

Filing an Eviction Appeal at the Minnesota Court of Appeals Kev Zwm Ntawv Thov Txiaiv Txim Dua Txog Kev Ntiab Tawm Tsev hauv Minnesota Tsev Hais Cov Plaub Txiaiv Txim Dua

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This packet is provided as a general guide to the process of appealing from an eviction judgment. These instructions explain the steps to start an appeal and answer common questions, but are not a full guide to the law.

Pob ntawv no yog ua qauv qhia cov txheej txheem thov kev txiaiv txim dua rau txoj kev phua txim ntiab tawm tsev. Cov lus no yuav qhia txog cov kauj ruam pib thov kev txiaiv txim dua thiab teb cov lus nquag nug, tiam sis tsis yog cov lus cob qhia txhij txhua ntawm txoj cai.

Please read this entire packet carefully. If you do not understand any of the steps or do not know if these forms are right for your situation, you should speak with an attorney for legal advice. Court employees are able to give general information about court rules and procedures, but they cannot give legal advice.

Thov ua tib zoo nyeem pob ntawv no txhij txhua tag nrho. Yog koj tsis nkag siab txog tej kauj ruam twg los yog tsis paub tias cov ntawv no puas haum rau koj qhov xwm txheej, koj tham tau nrog ib tug kws lij choj kom muab tswv yim kev cai lij choj pab. Cov neeg ua hauj lwm hauv tsev hais plaub qhia tau tej ncauj lus dog dig txog tsev hais plaub cov cai thiab cov txheej txheem, tiam sis lawv muab tsis tau tswv yim kev cai lij choj.

This packet includes/Pob ntawv no muaj xws li:

- Step-by-Step Instructions for Filing an Eviction Appeal
Cov Kauj Ruam Qhia Kev Zwm Ntawv Thov Txiaiv Txim Dua Txog Kev Ntiab Tawm Tsev
- Form: Notice of Appeal
Tsab ntawv: Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua
- Form: Statement of the Case of Appellant
Tsab ntawv: Nqe Lus Teev Rooj Plaub ntawm Neeg Thov Kev Txiaiv Txim Dua
- Form: Appellant's Certificate of Service by Mail of the Notice of Appeal, Statement of the Case, and Judgment
Tsab ntawv: Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Xa Hauv Chaw Xa Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua, Nqe Lus Teev Rooj Plaub, thiab Kev Phua Txim

- Form: Appellant's Certificate of Service by Personal Delivery of the Notice of Appeal, Statement of the Case, and Judgment
Tsab ntawv: Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Nqa Mus Cev Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua, Nqe Lus Teev Rooj Plaub, thiab Kev Phua Txim
- Form: Appellant's Certificate of Filing of Notice of Appeal
Tsab ntawv: Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Zwm Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua
- Form: Appellant's Certificate of Service by Mail of Brief
Tsab ntawv: Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Kev Xa hauv Chaw Xa Ntawv Qhov Lus Meej
- Form: Appellant's Certificate of Service by Personal Delivery of Brief
Tsab ntawv: Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Kev Nqa Mus Cev Qhov Lus Meej

For Additional Assistance/Lwm cov kev pab txhawb ntxiv:

Additional helpful materials, including example briefs, can be found on the Minnesota State Law Library website(<https://mncourts.libguides.com/appeals>).

Muaj lwm cov ntaub ntawv pab txhawb xws li cov qauv lus meej, nyob rau ntawm Xeev Minnesota Lub Tsev Qiv Ntawv Lij Choj qhov vas sab (<https://mncourts.libguides.com/appeals>).

The State Law Library also hosts an Appeals Self-Help Clinic (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) where you can get brief free legal advice about your case from a volunteer attorney or get help filling out forms. The Appeals Self-Help Clinic is on the third Thursday of the month from 1:30-4:30 p.m. It is a walk-in clinic, so no appointments are taken. For more information about the Appeals Self-Help Clinic, call (651) 297-7651.

Lub Xeev Tsev Qiv Ntawv Lij Choj puav leej muaj lub Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua (<https://mn.gov/law-library/services/clinics/appealsclinic.jsp>) uas koj mus cuag tau tswv yim kev cai lij choj me ntsis rau koj rooj plaub los ntawm ib tug kws lij choj pab dag zog pub dawb los yog tau kev pab nrog ua cov ntawv thov. Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua yog muaj rau hnuv Thursday thib peb hauv lub hlis txij li 1:30-4:30 tav su. Nws yog lub chaw cia li mus cuag xwb, yog li yuav tsis teem sij hawm. Xav paub ntxiv txog Chaw Pab Tus Kheej Txog Kev Txiaiv Txim Dua, hu rau (651) 297-7651.

Important Information about your Appeal

Ncauj Lus Tseem Ceeb txog Txoj Kev Txiav Txim Dua rau koj

Court of Appeals Opinions are Available to the Public

Muaj Tswv Yim Kev Xav Qhia Rau Pej Xeem Huab Hwm Txog Lub Tsev Hais Plaub Cov Kev Txiav Txim Dua

Once your appeal is decided, the Court of Appeals will issue a written decision, called an “opinion,” which will describe your case and the reasons for the court’s decision. **The opinion will be available to the public on the Minnesota Judicial Branch’s website.** After an opinion is filed, it cannot be removed from the internet. This means that anyone who searches for your name on the internet may be able to find and read the opinion, including any reasons you may have been evicted.

Thaum twg txiav txim dua tiav rau koj, Lub Tsev Hais Plaub Cov Kev Txiav Txim Dua yuav suav ib tsab ntawv teev kev txiav txim, hu ua “tswv yim kev xav,” uas yog yuav piav qhia txog koj rooj plaub thiab cov laj thawj rau lub tsev hais plaub txoj kev txiav txim. **Yuav muab cov tswv yim kev xav qhia rau pej xeem huab hwm ntawm Minnesota Judicial Branch qhov vas sab.** Tom qab zwm tiav ib lub tswv yim kev xav, yuav tshem tsis tau nws tawm saum huab cua. Qhov no txhais tau tias yog leej twg tshawb koj lub npe saum huab cua nws yuav pom thiab nyeem tau lub tswv yim kev xav, nrog rau qhov laj thawj uas koj raug ntiab tawm tsev.

Parties in an Eviction Appeal

Cov Tog Neeg hauv Kev Txiav Txim Dua Txoj Kev Ntiab Tawm Tsev

The party who files the appeal is called the “appellant.” The party or parties who “won” in district court ruled are called the “respondents.”

Tog neeg uas zwm ntawv thov kev txiav txim dua yog hu ua “tus neeg thov kev txiav txim dua.” Tog neeg los yog cov tog neeg uas “hais yeej” hauv cheeb tsam tsev hais plaub yog hu ua “cov neeg teb plaub foob.”

Laws that Apply to your Appeal

Cov Kev Cai Uas Muaj Feem Xyuam rau koj Txoj Kev Txiav Txim Dua

Your appeal is governed by the [Minnesota Rules of Civil Appellate Procedure](#), the [Special Rules of Practice for the Minnesota Court of Appeals](#), and the Minnesota Statutes. [Minnesota Statute section 504B.371](#) applies specifically to eviction appeals.

Txoj kev txiav txim dua rau koj yog kav los ntawm [Minnesota Cov Cai Hais Txheej Txheem Kev Txiav Txim Dua rau Laj Mej Pej Xeem](#), [Cov Cai Tshwj Xeeb Hais hauv Minnesota Tsev Hais Cov Plaub Txiav Txim Dua](#), thiab Minnesota Cov Cai Lij Choj. [Minnesota Txoj Cai Lij Choj ntu 504B.371](#) muaj feem xyuam kiag rau cov kev txiav txim dua txog kev ntiab tawm tsev.

This packet includes simplified instructions, but you should read the rules and statutes yourself for more information. **If you are representing yourself, you are responsible for researching court rules, caselaw, and statutes that govern your case.**

Pob ntawv no muaj cov lus qhia yooj yim, tiam sis koj yuav tsum tau nyeem cov kev cai thiab cov cai lij choj koj tus khej kom paub meej ntxiv. **Yog koj sawv cev tam koj tus kheej, koj muaj tes dej num yuav tau tshawb fawb txog tsev hais plaub cov kev cai, rooj plaub txoj cai, thiab cov cai lij choj uas kav koj rooj plaub.**

You can find the rules and statutes at the Minnesota State Law Library (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, or call 651-297-7651), and at public libraries. You can also find the rules at the Minnesota Judicial Branch's website: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Koj yuav nrhiav tau cov kev cai thiab cov cai lij choj hauv Xeev Minnesota Tsev Qiv Ntawv Lij Choj (Room G25, Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Jr. Blvd., St. Paul, MN 55155, los yog hu rau 651-297-7651), thiab hauv cov tsev qiv ntawv dawb rau laj mej pej xeeem. Koj yuav puav leej nrhiav tau cov kev cai nyob rau ntawm Minnesota Judicial Branch qhov vas sab: <http://www.mncourts.gov/About-The-Courts/SupremeCourt/CourtRules.aspx>.

Filing Fees/Cov Nqi Zwm Ntawv

The appellant in an eviction matter must either pay a \$550 filing fee to the Clerk of the Appellate Courts, or obtain an order from the district court waiving the filing fee for the appeal. An order waiving the filing fee is sometimes referred to as an order granting permission to proceed "in forma pauperis (IFP)." See [Minn. R. Civ. App. P. 103.01, subd. 1](#); [109](#).

Tus neeg thov kev txiav txim dua txog kev ntiab tawm tsev yuav tsum them qhov nqi zwm ntawv \$550 mus rau tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua, los yog mus muab ntawv txib hauv cheeb tsam tsev hais plaub kev zam qhov nqi zwm ntawv rau txoj kev txiav txim dua. Tej thaum yuav hu txoj kev zam nqi zwm ntawv ua tso cai hais mus "raws tus yam ntxwv neeg txom nyem (in forma pauperis (IFP))." Xyuas [Minn. R. Civ. App. P. 103.01, subd. 1](#); [109](#).

To get an order waiving the filing fee for the appeal, you must request it in district court. You must request an order waiving the filing fee for the appeal, even if the district court already waived district court fees. Your request can also ask to waive the cost of preparing a transcript for your appeal. If the district court denies your request to waive the filing fee for the appeal, you may then file a motion with the Court of Appeals to review the district court's denial of your request.

Kom tau kev zam nqi zwm ntawv rau txoj kev txiav txim dua, koj yuav tsum thov cheeb tsam tsev hais plaub. Koj yuav tsum thov daim ntawv txib kev zam nqi zwm ntawv rau txoj kev txiav txim dua, txawm tias lub cheeb tsam tsev hais plaub twb zam tag cheeb tsam tsev hais plaub cov nqi. Koj puav leej thov tau kev zam cov nqi npaj daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj. Yog lub cheeb tsam tsev hais plaub tsis kam zam nqi zwm ntawv rau txoj kev txiav txim dua, koj ua ntawv thov tau mus rau lub Tsev Hais Plaub Cov Kev Txiaiv Txim Dua kom tshab xyuas txog cheeb tsam tsev hais plaub txoj kev tsis kam ua raws li koj thov txog.

Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Muaj cov lus qhia thiab cov ntawv sau thov kev zam cov nqi rau txoj kev txiav txim dua rau koj ntawm Minnesota Judicial Branch Qhov Vas Sab: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Important Information about your Appeal
Ncauj Lus Tseem Ceeb txog Txoj Kev Txiav Txim Dua rau koj

Your Forms Must be Filled Out in English
Yuav Tsum Teb Koj Cov Ntawv Ua Lus Askiv

The forms in the attached packet are worded in both English and the translated language. But your answers on the form must be provided in English. If you are unable to fill out your forms in English yourself, you will need to arrange for someone to assist you to word your answers in English. Cov ntawv rhais nrog pob ntawv no yog sau ua Lus Askiv thiab hom lus txhais tib si. Tiam sis koj cov lus teb rau tsab ntawv yuav tsum yog teb ua Lus Askiv. Yog koj teb tsis tau koj cov Ntawv ua Lus Askiv koj tus kheej, koj yuav tau npaj kom muaj leej twg pab koj sau koj cov lus teb ua Lus Askiv.

