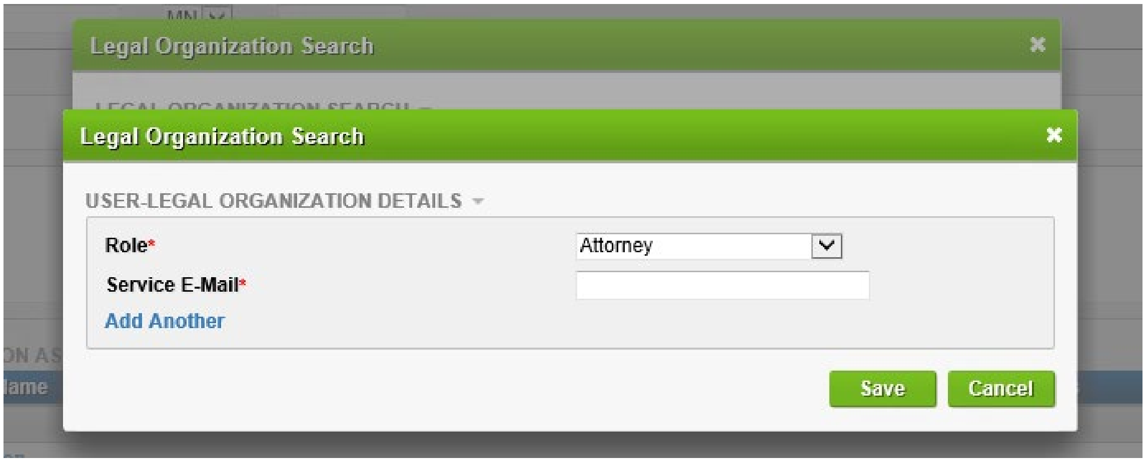


2. Enter the name, or part of the name, of your legal organization.

3. Click **Search**.

4. Click the name of your Legal Organization.

> ➢ **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 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.

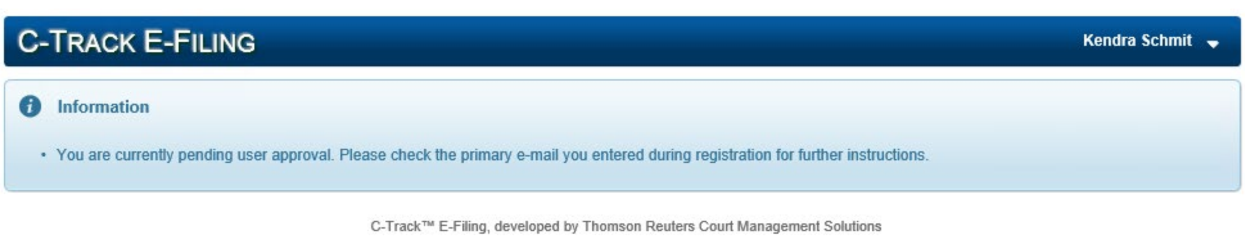
> ➢ **NOTE:** Additional service emails **will not** automatically receive copies of CAH Notices and Orders. **Adding additional email addresses in the eFiling system does not also update your contact information in CAH's files.** Please notify CAH which email addresses should receive copies of CAH Notices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

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 to request that CAH add you to your legal organization.

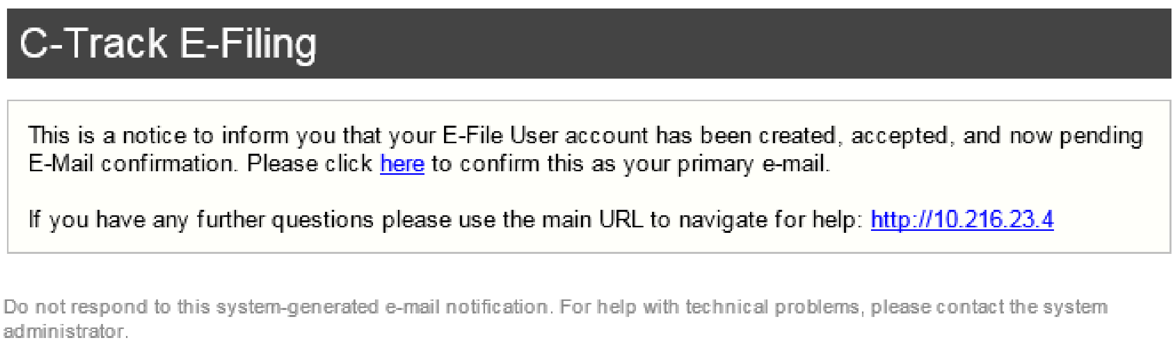


ii. Confirm and Finalize

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.

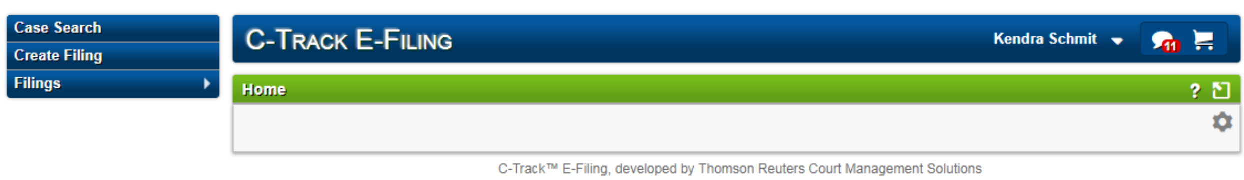


C. Log In and Switch to Legal Organization Account

1. Enter **Username**.

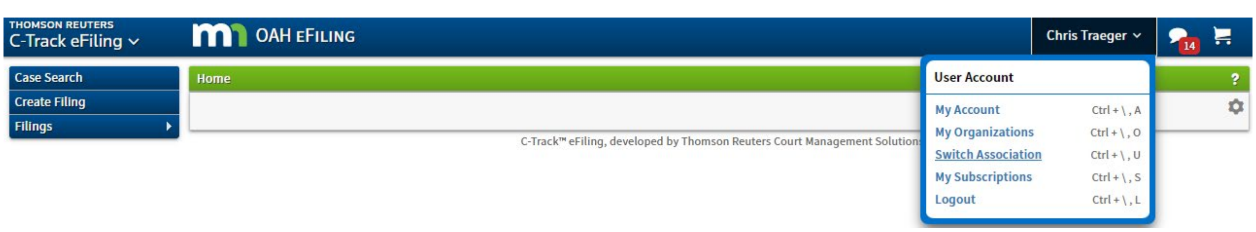
2. Enter **Password**.

3. Click **Login**.

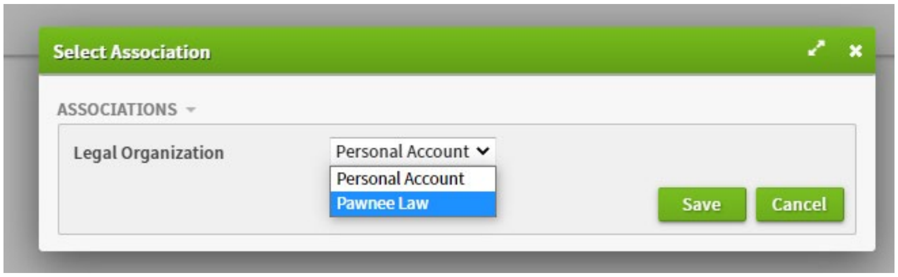


4. If you registered as part of a legal organization, such as a law firm, **you should always switch to the legal organization view before filing**. Click the down arrow next to your name.

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.

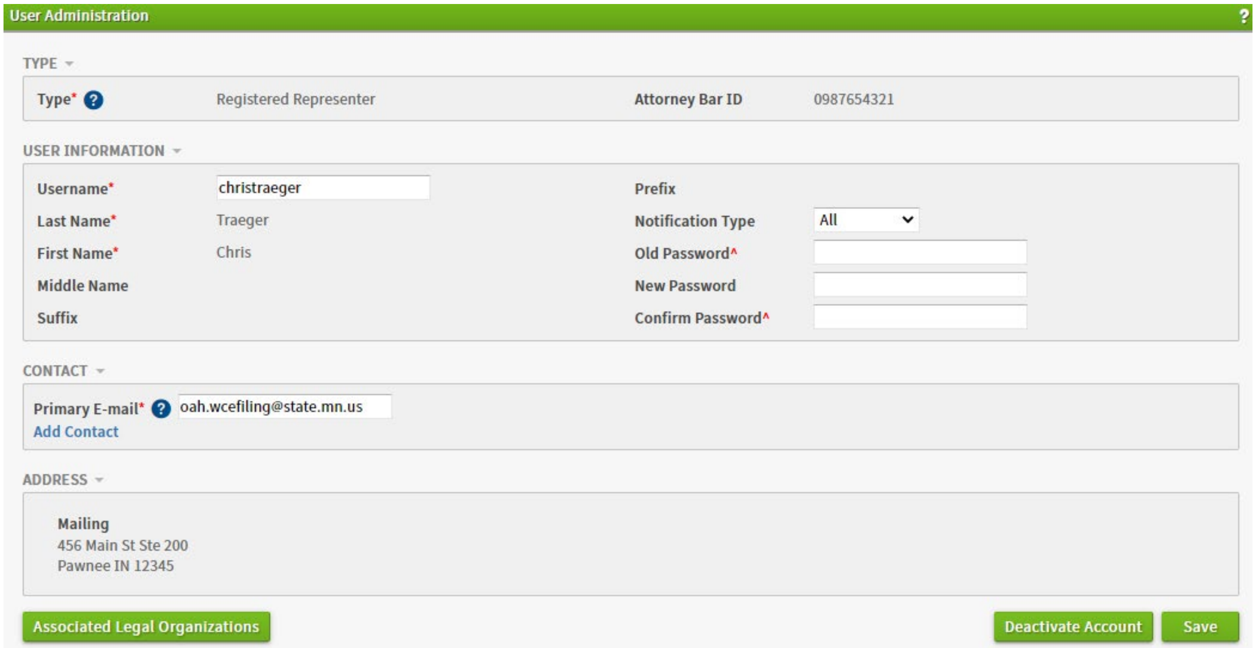
D. User Administration Screen

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) 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**.



3. Update your Notification Type, username, password, or contact information.

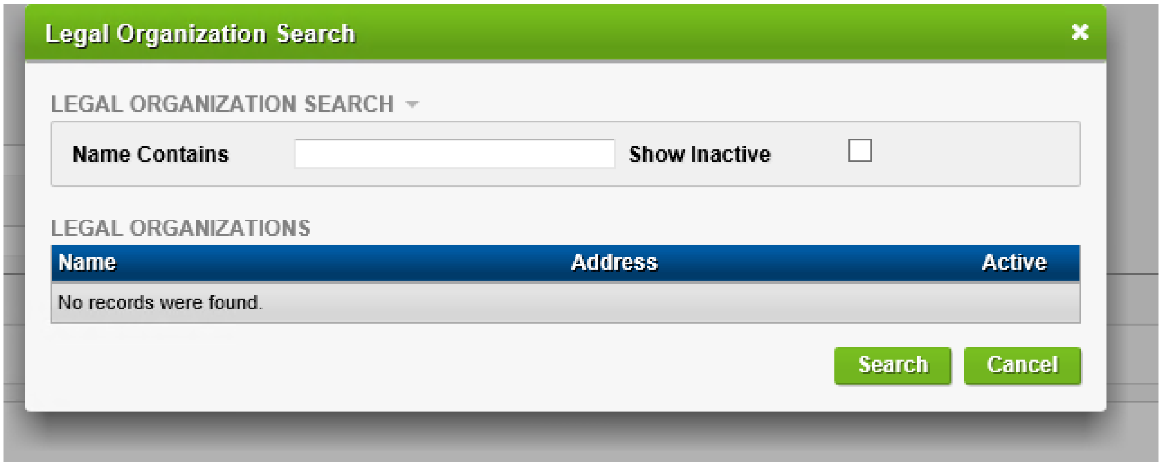
4. Click **Save.**

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.

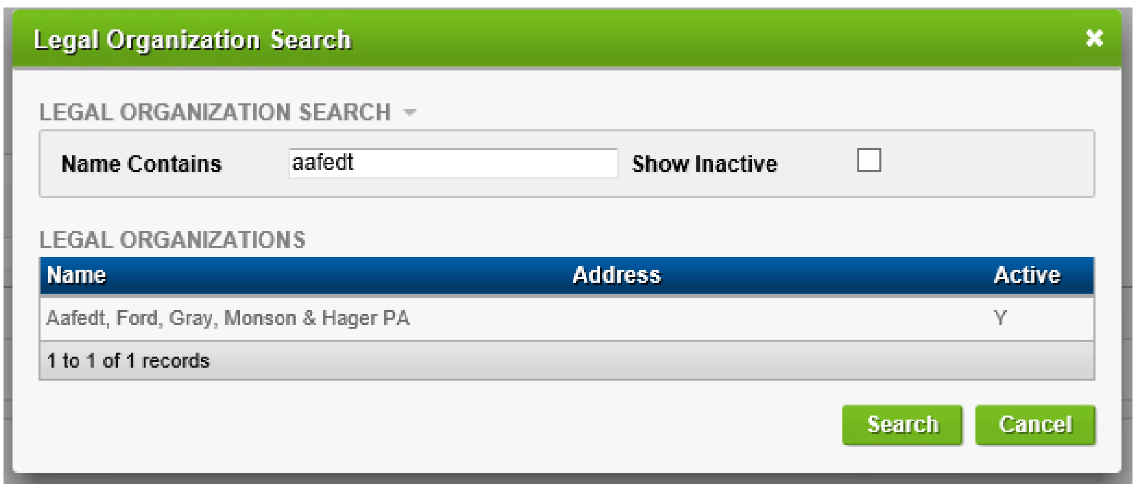
> ➢ **NOTE:** If you are already a registered eFiler and are moving to a new law firm, **do not deactivate your previous law firm**. Please email CAH.WCeFiling@state.mn.us and request that CAH update your law firm for you.

1. Click **Add Legal Organization**.



2. Enter the name, or part of the name, of your legal organization.

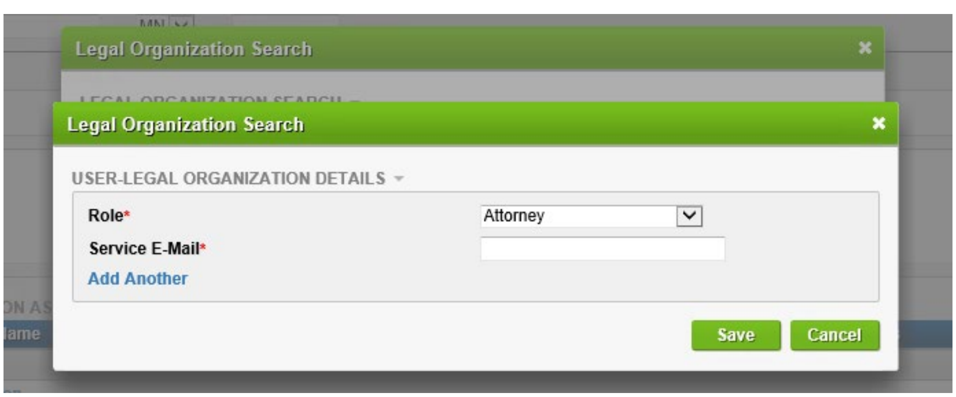
3. Click **Search**.



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.

