

9800.0330 ELECTRONIC FILING.

Subpart 1. **Documents accepted; date and time of filing; acknowledgment.** A party is authorized to file any document with the court pursuant to Minnesota Statutes, section 176.2612. Filing is complete on the date and at the time the filing is uploaded to the case through the CAMPUS system assigned by the court. The only acknowledgment of filing shall be provided by the CAMPUS system.

Subp. 2. **Filing format; how filed.** Documents filed through the CAMPUS system must be in a format compatible to the system and where possible in searchable portable document format (PDF). The filing party must ensure that documents submitted electronically are readable, contain all required information, and otherwise comply with court rules. When a document is electronically filed through the CAMPUS system, no duplicate of the filed document will be accepted, either in electronic or other formats.

Subp. 3. **Signature.** A document requiring a signature must bear a facsimile of the filer's signature or a typographical signature in the form of an "/s/ " block and the signatory's name; firm name and attorney license number, if applicable; postal address; and email address.

Subp. 4. **Email.** Where a party demonstrates an inability to file a document using the CAMPUS system and the party obtains prior approval from the court, the party may file documents with the court by email. A party granted permission from the court to use email must follow the directions of court staff to ensure that the document contains all required information and is in portable document format (PDF) prior to filing. In requesting to file by email, the party accepts the risk that the email may be blocked by the state email system and may not be considered timely filed if blocked. The filing party remains responsible for completing service on any party who must be served personally or by mail.

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

History: *49 SR 1107*

Published Electronically: *April 21, 2025*