Your Brief Must be Written in English
Koj Qhov Lus Meej Yuav Tsum Sau Ua Lus Askiv

A major part of your appeal is your *brief*, which is where you will make your legal arguments supporting the outcome you are seeking in your appeal. Your brief will likely require some legal research into the statutes and case law that apply to your appeal. The brief must be written in English. If you are unable to write your brief in English yourself, you will need to arrange for someone to assist you researching and writing your brief in English.

Ib feem loj ntawm koj txoj kev thov txiav txim dua yog koj *qhov lus meej*, uas yog koj cov lus txhawb rau txoj kev txiav txim uas koj xav kom tshwm sim muaj los ntawm txoj kev txiav txim dua. Yuav tsum nyog tshawb fawb txog cov cai lij choj thiab txoj cai rau rooj plaub rau koj qhov lus meej. Qhov lus meej yuav tsum yog sau ua Lus Askiv. Yog koj sau tsis tau koj qhov lus meej ua Lus Askiv koj tus kheej, koj yuav tau npaj kom muaj leej twg pab koj sau koj cov lus teb ua Lus Askiv.

Step-by-Step Instructions for Filing an Eviction Appeal

Cov Kauj Ruam Qhia Kev Zwm Ntawv Thov Txiaiv Txim Dua Txog Kev Ntiab Tawm Tsev

Step 1: Calculate your appeal deadline

Kauj Ruam 1: Ntsuas hnuv kawg rau koj thov kev txiaiv txim dua

You have 15 days from the date that the district court administrator entered a judgment on the eviction order to file and serve your appeal. **The 15-day appeal period starts to run when the district court *enters* the eviction judgment whether or not you are notified of the entry of judgment on that date.**

Koj tshuav 15 hnuv txij hnuv uas lub cheeb tsam tsev hais plaub tus neeg lis ntaub ntawv sau tseg kev phua txim ntawm kev ntiab tawm tsev kom zwm thiab xa tau txoj kev txiaiv txim dua rau koj. **Lub sij hawm 15-hnuv pib suav mus thaum lub cheeb tsam tsev hais plaub *sau* kev phua txim ntiab tawm tsev txawm yuav faj seeb qhia rau koj los yog tsis faj seeb qhia rau koj txog sau tseg kev phua txim rau hnuv ntawd.**

General Information about “Entry of Judgment”

Ncauj Lus Dog Dig txog “Sau Tseg Kev Phua Txim”

An *Order for Judgment* is the judge’s written decision telling the court administrator to enter a *Judgment*. After the district judge issues an *Order for Judgment*, the court administrator will take a separate step called “Entry of Judgment.” The court administrator may prepare a separate document titled “Judgment” or “Judgment Roll,” or the court administrator may add a sentence to the order, after the judge’s signature, that says something like “The above conclusions of law and order constitute the judgment of the court.” The court administrator will sign and date this statement (or the separate *Judgment* document) and will record this action. It is this action which constitutes entry of the *Judgment* and starts the 15-day deadline to file and serve your appeal.

Kev ***Txib rau kev phua txim*** yog tus kws phua txim tsab ntawv teev kev txiav txim qhia rau tus neeg lis ntaub ntawv hauv tsev hais plaub kom muab ***Kev Phua Txim***sau tseg. Tom qab cheeb tsam tsev hais plaub tus kws phua txim tso tawm ***Lus Txib Kev Phua Txim***, tus neeg lis ntaub ntawv hauv tsev hais plaub yuav rhais cov kauj ruam txawv hu ua “Sau Tseg Kev Phua Txim.” Tus neeg lis ntaub ntawv hauv tsev hais plaub yuav npaj lwm daim ntawv hu ua “Kev Phua Txim” los yog “Ntawv Phua Txim,” los yog tus neeg lis ntaub ntawv hauv tsev hais plaub yuav sau ntxiv tau ib nqe lus rau cov lus txib, tom qab tus kws phua txim kos npe tag, uas yuav sau tias “Cov lus xaus cai saum no thiab cov lus txib yog tshwm sim los ntawm txoj kev phua txim los hauv lub tsev hais plaub.” Tus neeg lis ntaub ntawv hauv tsev hais plaub yuav kos npe thiab rau hnuv tim rau nqe lus no (los yog ib tsab ntawv ***Phua Txim*** txawv) thiab yuav muab txoj kev txiav txim no teev cia. Txoj kev txiav txim no tshwm sim muaj kev sau tseg ***Kev Phua Txim*** thiab pib suav hnuv kawg ntawm lub sij hawm 15 hnuv rau kev zwm thiab xa koj tsab ntawv thov kev txiav txim dua.

After Judgment is entered, the next step in the district court proceedings is usually that the district court issues a ***Writ of Recovery of the Premises and Order to Vacate*** (often referred to as the “Writ of Recovery” or just “the Writ”). The ***Writ*** tells the sheriff or other officials to remove the occupant(s) from the property. The ***Writ*** is not appealable.

Tom qab sau tseg Kev Phua Txim, kauj ruam tom ntej hauv cheeb tsam tsev hais plaub cov txheej txheem yog lub cheeb tsam tsev hais plaub tso tawm ***Ntawv Txeeb Rov Los Cov Tsev thiab Lus Txib Kom Tawm (Writ of Recovery of the Premises and Order to Vacate)*** (feem ntau yog hu ua “Ntawv Txeeb Rov Los” los yog “tsab Ntawv”). Tsab ***Ntawv Yuam*** qhia rau tus ceev xwm los yog lwm cov kws ceev xwm kom tshem tawm tus (cov) neeg hauv lub tsev. Tsab ***Ntawv Yuam*** muab tsis tau los txiav txim dua.

The only decision that can be appealed in an eviction proceeding is the eviction ***Judgment***. The ***Order for Judgment*** is not appealable, but the Court of Appeals will review it as part of your appeal.

Tib txoj kev txiav txim uas thov kev txiav txim dua tau rau ntawm cov txheej txheem kev ntiab tawm tsev yog ***Kev Phua Txim*** rau kev ntiab tawm tsev. Kev ***Txib rau Kev Phua Txim*** yuav muab txiav txim dua tsis tau, tiam sis Lub Tsev Hais Plaub Cov Kev Txia Txim Dua yuav muab xyuas tam ib feem ntawm koj tsab ntawv thov txiav txim dua.

- The date the district court administrator entered judgment was _____.
Hnuv uas tus neeg lis ntaub ntawv hauv tsev hais plaub sau tseg kev phua txim yog

Follow the instructions on the next page to calculate your deadline.

Ua raws cov lus qhia ntawm nplooj ntawv tom ntej kom ntsuas tau hnuv kawg rau koj.

General Instructions for Calculating Court of Appeals Deadlines
Cov Lus Qhia Dog Dig rau Kev Ntsuas Cov Hnub Kawg Rau Lub Tsev Hais
Cov Plaub Txiaiv Txim Dua

- Appellate court staff cannot calculate your deadline for you. You are responsible for knowing the events that start the time periods for your deadlines and you are responsible for keeping track of all deadlines that apply to your appeal.
 Neeg ua hauj lwm hauv tsev hais plaub txiaiv txim dua yuav ntsuas tsis tau hnub kawg rau koj. Koj muaj tes luag num yuav tsum paub txog cov xwm txheej uas pib cov caij nyoog rau koj cov hnub kawg thiab nco txog cov hnub kawg uas muaj feem xyuam rau koj txoj kev thov txiaiv txim dua.
- Do not count the day of the event that starts the time period (for example, the date the eviction judgment was entered). Instead, start counting the next day.
 Tsis txhob suav hnub uas qhov xwm txheej pib ua hnub pib rau lub sij hawm (piv txwv, hnub uas sau tseg kev phua txim ntiab tawm tsev). Pib suav hnub tom qab.
- Continue counting calendar days. Do not skip weekends or legal holidays.
 Suav cov hnub mus. Tsis txhob hla cov hnub kawg hauv lim tiam los yog cov hnub caiv raws kev cai lij choj.
- If the last day of the period falls on a Saturday, Sunday, or legal holiday, then the deadline is the next business day. For the purpose of calculating deadlines, legal holidays for the appellate courts are:
 Yog hnub kawg ntawm lub sij hawm no poob rau hnub Saturday, Sunday, los yog hnub caiv raws kev cai lij choj, ces hnub kawg yuav yog hnub qhib lag luam tom ntej. Rau qhov laj thawj kev ntsuas cov hnub kawg, cov hnub caiv raws kev cai lij choj rau cov tsev hais plaub txiaiv txim dua yuav yog:
 - New Year’s Day (January 1);
 Hnub Xyoo Tshiab (Ib Hlis Tim 1);
 - Martin Luther King, Jr.’s birthday (the third Monday in January);
 Hnub Yug Martin Luther King, Jr. (Hnub Monday thib peb hauv lub Hlis Ntuj);
 - Presidents’ Day (the third Monday in February);
 Hau Teb Chaws Hnub (Hnub Monday thib peb hauv lub Ob Hlis Ntuj);
 - Memorial Day (the last Monday in May);
 Hnub Nco Txog Cov Tuag (Hnub Monday kawg hauv lub Tsib Hlis Ntuj);
 - Juneteenth (June 19)/Lub Hli Thib Rau (Lub Rau Hlis Ntuj Tim 19)
 - Independence Day (July 4);
 Hnub Ywj Pheej (Xya Hli Tim 4);
 - Labor Day (the first Monday in September);
 Hnub Khwv (Thawj Hnub Monday hauv lub Cuaj Hli Ntuj);
 - Columbus Day (the second Monday in October), even though the appellate courts are open on Columbus Day;
 Columbus Hnub (Hnub Monday thib ob hauv lub Kaum Hli Ntuj), txawm tias cov tsev hais plaub txiaiv txim dua yeej qhib rau Columbus Hnub;
 - Veterans’ Day (November 11);
 Qub Tub Rog Hnub (Kaum Ib Hlis Tim 11);

- Thanksgiving Day (the fourth Thursday in November);
Hnub Ua Tsaug (Hnub Thursday thib plaub hauv Kaum Ib Hlis Ntuj);
- The Friday after Thanksgiving; and
Hnub Friday tom qab Hnub Ua Tsaug; thiab
- Christmas Day (December 25).
Hnub Yug Yesxus (Kaum Ob Hlis Tim 25).

The deadline for starting my appeal is _____.
Hnub kawg pib txoj kev txiav txim dua rau koj yog

Note: The Court of Appeals cannot extend the deadline for appeal. Before the deadline you calculated in this step, the *Notice of Appeal* must be **filed** with the Clerk of the Appellate Courts and **served** on all respondents (steps 2-5 provide instructions for filing and serving documents).

Faj seeb: Lub Tsev Hais Cov Plaub Kev Txiav Txim Dua ncua tsis tau hnub kawg rau kev txiav txim dua. Ua ntej hnub kawg uas koj ntsuas tau ntawm kauj ruam no, *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* yuav tsum muab **zwm** nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua thiab **muab xa** rau tag nrho cov neeg teb plaub foob (cov kauj ruam 2-5 muaj cov lus qhia zwm thiab xa cov ntaub ntawv).

If you do not file and serve the *Notice of Appeal* by the deadline, your appeal will be dismissed. Yog koj tsis zwm thiab xa *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thaum txog hnub kawg ces yuav muab koj txoj kev thov txiav txim dua tshem tawm.

Step 2: Fill out the *Notice of Appeal* and *Statement of the Case*
**Kauj Ruam 2: Teb rau *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* thiab
*Nqe Lus Teev Rooj Plaub***

- Fill out the *Notice of Appeal*, which is the document that starts the appeal process in an eviction case. It tells the court and the other party or parties that you intend to appeal. A *Notice of Appeal* form is attached to this packet.
Teb rau *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*, uas yog tsab ntawv pib cov txheej txheem kev txiav txim dua hauv rooj plaub ntiab tawm tsev. Nws qhia rau lub tsev hais plaub thiab lwm tog neeg los yog lwm cov tog neeg tias koj npaj thov kev txiav txim dua. Muaj *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua* rhais nrog pob ntawv no.
- Fill out the *Statement of the Case*, which should *briefly summarize* the reasons you think the district court’s decision was incorrect. A *Statement of the Case* form is attached to this packet. You do not need to make detailed arguments in the *Statement of the Case*, because you will make detailed arguments later in your *Brief*. Do not attach any additional documents to your *Statement of the Case*.
Teb rau *Nqe Lus Teev Rooj Plaub*, uas *nthuav qhia me ntsis txog* cov laj thawj uas koj xav tias cheeb tsam tsev hais plaub txoj kev txiav txim dhau los thiaj li tsis yog. Muaj *Nqe Lus Teev Rooj Plaub* rhais nrog pob ntawv no. Koj tsis tag teev cov ntsiab lus sib cam ntxaws rau hauv *Nqe Lus Teev Rooj Plaub*, vim tias koj yuav teev cov lus sib cam kom ntxaws rau hauv koj *Qhov Lus Meej*. Tsis txhob rhais lwm cov ntaub ntawv ntxiv rau koj *Nqe Lus Teev Rooj Plaub*.