8. Click **Save**.

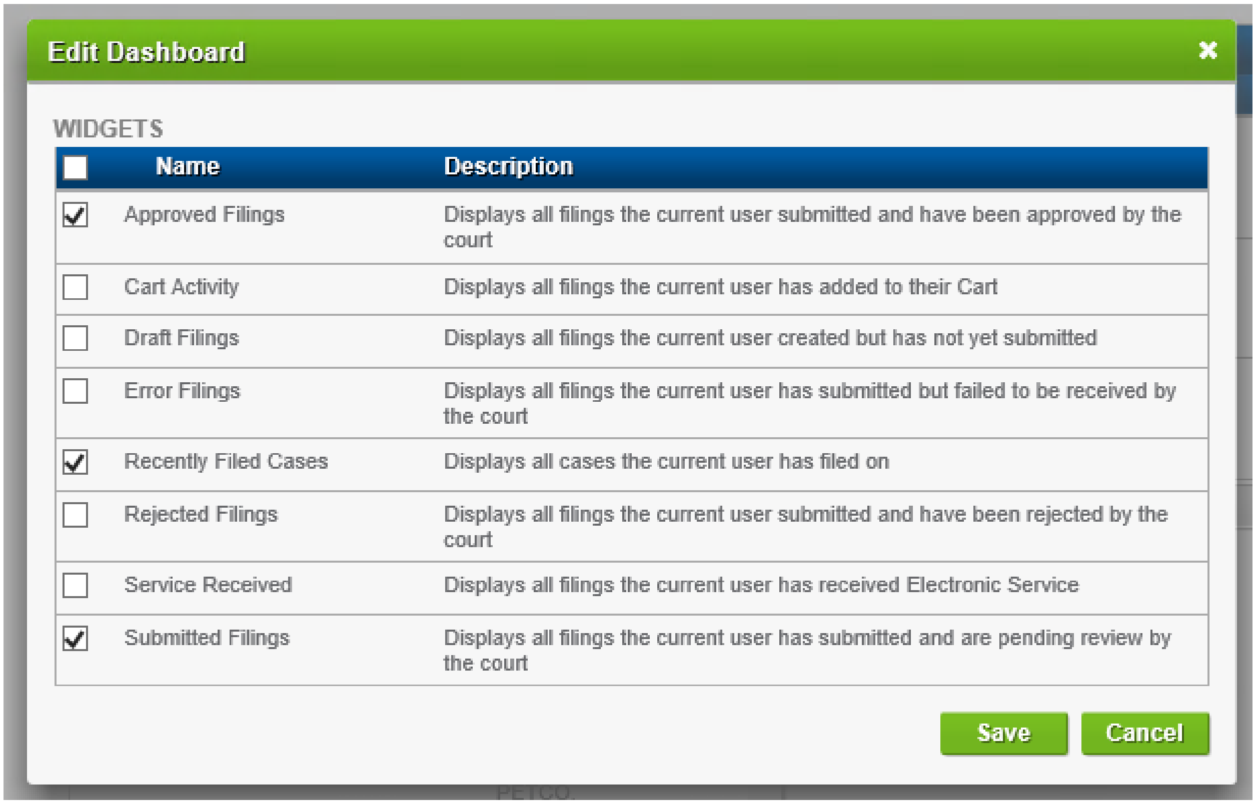
9. Upon adding your legal organization, you should immediately **Switch Association** as described in section II, part C of this guide.

E. Set Up Your Personalized Home Screen

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

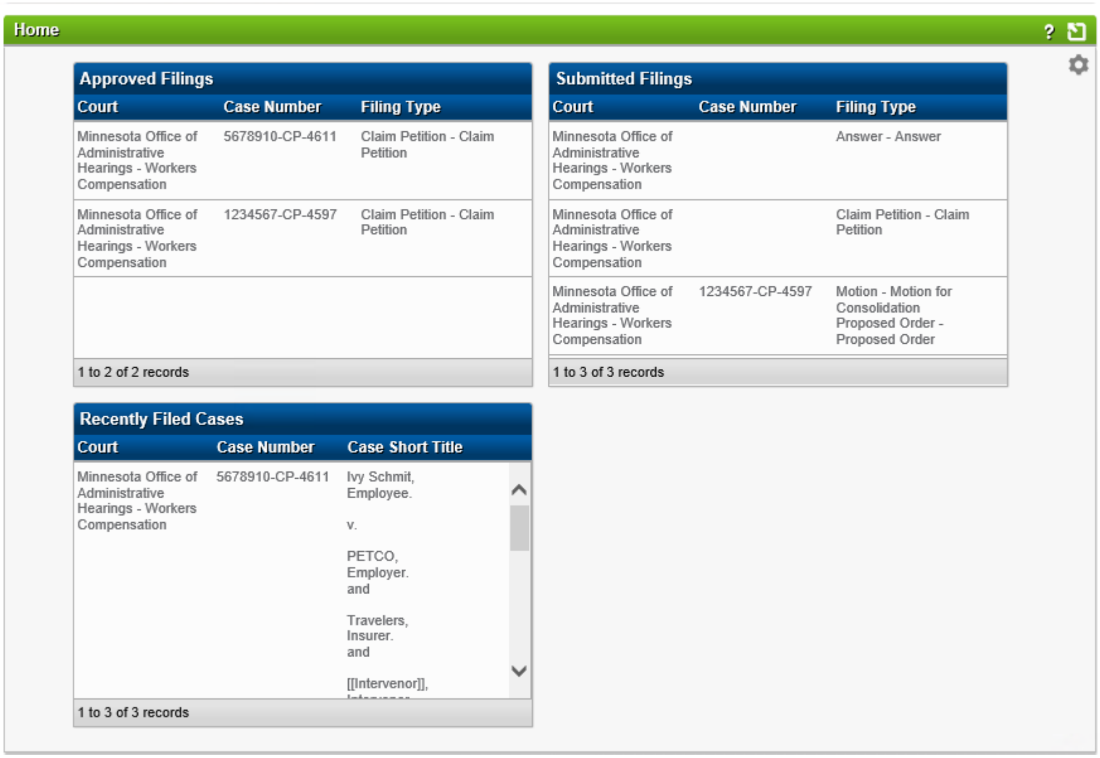
eFiling offers a variety of information for preview on your home screen through **widgets**. You control which widgets appear in your personal **Home** screen. No widgets display until you choose which widgets you want to display. To choose widgets:

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



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**.

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:

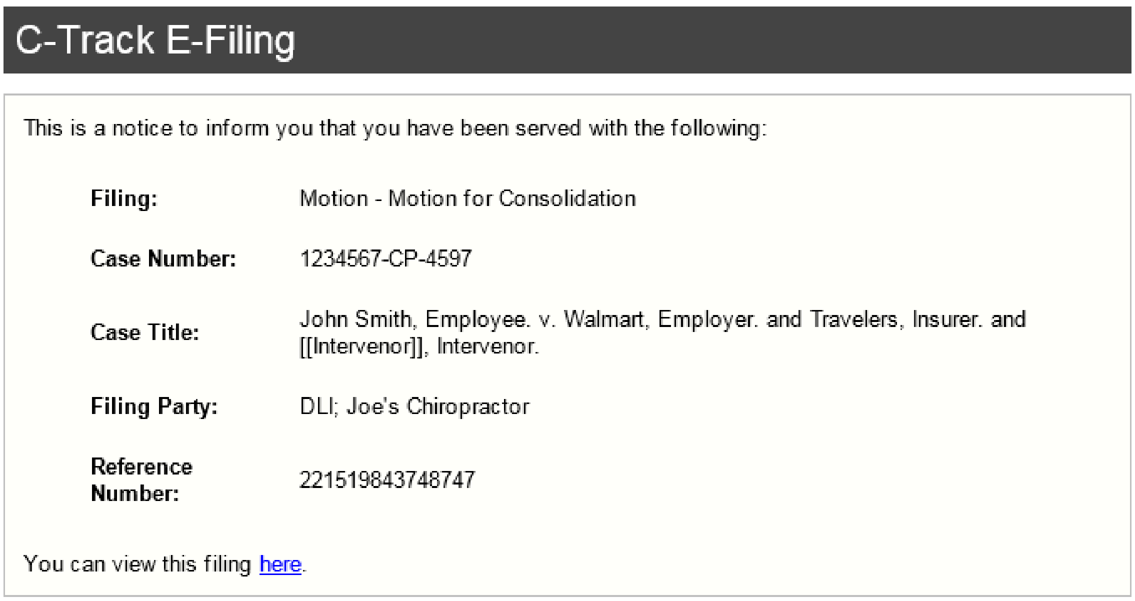
- Via email sent to the email address(es) listed in your registration;

- 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:

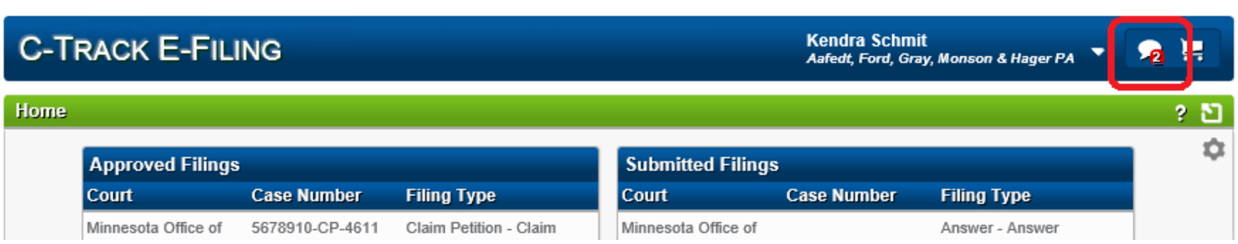
Filing:	Motion - Motion for Consolidation
Case Number:	1234567-CP-4597
Case Title:	John Smith, Employee. v. Walmart, Employer. and Travelers, Insurer. and [[Intervenor]], Intervenor.
Filing Party:	DLI; Joe's Chiropractor
Reference Number:	221519843748747

You can view this filing here.

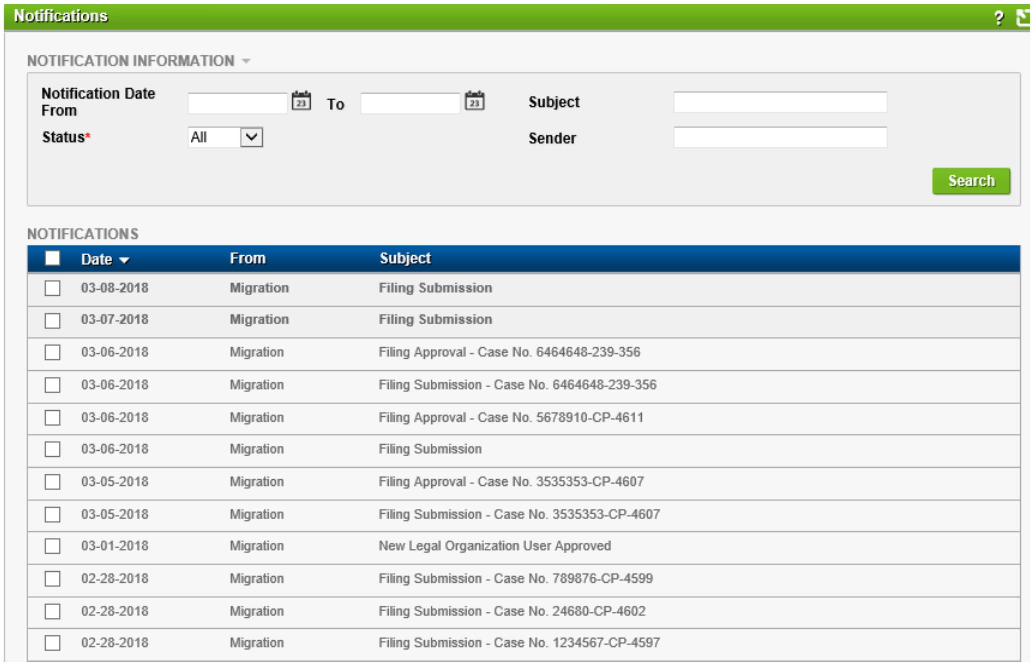
ii. eFiling Application Notifications

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.



2. 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.

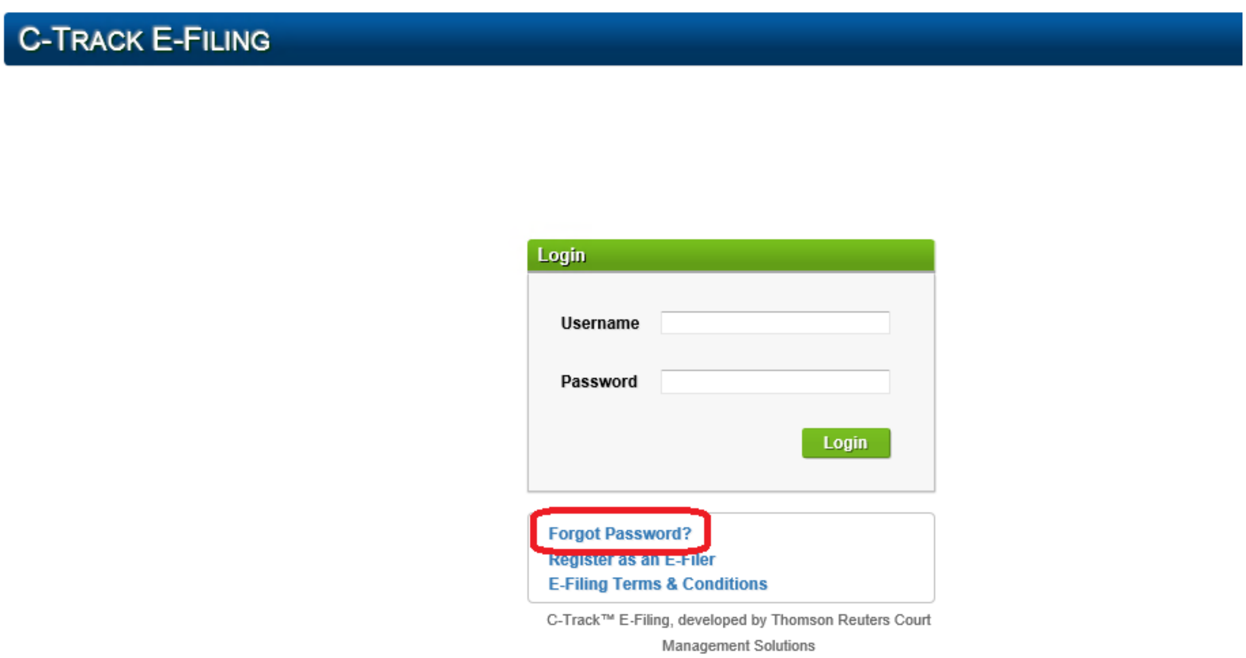
- **Mark Unread** button – marks the selected notifications as **Unread** and increases the **Notification** icon number displayed at the top of all eFiling screens

iii. Select Notification Preference

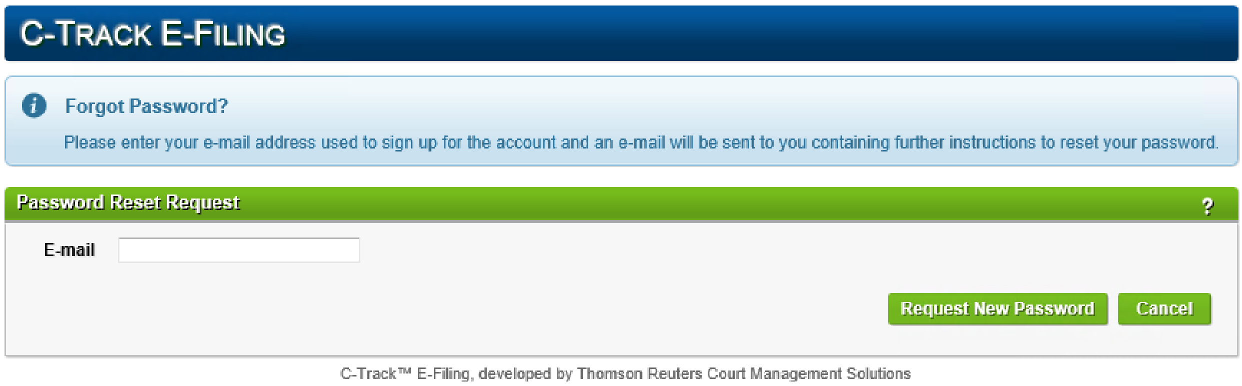
1. Click your **name** in the upper-right corner of the eFiling application.
2. Click **My Account**.
3. Make your selection from the **Notification Type** dropdown menu.
4. **If you opt to receive notifications in the eFiling application only, you should log in at least once per day to check for new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

G. Reset Password

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



2. Enter the email address you provided on the Registration form.



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.**

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 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.

