

**9800.0310 SERVICE BY PARTIES.**

A party may serve documents through the CAMPUS system, by first-class mail, personal service, or, if agreed to by the recipient, facsimile or email. An employee who has not agreed to service through CAMPUS must be served through an alternative method. All documents filed with the court must be served by the filing party on all other parties on the case. Service on a party represented by an attorney must be made on that party's attorney of record. If required by Minnesota Statutes, chapter 176, service must be made on the party as well as the attorney. All documents filed with the court must be accompanied by an affidavit of service on all parties to the proceeding. For parties served by a method other than through the CAMPUS system, the affidavit of service must state the street or post office address, fax number, or email address to which the document was delivered. The affidavit of service requirement is met by the automatically generated certificate of service in the CAMPUS system where that certificate accurately identifies each party served and the method by which the party was served along with locations for those served other than through the CAMPUS system.

**Statutory Authority:** *MS s 175A.07; 176.2611; 176.285; 176.361*

**History:** *19 SR 1131; 49 SR 1107*

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