The party who files the appeal is called the “appellant.” The party or parties who “won” in district court ruled are called the “respondents.”

Tog neeg uas zwm ntawv thov kev txiav txim dua yog hu ua “tus neeg thov kev txiav txim dua.” Tog neeg los yog cov tog neeg uas “hais yeej” hauv cheeb tsam tsev hais plaub yog hu ua “cov neeg teb plaub foob.”

The *Statement of the Case* asks you to indicate which format you will use when you file your *brief*: formal, informal, or memorandum of law with a short letter argument. Refer to Step 9 for information about the different format options for your *brief*.

Nqe Lus Teev Rooj Plaub yuav kom koj qhia seb hom *lus meej* twg yog hom koj zwm: hom raws kev raws cai, tsis raws kev raws cai, los yog lus txhawb cai nrog ib tsab ntawv sau sib cam luv luv. Xyuas Kauj Ruam 9 kom paub txog cov hom *lus meej* sib txawv.

Fill in all of the blanks on the forms. If you do not fill out all of the blanks, the Clerk of the Appellate Courts may have to return the forms to you, and it may cause you to miss your deadline to appeal.

Teb rau tag nrho cov kab tsis muaj dab tsi hauv cov ntawv. Yog koj tsis teb rau tag nrho cov kab tsis sau dab tsi rau, tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua yuav muab cov ntawv xa rov rau koj thiab nws yuav ua rau koj thov kev txiav txim dua tsis raws hnuv kawg.

**Step 3: File the *Notice of Appeal, Statement of the Case,*
and a copy of the *Judgment***
**Kauj Ruam 3: Zwm *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua,*
*Nqe Lus Teev Rooj Plaub, thiab luam tsab Kev Phua Txim***

“Filing” means submitting or delivering documents to the Office of the Clerk of the Appellate Courts. The first step in your appeal at the Court of Appeals is to file the *Notice of Appeal*.

“Kev zwm” txhais tau tias muab cov ntaub ntawv xa los yog nqa mus rau lub Chaw Ua Hauj Lwm ntawm Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua. Thawj kauj ruam ntawm koj txoj kev thov txiav txim dua hauv Lub Tsev Hais Cov Plaub Txiav Txim Dua yog zwm *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*.

- Choose your method of filing (see instructions below):
Xaiv koj txoj kev zwm (xyuas cov lus qhia nram no):

General Instructions for “Filing”
Cov Lus Qhia Dog Dig Txog “Kev Zwm” Xaiv koj txoj kev zwm
(xyuas cov lus qhia nram no)

Parties **without an attorney** may file documents by any of the following three methods:
Cov tog neeg **tsis muaj kws lij choj** zwm tau cov ntaub ntawv raws peb txoj kev nram no:

- 1) By **hand-delivering** them to the Clerk of the Appellate Courts during business hours (8:00 a.m. to 4:30 p.m. weekdays, excluding holidays).

Raws **kev nqa kiag mus rau** Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua thaum cov sij hawm lag luam qhib (8:00 teev sawv ntxov txog 4:30 tav su, cov hnuv ua hauj lwm, tsis xam cov hnuv caiv).

- 2) By **mailing** the documents to the Clerk of the Appellate Courts, addressed to:

Raws **kev xa hauv chaw xa ntawv** mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua, sau kiag mus rau:

Clerk of the Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

For filing by postal mail, a document will be considered filed “on time” if it is deposited in the U.S. Mail by the deadline with correct postage and the correct address, even though the Clerk of the Appellate Courts will not receive the document on the day you deposit it in the mail.

Rau txoj zwm raws chaw xa ntawv, yuav xam tias zwm tsab ntawv “raws sij hawm” yog tias muab nws xa ntawm Teb Chaws Asmeskas Chaw Xa Ntawv rau hnuv kawg nrog qhov nqi xa yog thiab rau qhov chaw nyob yog, txawm tias Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua tsis tau txais tsab ntawv rau hnuv uas koj muab xa kiag.

- 3) By **submitting them electronically** through the appellate courts’ e-filing system, E-MACS. Parties who do not have an attorney may use E-MACS, but they do not have to. Once you start to e-file in an appellate case, you must continue to e-file throughout the case – you cannot choose later to file in person or by mail (**Note: All attorneys are required to use E-MACS and cannot file documents by mail or by hand-delivery to the Clerk of the Appellate Courts**).

Raws **kev xa hauv tshuab hluav taws xob** hauv cov tsev hais plaub txiaiv txim dua txoj kev zwm ntaub ntawv saum huab cua, E-MACS. Cov tog neeg uas tsis muaj kws lij choj siv tau E-MACS, tiam sis lawv tsis tag siv. Thaum twg koj pib zwm ntaub ntawv thov kev txiaiv txim dua rau ib rooj plaub hauv tshuab hluav taws xob, koj yuav tsum zwm hauv tshuab hlawv taws xob mus thawj rooj plaub – koj hloov tsis tau yav tom ntej mus zwm tim ntsej tim muag los yog zwm hauv chaw xa ntawv (**Faj seeb: Tag nrho cov kws lij choj yuav tsum tau siv E-MACS thiab zwm tsis tau ntaub ntawv raws kev xa hauv ntawv los yog raws kev nqa mus cev rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua**).

For information about electronic filing and to submit documents electronically, go to the Clerk of the Appellate Courts’ webpage (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling).

Xav paub txog kev zwm thiab xa ntawv hauv tshuab hluav taws xob, mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua qhov vas sab (www.mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab05AppellateFiling).

The Clerk’s Office cannot accept your filing by fax or email. For additional instructions on filing, see [Minn. R. Civ. App. P. 125.01](#).

Tus Kws Lis Ntaub Ntawv Lub Chaw Hauj Lwm txais tsis tau cov ntawv uas zwm hauv xov tooj los yog hauv chaw sau ntawv email. Xav paub ntxiv txog kev zwm ntawv, xyuas [Minn. R. Civ. App. P. 125.01](#).

- If you are filing your documents by hand-delivery or by mail, make copies of the ***Notice of Appeal, Statement of the Case***, and the ***Judgment*** that you are appealing. Make enough copies so that there will be a copy of each document for each respondent, as well as one copy of each for yourself. Keep one copy of each document for your records.

Yog koj zwm koj cov ntaub ntawv raws kev nqa mus cev los yog hauv chaw xa ntawv, luam cia ***Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua, Nqe Lus Teev Rooj Plaub***, thiab ***Kev Phua Txim*** uas koj thov kom txiav txim dua. Luam cov ntaub ntawv ib daimzus kom txaus rau ib tug neeg teeb plaub foob zus, nrog rau ib tsam rau koj tus kheej. Khaws cia ib tsab ntawv lus meej rau koj cov ntaub ntawv teev cia.

- File the original ***Notice of Appeal*** and ***Statement of the Case***, along with a copy of the ***Judgment***, with the Clerk of the Appellate Courts.

Zwm tsab tseem ntawm ***Tsab Ntawv Teev Txog Kev Txiav Txim Dua*** thiab ***Nqe Lus Teev Rooj Plaub***, nrog rau luam tsab ***Kev Phua Txim***, rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiav Txim Dua.

Step 4: Serve the documents on respondents
Kauj Ruam 4: Xa cov ntawv mus rau cov neeg teb plaub foob

Any time you submit a document to the Clerk of the Appellate Courts for filing, a copy must also be provided to all other parties at or before the time of filing. This is called “service.”

Txhua lub sij hawm uas koj xa ib tsab ntawv mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua kom zwm, yuav tsum luam ib tsab xa mus rau tag nrho lwm cov tog neeg thaum lub sij hawm los yog ua ntej lub sij hawm zwm. Qhov no yog hu ua “kev xa.”

You must also file proof that you have served the document (“proof of service”) with the Clerk of the Appellate Courts. Instructions for proof of service are at Step 5.

Koj puav leej yuav tsum zwm tsab ntawv pov thawj kev xa ntawv (“pov thawj kev xa”) mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua. Muaj cov lus qhia ua ntawv pov thawj kev xa nyob rau ntawm Kauj Ruam 5.

Important: You must file the *Notice of Appeal* and serve it on the respondents by the deadline you calculated in Step 1, or your appeal will be dismissed.

Tseem ceeb: Koj yuav tsum zwm *Tsab Ntawv Teev Txog Kev Txiaiv Txim Dua* thiab muab xa rau cov neeg teb plaub foob raws hnub kawg uas koj ntsuas tau ntawm Kauj Ruam 1, tsis li ces koj txoj kev thov txiaiv txim dua yuav raug muab tshem tawm.

- Choose your method(s) of service. For each party who you need to serve documents on, follow these steps to decide how to serve that party:
 Xaiv koj hom (cov) kev xa. Rau ib tog neeg uas koj yuav tau xa cov ntaub ntawv rau, ua raws cov kauj ruam kom txiaiv txim tau txoj kev xa rau tog neeg ntawd:

**General Instructions for “Service”/Raws Ncua Dav Cov Ncauj Lus Qhia rau
 “Kev Pab Cuam”**

If a party has an attorney, you must serve the attorney rather than the party. If a party does not have an attorney, serve that party directly.

Yog ib tog neeg muaj tus kws lij choj, koj yuav tsum xa mus rau tus kws lij choj, tsis yog tog neeg ntawd. Yog tias ib tog neeg tsis muaj tus kws lij choj, yuav tsum xa ncaj qha rau tog neeg ntawd.

Did you file your *Notice of Appeal* and *Statement of the Case* electronically using EMACS **AND** is the person you are serving registered for electronic service in E-MACS?

Koj puas tau xa *Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiaiv Txim Dua* thiab *Lus Qhia Txog Rooj Plaub* hauv es lev taus niv uas siv EMACS **THIAB** yog tus neeg koj pab cuam rau tau tso npe siv kev pab cuam hauv es lev taus niv nyob hauv E-MACS?

If you answered **YES** to both questions above, then you may serve that person electronically using E-MACS.

Yog koj teb tias **YOG** rau ob nqe lus nug saum toj no, ces koj yuav tau pab cuam rau tus neeg ntawd hauv es lev taus niv uas siv E-MACS.

If you answered **NO** to either question above, then you filed your documents by hand delivery or by U.S. Mail and therefore you must choose one of the options below for service: Yog koj teb tias **TSIS YOG** rau **ob** nqe lus nug saum toj no nqe twg los xij, ces koj xa tau koj cov ntaub ntawv kiag ntawm tus kheej los sis Kev Xa Ntawv Hauv Teb Chaws Meskas thiab tag ntawd koj yuav tsum xaiv ib txoj hauv kev hauv qab no rau qhov kev pab cuam:

(1) In person (“personal service”): Have another person hand-deliver the document. The person who hand-delivers the document must be 18 years or older and not a party to the appeal. **You cannot serve a party in person yourself.**

Raws tim ntsej tim muag (“nqa mus cev”): Muaj lwm tus neeg nqa tsab ntawv mus cev. Tus neeg uas nqa daim ntawv mus cev kiag yuav tsum muaj hnuv nyooq 18 xyoo los yog laus dua thiab tsis yog tog neeg thov kev txiav txim dua. **Koj nqa tsis tau mus cev rau tog neeg ntawd koj tus kheej.**

(2) By mail: Deposit the documents, correctly addressed, in the U.S. Mail, with adequate first-class postage. You may serve documents by mail yourself.

Los ntawm kev xa ntawv: Muab cov ntawv sau chaw nyob yog xa hauv Teb Chaws Asmeskas Chaw Xa Ntawv, nrog qhov nqi xa yog rau thawj qib. Koj mus xa tau cov ntawv koj tus kheej.

(3) If the recipient consents to another method of delivery, such as email or fax, you could also use that method for service. For additional instructions on service, see [Minn. R. Civ. App. P. 125.02 and 125.03](#).