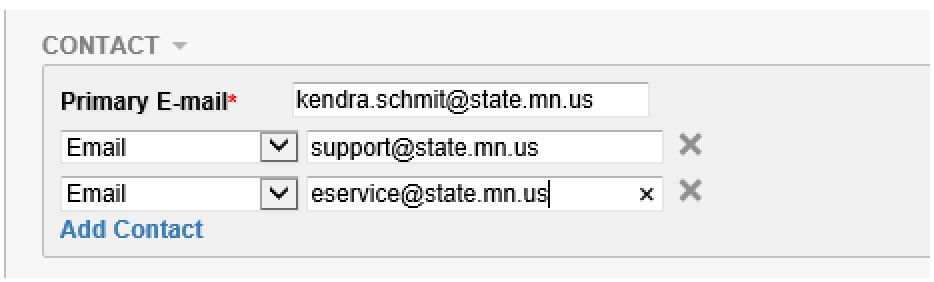
ii. My Account

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.



5. Click **Save.**

iii. Legal Organization Account

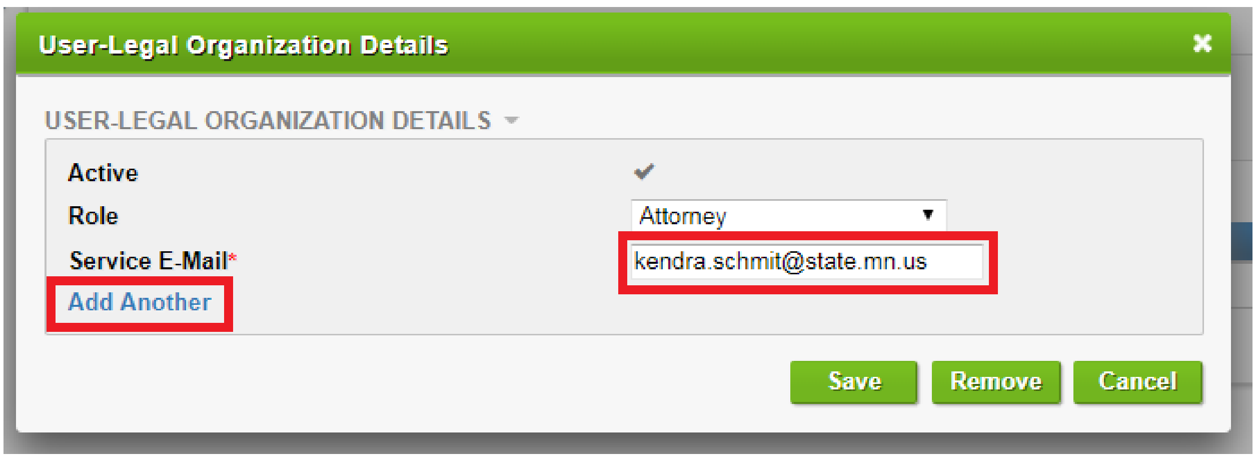
If you are part of a legal organization (such as a law firm), your service email address must also be updated on the legal organization level.

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.

3. To change your service email address, edit the email address in the **Service Email** box.

4. 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.



5. 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

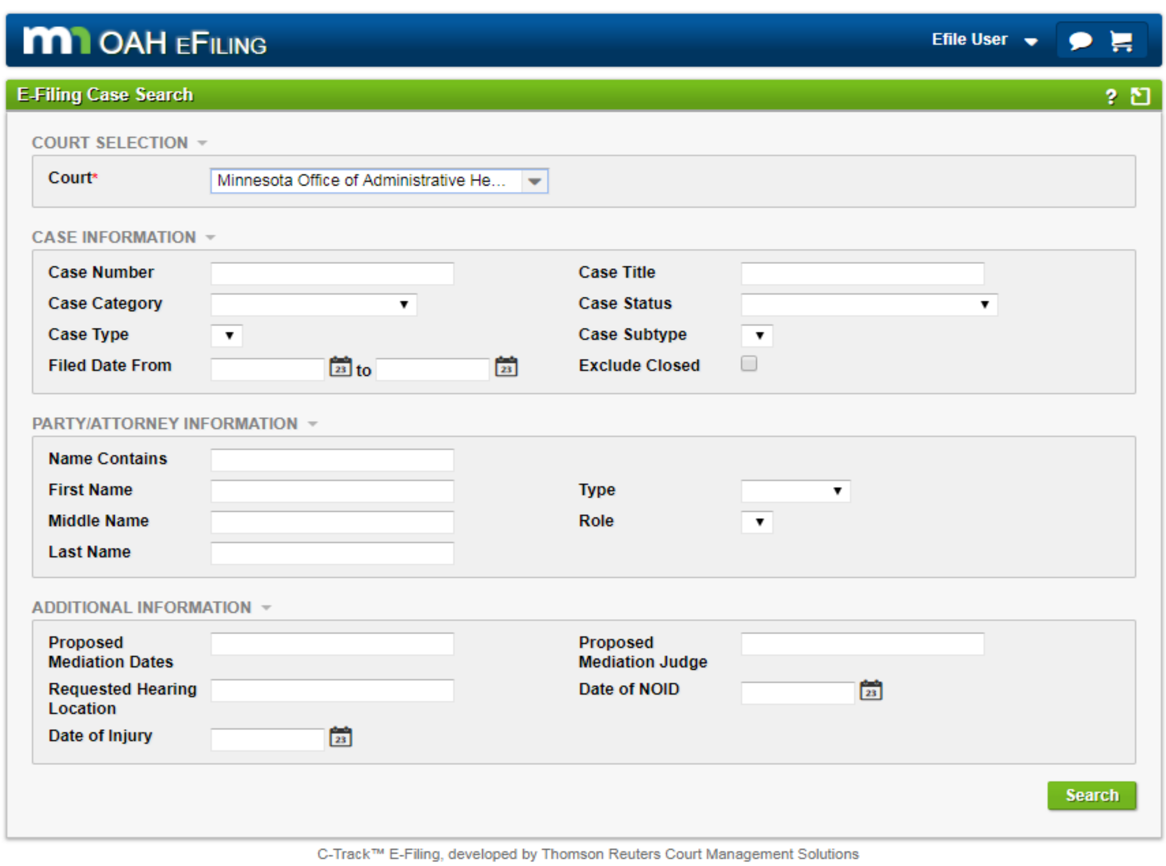
2. Click **Case Search** in the left navigation.

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.

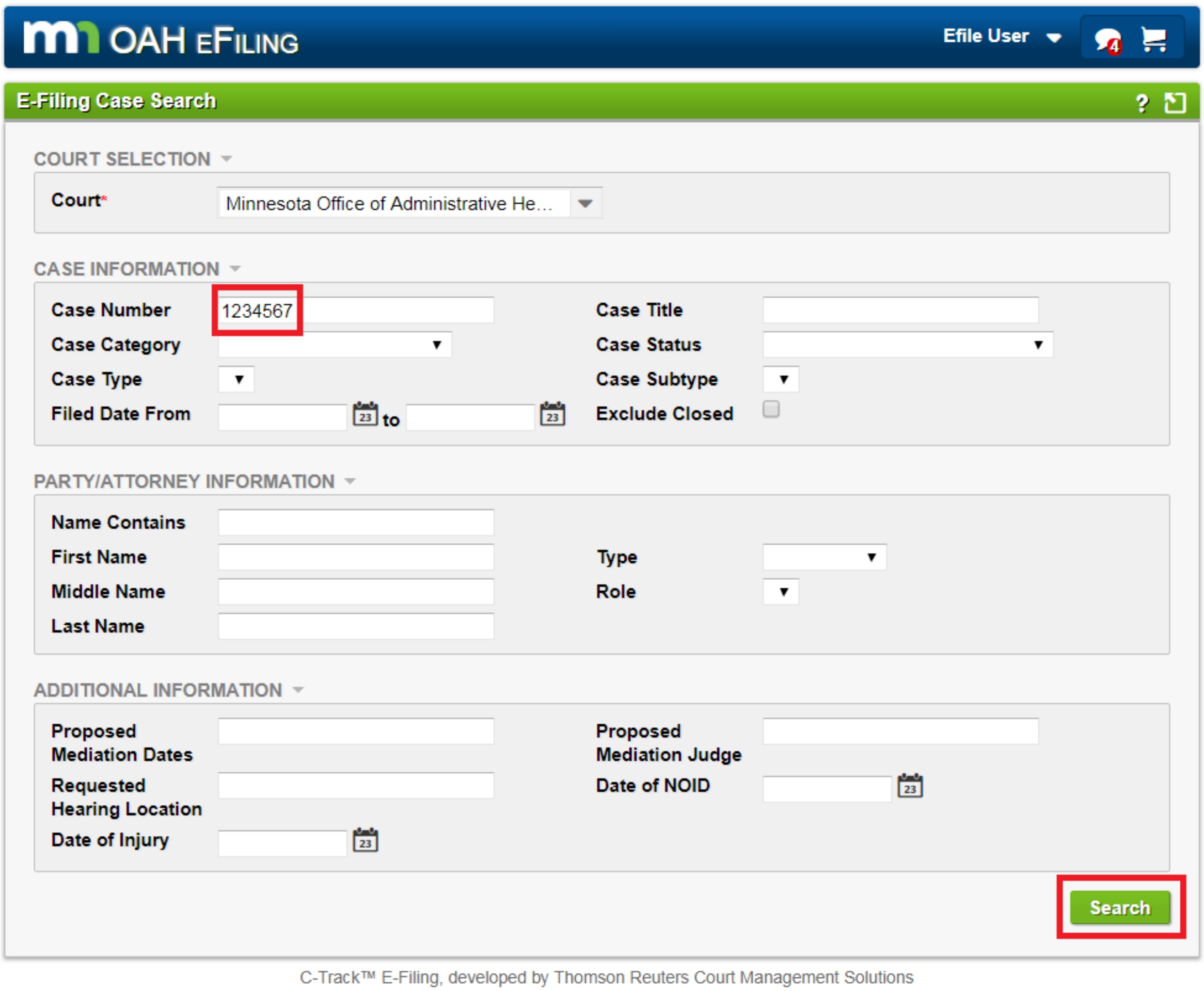
3. Click **Search**.



E. Search for a specific case with the WID number

1. Enter the **WID** in the Case Number field.

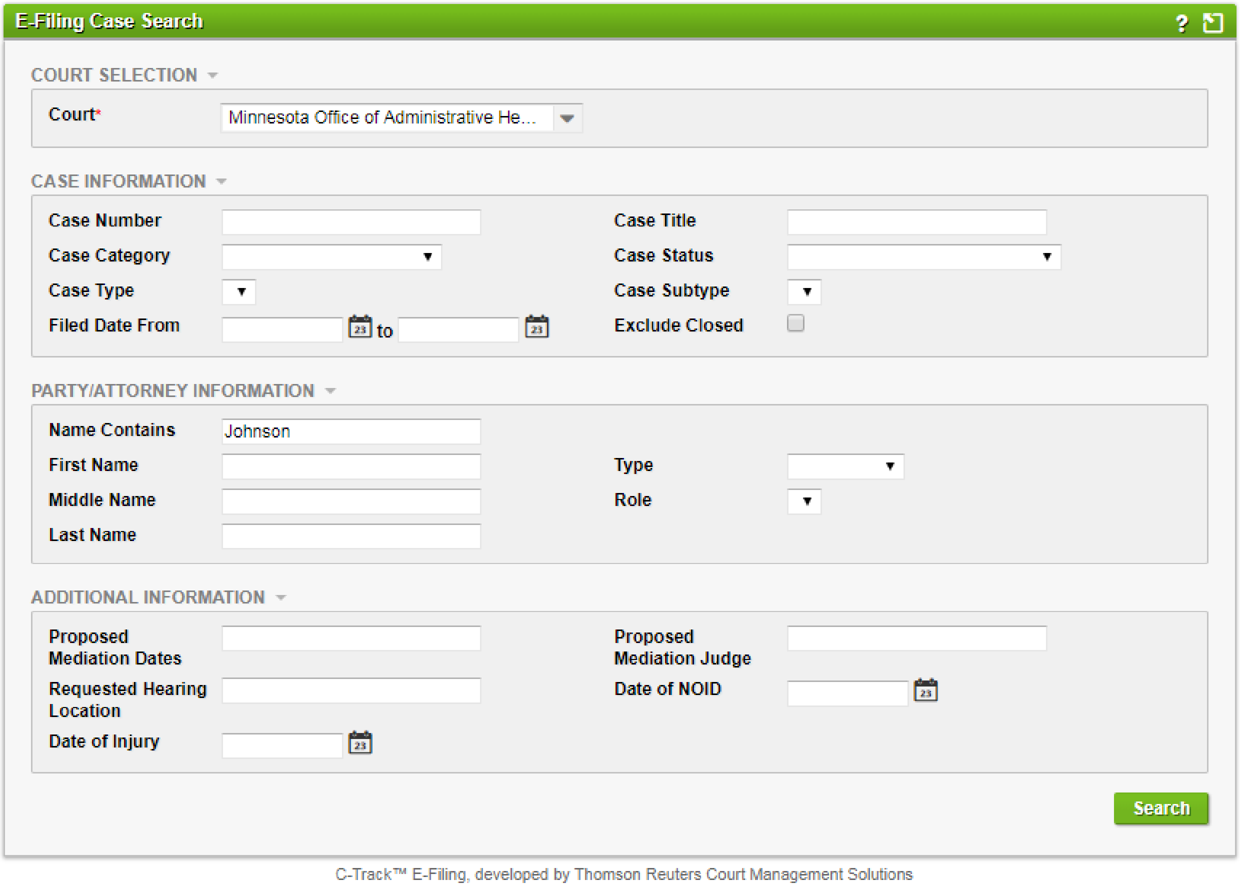
2. Click **Search**.



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**.



