



Workers' Compensation

eFiling

CASE SEARCH GUIDELINES

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

I. Case Number Components

OAH 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.

II. 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 OAH
- Any Notices or Orders issued by OAH

- The name of the block assigned judge
- The date of the next scheduled proceeding at OAH
- The case number, case title, and case type

All existing disputes that were open and pending at OAH 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.

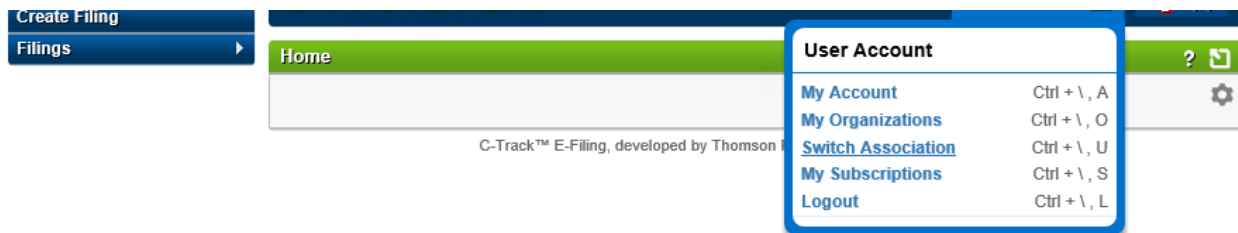
If no party has identified you as a party to the case, you will not have access to view the case or find the case number in eFiling. In this circumstance, you should contact the other parties to obtain the case number.

III. Prepare to Search

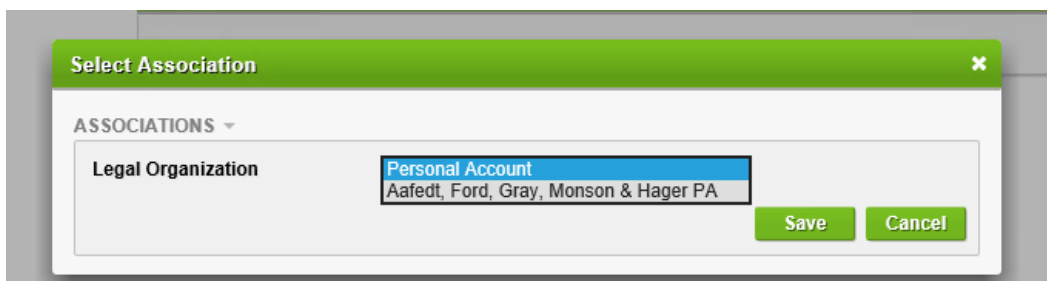
Before searching for a case, always ensure that the following steps have been completed:

1. Log into the attorney's or authorized support staff's eFiling account (see page 61 of the [user guide](#) for instructions on authorizing support staff)
2. If the attorney's firm name is not displayed below their name, complete these steps to switch to the law firm view:

- a. Click **Switch Association**.



- b. Select the legal organization from the **Legal Organization** dropdown menu.



- c. Click **Save**.

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

IV. 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 'mOAH 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 four sections, each with a dropdown arrow:


- COURT SELECTION**: A dropdown menu showing 'Minnesota Office of Administrative He...'. The label 'Court*' is to the left.
- CASE INFORMATION**: Contains several input fields: 'Case Number', 'Case Title', 'Case Category', 'Case Status', 'Case Type', 'Case Subtype', 'Filed Date From' (with a calendar icon), 'Exclude Closed' (checkbox), and 'Date of Injury' (with a calendar icon).
- PARTY/ATTORNEY INFORMATION**: Contains 'Name Contains', 'First Name', 'Middle Name', 'Last Name', 'Type', and 'Role'.
- ADDITIONAL INFORMATION**: Contains 'Proposed Mediation Dates', 'Proposed Mediation Judge', 'Requested Hearing Location', and 'Date of NOID' (with a calendar icon).

A green 'Search' button is located at the bottom right of the form area. At the very bottom of the page, there is a small footer: 'C-Track™ E-Filing, developed by Thomson Reuters Court Management Solutions'.

V. Search for a specific case with the WID number

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

m OAH eFILING Efile User  

E-Filing Case Search ? 

COURT SELECTION ▾

Court* Minnesota Office of Administrative He... ▾

CASE INFORMATION ▾

Case Number Case Title

Case Category Case Status

Case Type Case Subtype

Filed Date From to Exclude Closed

PARTY/ATTORNEY INFORMATION ▾

Name Contains

First Name Type

Middle Name Role

Last Name

ADDITIONAL INFORMATION ▾

Proposed Mediation Dates Proposed Mediation Judge

Requested Hearing Location Date of NOID

Date of Injury

Search

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

VI. 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**.

COURT SELECTION ▾

Court* Minnesota Office of Administrative He... ▾

CASE INFORMATION ▾

Case Number

Case Title

Case Category

Case Status

Case Type

Case Subtype

Filed Date From to

Exclude Closed

PARTY/ATTORNEY INFORMATION ▾

Name Contains Johnson

First Name

Type

Middle Name

Role

Last Name

ADDITIONAL INFORMATION ▾

Proposed Mediation Dates

Proposed Mediation Judge

Requested Hearing Location

Date of NOID

Date of Injury

Search