Yog tus neeg txais tso cai rau lwm hom kev xa, xws li xa hauv email los yog hauv xov tooj, koj siv tau hom kev xa ntawv. Xav paub ntxiv txog cov kev xa ntawv, mus saib [Minn. R. Civ. App. P. 125.02 thiab 125.03](#).

Serve each respondent with a copy of the (1) *Notice of Appeal*, (2) *Statement of the Case*, and (3) *Judgment*.

Xa ib (1) *Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua*, (2) *Nqe Lus Teev Rooj Plaub*, thiab (3) *Kev Phua Txim* mus rau ib tug neeg teb plaub foob twg.

Step 5: If you served any documents in person or by mail:

Fill out and file the *Certificate of Service*

Kauj Ruam 5: Yog koj xa ntaub ntawv tim ntsej tim muag los yog hauv chaw xa ntawv: Teb rau thiab zwm *Tsab Ntawv Pov Thawj Kev Xa Ntawv*

Every document submitted to the Clerk of the Appellate Courts for filing must be accompanied by proof that the document was served on the other parties to the appeal. This is called “proof of service.” Documents served electronically do not require a separate document showing proof of service.

Txhua tsab ntawv uas xa mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tsum muaj pov thawj tias yeej tau muab tsab ntawv ntawd xa mus rau lwm cov tog neeg txog kev txiaiv txim dua. Qhov no yog hu ua “pov thawj kev xa.” Cov ntawv uas muab xa hauv tshuab hluav taws xob tsis tag yuav muaj dua lwm tsab ntawv pov thawj kev xa.

General Instructions for “Proof of Service”

Raws Ncua Dav ntawm Cov Ncauj Lus Qhia rau “Pov Thawj ntawm Kev Pab Cuam”

Did you serve **all** of your documents on **all** parties electronically using E-MACS?
Koj puas tau xa **txhua** koj cov ntawv mus rau **tag nrho** cov tog neeg hauv tshuab hluav taws xob E-MACS?

If yes: No separate proof of service is required, because the Clerk of the Appellate Courts will receive proof (from E-MACS itself) that you have served each document electronically. Skip to Step 6 on page 11.

Yog tias yog: Tsis tag muab cov pov thawj ntawm kev pab cuam cais, vim tias tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua yuav tau txais cov pov thawj (los ntawm E-MACS nws tus kheej lawm) tias koj tau pab cuam txhua cov ntaub ntawv hauv es lev taus niv. Hla Kauj Ruam 6 ntawm nplooj 11.

If no: Any time you serve papers in person, by postal mail, or by another delivery method (with the consent of the recipient), you must file a separate form showing proof of service.

Yog tias tsis yog: Thaum koj tau pab cuam cov ntaub ntawv kiag ntawm tus kheej, los ntawm kev xa ntawv, los sis lwm txoj hauv kev xa (muaj ntawv tso cai ntawm tus txais), koj yuav tsum muab cais nyias qhia nyias daim foos pov thawj ntawm kev pab cuam.

Usually, proof of service is (1) a notarized *Affidavit of Service* or (2) a *Certificate of Service*. The difference between an *Affidavit of Service* and a *Certificate of Service* is that a *Certificate of Service* does not need to be signed in front of a notary.

Feem ntau, pov thawj kev xa (1) yog *Tsab Ntawv Tim Khawv Kev Xa Ntawv* los yog (2) ib *Tsab Ntawv Pov Thawj Kev Xa Ntawv* uas tim khawv kos npe lees pom. Qhov sib txawv ntawm *Tsab Ntawv Tim Khawv Kev Xa Ntawv* thiab *Tsab Ntawv Pov Thawj Kev Xa Ntawv* yog tias *Tsab Ntawv Pov Thawj Kev Xa Ntawv* tsis tag yuav tau muab kos npe rau ntawm tus tim khawv saib.

You may file one *Certificate of Service* (or *Affidavit of Service*) listing multiple documents if you serve those documents on the same date and on the same parties.

Koj zwm tau ib *Tsab Ntawv Pov Thawj Kev Xa Ntawv* (los yog *Tsab Ntawv Tim Khawv Kev Xa Ntawv*) sau qhia ntau tsab ntawv yog koj xa cov ntawv ntawd mus tib hnub thiab xa rau tib co tog neeg.

For additional instructions on proof of service, see [Minn. R. Civ. App. P. 125.04](#).
Xav paub ntxiv txog pov thawj kev xa, mus saib [Minn. R. Civ. App. P. 125.04](#).

If you served any documents by mail or other non-electronic method, follow the checklist on the next page to submit proof of service for those documents.

Yog tias koj pab cuam tej ntaub ntawv los ntawm kev xa ntawv los sis lwm yam uas tsis yog hauv es lev taus niv, saib cov ntawv txheeb txog hauv qab no nyob rau nplooj ntawv tom ntej los xa pov thawj ntawm kev pab cuam rau cov ntaub ntawv no.

The person who served the documents must complete and sign either:

Tus neeg uas xa cov ntaub natwv yuav tsum sau tiav thiab kos npe rau:

- the form titled *Appellant's Certificate of Service by Mail of the Notice of Appeal, Statement of the Case, and Judgment*, OR
tsab ntawv muaj npe *Neeg Thov Kev Txiav Txim Dua Tsab Ntawv Pov Thawj Kev Xa Hauv Chaw Xa raus Kev Xa hauv Chaw Xa Ntawvrau Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua, Nqe Lus Teev Rooj Plaub, thiab Kev Phua Txim*, LOS YOG
- the form titled *Appellant's Certificate of Service by Personal Delivery of the Notice of Appeal, Statement of the Case, and Judgment*.
tsab ntawv muaj npe *Neeg Thov Kev Txiav Txim Dua Tsab Ntawv Pov Thawj Kev Xa raus Tsim Ntsej Tim Duab Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua, Nqe Lus Teev Rooj Plaub, thiab Kev Phua Txim*.

The *Certificate of Service* must include, from top to bottom:

Tsab Ntawv Pov Thawj Kev Xa Ntawv yuav tsum muaj, saum toj rau nram hav:

1. The parties' names and case file number;
Cov tog neeg cov npe thiab tus zauv cim rooj plaub;
2. County where the form was signed;
Lub cheeb koog uas kos npe rau tsab ntawv;
3. The name of the person who served the documents;
Tus neeg uas xa cov ntawv lub npe;
4. The titles of the documents that were served (on the forms included with this packet, the titles of the document are already filled in);
Cov ntawv npe uas muab xa (ntawm cov ntawv uas muaj nyob rau hauv pob ntawv no, cov ntawv npe uas twb teb rau tag lawm);
5. The date the documents were served;
Hnub uas xa cov ntawv;

6. The names of the parties who were served and the addresses to which the documents were mailed or delivered to those parties;
Cov tog neeg uas yuav txais cov ntawv cov npe thiab cov chaw nyob uas yuav muab cov ntawv xa los yog nqa mus cev rau cov tog neeg ntawd;
7. The signature of the person who served the documents, the date the form was signed, and the county and state where the form was signed.
Tus neeg xa cov ntawv lub npe kos, hnuv kos npe rau tsab ntawv thiab lub cheeb koog thiab lub xeev uas tsab ntawv kos npe nyob rau.

Note: You will need different *Certificate of Service* forms at different steps in the process. Do not fill out or file all of the *Certificate of Service* forms at the same time.

Faj seeb: Koj yuav tau muaj cov *Tsab Ntawv Pov Thawj Kev Xa Ntawv* sib txawv thaum txog cov kauj ruam sib txawv ntawm cov txheej txheem. Tsis txhob teb rau los yog zwm tag nrho cov *Tsab Ntawv Pov Thawj Kev Xa Ntawv* tib zaug.

File the signed *Certificate of Service* with the Clerk of the Appellate Courts.

Muab *Tsab Ntawv Pov Thawj Kev Xa Ntawv* uas kos npe rau zwm nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.

- If you used E-MACS to electronically file your *Notice of Appeal, Statement of the Case*, and *Judgment*, you will also file your *Certificate of Service* electronically using E-MACS (even if you served your documents by mail or in person). The *Certificate of Service* must be uploaded as a separate PDF or Word document – do not combine with one of your other documents into a single PDF or Word document. Yog tias koj siv E-MACS los zwm koj *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua, Nqe Lus Teev Rooj Plaub*, thiab *Kev Phua Txim*, koj puav leej zwm tau koj *Tsab Ntawv Pov Thawj Kev Xa* hauv tshuab hluav taws xob yog siv E-MACS (txawm tias koj xa koj cov ntaub ntawv hauv chaw xa ntawv los yog tim ntsej tim muag). *Tsab Ntawv Pov Thawj Kev Xa Ntawv* yuav tsum yog muab rub ua hom PDF los yog Word – tsis txhob sib txuam ua ke nrog koj lwm cov ntawv ua ib tsab PDF los yog Word xwb.
- If you filed your *Notice of Appeal, Statement of the Case*, and *Judgment* documents by hand delivery or by mail, you may also file your *Certificate of Service* by hand delivery or by mail.
Yog tias koj zwm koj *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua, Nqe Lus Teev Rooj Plaub*, thiab *Kev Phua Txim* raws kev nqa mus cev los yog hauv chaw xa ntawv, koj puav leej zwm tau koj *Tsab Ntawv Pov Thawj Kev Xa* raws kev nqa mus cev los yog hauv chaw xa ntawv.
- See Step 3 on page 11 for additional instructions on how to file documents.
Xyuas Kauj Ruam 3 ntawm nplooj 11 kom paub ntxiv cov lus qhia zwm ntawv.

Step 6: File a copy of the *Notice of Appeal* with the district court
Kauj Ruam 6: Luam zwm *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua*
rau hauv cheeb tsam tsev hais plaub

This step lets the district court know that you have started an appeal with the Court of Appeals. Kauj ruam no qhia lub cheeb tsam tsev hais plaub paub tias koj tau pib thov kev txiaiv txim dua ntawm Lub Tsev Hais Cov Plaub Txiaiv Txim Dua lawm.

Like the Court of Appeals, the district courts also allow parties without an attorney to file by mail or hand-delivery to the district court where your case took place. But, the district courts use a different system for electronic filing (called “eFS”), and different district courts may have specific instructions for filing. For more information about filing in district court, contact court administration for the district court where your eviction case was decided.

Zoo xws li Lub Tsev Hais Cov Plaub Txiaiv Txim Dua lawm, lub cheeb tsam tsev hais plaub puav leej kheev cov tog neeg uas tsis muaj kws lij choj zwm ntawv raws kev xa hauv chaw xa ntawv los yog kev nqa mus cev rau lub cheeb tsam tsev hais plaub uas koj rooj plaub tshwm sim nyob rau. Tiam sis, lub cheeb tsam tsev hais plaub siv txoj kev zwm ntawv hauv tshuab hluav taws xob txawv (hu ua “eFS”), thiab cov cheeb tsam tsev hais plaub sib txawv yuav muaj cov lus qhia zwm ntaub ntawv sib txawv. Xav paub ntxiv txog kev zwm ntawv hauv lub cheeb tsam tsev hais plaub, mus cuag lub chaw khiav ntaub ntawv rau cheeb tsam tsev hais plaub uas koj rooj plaub kev ntiab tawm tsev txiaiv txim nyob rau.

- File a copy of the *Notice of Appeal* with the district court that entered your *Judgment*.

Luam zwm *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua* rau hauv cheeb tsam tsev hais plaub uas sau tseg koj qhov *Kev Phua Txim*.

- To show that you filed the *Notice of Appeal* in district court, choose one of the following options:

Kom qhia tau tias koj zwm tag *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua* hauv cheeb tsam tsev hais plaub, xaiv ib txoj kev taug nram no:

- (1) Fill out the attached form titled *Appellant’s Certificate of Filing of Notice of Appeal*,
 Teb rau tsab ntawv rhais nrog muaj npe hu ua *Neeg Thov Kev Txiaiv Txim Dua Tsab Ntawv Pov Thawj Zwm Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua*,

OR/LOS YOG

- (2) Obtain a copy of the *Notice of Appeal* that has the district court administrator’s filing stamp on it,

Luam kom tau *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua* uas lub cheeb tsam tsev hais plaub tus neeg lis ntaub ntawv ntaus thwj rau lawm,

OR/LOS YOG

(3) Obtain a copy of the receipt from eFS showing that you filed the *Notice of Appeal* electronically in the district court.