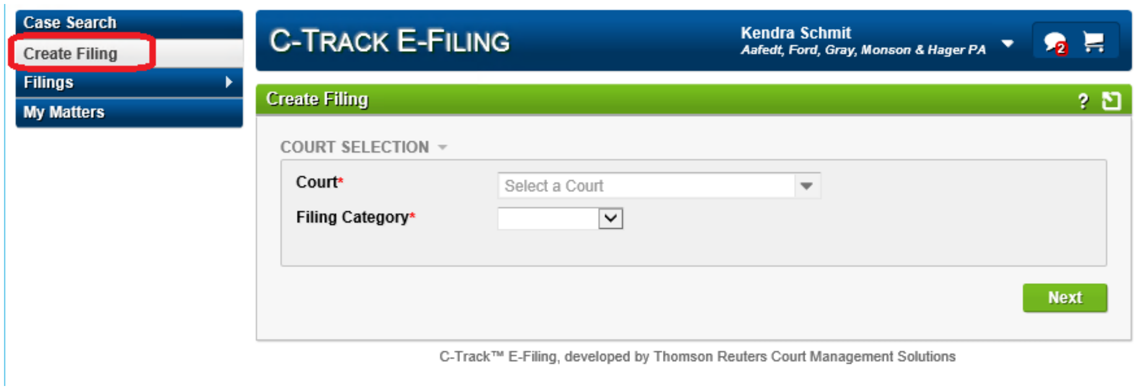
IV. eFile a New Case

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

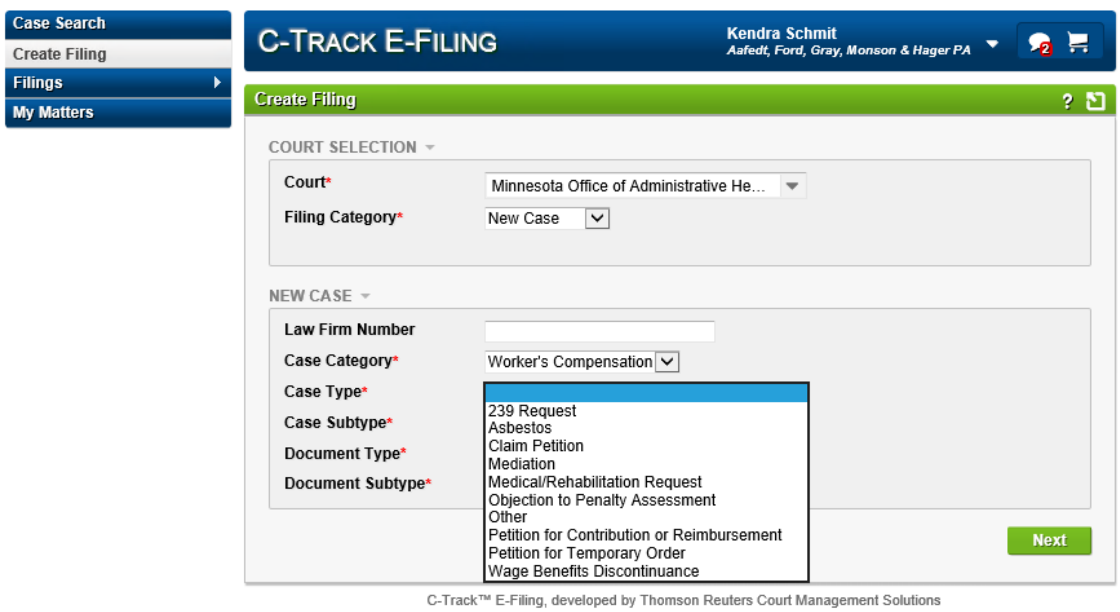
A. Enter Case and Filing Information

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



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.



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.

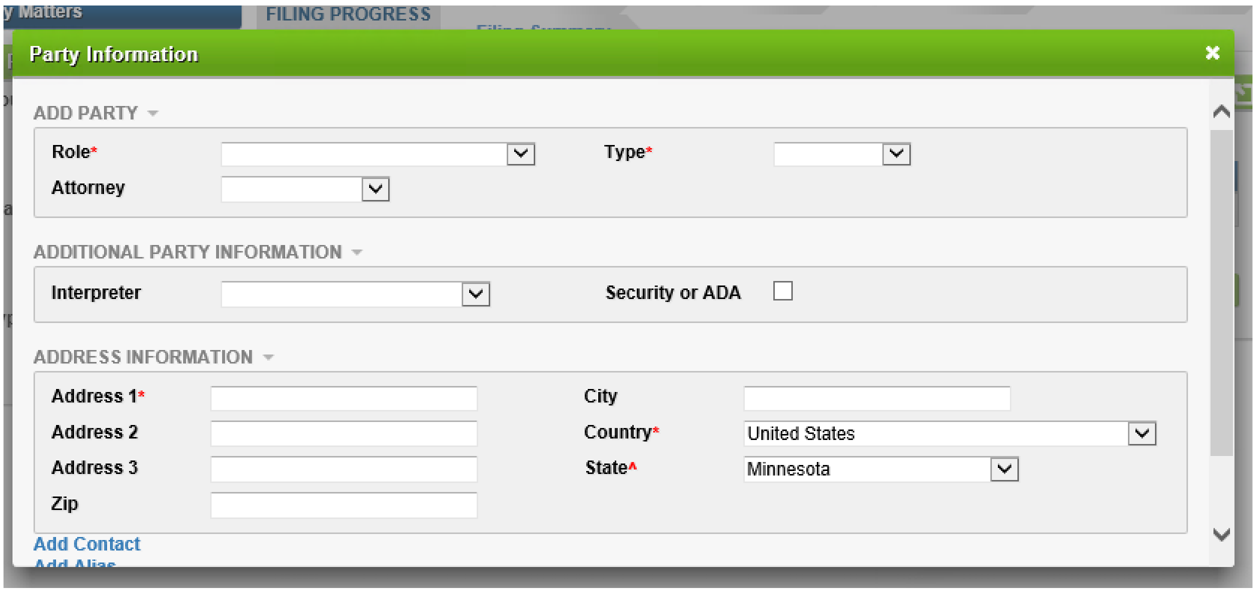
B. Enter Parties and Attorneys

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.



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 identifed 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.

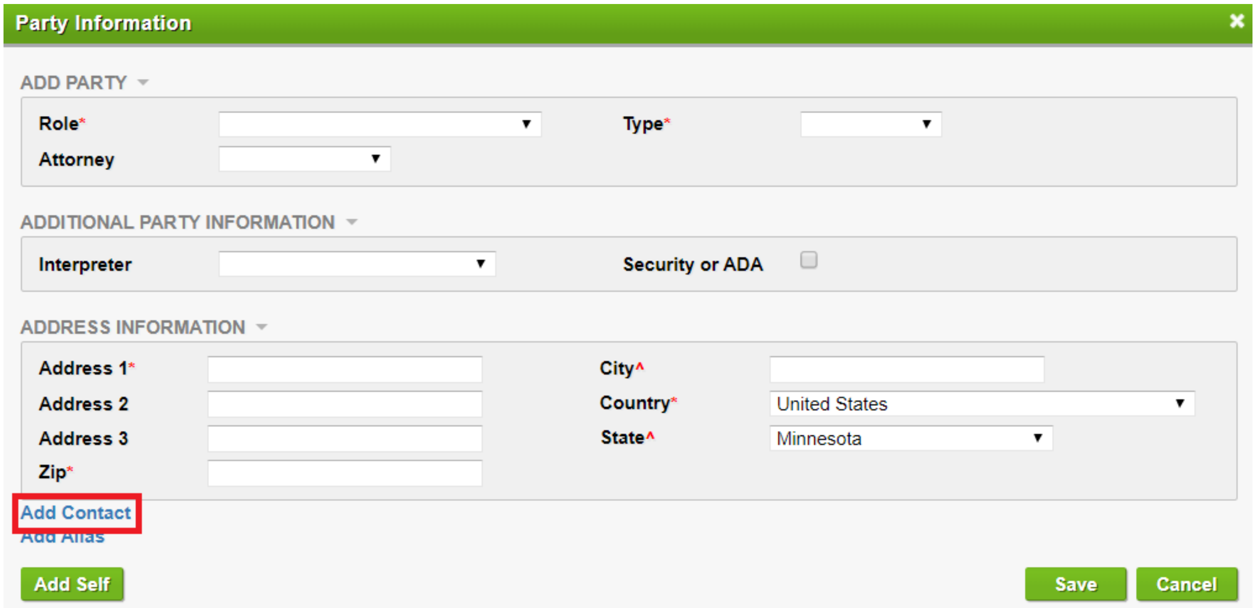
- **c.** **Address.** You must provide a mailing address.

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.

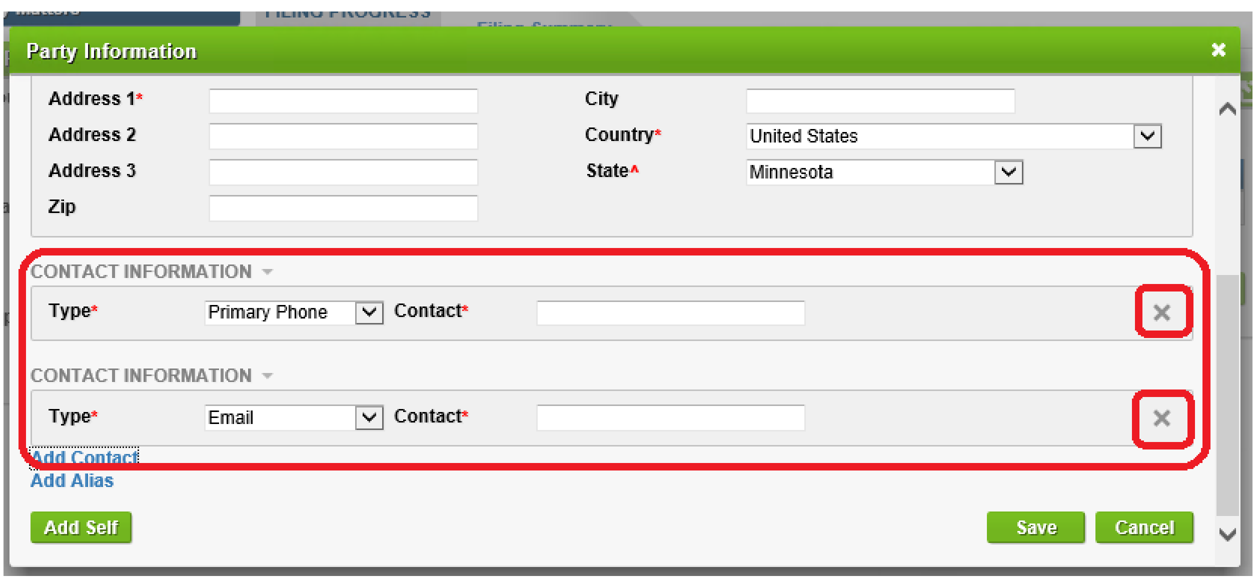
7. If you have a phone number or email address for the party, click **Add Contact.**



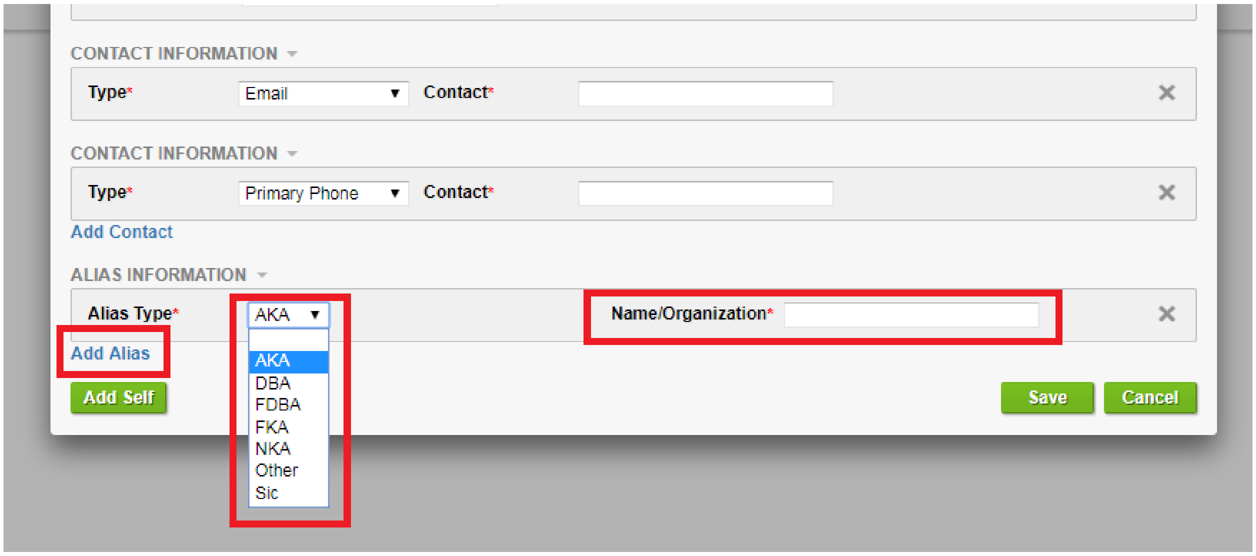
a. Enter a **phone number** for the party.

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.



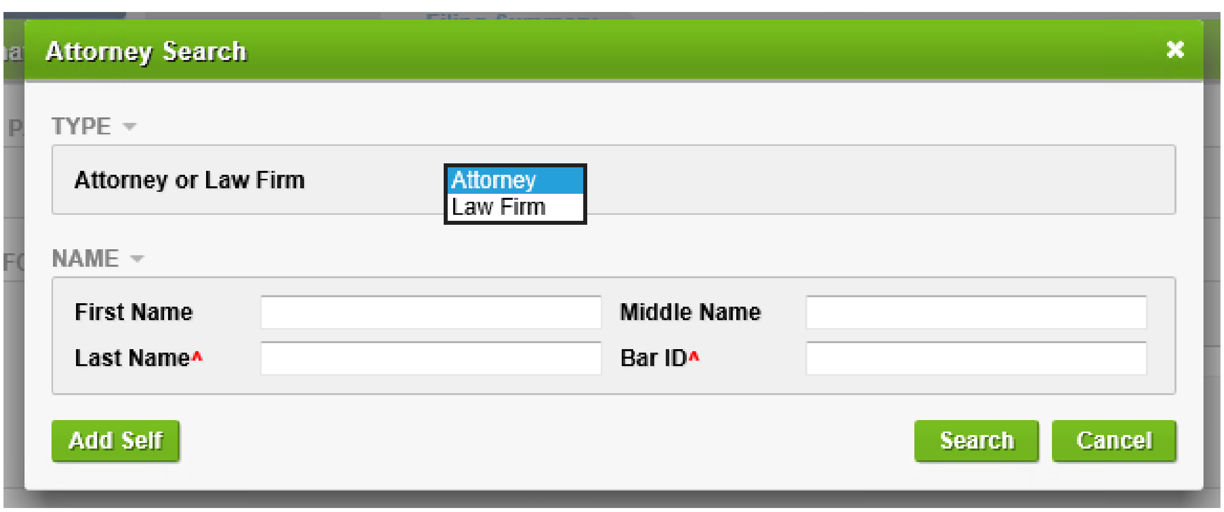
8. Click **Add Alias** if the party is a company doing business under another name or has another type of alias. Select the appropriate **Alias Type** from the dropdown menu and enter the party's alias in the **Name/Organization** box.



ii. Add Attorneys

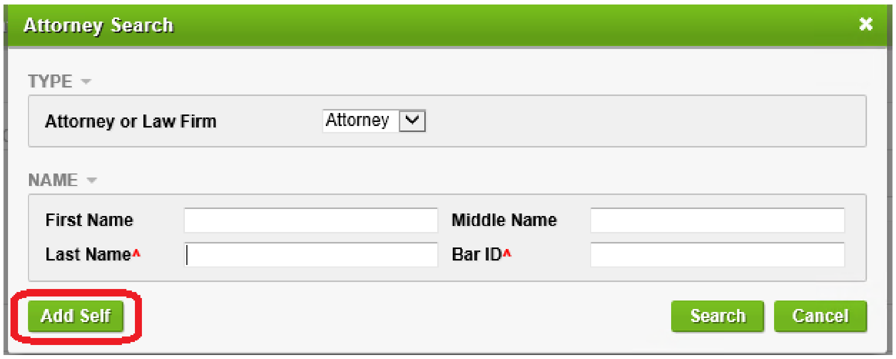
When filing a new case, you **should add all attorneys** for (at least) the three parties identified. You must also add yourself, if you are a party's attorney. **Do not enter attorneys as separate parties.**

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.

