

Step 1

Prepare your document files. Create *.PDF files from the completed word processing files, using your software's print command.

Step 2

Scan any attachments or exhibits not available electronically.

Step 3

Create *.PDF files from the scanned attachments or exhibits. Use the print command from your scanner's software.

Step 4

Compile all of the document's component files in proper sequence. In Adobe Acrobat Exchange, combine the motion, any exhibits, memorandum of law, and proposed order.

Step 5

Create a PDF file for the entire document. Use the **Save As** command in Adobe Acrobat Exchange to create a unified *.PDF document.

Step 6

Open the Court's Internet page. Our address is www.mnb.uscourts.gov. Click on **Case Filing** to submit a document.

Step 7

Log on. If you have trouble with your password or using ERS, call the **Technical Help Desk** at (612) 664-5300.

Step 8

Search for the case you need.

Step 9

Select the document type from the drop down menu. Complete the information requested. Attach the *.PDF document file created earlier.

Step 10

Send it to the Court. Click the **Send** button when you have completed all the screens and have attached the document file. The **Notice of Electronic Filing** verifies your submission.