Luam kom tau daim ntawv pov thawj ntawm eFS uas qhia tias koj tau zwm *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua* hauv tshuab hluav taws xob hauv cheeb tsam tsev hais plaub.

File one of the documents above with the Clerk of the Appellate Courts (see Step 3 on page 11 for instructions on filing documents in the appellate courts).

Zwm ib tsab ntawv saum no nrog Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua (xyuas Kauj Ruam 3 ntawm nplooj 11 kom paub cov lus qhia zwm ntaub ntawv rau hauv cov tsev hais plaub txiaiv txim dua).

If you want to request to waive the fees for your appeal (by filing a *Motion to Proceed In Forma Pauperis* in district court), you should file this request now. Instructions and forms for requesting an order waiving fees for your appeal are found on the Minnesota Judicial Branch Website: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Yog koj xav thov kev zam cov nqi rau koj txoj kev thov txiaiv txim dua (uas yog zwm *Ntawv Thov Kev Hais Mus Raws Tus Yam Ntxwv Neeg Txom Nyem (Motion to Proceed In Forma Pauperis)* hauv cheeb tsam tsev kawm ntawv), koj yuav tsum zwm tsab ntawv thov no tam sim no. Muaj cov lus qhia thiab cov ntawv sau thov kev zam cov nqi rau txoj kev txiaiv txim dua rau koj ntawm Minnesota Judicial Branch Qhov Vas Sab: <http://www.mncourts.gov/GetForms.aspx?c=19&p=70>

Note: If the district court grants your request to waive the filing fees for your appeal, it is your responsibility to forward a copy of the district court's order waiving your fees to the Clerk of the Appellate Courts.

Faj seeb: Yog lub cheeb tsam tsev hais plaub pom zoo rau koj txoj kev thov zam cov nqi zwm ntawv rau txoj kev txiaiv txim dua rau koj, nws yog koj tes dej num yuav tsum luam cheeb tsam tsev hais plaub tsab ntawv txib kev zam koj cov nqi mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua.

Step 7: Order your *Transcript* (if applicable)
Kauj Ruam 7: Yuav koj *Daim ntawv teev rooj sib hais* (yog muaj feem xyuam rau)

In addition to the parties’ briefs, the “district court record” is the only information that the Court of Appeals considers in an appeal. The district court record includes documents filed in the district court and evidence used in the hearings before the district court judge or housing court referee.

Ntxiv rau cov tog neeg’cov lus meej, lub “cheeb tsam tsev hais plaub cov ntaub ntawv” tsuas yog tib co ncauj lus uas Lub Tsev Hais Cov Plaub Txiaiv Txim Dua (Court of Appeals) muab los xam hauv txoj kev txiaiv txim dua. Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav muaj xws li cov zwm rau hauv cheeb tsam tsev hais plaub thiab cov pov thawj tseeb uas siv rau hauv cov rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim los yog tus neeg hais txim hauv tsev hais plaub.

The district court record might also include a *transcript* of the hearing(s) before the district court judge. A *transcript* is a typed copy of what all of the witnesses, parties, and the judge said at your hearing. If a district court hearing was held in your case, you can order a *transcript* of the hearing. A *transcript* is not automatically prepared unless it is requested. If you need a transcript for your appeal, you must order it within 14 days from when you filed the *Notice of Appeal*. [Minn. R. Civ. App. P. 110.02](#).

Lub cheeb tsam tsev hais plaub cov ntaub ntawv yuav puav leej muaj *ntawv teev rooj sib hais* rau (cov) rooj sib hais ntawm cheeb tsam tsev hais plaub tus kws phua txim. Daim *ntawv teev rooj sib hais* yog muab tag nrho cov neeg tim khawv, cov tog neeg, thiab tus kws phua txim cov ncauj lus sib hais hauv koj lub rooj sib hais sau rau hauv ntawv. Yog cheeb tsam tsev hais plaub muaj lub rooj sib hais mloog koj rooj plaub, koj muas tau *daim ntawv teev rooj sib hais* ntawm lub rooj sib hais. Yuav tsis cia li npaj *daim ntawv teev rooj sib hais* tshwj tsis yog thov txog nws. Yog koj xav tau ib daim ntawv teev rooj sib hais rau koj qhov kev txiaiv txim dua, koj yuav tsum thov kom tau ib daim tsis pub dhau 14 hnuv suav txij hnuv koj tau ua *Tsab Ntawv Fab Seeb Txog Kev Txiaiv Txim Dua*. [Minn. R. Civ. App. P. 110.02](#).

If you can’t afford the transcript preparation fees, you can request that they be waived, by filing a *Motion to Proceed In Forma Pauperis* in district court. Call court administration at the district court to request instructions for having the district court waive your transcript fees.

Yog koj them tsis taus cov nqi npaj daim ntawv teev rooj sib hais, koj thov tau kom muab zam, yog ua *Ntawv Thov Kev Hais Mus Raws Tus Yam Ntxwv Neeg Txom Nyem* rau hauv cheeb tsam tsev hais plaub. Hu rau chaw lis ntaub ntawv hauv lub cheeb tsam tsev hais plaub mus thov cov lus qhia thov lub cheeb tsam tsev hais plaub zam koj cov nqi ntawv teev rooj sib hais.

- Decide whether you need a transcript of a district court hearing. If you want the Court of Appeals to consider what was said at a district court hearing as part of the record in your appeal, you will need a transcript of each hearing you want the Court of Appeals to consider.

Txiav txim seb koj puas yuav tsum muaj daim ntawv teev rooj sib hais ntawm cheeb tsam tsev hais plaub lub rooj sib hais. Yog koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua xam txog cov lus sib hais nyob rau hauv cheeb tsam tsev hais plaub ua ib feem ntawm cov ncauj lus zwm cia hauv txoj kev txiav txim dua rau koj, koj yuav tau muaj daim ntawv teev rooj sib hais rau txhua lub rooj sib hais ntawm txhua lub rooj sib hais uas koj xav kom Lub Tsev Hais Cov Plaub Txiav Txim Dua muab koj los xav txog.

If you decide you **do NOT** need a transcript for your appeal, skip to Step 8.

Yog koj txiav txim TSIS YUAV yuav daim ntawv teev rooj sib hais rau txoj kev txiav txim dua rau koj, hla Kauj Ruam 8.

If you **DO** need a transcript, follow the checklist on the next page.

SYog koj YUAV tau daim ntawv teev rooj sib hais, ua raws li cov lus txheeb rau nplooj tom ntej.

- For each hearing you are requesting a transcript of, gather this information:
Rau ib lub rooj sib hais twg uas koj thov daim ntawv teev rooj sib hais rau, sau ua ke cov ncauj lus no:

- (1) District court case file number for your eviction case: _____
Cheeb tsam tsev hais plaub tus zauv cim rau koj rooj plaub ntiab tawm tsev:
(2) Names of the parties/Cov tog neeg cov npe: _____
(3) Date of the hearing(s)/(Cov) Hnub teem rooj sib hais: _____
Name of the judge at the hearing(s): _____
Kws phua txim ntawm lub (cov) rooj sib hais lub npe:

You will need to provide this information when you request the transcript.
Koj yuav tau qhia cov ncauj lus no thaum koj thov daim ntawv teev rooj sib hais.

- Call court administration at the district court where your eviction hearing took place for instructions on how to request a transcript. You can find contact information for the district court at <http://www.mncourts.gov/Find-Courts.aspx>.

Hu rau chaw lis taub ntawv hauv lub cheeb tsam tsev hais plaub uas koj lub rooj sib hais ntiab tawm tsev tshwm sim rau kom tau cov lus qhia thov daim ntawv teev rooj sib hais. Y koj yuav nrhiav tau cov ncauj lus sib cuag tau nrog lub cheeb tsam tsev hais plaub ntawm <http://www.mncourts.gov/Find-Courts.aspx>.

- Follow court administration's instructions to request a transcript.

Ua raws chaw lis ntaub ntawv rau tsev hais plaub cov lus qhia thov daim ntawv teev rooj sib hais.

- Pay the fee for the transcript. After you submit your transcript request, the court reporter will contact you and will provide you with an estimated cost to prepare the transcript and the estimated date when the transcript will be complete. Payment must be made before the transcript is prepared. If you are unable to afford the transcript fee, call court administration at the district court and request instructions for having the district court waive your transcript fee.

Them qhov nqi rau daim ntawv teev rooj sib hais. Tom qab koj xa tsab ntawv thov daim ntawv teev rooj sib hais tag, tus neeg teev rooj sib hais plaub yuav hu cuag koj thiab qhia qhov nqi kwv yees tsub rau txoj kev npaj daim ntawv teev rooj sib hais thiab hnub uas kwv yees yuav npaj daim ntawv teev rooj sib hais tiav. Yuav tsum them nyiaj ua ntej yuav npaj daim ntawv teev rooj sib hais. Yog koj them tsis taus tus nqi ntawv teev rooj sib hais, hu rau chaw lis ntaub ntawv hauv lub cheeb tsam tsev hais plaub thiab thov cov lus qhia thov lub cheeb tsam tsev hais plaub zam koj cov nqi ntawv teev rooj sib hais.

- Provide the court reporter with the names and contact information for the other parties involved with the appeal, so that the court reporter can provide them with copies of the transcript. **It is the appellant's responsibility to order copies of any transcript being prepared for appeal for all the other parties to the appeal.**

Qhia rau tus neeg teev rooj sib hais plaub cov npe thiab kev sib cuag ntawm lwm cov tog neeg txuam rau txoj kev txiav txim dua kom tus neeg teev rooj sib hais plaub npaj daim

ntawv teev rooj sib hais luam tau daim ntawv teev rooj sib hais xa mus rau lawv. **Nws yog txoj luag num ntawm tus neeg thov kev txiav txim dua kom luam yuav cov ntawv teev rooj sib hais uas npaj tau rau tag nrho lwm cov tog neeg hauv txoj kev txiav txim dua.**

- The court reporter will fill out a *Certificate as to Transcript*, which you and the court reporter both sign. The *Certificate as to Transcript* tells the Court of Appeals that you have requested the transcript and will pay the court reporter. See [Minn. R. Civ. App. P. 110.02](#). The *Certificate as to Transcript* must include:

Tus neeg teev rooj sib hais plaub yuav teb rau ***Tsab Ntawv Pov Thawj tam Ntawv Teev Rooj Sib Hais***, uas koj thiab tus neeg teev rooj sib hais plaub ob leeg puav kos npe rau. ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** qhia rau lub Tsev Hais Cov Plaub Txiaiv Txim Dua tias koj tau hais kom muab daim ntawv teev rooj sib hais pab thiab koj yuav them nyiaj rau tus neeg teev rooj sib hais plaub. Xyuas [Minn. R. Civ. App. P. 110.02](#). ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** yuav tsum muaj:

- (1) The date you requested the transcript from the court reporter;
Hnub uas koj hais kom tau daim ntawv teev rooj sib hais ntawm tus neeg teev rooj sib hais plaub;
- (2) An estimated date that the court reporter will complete the transcript, deliver it to the parties, and file it with the district court;
Hnub uas kwv yees rau tus neeg teev rooj sib hais plaub yuav sau tiav daim ntawv teev rooj sib hais, xa mus rau cov tog neeg thiab muab zwm nrog lub cheeb tsam tsev hais plaub;
- (3) Your signature (if you are acting as your own attorney); and
Koj lub npe kos (yog koj sawv cev tom koj tus kheej); thiab
- (4) The signature of the court reporter.
Lub npe kos ntawm tus neeg teev rooj sib hais plaub.

- File and serve the *Certificate as to Transcript* with the Clerk of the Appellate Courts, or verify that the court reporter plans to file and serve it for you.

Zwm thiab xa ***Tsab Ntawv Pov Thawj Tam Ntawv Teev Rooj Sib Hais*** nrog Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua, los yog qhia meej tias tus neeg teev rooj sib hais plaub npaj yuav zwm thiab xa rau koj.

After the court reporter receives payment, they will prepare the transcript and provide it to you and the other parties electronically or by mail. The court reporter will also file a copy of the transcript in the district court and will file a *Transcript Delivery Certificate* with the Clerk of the Appellate Courts verifying that the transcript was filed in district court.