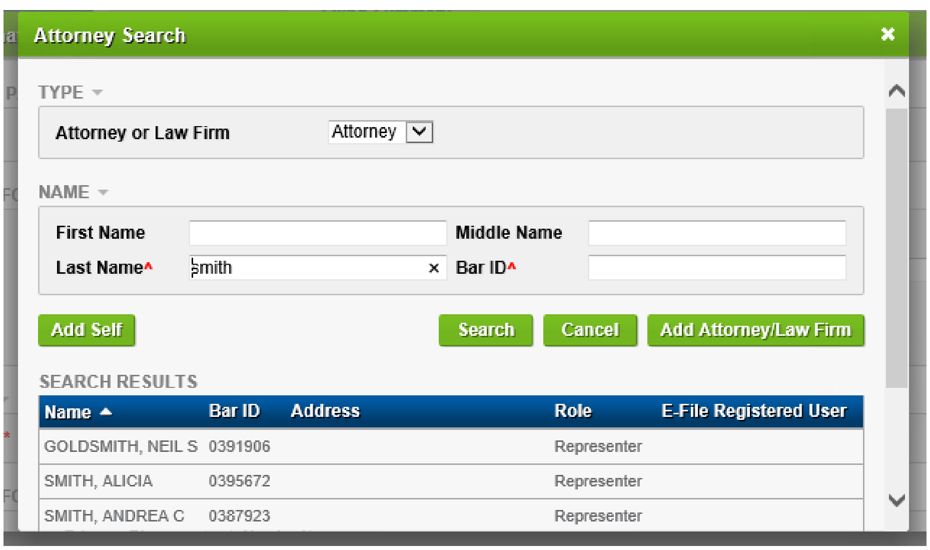


2. Click the **Add Self** button to add the logged-in user as the selected party's attorney (if a support staff user is filing on behalf of an attorney, the attorney's name will populate).

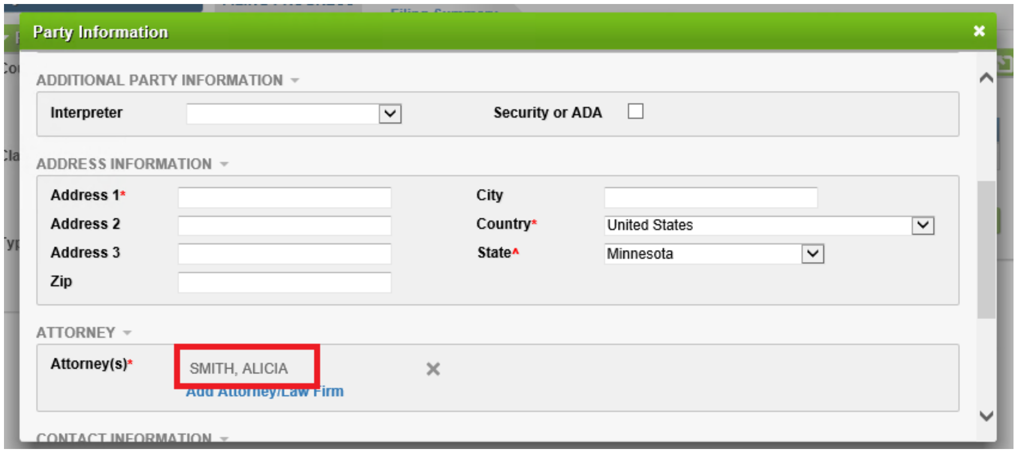
➢ **NOTE:** The Add Self button will only appear on the Attorney Search window if the user has a Bar ID number associated with his or her account. If the Add Self button does not appear, search for your own name. If no results appear, click Add Attorney/Law Firm and complete the Add New Attorney form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



3. 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**.



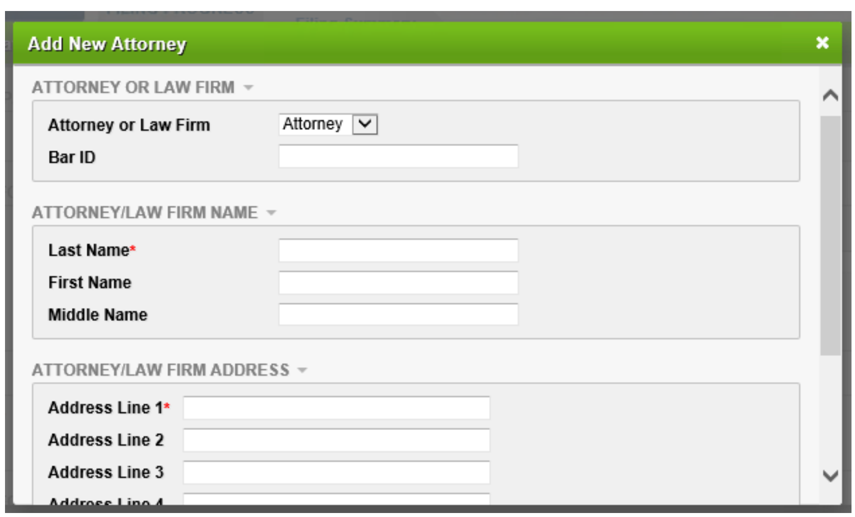
4. If the search returns the attorney or law firm you want, click on the name of the attorney or law firm you want to select them.



➢ **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.

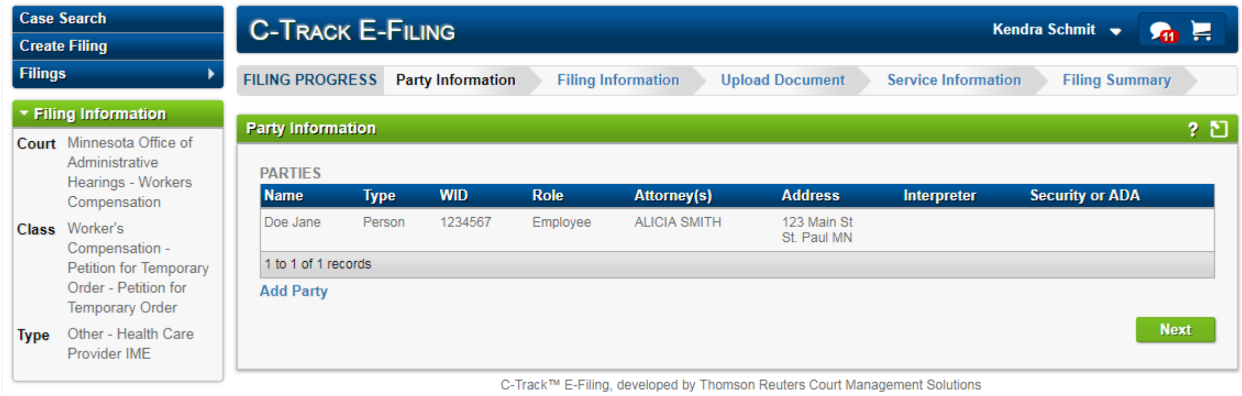
5. If necessary, you can remove the selected attorney by clicking the **grey X** to the right of the attorney's name.

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**.

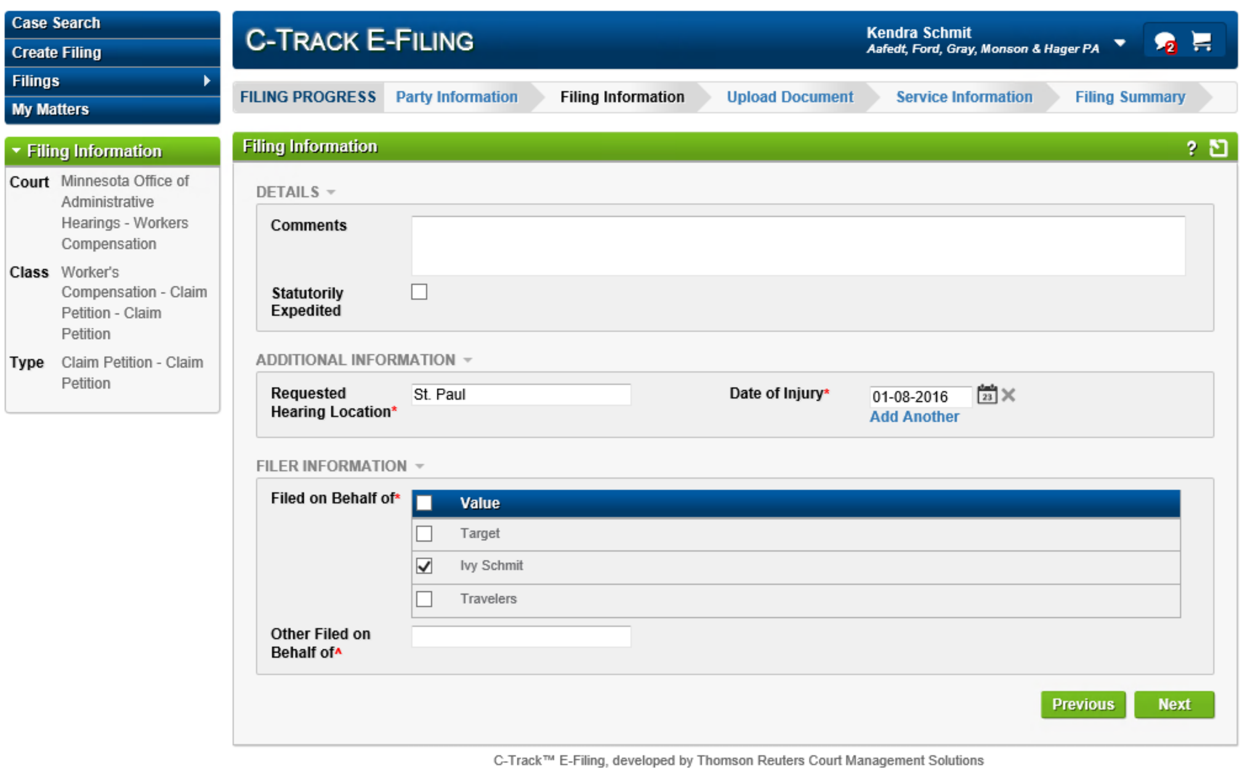


> **NOTE**: You must **repeat** all the Add Party and Attorney steps for each party you are adding to the case.

9. Click **Next**.

C. Complete Filing Information

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



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 **Filer 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.

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

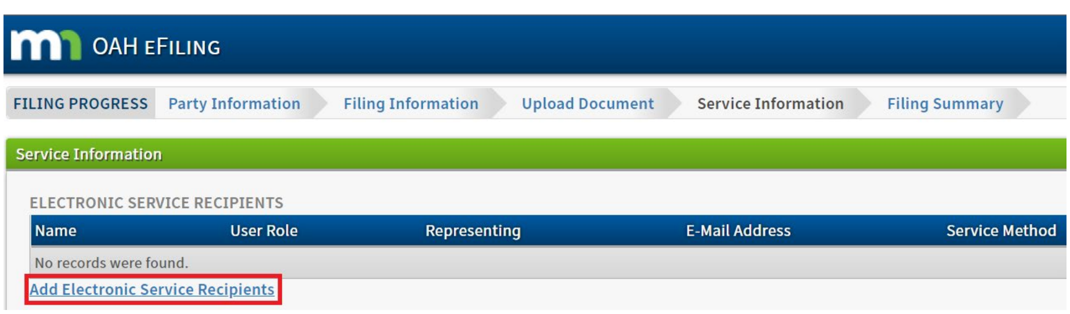
b. **Conventional Service Recipients** have not opted in to receive eService, and you must serve them by mail, fax, personal service or other means authorized by law.

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.

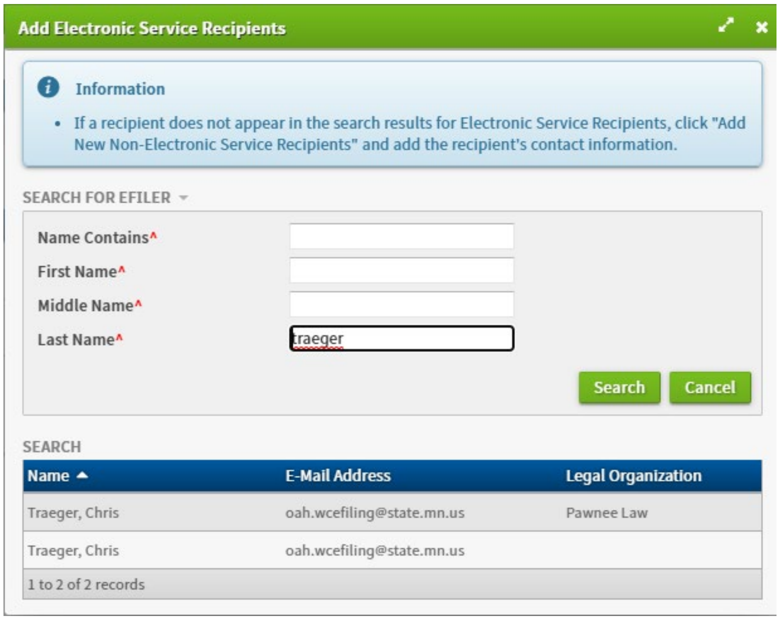
1. If you want to add parties for electronic service:

a. Click **Add Electronic Service Recipients.**



b. Search for the party you want to eServe.

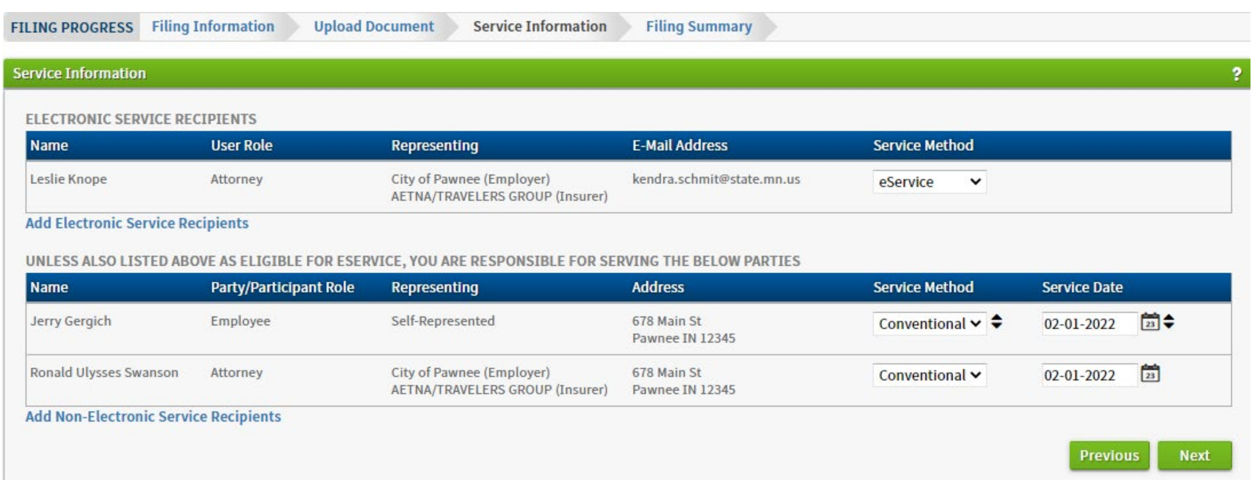
c. Click on the correct search result to add the party for electronic service. If you are adding an attorney, click the option that includes the Legal Organization.



