



How To eFile

Step by Step Guide for eFiling Search Warrants

Step by Step Instructions

1. To eFile an Search Warrant, you will need to be a member of the MPD firm. If you are not, follow the link and join:

<https://minnesota.tylerhost.net/OfsWeb/UserModule/Registration?firm=b00ad53d-a103-4b33-a69e-53584640ad84>

2. Once completed, sign in at this link:

<https://minnesota.tylerhost.net/ofswweb>

You will land on the Filer Dashboard.

4 Types of Case Numbers

1. Public Warrants (including confidential info)
 - a. July 2016–Sept 30, 2016 27CRCV1613
 - b. Oct 2016– Dec 31, 2016 27CRCV164

2. Sealed Trap & Trace, Tracking
 - a. July 2016–Sept 30, 2016 27cvcv168
 - b. Oct 2016– De 31, 2016 27crcv169

3. All Juvenile Warrants 2016 27jvc162

4. Sealed Warrants
 - a) Contact Henn County’s Attorney Office prior to filing.
 - b) Call 612–348–5561, ask for attorney of the week.

Filings Box

The screenshot shows a web form titled "Filings" with a dark header bar. Below the header, the text "Enter the details for this filing" is displayed. The form contains several fields:

- Filing Type:** A dropdown menu with "EFile" selected.
- Filing Code:** A dropdown menu with "Search Warrant" selected. A red "1." is placed to the right of this field.
- Filing Description:** A text input field containing "stuff". A red "2." is placed to the right of this field.
- Reference Number:** A text input field containing "16-123456". A red "3." is placed to the right of this field.
- Filing Comments:** An empty text input field.
- Courtesy Copies:** A text input field containing the text "Courtesy Copies will not be sent on Service".
- Document (Required):** A section with a text input field containing "Computer" and a file upload button (represented by an upward arrow icon). A red "4." is placed to the right of the upload button.

1. Under Filing Code select: **Search Warrant.**
2. Filing Description is a short description of your filing; Example: Premise/Vehicle/Person Search Warrant.
3. Reference Number = MPD CCN number.
4. Scan Search Warrant and/or Confidential Document 11 Form and attach as a PDF in the Document box.
5. Once completed, a Security drop-down button will appear. Choose: Confidential/Public or Sealed. Then click: Save Changes.

Fees

Fees

▼ Search Warrant

Description	Amount
Filing Fee	\$0.00
Filing Total:	\$0.00

Total Filing Fee \$0.00
Envelope Total: \$0.00

Party Responsible for Fees

Click to select Party Responsible for Fees ▼

Payment Account

Click to select Payment Account ▼

Filing Attorney

Click to select Filing Attorney ▼

Undo Save Changes

1. In the Payment Account drop-down box select; Minneapolis Police Department
2. Click: Save Changes
3. Then check Submission Agreements box.
4. Click: Continue

Review and Submit

- ▶ 1. Once you have clicked on the continue button, you will arrive on a review and submission page.
- ▶ 2. Click submit and your case is in the system.
- ▶ 3. You will receive a confirmation number via email.

Your submission in case 27-CR-CV-16-13, Admin File - Confidential Document/Judicial Orders 2016 has been successfully submitted.

Envelope Number: 123456

Filing Code: Search Warrant

Date Submitted: 8/30/2016 2:41:30 PM CDT

- 4. If rejected you will receive an notice via email

Reason(s) for Rejection: No rejection comment was provided. Please contact the court into which you are filing for more information.

Comment: No rejection comment was provided. Please contact the court into which you are filing for more information.

Envelope Number: 123456

Filing Code : Search Warrant

Filing Description: search

Date Submitted: 8/30/2016 2:41:30 PM CDT

Additional Information

- Investigators no longer need to go to the Clerk of Court and have Search Warrant Page 5 sworn/notarized. New copies of the Page 5 document will be distributed or available at MPD Stores.
- New Page 5 (Receipt and Inventory) is a 2-page document. White copy to officer, goldenrod to person/premise.
- If there is Confidential Information fill out Rule 11 and file under Confidential
- Confidential 11 document can be located on the MPD & Manuals and Guide eFile webpage.
- Case Numbers will change yearly, Contact as follows for more information
Adult; 4thcriminalsearchwarrants@courts.state.mn.us
Juvenile: 4thjuvenileserviceupdates@courts.state.mn.us

Helplines

- ▶ eFS Support Center staff are available Monday - Friday, 8:30 a.m. - 4:30 p.m., except for court holidays, to answer your questions and assist you with using the eFS system.
 - **(651) 227-2002** (if calling from metro area codes 612, 651, 763, 952).
 - **1-855-291-8246** (if calling from all other area codes).

- End -