Tom qab tus neeg teev rooj sib hais plaub txais tau qhov nyiaj them lawm, lawv yuav npaj daim ntawv teev rooj sib hais thiab muab rau koj thiab lwm cov tog neeg raws tshuab hluav taws xob los yog raws kev xa hauv chaw xa ntawv. Tus neeg teev rooj sib hais plaub yuav puav leej zwm daim ntawv teev rooj sib hais rau hauv cheeb tsam tsev hais plaub thiab yuav zwm ***Tsab Ntawv Pov Thawj Kev Xa Daim Ntawv Teev Rooj Sib Hais*** rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua kom qhia tseeb tias daim ntawv teev rooj sib hais yeej muab zwm rau hauv cheeb tsam tsev hais plaub.

Step 8: Calculate the Deadline for your Brief
Kauj Ruam 8: Ntsuas Hnub Kawg rau koj Qhov Lus Meej

Your written argument on appeal is called a “brief.” As the appellant (appealing party), **you must file a brief by the deadline and serve it on the other parties, or your appeal will be dismissed.** See [Minn. R. Civ. App. P. 142.02](#). You are responsible for calculating and keeping track of your own deadlines – appellate court staff cannot do it for you.

Koj cov lus sib cam kom txiav txim dua yog hu ua “qhov lus meej.” Tam tus neeg thov kev txiav txim dua (tog neeg thov kev txiav txim dua), **koj yuav tsum zwm qhov lus meej ua ntej hnub kawg thiab muab xa rau lwm cov tog neeg, tsis li ces yuav muab koj txoj kev thov txiav txim dua tshem tawm.** Xyuas [Minn. R. Civ. App. P. 142.02](#). Koj muaj tes luag num ntsuas thiab cwj tseg koj cov hnub kawg – tus neeg ua hauj lwm lis kev txiav txim dua hauv tsev hais plaub yuav ua tsis tau rau koj.

The deadline for your *brief* depends on whether you requested a transcript (See [Minn. R. Civ. App. P. 131.01, subd. 1](#)):

Hnub kawg rau koj *qhov lus meej* yog nyob ntawm seb koj puas thov daim ntawv teev rooj sib hais (Xyuas [Minn. R. Civ. App. P. 131.01, subd. 1](#)):

**Did you request a transcript for your appeal?
 Koj puas tau thov tsab ntawv teev rooj sib
 hais rau koj txoj kev thov txiav txim dua?**

If you answered **NO**, then the deadline for filing and serving your *brief* is **30 calendar days** from the date you filed the *Notice of Appeal*.

Yog koj teb tias **TSIS YOG**, ces hnub kawg rau kev xa thiab kev pab cuam koj qhov *lus piav qhia* yog **30 hnub raws daim zwj qhia hnub** txij hnub tim koj tau xa ***Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiav Txim Dua***.

Date you filed the *Notice of Appeal*: _____.

Hnub koj zwm ***Daim Ntawv Ceeb Toom Thov Kom Rov Qab Txiav Txim Dua***

ADD 30 days
NTXIV 30 hnub

The deadline for my brief is _____.

Hnub kawg rau kuv qhov lus meej yog.

**Did you request a transcript for your appeal?
Koj puas tau thov tsab ntawv teev rooj sib
hais rau koj txoj kev thov txiav txim dua?**

If you answered **YES**, was the transcript provided to you **electronically** or **by mail**?
Yog tias koj teb tias **YOG**, puas yog daim ntawv teev rooj plaub tau muab rau koj **hauv
es lev taus niv** los sis **los ntawm kev xa ntawv**?

If you received the transcript **ELECTRONICALLY**, then the deadline for filing and serving your **brief** is **30 calendar days** from when you received the transcript, or **30 calendar days + 1 business day** if you received the transcript after 5:00 p.m.

Yog tias koj tau txais daim ntawv teev rooj plaub **HAUV ES LEV TAUS NIV**, ces hnuv kawg rau kev xa thiab kev pab cuam koj qhov **lus piav qhia** yog **30 hnuv raws daim zwj qhia hnuv** txij thaum koj tau txais daim ntawv teev rooj plaub, los sis **30 hnuv raws daim zwj qhia hnuv + 1 hnuv ua hauj lwm** yog tias koj tau txais daim ntawv teev rooj plaub tom qab 5:00 teev tsaus ntuj.

- Date and time you received the transcript: _____
Hnuv thiab sij hawm koj txais tau tsab ntawv teev rooj sib hais

If you received the transcript **BY MAIL**, then the deadline for filing and serving your **brief** is **30 calendar days + 3 business days** from when the court reporter mailed the transcript to you.

Yog tias koj tau txais daim ntawv teev rooj plaub **LOS NTAWM KEV XA NTAWV**, ces hnuv kawg rau kev xa thiab kev pab cuam koj qhov **lus piav qhia** yog **30 hnuv raws daim zwj qhia hnuv + 3 hnuv ua hauj lwm** txij thaum lub tsev hais plaub tshaj tawm xa raws kev xa ntawv daim teev rooj plaub rau koj.

- Date the transcript was mailed to you (postmark date): _____
Hnuv uas muab tsab ntawv teev rooj sib hais xa tauj rau koj (hnuv ntaus thwj xa)

- The deadline for my brief is _____.
Hnuv kawg rau kuv qhov lus meej yog.

**See Step 1 for specific instructions for calculating deadlines.
Saib Kauj Ruam 1 kom paub cov lus qhia txog kev ntsuas cov hnuv kawg.**

Step 9: Prepare your Brief

Kauj Ruam 9: Kev npaj koj Qhov Lus Meej

In an eviction appeal, you have three options for the format of your *brief*:

Hauv txoj kev thov txiav txim dua txog kev ntiab tawm tsev, koj muaj peb hom *lus meej*:

- (1) **Formal Brief:** A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum. See [Minn. R. Civ. App. P. 128.02](#).

Qhov Lus Meej Raws Kev Raws Cai: Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog. Mus saib [Minn. R. Civ. App. P. 128.02](#).

- (2) **Informal Brief:** If the court gives permission to file an informal brief, it must include a written argument and addendum. See [Minn. R. Civ. App. P. 128.01, subd. 1](#). To receive permission to file an informal brief, you would need to file a motion requesting permission. See page 36 for more information about motions.

Qhov Lus Meej Tsis Raws Kev Raws Cai: Yog tias lub tsev hais plaub muab kev tso cai los xa qhov lus piav qhia raws cai, nws yuav tsum sau muaj cov ntaub ntawv sib cav thiab daim ntawv txhab ntxiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 1](#). Kom tau txais kev tso cai xa qhov qhia txog tus kheej raws cai, koj yuav tau xa ntawv thov kev tso cai txav mus los. Saib nplooj thib 36 rau lus qhia ntxiv txog ntawm cov txav mus los.

- (3) **Memorandum of Law and Short Letter Argument:** If you submitted a written *Memorandum of Law* during any proceedings generating the ruling you are appealing, you may file that Memorandum as your brief, along with a short letter argument that addresses the decision and an addendum. See [Minn. R. Civ. App. P. 128.01, subd. 2](#). If this is the type of brief you wish to file, you must have selected this option on the *Statement of the Case*.

Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj thiab Daim Ntawv Sau Luv Txog Kev Tsis Sib Haum Xeeb: Yog koj xa *Daim Ntawv Ceeb Toom txog Kev Tsis Sib Haum Xeeb Raws Cai Lij Choj* thaum cov txheej txee sib hais tsim muaj cov kev txiav txim uas koj thov kom txiav txim dua, koj yuav xa tau Daim Ntawv Ceeb Toom raws li koj piav qhia, raws li daim ntawv ceeb toom luv piav qhia txog qhov kev txiav txim siab thiab daim ntawv txhab ntxiv tom kawg. Mus saib [Minn. R. Civ. App. P. 128.01, subd. 2](#). Yog tias hom lus piav qhia meej no yog hom koj xav zwm, koj yuav tsum tau xaiv qhov no ntawm *Lus Qhia Txog Rooj Plaub*.

- Choose the format for your *brief* (formal, informal, or short letter argument). Note: This should match the format option you marked in your *Statement of the Case*.

Xaiv koj hom *lus meej* (raws kev raws cai, tsis raws kev raws cai los yog tsab ntawv sib cam luv). Faj seeb: Qhov no yuav tsum phim li hom koj kos rau ntawm *Nqe Lus Teev Rooj Plaub*.

- Write your *brief*. The Minnesota State Law Library website has helpful information about writing briefs and example briefs you can read (<http://mncourts.libguides.com/appeals/briefs>) Sau koj *qhov lus meej*. Xeev Minnesota Tsev Qiv Ntawv Lij Choj qhov vas sab muaj cov ncauj lus pab qhia sau cov lus meej thiab cov qauv lus meej uas koj nyeem tau (<http://mncourts.libguides.com/appeals/briefs>).
- Prepare the addendum to your *brief*. No matter what type of *brief* you file, your *brief* must include an addendum that contains a copy of the district court *Judgment* that you are appealing. See [Minn. R. Civ. App. P. 128.02 and 130.02](#). Your addendum may also contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. However, **you cannot include any new evidence that was not presented to the district court judge.** Kev npaj cov ntawv rhais txhawb nrog koj *qhov lus meej*. Tsis hais hom *lus meej* twg uas koj zwm, koj *qhov lus meej* yuav tsum muaj cov ntawv rhais txhawb uas luam muaj cheeb tsam tsev hais plaub *Kev Phua Txim* uas koj xav kom txiav txim dua txog. Xyuas [Minn. R. Civ. App. P. 128.02 thiab 130.02](#). Koj cov ntaub ntawv rhais txhawb nrog puav leej muaj tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog lwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. Tiam sis, **koj muab ntxiv tsis tau tej pov thawj tseeb tshiab uas tsis tau muab nthuav qhia rau cheeb tsam tsv hais plaub tus kws phua txim.**

Step 10: File and Serve your Brief
Kauj Ruam 10: Xa thiab Ua koj Qhov Lus Meej

- File your brief with the Clerk of the Appellate Courts (see Step 3 above for instructions on how to file documents).

Xa koj qhov lus piav qhia nrog rau Tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua (saib Kauj Ruam 3 saum toj no rau cov lus qhia hais txog kev xa daim ntawv).

If you have already **e-filed** documents using the appellate courts' E-MACS system, you will e-file your brief, too. During the e-filing process you should e-serve your brief on any parties to your case who have registered for e-filing.

Yog tias koj yeej tau xa cov ntawv **hauv es lev taus niv** lawm mus rau cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS, ces koj xa tau koj cov lus piav qhia hauv es lev taus niv ib yam thiab. Ncuaj sij hawm lis hauj lwm xa hauv es lev taus niv koj tsim nyog muab kev pab cuam piav hauv es lev taus niv nyob rau cov tog neeg uas cuam tshuam koj rooj plaub kom rau npe hauv es lev taus niv.

If you are filing **in person or by mail** (instead of using the appellate courts' E-MACS system), you will need to file a printed hard copy of your brief.

Yog tias koj tab tom xa **kiag ntawm tus kheej los sis los ntawm kev xa ntawv** (dhau ntawm kev siv cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS), koj yuav tau xa cov ntawv luam tawm ntawm koj cov lus piav qhia.

- If needed, serve paper hard copies of your brief on other parties to your case. There are two situations where you would need to print hard copies of your brief to serve on parties to your case:

Yog tias yuav tau siv, luam tawm cov ntawv ntawm koj qhov lus piav qhia nyob rau lwm tog neeg cuam tshuam koj rooj plaub. Nws muaj ob qho xwm txheej uas koj yuav tau los luam tawm cov ntawv ntawm koj rooj plaub mus rau cov tog neeg cuam tshuam koj rooj plaub:

- 1) If you filed your brief in person or by mail (instead of using the appellate courts' E-MACS system), you will need to serve a hard copy of your brief on all of the other parties to the case. Make enough hard copies of your briefs for all respondents on the case.
Yog tias koj tab tom xa qhov lus piav qhia **kiag ntawm tus kheej los sis los ntawm kev xa ntawv** (dhau ntawm kev siv cov tsev hais plaub txiaiv txim dua qhov txheej teg ua hauj lwm E-MACS), koj yuav tau xa cov ntawv luam tawm ntawm koj cov lus piav qhia. Ua kom ntseeg tias koj muaj cov ntawv luam tawm txaus txog ntawm cov lus piav qhia rau txhua cov neeg raug foob ntawm rooj plaub.
- 2) If you e-filed your brief using the appellate courts' E-MACS system, but there were any parties who you could not e-serve through E-MACS and they have not agreed to some other form of e-service (such as email), you will need to serve those parties with a hard copy of your brief. Make enough hard copies of your brief for all parties who

could not be e-served.

