



e-FILING
STEP-BY-STEP INSTRUCTIONS

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

e-FILING
STEP-BY-STEP INSTRUCTIONS

TABLE OF CONTENTS

To Register for e-Filing on an Existing File: 2
To Initiate a New File: 3
To e-File Documents: 3
Service on the Parties 7
Need Help? 7

TO REGISTER FOR E-FILING ON AN EXISTING FILE:

Note: You must be registered with the Office of Administrative Hearings' e-Filing system in order to be able to e-File documents.

1. Complete the [Notice of Appearance](#) form available on OAH's website. You must provide a valid email address on the form.
2. Once completed, send an email to OAH.eFiling.Support@state.mn.us requesting access to upload documents into your electronic file, and attach the completed Notice of Appearance form to the email. Note the OAH docket number in the subject of the email.
3. OAH will create your e-Filing account and give you access to upload documents into your electronic file. **Note:** The OAH e-Filing system does not allow parties to view documents filed by other parties.
4. An automated email message will be sent to your email address with instructions on completing registration. Check your spam folder if you do not receive an email message.
5. Click the link in the email message (see sample below) to activate your account and view your folder.



Kendra McCausland has shared the folder **10-0900-33333 A.B.C., R.N** with you.

To access this folder, you must first activate your account and set your personal password.

> [Click here to activate your account and view this folder](#)

ShareFile is a tool for sending, receiving, and organizing your business files online. It can be used as a password-protected area for sharing information with clients and partners, and it's an easy way to send files that are too large to e-mail.

Trouble with the above link? You can copy and paste the following URL into your web browser:
<https://oah.sharefile.com/f/fo510db3-efd1-41b9-a017-cf2704d04df1?a=55ed111d8766bf94>

Powered By Citrix ShareFile 2015

TO INITIATE A NEW FILE:

1. Complete the [Notice of Appearance](#) form available on OAH's website. You must provide a valid email address on the form.
2. Once completed, fill out the New File Request form on the OAH website, or send an email to OAH.eFiling.Support@state.mn.us. In the body of the email message, list the preferred dates for the hearing or prehearing conference, the names of the parties, the agency code, and any other special requests. Attach the completed Notice of Appearance form to the email.
3. OAH will notify you of the assigned judge and docket number, and create the e-Filing folder.
4. An automated email message will be sent to your email address. Click the link in the email message (see sample below) to activate your account. Check your spam folder if you do not receive an email message.



TO E-FILE DOCUMENTS:

1. Login by entering your email address and password on the [login page](#).
2. Click on your case in the “Shared Folders” screen. If you have more than one case open at OAH, all of them will be displayed on this screen. Click on the one into which you want to e-File.

[Advanced Search](#)

Home My Settings Apps

Shared Folders

Folders

Favorite Folders

Inbox
Archived

View:

	Title ▲	Size	Uploaded	Creator
	10-0900-33333 A.B.C., R.N	0	11/16/15	K. McCausland
	84-1800-33333 Human Services v. Joe Citizen	32 KB	11/6/15	K. McCausland



2. Click "Upload Files."

[Advanced Search](#)

Home My Settings Apps

Shared Folders

kendra.mccausland@state.mn.us ▶ 84-1800-33333 Human Services v. Joe Citizen

Favorite Folders

84-1800-33333 Human Services v. Joe Citizen

Create Folder

Upload Files

Inbox
Archived

More Options
Add Note
Add URL
Copy Folder

View:

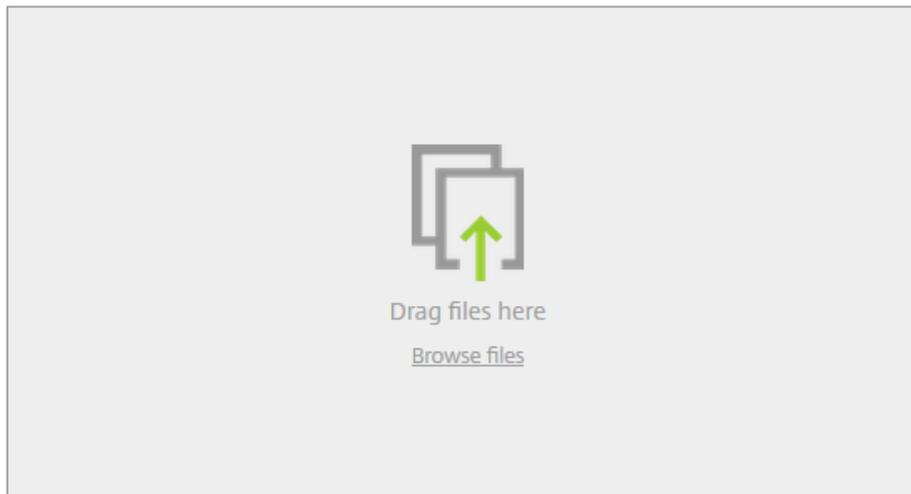
	Title ▲	Size	Uploaded	Creator
	Subpoena Request Form.docx	13 KB	9:27AM	J. Citizen

3. Drag and drop your document into the gray box, or click "browse" to locate it on your computer (see photo example below).

[Home](#) [My Settings](#) [Apps](#)

Upload Files to "84-1800-33333 Human Services v. Joe Citizen" Folder

Note: To upload a folder, switch to [Java Uploader](#)



Upload

[Back to Previous Page](#)

5. Double-check to make sure that you are uploading the correct document. If so, click the green "Upload" button to submit it to OAH.

Upload Files to "84-1800-33333 Human Services v. Joe Citizen" Folder

Note: To upload a folder, switch to [Java Uploader](#)

1 item [Clear All](#) + [Add more](#)

× W Subpoena Request Form.docx 12.66 KB [Edit](#)

Upload

[Back to Previous Page](#)

6. A "Files uploaded successfully" message will display for 10 seconds. Your documents will be listed in the folder.

Shared Folders

kendra.mccausland@state.mn.us ▶ 84-18

✓ File(s) uploaded successfully.

Favorite Folders

84-1800-33333 Human Services v. Joe Citizen

Create Folder

Upload Files

Inbox

Archived

More Options

Add Note

Add URL

Copy Folder

View Folder Details

	Title	Size	Uploaded	Creator
<input type="checkbox"/>	Subpoena Request Form.docx	13 KB	9:27AM	J. Citizen

SERVICE ON THE PARTIES

1. The e-Filing system does not currently support service of documents on the parties. Filing the document with the e-Filing system only ensures that the filing is submitted to and received by the Office of Administrative Hearings. You must still serve opposing parties as required under applicable rules.
2. You are required to e-File proof of service the same as you would do if you were filing traditional paper documents. Parties should file an Affidavit of Service showing that all parties were served with the document on the same day that the document was e-Filed.
3. Only document filers, and OAH employees, will be able to view e-Filed documents. You cannot view or download documents filed by other case parties.

NEED HELP?

If you need technical assistance, first read [OAH's e-Filing FAQs](#). If you still need help, email OAH.eFiling.Support@state.mn.us. When contacting OAH for assistance with e-Filing, describe the problem that you are having, what you were doing when the issue or error occurred, the docket number, and your contact information. Technical support is available Monday through Friday, 8:00 a.m. to 4:30 p.m., excluding OAH holidays. Please note this email address is only for technical support related to e-Filing. Other process or status questions should be directed to the assigned judge's legal assistant as directed in issued orders.