2. Select **Service Method** for each party.

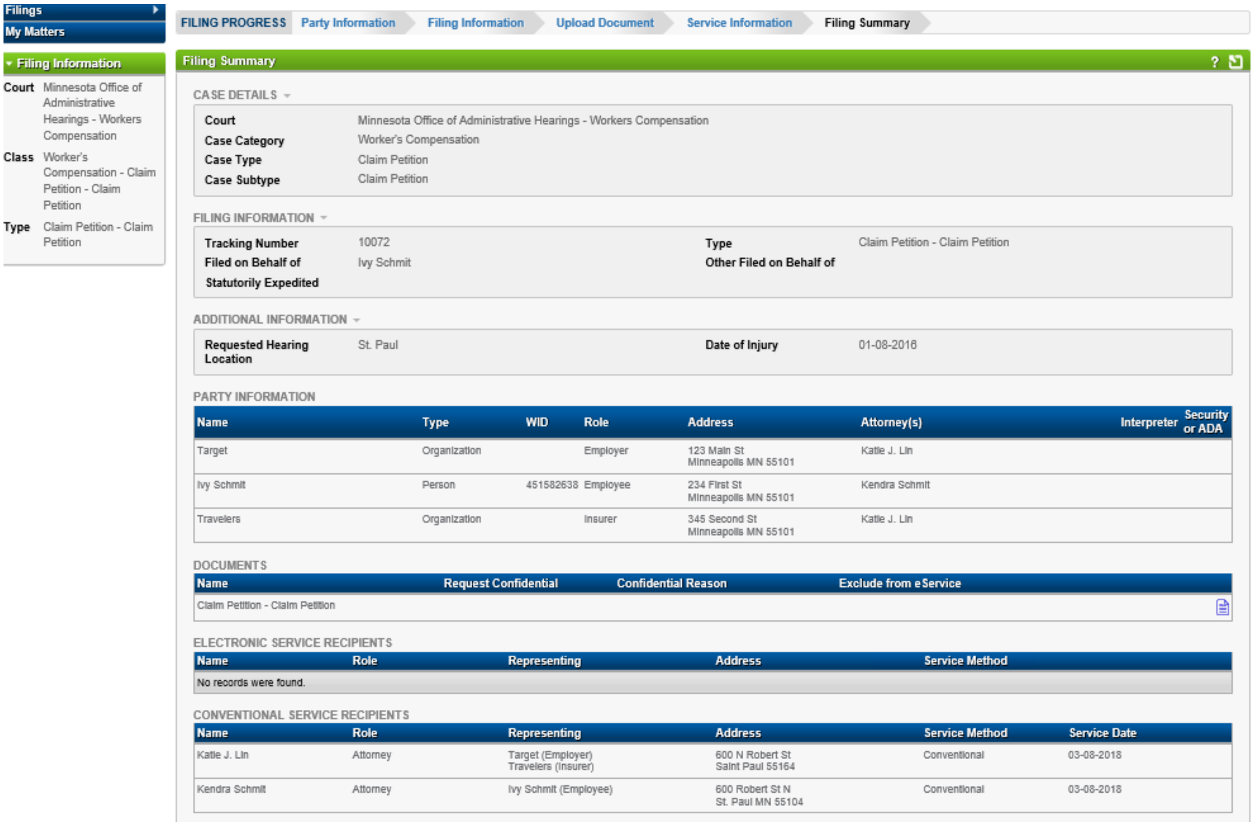
3. Enter a **Service Date** for Conventional Service Recipients.

4. Click **Next**.



F. Review Filing Summary

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



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.

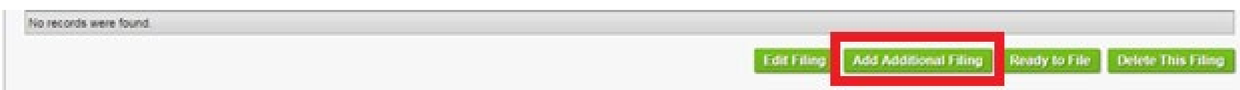
> ➢ **NOTE**: The **Case Number** will be blank for initiating filings, as the case number is not assigned until CAH accepts your filing. When CAH accepts your filing, you will receive email confirmation, including the case number.

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**.

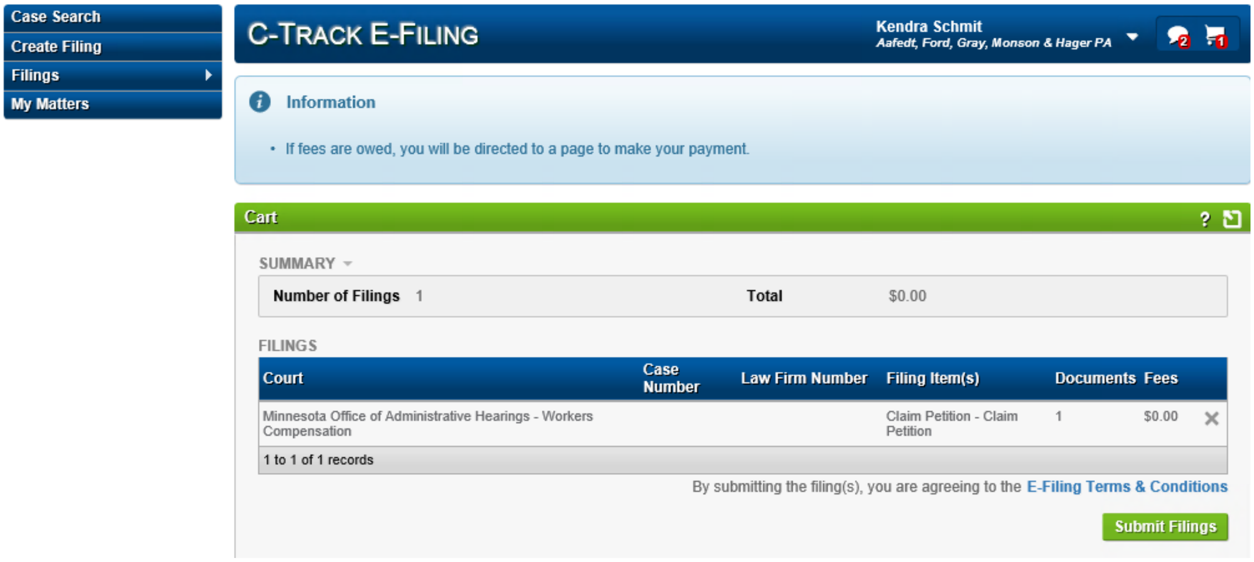


2. The system automatically pre-fills the case information from your primary filing. Choose the type of document you are filing from the **Document Type** and **Document Subtype** dropdowns. Proposed Order – Award on Stipulation is selected in this example. Note that the associated filing is listed on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

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

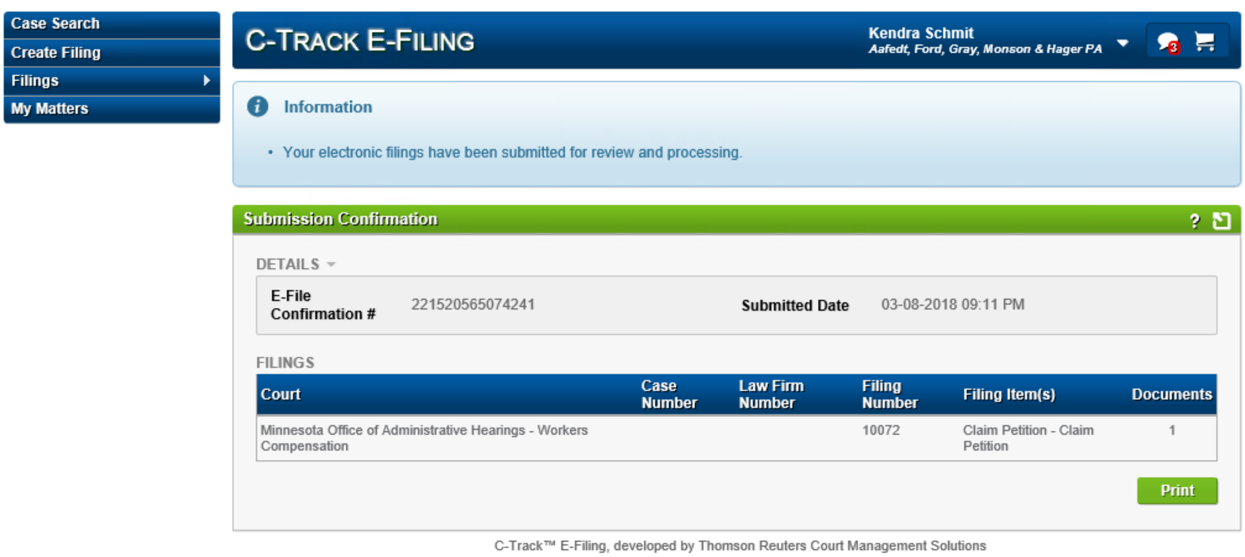
1. When you reach the **Filing Summary** screen, click **Ready to File**. If you are submitting associated filings, clicking **Ready to File** will add all associated filings to your cart.



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**.



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:

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.

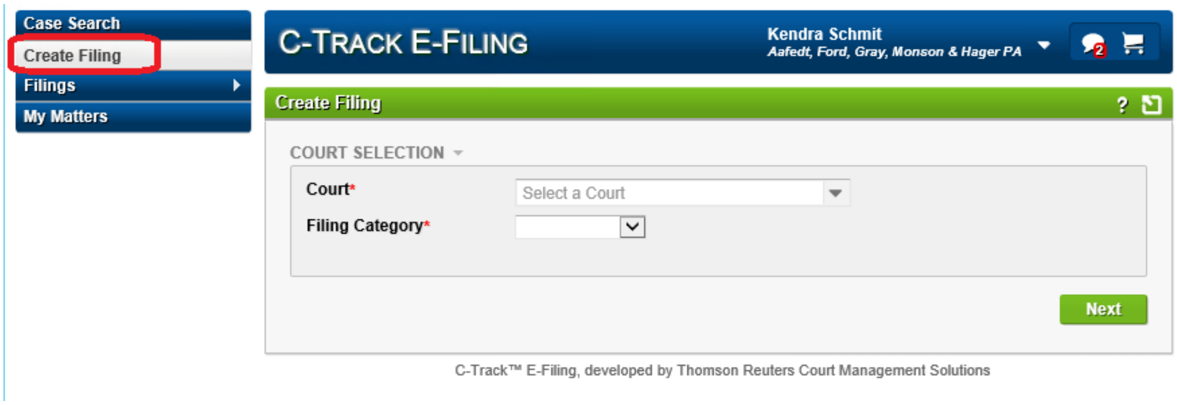
V. eFile a Document on an Existing Case

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.



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**.

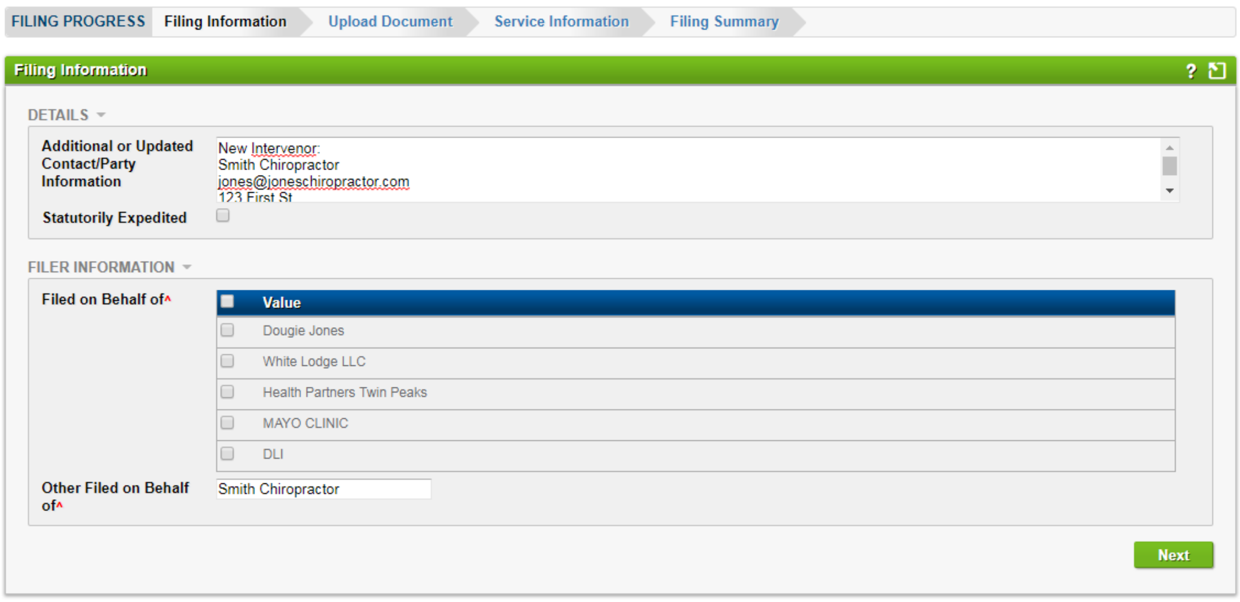
B. Enter Filing Information and Updated or New Party Contact Information

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.



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.

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:

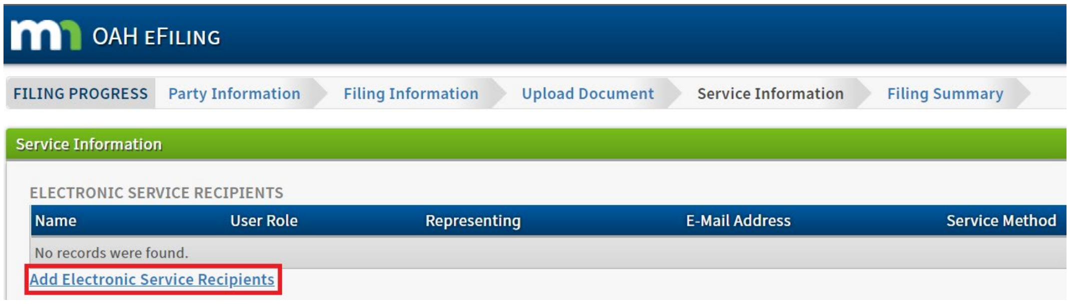
a. **Electronic Service Recipients** lists parties that have opted in to receive eService via the eFiling system.