Yog koj xa koj cov lus piav qhia raws hauv es lev taus niv uas siv cov tsev hais plaub txiav txim dua txheej teg ua hauj lwm E-MACS, tab sis nws muaj cov tog neeg uas koj tsim nyog tsis txhob pab cuam hauv es lev taus niv los ntawm kev siv E-MACS thiab lawv tsis pom zoo rau cov tog neeg muaj daim ntawv luam tawm ntawm koj cov lus piav qhia. Ua kom ntseeg tias muaj cov ntawv luam tawm txaus ntawm koj cov lus piav qhia rau txhua neeg tus uas tsis tuaj yeem ua tau hauv es lev taus niv.

- If you needed to serve any hard copies of your brief, the person who served the hard copies of the brief must fill out and sign the form titled *Certificate of Service by Mail of Brief* (see Steps 4 & 5 above for instructions about service and proof of service).

Yog tias koj xav tau kev pab cuam ua cov ntawv luam tawm, tus neeg tau txais kev pab cuam yuav luam cov ntawv txog ntawm qhov lus piav qhia tsim nyog sau thiab kos npe rau daim foos muaj npe ***Pov Thawj ntawm Kev Pab Cuam los ntawm Xa Raws Kev Xa Ntawv ntawm Cov Lus Piav Qhia*** (saib Kauj Rum 4 thiab 5 saum toj no txog ntawm cov lus piav qhia txog ntawm kev pab cuam thiab pov thawj ntawm kev pab cuam).

- If you needed to serve any hard copies of your brief, file the *Certificate of Service by Mail of Brief* with the Clerk of the Appellate Courts (see Step 3 above for instructions on how to file documents).

Yog tias xav tau kev pab cuam luam cov ntawv ntawm koj li lus piav qhia, xa ***Pov Thawj ntawm Kev Pab Cuam los ntawm Xa Raws Kev Xa Ntawv ntawm Cov Lus Piav Qhia*** nrog rau Tus Lis Ntaub Ntawv ntawm Cov Tsev Hais Plaub Txiaiv Txim Dua (saib Kauj Ruam 3 saum toj no rau cov lus qhia hais txog txoj hauv kev xa cov ntawv).

General Information about “Motions”/Ncauj Lus Dog Dig Txog “Cov Kev Thov”

If you cannot serve and file your brief by the deadline you calculated and you need more time, or if you want to make any other request of the court, you must serve and file a signed, written request asking the court for the relief you need. This formal request is called a “motion.”

Yog koj xa thiab zwm tsis tau koj qhov lus meej ua ntej hnuv kawg uas koj ntsuas thiab koj xav tau sij hawm ntxiv, los yog koj xav thov dua lwm yam hauv tsev hais plaub, koj yuav tsum muaj ib tsab ntawv uas koj xa thiab kos npe rau mus thov lub tsev hais plaub txog qhov kev tso pa uas koj xav tau. Txoj kev thov raws kev raws cai no yog hu ua “kev thov.”

The motion must state (1) what you are requesting and (2) the reason(s) for that request. The requirements for a motion are found in [Minn. R. Civ. App. P. 127](#) and specific instructions for requesting a briefing extension are found in [Minn. R. Civ. App. P. 131.02](#).

Cov lus thov yuav tsum teev txog (1) yam koj xav thov thiab (2) qhov (cov) laj thawj thov txog. Cov kev ceev ntawm txoj kev thov muaj nyob rau ntawm [Minn. R. Civ. App. P. 127](#) thiab cov lus qhia meej txog kev thov ncuu sij hawm me ntsis muaj nyob rau ntawm [Minn. R. Civ. App. P. 131.02](#).

You must serve the written motion on the respondents. When you file your motion with the Clerk of the Appellate Courts, you must also file proof of service (such as a Certificate of Service). See Steps 4 & 5 for more instructions about service and proof of service.

Koj yuav tsum xa tsab ntawv sau thov mus rau cov neeg teb plaub foob. Thaum koj zwm koj tsab ntawv thov mus rau Tus Kws Lis Ntaub Ntawv hauv Cov Tsev Hais Plaub Txiaiv Txim Dua, koj yuav tsum zwm pov thawj kev xa (xws li Ntawv Pov Thawj Kev Xa). Xyuas Kauj Ruam 4 & 5 kom tau cov lus qhia ntxiv txog kev xa thiab ntawv pov thawj kev xa.

If you are requesting a deadline extension, your motion should be served and filed before the deadline you wish to extend. **Reminder: the Court of Appeals cannot extend the deadline to serve and file the *Notice of Appeal*.**

Yog koj thov kev ncuu sij hawm hnuv kawg, yuav tsum muab koj tsab ntawv thov xa thiab zwm ua ntej hnuv kawg uas koj xav kom ncuu rau. **Qhia kom nco txog: Lub Tsev Hais Cov Plaub Txiaiv Txim Dua ncuu tsis tau hnuv kawg rau kev xa thiab zwm *Tsab Ntawv Faj Seeb Txog Kev Txiaiv Txim Dua*.**

What Happens Next?/Yuav Muaj Dab Tsi Tshwm Sim Tom Ntej?

Court of Appeals Receives the Evidentiary Record and Briefs **Lub Tsev Hais Cov Plaub Txiav Txim Dua Txais Tau Cov Ntaub Ntawv** **Teev Cia thiab Cov Lus Meej**

The district court sends the record from your case to the Court of Appeals, including any transcript you requested.

Lub cheeb tsam tsev hais plaub xa cov ntaub ntawv teev cia ntawm koj rooj plaub mus rau Lub Tsev Hais Cov Plaub Txiav Txim Dua, nrog rau tej ntawv teev rooj sib hais uas koj thov txog.

The respondent(s) also have the opportunity to submit a brief to the Court of Appeals. If a respondent's brief raises a new topic that your brief did not address, you may (but do not have to) file a reply brief. A reply brief is not required and is not commonly filed in eviction appeals. If you choose to file a reply brief, your deadline for filing and serving the reply brief is as follows:

Tus (cov) neeg teb plaub foob puav leej muaj lub caij nyoog xa qhov lus meej mus rau Tsev Hais Plaub Txiav Txim Dua. Yog tias tus neeg teb plaub foob qhov lus meej teev txog ib yam tshiab uas koj qhov lus meej teev tsis muaj, koj yeej (tiam sis tsis tag) zwm qhov lus meej teb rau. Tsis tag muaj qhov lus meej teb thiab yeej tsis tshua zwm nrog cov kev txiav txim dua txog kev ntiab tawm tsev. Yog koj xaiv zwm qhov lus meej teb, hnuv kawg rau koj zwm thiab xa qhov lus meej teb yog muaj raws li nram no:

- If the respondent's brief was served on you in person or electronically via E-MACS, the deadline for your reply brief is 14 days after the date the respondent's brief was served on you.

Yog tus neeg teb plaub foob qhov lus meej muab xa rau koj tim ntsej tim muag los yog hauv tshuab hluav taws xob E-MACS, hnuv kawg rau koj qhov lus meej teb yog 14 hnuv tom qab hnuv uas tus neeg teb plaub foob qhov lus meej xa tuaj rau koj.

- If the respondent's brief was served on you by mail, the deadline for your reply brief is 14 calendar days + 3 business days from the date the respondent's brief was mailed to you (not when you received it).

Yog tus neeg teb plaub foob qhov lus meej muab xa rau koj raws chaw xa ntawv, hnuv kawg rau koj qhov lus meej teb yog 14 hnuv (calendar) + 3 hnuv cov hnuv ua hauj lwm tom qab hnuv uas tus neeg teb plaub foob qhov lus meej xa tuaj rau koj (tsis yog hnuv koj txais tau).

Oral Argument or Non-Oral Consideration **Hais Lus Sib Cam los yog Sau Ntawv Sib Hais**

After the parties have filed their briefs, your appeal will be submitted to a panel of three Court of Appeals judges for either oral argument or non-oral consideration. If you are not represented by an attorney, the Court of Appeals will not hold an oral argument. [Minn. R. Civ. App. P. 134.01.](#)

Tom qab cov tog neeg zwm lawv cov lus meej tag, yuav muab koj cov lus thov kev txiav txim dua cev mus rau ib pab kws phua txim muaj peb tug hauv Lub Tsev Hais Cov Plaub Txiav Txim Dua koj mus hais lus sib cam los yog sau ntawv sib hais. Yog tias koj tsis muaj tus kws lij choj sawv cev tam koj, Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav tsis kheev muaj hais lus sib cam. [Minn. R. Civ. App. P. 134.01.](#)

You will receive a **Notice** of the date of oral argument or non-oral consideration by the panel. This notice will also include the names of the judges assigned to decide your case.

Koj yuav tau txais **Tsab ntawv faj seeb** txog hnuv uas pab kws phua txim yuav muaj hais lus sib cam los yog sau ntawv sib hais. Tsab ntawv faj seeb no yuav puav leej qhia cov npe ntawm peb tug kws phua txim cov uas raug txib los txiav txim txog koj rooj plaub.

Opinion is Issued/Tso Tawm Tswv Yim Kev Xav

The Court of Appeals will issue a written decision, called an “opinion,” within 90 days after the oral argument or non-oral conference date. **All appellate court opinions are public and will be available on the Judicial Branch website.**

Lub Tsev Hais Cov Plaub Txiav Txim Dua yuav tso tawm txoj kev txiav txim rau hauv ntawv, hu ua ib txoj “tswv yim kev xav,” ua ntej 90 hnuv tom qab hais lus sib cam los yog hnuv sau ntawv sib hais. **Tsev hais plaub txiav txim dua cov kev xav yog lus qhib rau laj mej pej xeeb pom thiab yuav muaj nyob rau ntawm fab Judicial Branch qhov vas sab.**

If you wish to appeal the Court of Appeals decision, you have 30 days after the opinion is issued to file a **petition for further review (PFR)** by the Minnesota Supreme Court. See [Minn. R. Civ. App. P. 117](#). After an appeal has been decided, the party who prevailed may be able to ask the court to order the party that lost the appeal to pay the winning party’s costs related to the appeal. See [Minn. R. Civ. App. P. 139.01-139.03](#).

Yog koj xav thov kev txiav txim dua rau Lub Tsev Hais Cov Plaub Txiav Txim Dua txoj kev txiav txim, koj muaj 30 hnuv tom qab tso tawm tswv yim kev xav kom zwm **tsab ntawv thov kev tshab xyuas mus ntxiv (petition for further review) (PFR)** los ntawm Minnesota Qib Tsev Hais Plaub Loj. Xyuas [Minn. R. Civ. App. P. 117](#). Tom qab txiav txim dua tag, tog neeg uas yeej thov tau lub tsev hais plaub kom txib tog neeg swb them cov nuj nqis txuam nrog txoj kev txiav txim dua uas tog neeg yeej muaj. Xyuas [Minn. R. Civ. App. P. 139.01-139.03](#).

How to Stop (“Stay”) Eviction during your Appeal **Kev Cheem (“Tuav Tseg”) Kev Ntiab Tawm Tsev thaum lub sij hawm** **Txiav Txim Dua rau koj**

Filing an appeal does not automatically stop or delay (“stay”) enforcement of the eviction judgment. This means you can be removed from the property even if you are in the middle of appealing your eviction. If you want to remain in or at the property while the eviction appeal is being decided, you will need to file a **motion to stay enforcement of the eviction judgment** in the district court.

Kev zwm ntawv thov txiav txim dua yuav cia li cheem los yog ncua (“tuav tseg”) kev koj raws li txoj kev phua txim ntawm kev ntiab tawm tsev. Qhov no txhais tau tias yeej tshem tawm tau koj ntawm lub tsev txawm tias koj tseem tab tom muaj txoj kev txiav txim dua txog txoj kev ntiab tawm tsev. Yog koj xav nyob twj ywm los yog nyob rau hauv lub tsev thaum lub sij hawm tseem tab tom txiav txim dua, koj yuav tau zwm **tsab ntawv thov tuav tseg kev koj raws li txoj kev phua txim rau kev ntiab tawm tsev** hauv lub cheeb tsam tsev hais plaub.

For help with a ***motion to stay enforcement of the eviction judgment***, contact court administration in the district court where your eviction case took place, or contact the Minnesota Courts' Statewide Self-Help Center at (651) 259-3888.

