1. Login in to Pacer
2. Under U.S. District Court, click on MN
3. Click on Open Case, click on Civil and press next two times
4. Update Jurisdiction to 2- US Govt. Defendant
5. Update Case of Action (use the civil cover sheet to help figure out what to press)
   * 28.... is Habeas
   * 1361 is Mandamus
6. Update Nature to XXX – This can be found on the civil cover sheet
7. Update county to the county where the client is detained/ living
8. Leave the rest of the information as is and hit next
9. Search for party (enter our client’s name)
   * Don’t include address information for our client
   * Change to petitioner
   * Leave everything else blank
10. Search for defendants/ Respondents
    * Search for each respondent’s name
    * Click on the names in the drop down menu
    * Choose a name where all the information is blank
    * Once you find a name where all the information is blank, change the role to respondent
    * Add all the respondents
11. Click on create case, click on yes
12. Petition for Writ of Habeas Corpus or Complaint for mandamus
13. For filer, choose our client’s name then hit next
14. Make sure to check the box for lead attorney then hit next
15. Click on select all defendants and then hit next
16. Click on don’t seal
17. Upload the petition as the main document
    * The attachments are:
      1. Exhibit index if there Is one
      2. All the exhibits (they can be uploaded as one PDF)
      3. Civil cover sheet
18. Click on Yes for Summons
19. Click no on fee waiver
20. Pay the fee (this will lead you to another website to pay and just following the steps)
21. Click next and keep clicking so until it is filed