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.**

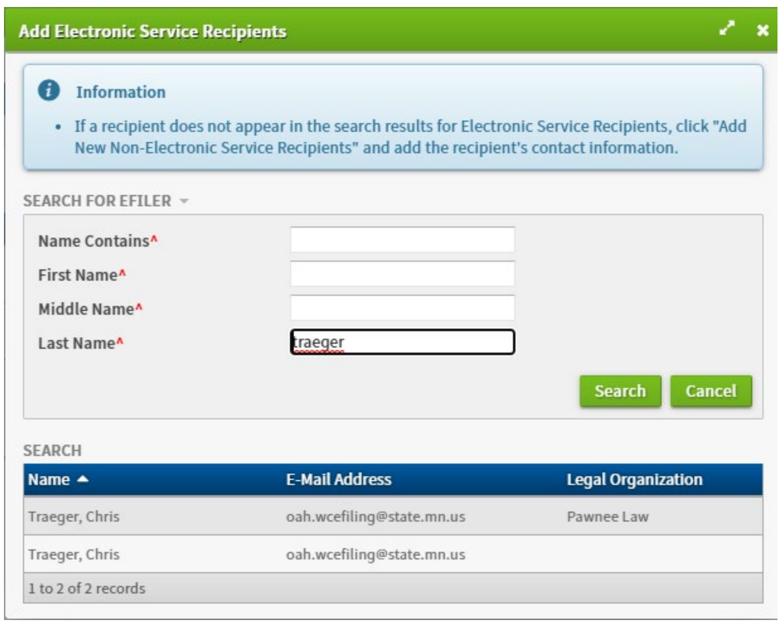
> ➢ **NOTE**: Click the **Apply to All** icon that appears to the right of the Service Method and Service Date fields to apply the data in those fields to all recipients.
>
> ➢ Click the **Date Picker** icon to access a calendar which lets you select a month and day to populate the field.

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



a. Search for the party you want to eServe.

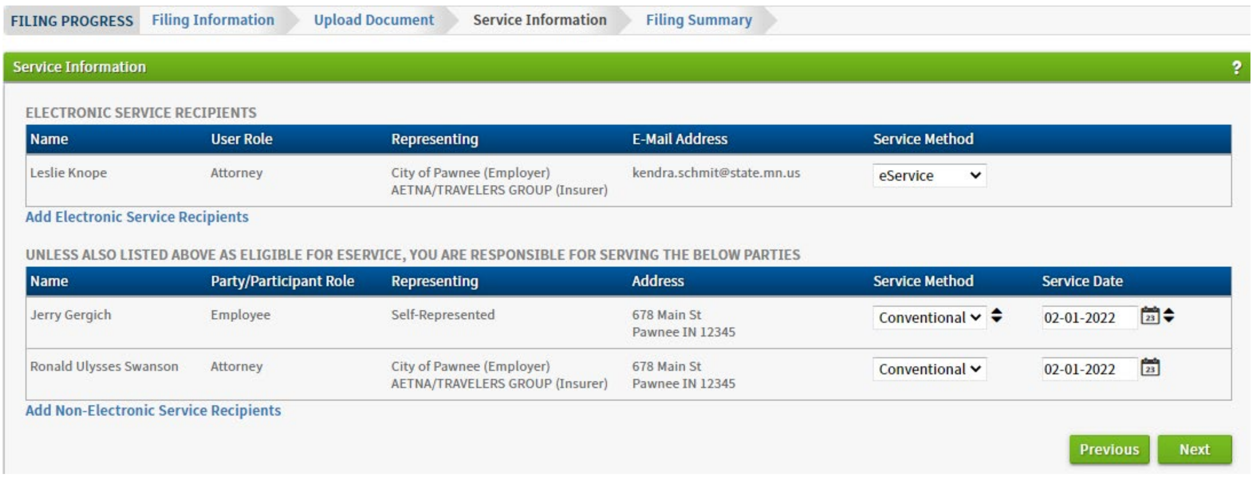
b. Click on the correct search result to add the party for electronic service. If you are adding an attorney, click the option that includes the Legal Organization.



2. Select **Service Method** for each party.

3. Enter a **Service Date** for Conventional Service Recipients.

4. Click **Next**.



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 screen

OR

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

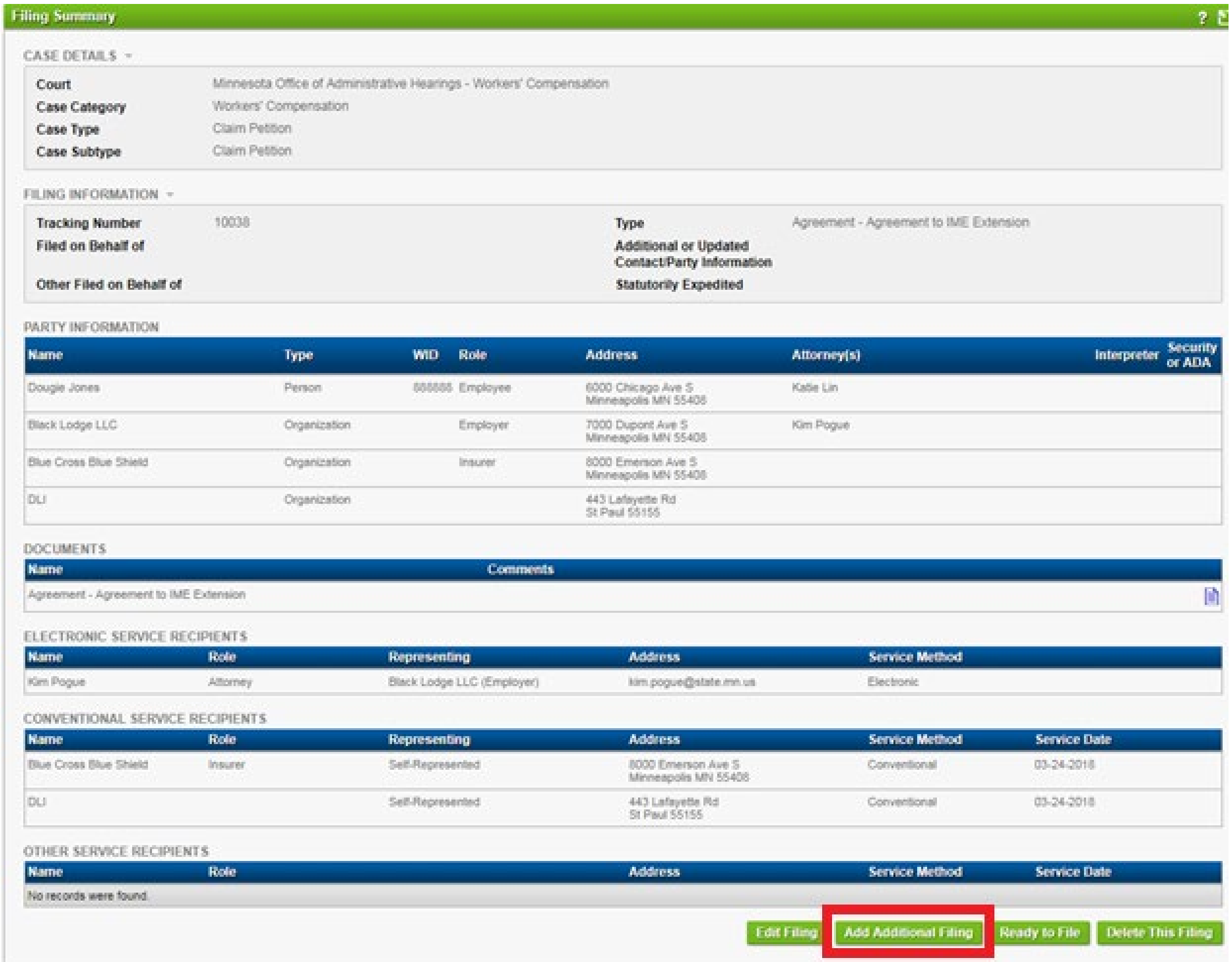
2. If you wish to remove the filing, click **Delete This Filing** at the bottom of the screen to move the filing to the **Draft** queue. You can completely delete the filing from the Draft Filings Queue by clicking Filings > Draft in the left navigation.

F. Add Additional Filing (Optional)

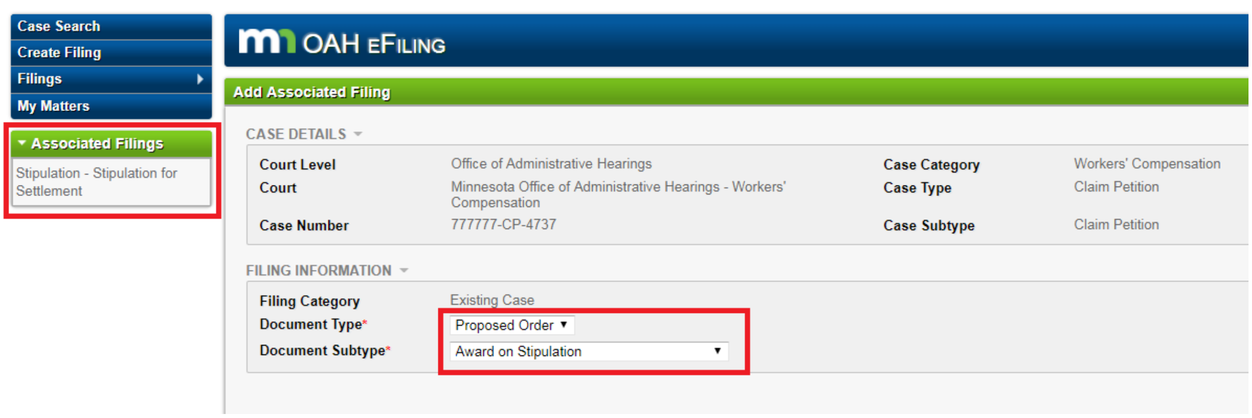
An additional filing is a separate document that belongs to the same case and is related to your primary filing. Additional filings appear as separate Docket Entries on the case. **If you are submitting a Proposed Order with your filing, it should be uploaded in Word format (not PDF) as an Additional 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.

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



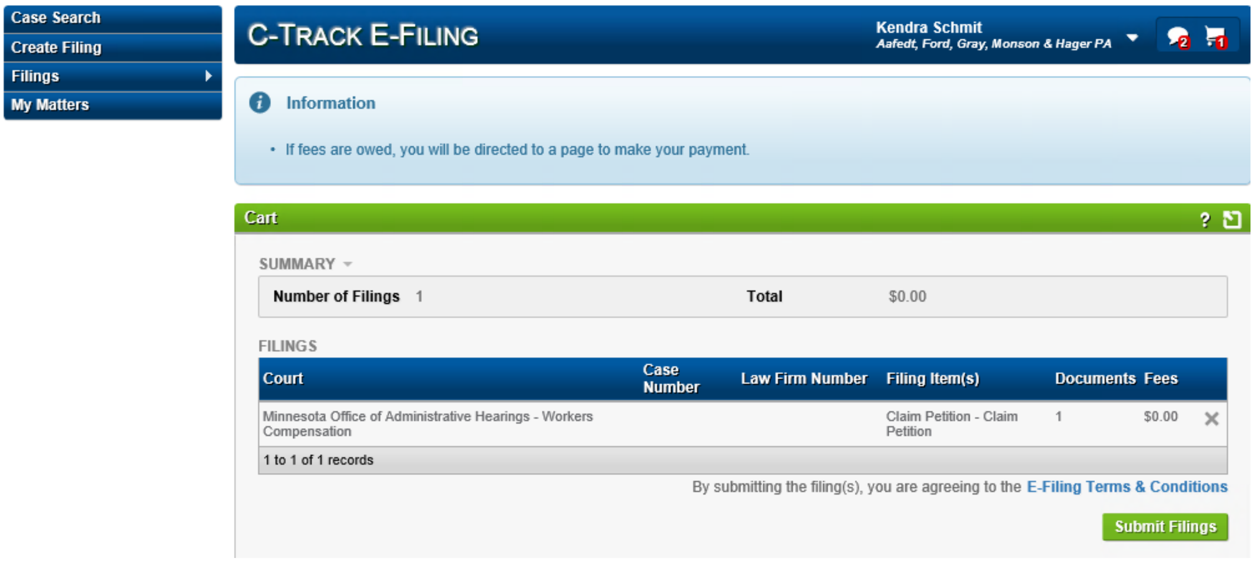
2. The system automatically pre-fills the case information from your primary filing. Choose the type of document you are filing from the **Document Type** and **Document Subtype** dropdowns. Proposed Order – Award on Stipulation is selected in this example. Note that the associated filing is listed on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



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.

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.



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**.

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

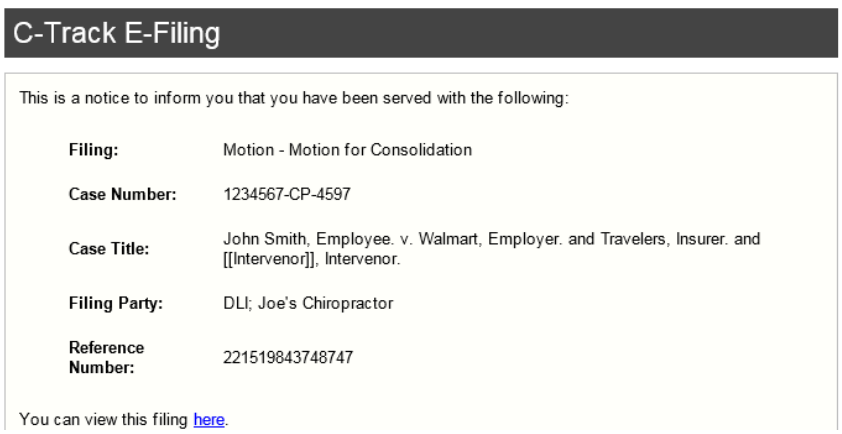
This is a notice to inform you that the filings filed in 1234567-CP-4597 have been accepted by the Clerk on 02-28-2018 09:10 AM. You can view this filing here.

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:

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.

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.

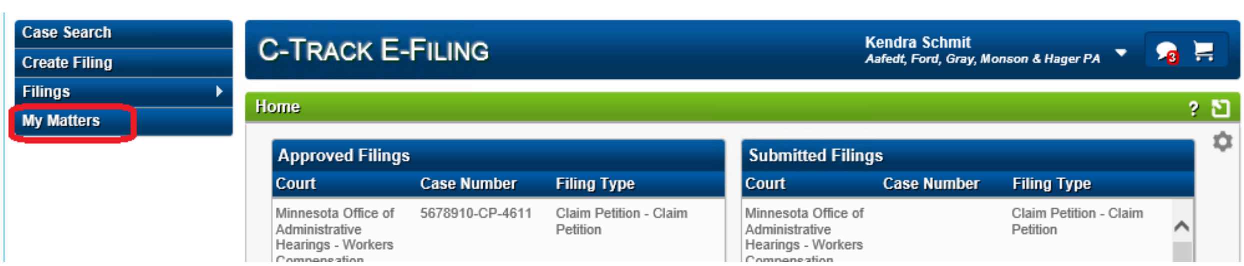
To switch from your personal account to your Legal Organization account:

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.

