



e-FILING
FREQUENTLY ASKED QUESTIONS

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

e-FILING

FREQUENTLY ASKED QUESTIONS

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e-FILING

FREQUENTLY ASKED QUESTIONS

REGISTRATION/ACCOUNTS

WHO CAN USE THE E-FILING SYSTEM?

Any party to a contested case matter who has a valid email address and has filed a Notice of Appearance with OAH.

HOW DO I REGISTER?

Complete the [Notice of Appearance](#) form available on OAH's website. **You must provide a valid email address on the form.** Once completed, send an email to OAH.eFiling.Support@state.mn.us that requests a new e-Filing account, and attach the completed Notice of Appearance form to the email. OAH will create your e-Filing account and give you access to e-file into your case. A confirmation email message will be sent to your email address on file with instructions on completing registration.

HOW DO I LOG IN?

The [login page](#) requires you to enter your email address and password.

WHAT IS THE WEBSITE ADDRESS FOR E-FILING?

<https://oah.sharefile.com>

WHAT IF I FORGET MY PASSWORD?

Visit [OAH's e-Filing website](#) and click the "Forgot Password?" link. The system will guide you through the steps to reset your password.

IS THERE A COST TO REGISTER AND E-FILE?

No. There is no cost to register for an account and there is no fee to file documents electronically. However, the required filing fees still apply if you are submitting a new case or filing a document that requires a filing fee.

IS E-FILING MANDATORY?

No, using the e-Filing system is voluntary at this time.

E-FILING TRAINING MATERIALS AND INFORMATION

WHERE DO I FIND TRAINING MATERIALS ON USING THE E-FILING SYSTEM?

The following training materials are available on [OAH's website](#):

- e-Filing Step-By-Step Instructions
- e-Filing FAQ

SERVICE OF DOCUMENTS ON THE PARTIES

DOES E-FILING A DOCUMENT CONSTITUTE EFFECTIVE SERVICE ON THE PARTIES?

No. The e-Filing system does not currently support service of documents on the parties. The e-Filing system does not allow parties to view or download documents filed by other parties. Filing the document with the e-Filing system only ensures that the filing is submitted to and received by OAH. You are still required to serve opposing parties with your filings in accordance with applicable law and rules. You must also e-File proof of service the same as you would do if you were filing traditional paper documents by e-Filing an Affidavit of Service showing that all parties were served with the document on the same day that the document was e-Filed.

E-FILING DEADLINES

WHEN IS THE E-FILING SYSTEM AVAILABLE?

The-Filing system is available 24 hours a day, seven days a week. However, the deadline for filing documents is by 4:30 p.m. on the day they are due. Documents received after 4:30 on a specified date will be considered received as of the next business day.

WHAT IF I SUBMIT A DOCUMENT WHILE OAH IS CLOSED?

Any document submitted for e-Filing after 4:30 p.m. Central Time will be deemed filed the next business day.

WHAT HAPPENS IF THE E-FILING SYSTEM IS "DOWN" OR UNAVAILABLE?

If the e-Filing system is unavailable for thirty consecutive minutes between 8:00 a.m. and 4:30 p.m. on the day electronic filing is attempted, you should send an email to OAH.eFiling.Support@state.mn.us confirming that occurrence. If this occurs on the last day for filing the document, you will be notified that the filing deadline will be extended for one day.

HOW DO I KNOW MY DOCUMENT IS REALLY FILED?

You will be able to see your documents listed in the folder.

PREPARING YOUR DOCUMENTS

WHAT DOCUMENT TYPES ARE ACCEPTED?

OAH accepts PDF, Word, and Excel documents.

OAH prefers that documents be created in a word processing application, and then saved as a PDF file before filing. This process allows OAH to annotate filed documents. Filers should not print documents on paper and scan them as PDF files unless doing so is necessary to prepare the documents for filing, as this process does not allow for annotation. Most word processing programs can convert documents to PDF files through a “save as” functionality, and free PDF conversion software is available online.

HOW DO I SIGN THE DOCUMENT IF IT IS COMPUTER-GENERATED AND CONVERTED TO PDF?

OAH recognizes three types of signatures.

1. A typographical signature can be created by typing /s/ and the filer's name on the signature line. The /s/ alone is not sufficient. An acceptable use of this form of signature follows:

s/ JOHN DOE
JohnDoe@gmail.com
Attorney for (Plaintiff/Defendant)
ABC Law Firm
123 South Street
St. Paul, MN 55101
Telephone: (651) 123-4567

2. An electronic signature may be placed on the document as a photo file.
3. Handwritten traditional signatures on scanned documents are permitted.

WHAT ARE THE DOCUMENT FORMATTING REQUIREMENTS?

- Case caption and OAH docket number on, at least, the first page of the filing
- Page numbers on all filings
- Portrait orientation
- 300 DPI [for scanned documents only]
- 1 inch margins
- Documents may not be encrypted or password-protected

WHAT IS THE BEST WAY TO E-FILE EXHIBITS?

Exhibits should be separated by slip sheets printed with only words identifying which exhibit it is (i.e., Exhibit A, Exhibit B, etc.).

To file hearing exhibits, or motions with supporting documents or exhibits, group them together and upload as one filing unless the total is over 100 MB.

Maps for boundary adjustment filings must be uploaded individually.

WHAT ARE THE DOCUMENT FILE SIZE LIMITATIONS?

The file size cannot exceed 100 MB for each document. You can view the size of your document in the document properties.

For reference, 100 MB is approximately:

- Word Document - 6,000 pages of text with no images
- PDF - 550 pages, high resolution

HOW DO I FILE MY DOCUMENT IF IT EXCEEDS THE 100 MB FILE SIZE LIMIT?

Separate the large document into multiple documents, each under 100 MB. Label each section (i.e., Part 1 of 3; Part 2 of 3; and Part 3 of 3) so that OAH can determine how the document should be reassembled.

WHAT DO I DO IF MY DOCUMENT CONTAINS CONFIDENTIAL INFORMATION?

It is the responsibility of the party or their attorney to determine if the document contains not public, confidential or sensitive information. In these circumstances, add a caption onto the filed document that states, “**THIS DOCUMENT CONTAINS NOT PUBLIC DATA**” and include the words “Contains Not Public Data” in the file name for the document. OAH will not review documents for compliance with the Minnesota Government Data Practices Act.

CAN I E-FILE MULTIPLE DOCUMENTS INTO A CASE AT ONE TIME?

Each filing must be submitted separately. However, exhibits and motions with supporting documents should be grouped together and uploaded as one filing unless they total over 100 MB.

HOW DO I E-FILE A PROPOSED ORDER?

Proposed Orders should be submitted as standalone Word documents.

WHEN E-FILING A DOCUMENT, DO I STILL HAVE TO SUBMIT A PAPER COPY?

No, with one exception: hearing exhibits. Unless otherwise directed in a Prehearing Order issued in your case, you should provide the judge with paper copies of **hearing exhibits** only. Printed copies of hearing exhibits should be mailed to OAH at PO Box 64620, St. Paul, MN 55164-0620 and directed “Attention: Judge _____” on the same day the exhibits are e-Filed.

E-FILING SYSTEM QUESTIONS

WHO WILL BE ABLE TO VIEW OR DOWNLOAD E-FILED DOCUMENTS?

Only document filers and OAH employees will be able to view e-Filed documents. You cannot view or download documents filed by other parties.

WHAT BROWSERS CAN BE USED TO ACCESS THE E-FILING SYSTEM?

Internet Explorer, Google Chrome, Mozilla Firefox, and Safari are supported browsers.

WHAT IF I HAVE OTHER QUESTIONS?

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.