Transcript for affidavit of service from Campus video

This video will focus on how to serve an affidavit of service from Campus.

Work Comp Campus facilitates the serving of documents and filings when required. It is the responsibility of the filer to serve the parties.

Campus allows service to occur electronically or via U.S. mail. I will point out how to view the preferred service method for each party later in the video.

The Affidavit of Service screen will allow you to select the parties who will be served.

In the Serve Party column, click the checkbox in front of the parties and the representatives to be served.

In the Service Method column, you will see the delivery method selected, either Electronic or US Mail. If it says "None", that means that particular party has not been selected.

To add a party or representative to the list, click on the + Add Service Recipient button.

Fill out the form.

Role is going to indicate who you are or who you are connected to. So, for example, if you are an attorney, you won't see attorney on the list. But attorneys are usually representing an employee. So, if you are representing an employee, select employee, and you will be added to the list. All recipients added from the + Add Service Recipient button will be assigned the service method of US Mail.

To complete the process, check the boxes to "declare" and "confirm." Your Electronic Signature must be entered exactly as it is in your Campus profile.

Click Submit.

If the Service Method was Electronic the parties will receive a notification email upon acceptance of the submission.

If the service method was US Mail, the filer must print and mail the documents.

To prepare documents to mail, navigate to the document. The document will confirm who needs to be served by US Mail.

Print the document.

The address label and any attachments can be found below the document.

How each service method works.

Upon successful submission of the document or webform, an email notice will be sent to the recipients with the electronic service method.

Once the document, attachments and address labels have been printed it is up to the filer to mail them out.

The Workers' Compensation Division Help Desk can help with questions related to Campus at 651-284-5005 and (press 3), or 800-342-5354 and then (press 3) or email them helpdesk.dli@state.mn.us

And the EDI team is available if you have any questions relating to EDI transaction or submissions send an email to dli.edi@state.mn.us.