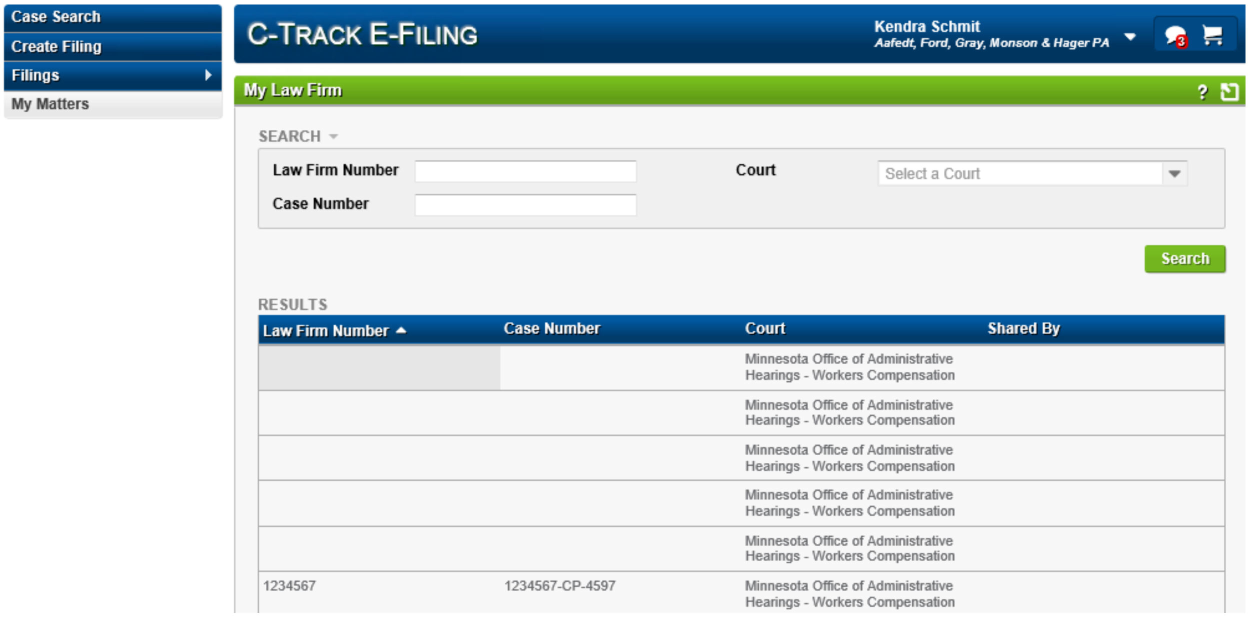
4. Click **Save**.



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.



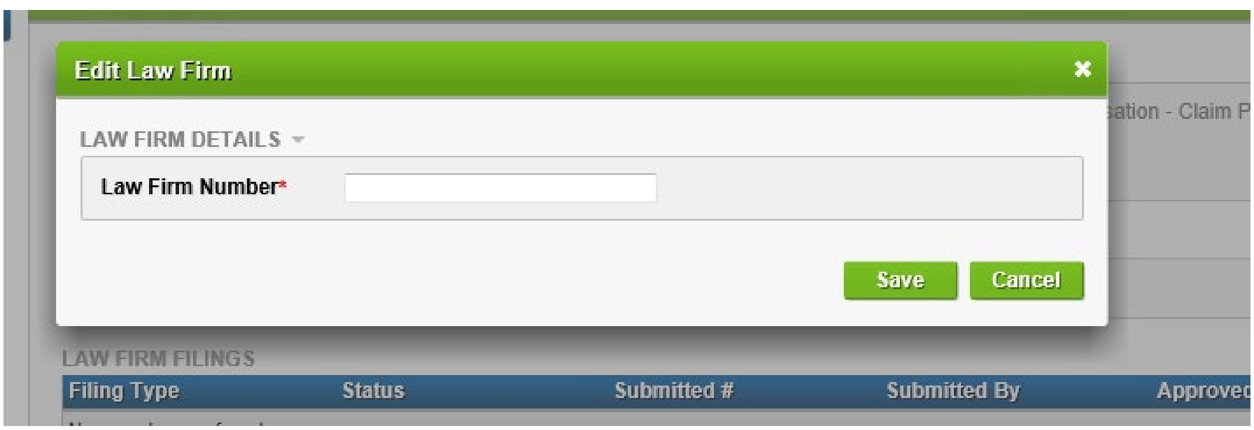
2. Click the case for which you want to add a **Law Firm Number**.

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.

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



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.

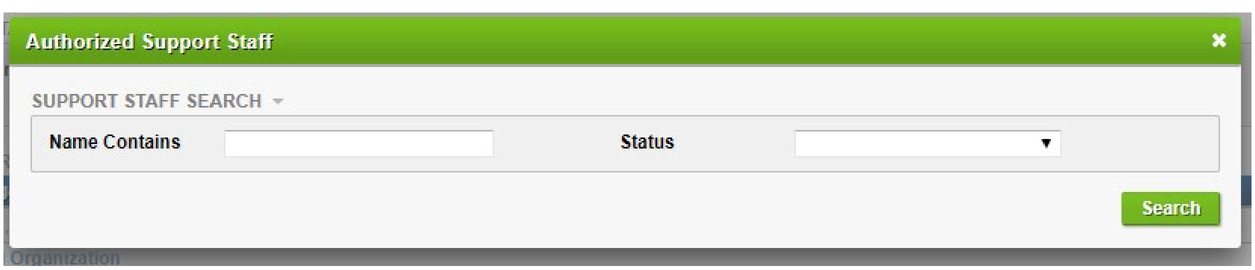
1. Before beginning, ensure that your support staff have registered for an eFiling account, and that their account is associated with your legal organization.

2. Click the arrow next to your name in the top eFiling banner.

3. Click **My Organizations.**

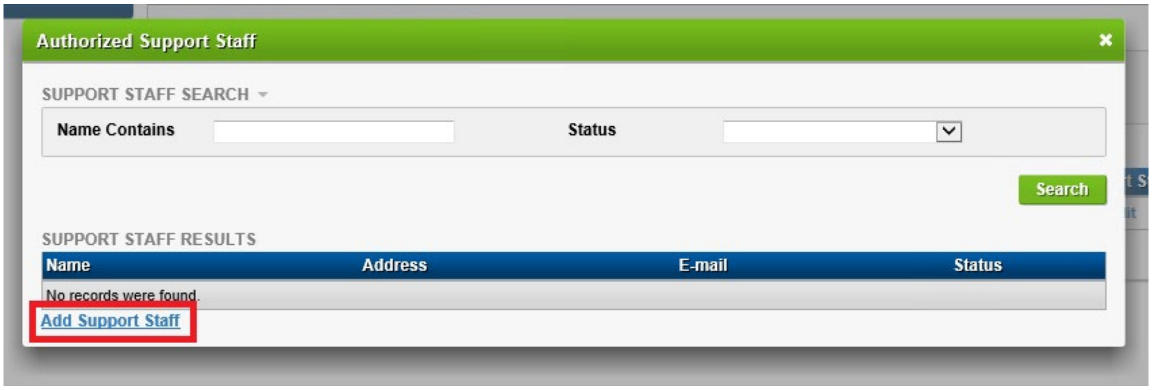
4. Click **View/Edit** under Support Staff.

5. The Authorized Support Staff window appears.



6. Click **Search.**

7. Click **Add Support Staff**.



8. Enter at least three letters of the staff's first or last name.

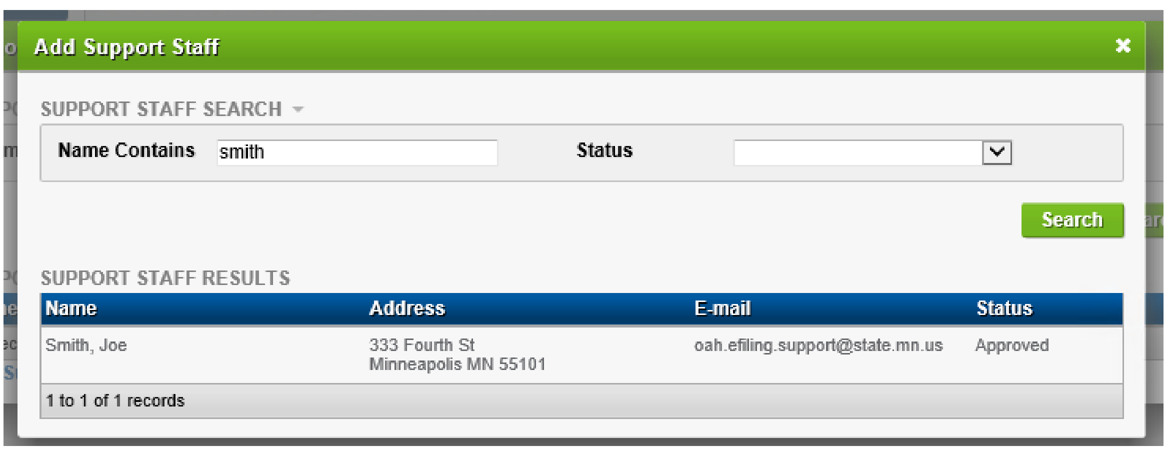
9. Click **Search**.

   - 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.

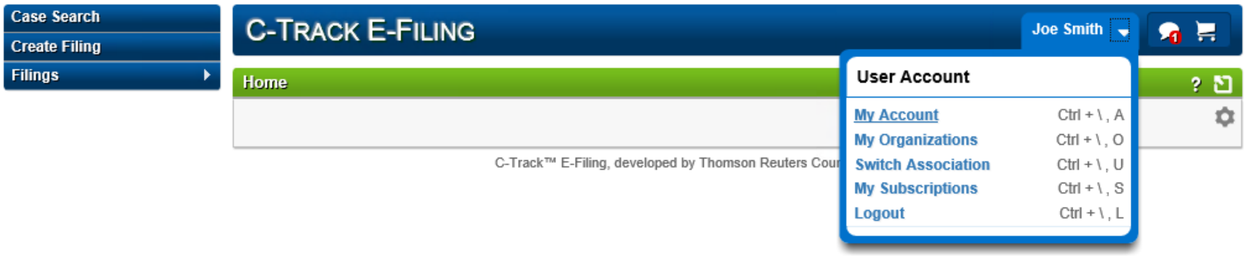
12. To remove staff, click the **X** at the far right of **Authorized Support Staff** line item. A **Confirm** window appears to confirm the removal of Authorized Support Staff.



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:

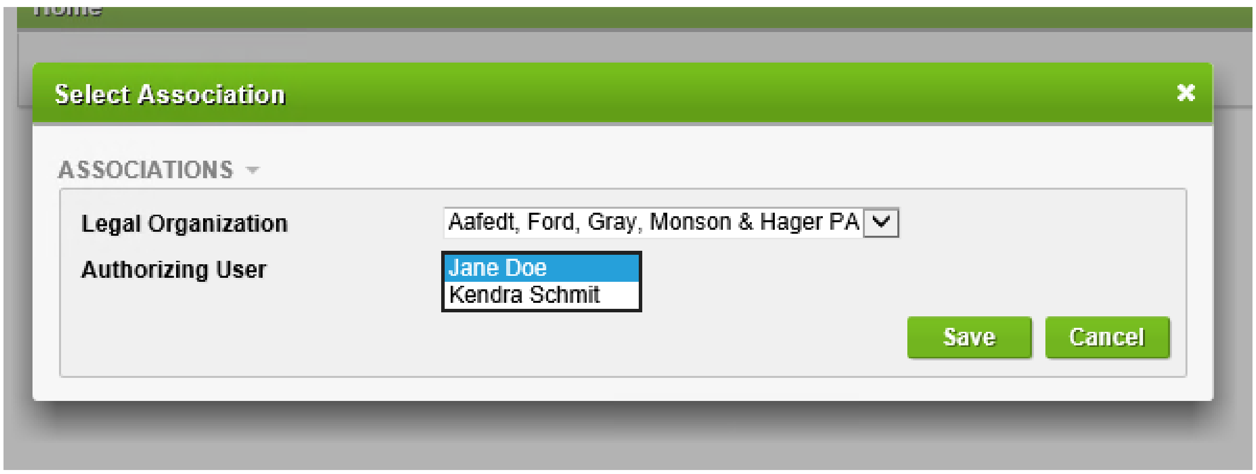
1. Click the down arrow to the right of your username in the top banner navigation.



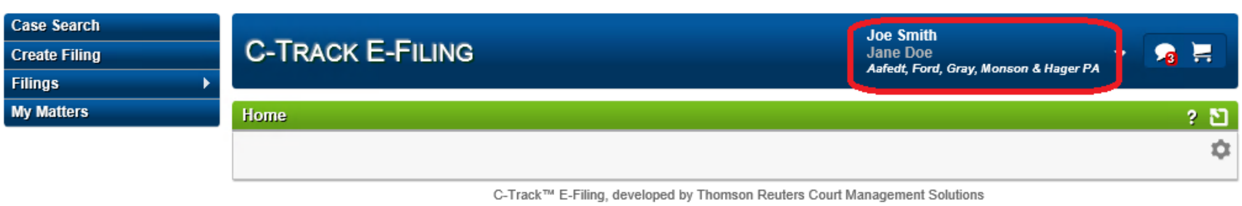
2. Click **Switch Association**.

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.



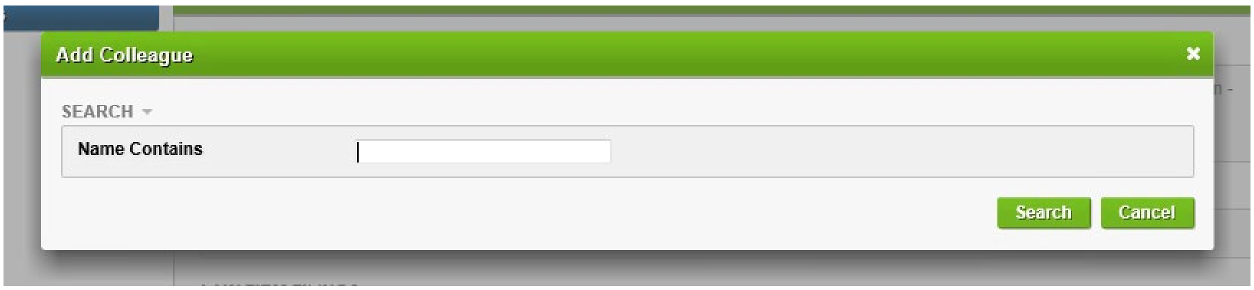
6. You can now submit filings on behalf of the Authorizing eFiler. You can view the eFiler's filings, including draft filings. If the **Authorizing eFiler** was logged into the eFile application, the system would display identical information. However, staff are currently not permitted to use the Case 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.

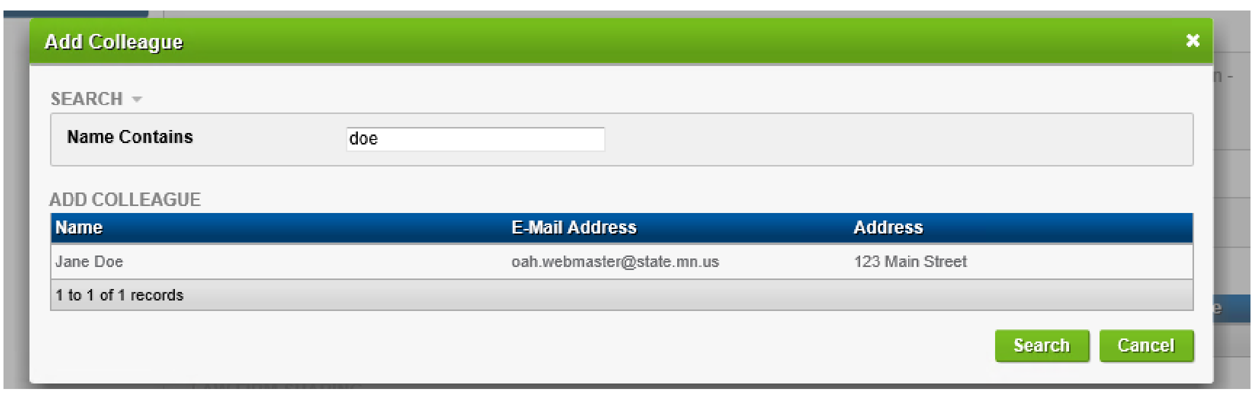
1. From the matter view, click the **Add Colleague** link at the bottom left of the **Law Firm Sharing** display table.



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.



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

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 colleauge's permission to access the case.