Xav tau kev pab ua ntawv ***ntawv thov tuav tsev kev coj raws li txoj kev phua txim rau kev ntiab tawm tsev***, hu cuag chaw lis ntaub ntawv hauv tsev hais plaub hauv lub cheeb tsam tsev hais plaub uas koj rooj plaub tshwm sim nyob rau, los yog hu rau Minnesota Tsev Hais Plaub Thoob Xeev Lub Chaw Pab Tus Kheej ntawm (651) 259-3888.

**FORM 103A. NOTICE OF APPEAL
(COURT OF APPEALS)
TSAB NTAWV 103A. NTAWV FAJ**

**THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV**

**SEEB TXOG KEV TXIAV TXIM DUA
(TSEV HAIS COV PLAUB TXIAV TXIM DUA)**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG NTAWM

DISTRICT COURT
_____ JUDICIAL DISTRICT
CHEEB TSAM TSEV HAIS COV PLAUB
FAB JUDICIAL

CASE TITLE/NPE ROOJ PLAUB:

_____,
Plaintiff/Tus Xyuam Phaj

vs./thiab

Defendant/Tus Raug Foob

**NOTICE OF APPEAL
TO COURT OF APPEALS
NTAWV FAJ SEEB TXOG KEV TXIAV
TXIM DUA RAU TSEV HAIS COV
PLAUB TXIAV TXIM DUA**

**DISTRICT COURT CASE NUMBER:
CHEEB TSAM TSEV HAIS COV
PLAUB TUS ZAUV CIM ROOJ PLAUB:**

**DATE JUDGMENT ENTERED:
HNUB PHUA TXIM:**

TO/RAU: Clerk of the Appellate Courts
305 Minnesota Judicial Center
25 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, MN 55155

Please take notice that the above-named/Thov faj seeb tias cov muaj npe
 plaintiff/tus xyuam phaj defendant/tus raug foob
appeals to the Court of Appeals of the State of Minnesota from an entry of judgment in an
eviction action, dated as shown as above./thov yuav li Lub Tsev Hais Cov Plaub Txiaiv Txim
Dua hauv Xeev Minnesota txoj kev phua txim kev ntiab tawm tsev, raws li hnuv teev saum no.

Name of party appealing/Tog neeg thov txiav txim dua npe: _____

Attorney name (if represented): _____

Kws Lij Choj npe (yog tias muaj sawv cev tam):

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

Attorney Registration License Number (if applicable): _____

Kws Lij Choj Tus Zauv Zwm Kev Tso Cai (yog tias muaj):

Signature/Kos npe: _____ Dated/Hnub tim: _____

(appellant, or attorney, if represented/neeg thov kev txiav
txim dua, los yog kws lij choj, yog tias muaj sawv cev tam)

(The district court caption is used on the notice of appeal. Subsequent documents shall bear the appropriate appellate court caption. [RCAP 103.01, subd. 1](#) specifies the contents of the notice of appeal and filings required to perfect an appeal, including filing fees. [RCAP 103.03](#) sets forth judgments and orders which are appealable to the Court of Appeals. [RCAP 104.01](#) specifies time limits for filing and service of the notice of appeal. [RCAP 108.01](#) provides for a supersedeas bond. This document must be accompanied by a completed statement of the case. [RCAP 133.03](#).)

(Siv lub cheeb tsam tsev hais plaub cov ntsiab duab rau ntawm tsab ntawv faj seeb txog kev txiav txim dua. Cov ntaub ntawv tom qab ntawd yuav muaj tsev hais plaub txiav txim dua cov ntsiab duab. [RCAP 103.01, subd. 1](#) teev cov ntsiab lus ntawm tsab ntawv faj seeb txog kev txiav txim dua thiab cov kev zwm kom txoj kev txiav txim dua zoo tshaj plaws, nrog rau cov nqi zwm ntawv. [RCAP 103.03](#) teeb cov txim phua thiab cov lus txib uas txiav txim dua tau hauv Lub Tsev Hais Cov Plaub Txiaiv Txim Dua. [RCAP 104.01](#) teev kev txwv cov sij hawm zwm thiab xa tsab ntawv faj seeb txog kev txiav txim dua. [RCAP 108.01](#) muab txog kev cog nqi lees tab. Daim ntawv no yuav tsum txuam nrog nqe lus teev rooj plaub. [RCAP 133.03](#).)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

(The lines below should match the names in the case title on your district court paperwork.)

(Cov kab nram no yuav tsum phim cov npe ntawm rooj plaub hauv koj lub cheeb tsam tsev hais plaub cov ntaub ntawv.)

_____ ,

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV # _____

vs./thiab

STATEMENT OF THE CASE
OF APPELLANT
NQE LUS TEEV ROOJ PLAUB
NTAWM NEEG THOV KEV TXIAV
TXIM DUA

This form is provided for the benefit of self-represented litigants, and conforms to the Statement of the Case form required by Rule 133.03 of the Minnesota Rules of Civil Appellate Procedure and to Form 133, found at the end of the Minnesota Rules of Civil Appellate Procedure. Some questions on this form may require you to complete some basic legal research about your appeal before you can complete them. Instructions for completing this form are available at <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

Tsab ntawv no yog muab rau cov neeg sawv cev tam tus kheej sib hais plaub, thiab yeej haum raws li tsab Nqe Lus Teev Rooj Plaub uas yuav tsum tau muaj raws Txoj Cai 133 hauv Minnesota Cov Cai Hais Txheej Txheem Kev Txiax Txim Dua rau Laj Mej Pej Xeem thiab rau Tsab Ntawv 133, uas muaj nyob nram kawg ntawm Minnesota Cov Cai Hais Txheej Txheem Kev Txiax Txim Dua rau Laj Mej Pej Xeem. Tej zaum koj yuav tau tshawb fawb txog kev cai lij choj txiax txim dua ua ntej koj yuav teb tau qee cov nqe lus nug kom tiav hauv tsab ntawv no. Cov lus qhia teb tsab ntawv no muaj nyob ntawm <https://mncourts.gov/Clerk-of-Appellate-Courts.aspx#tab04Forms>.

1. **Court of case origination:** _____ County District Court
(county name/cheeb koog npe)

Lub tsev hais plaub uas rooj plaub tshwm sim rau: Cheeb Koog Lub Cheeb Tsam Tsev Hais Plaub

Name of presiding judge/Kws phua txim lub npe: _____

2. **Jurisdictional Statement:** Appeal from district court.

Nqe Lus Teev Ciaj Ciam: Txiax txim dua los ntawm cheeb tsam tsev hais plaub.

a. Statute, rule, or other authority authorizing appeal: [Minn. R. Civ. App. P. 103.03\(a\)](#); [Minn. Stat. § 504B.371, subd. 2.](#)

Txoj cai lij choj, kev cai, los yog lwm txoj cai tso kev thov txiax txim dua: [Minn. R. Civ. App. P. 103.03\(a\)](#); [Minn. Stat. § 504B.371, subd. 2.](#)

b. Date of entry of judgment, or date of service of notice of filing of order from which appeal is taken: _____

Hnub phua txim, los yog hnub txais tau tsab ntawv faj seeb txog kev zwm lus txib los ntawm txoj kev txiav txim dua:

c. Authority fixing time limit for filing notice of appeal (specify applicable rule or statute):

[Minn. Stat. § 504B.371, subd. 2.](#)

Kev cai kho kev txwv sij hawm rau kev zwm ntawv faj seeb txog kev txiav txim dua (qhia tseeb kiag txoj kev cai los yog cai lij choj uas muaj feem xyuam): [Minn. Stat. § 504B.371, subd. 2.](#)

d. Date of filing any motion that tolls appeal time: _____

Hnub zwm tej ntawv thov ncuaj sij hawm kev txiav txim dua:

e. Date of filing of order deciding tolling motion: _____

Hnub zwm tsab ntawv teev lus txiav txim txib txog kev ncuaj sij hawm:

f. Date of service of notice of filing of order deciding tolling motion: _____

Hnub xa tsab ntawv faj seeb txog kev zwm lus txiav txim txib txog kev ncuaj sij hawm:

3. State type of litigation and designate any statutes at issue:

Om kev hais plaub ntug thiab tej txoj cai lij choj ntawm qhov teeb meem:

a. Type of litigation: Eviction/Home kev hais plaub ntug: Kev Ntiab Tawm Tsev

b. Statute(s) at issue/Txoj (Cov) Cai Lij Choj ntawm teeb meem: _____

4. Short description of issues that were raised in the district court, and how the district court judge decided those issues:

Sau qhia me ntsis txog cov teeb meem uas hais hauv cheeb tsam tsev hais plaub, thiab seb cheeb tsam tsev hais plaub tus kws phua txim txiav txim li cas txog cov teeb meem ntawd:

5. Short description of the issues you are raising in this appeal (Summarize why you are appealing in a sentence or two. You can make a detailed argument in the brief that you will be filing later):

Sau qhia me ntsis txog cov teeb meem uas koj xav hais hauv txoj kev txiav txim dua no (Sau ib los yog ob nqe lus qhia seb vim li cas koj thiaj li thov kev txiav txim dua. Koj yuav teev tau cov lus sib cam kom ntxaws dua rau hauv qhov lus meej uas koj yeej yuav tau ua tom qab):

6. Related appeals/Cov kev txiav txim dua uas zoo xws li:

- a. List any prior or pending appeals arising from the same district court case as this appeal (write appeal numbers, or write “none”):

Teev qhia cov kev txiav txim dua dhau los, los sis cov yuav txiav txim dua tom ntej uas tshwm sim los ntawm tib rooj hauv lub cheeb tsam tsev hais plaub li txoj kev txiav txim dua no (sau cov zauv cim, los yog sau “none”):

- b. List any pending appeals arising from different district court cases that raise similar issues to this appeal (write appeal numbers, or write “none known”):

Teev qhia cov yuav txiav txim dua tom ntej uas tshwm sim los ntawm cov rooj plaub sib txawv hauv cheeb tsam tsev hais plaub uas tsim muaj cov teeb meem zoo sib xws li txoj kev txiav txim dua no (sau zov zauv cim, los yog sau “none known”):

7. Contents of record/Cov ntaub ntawv teev cia:

- a. Is a transcript necessary to review the issues on appeal?

Puas tsim nyog muaj daim ntawv teev rooj sib hais rau kev tshab xyuas cov teeb meem ntawm txoj kev txiav txim dua? Yes/Tsim nyog No/Tsis tsim nyog

- b. If yes, is it a full transcript of the hearing(s) before the district court judge or housing court referee, or a partial transcript?

Yog tias tsim nyog, ua daim ntawv teev (cov) rooj sib hais puas txhij txhua los yog ib feem xwb rau cheeb tsam tsev hais plaub tus kws phua txim los yog tsev hais plaub tus neeg hais txim? Full transcript/Daim ntawv teev rooj sib hais txhij txhua
 Partial transcript/Ib feem ntawv teev rooj sib hais

- c. Has the transcript already been delivered to the parties and filed with the district court administrator?

Puas tau muab daim ntawv teev rooj sib hais xa rau cov tog neeg thiab xa rau hauv cheeb tsam tsev hais plaub tus neeg lis ntaub ntawv? Yes/Tau No/Tsis tau

- d. If not, has it been ordered from the court reporter?

Yog tsis tau, puas tau hais mus rau tus neeg teev rooj sib hais plaub hauv tsev hais plaub kom nws muab xa tuaj? Yes/Tau No/Tsis tau

- e. If a transcript is unavailable, is a statement of the proceedings under [Rule 110.03](#) necessary?

Yog tsis muaj daim ntawv teev rooj sib hais, puas tsim nyog muaj nqe lus teev txog cov txheej txheem sib hais raws li [Txoj Cai 110.03](#) tsim nyog? Yes/Tau No/Tsis tau

- f. In lieu of the record as defined in [Rule 110.01](#), have the parties agreed to prepare a statement of the record pursuant to [Rule 110.04](#)?

Kom hloov chaw rau ntaub ntawv teev raws li txhais los ntawm [Txoj Cai 110.01](#), cov tog neeg puas pom zoo los npaj nqe lus teev ntaub ntawv raws li [Txoj Cai 110.04](#)?
 Yes/Pom zoo No/Tsis pom zoo

8. **Oral argument** (Only attorneys can make oral argument. If you do not have an attorney, neither you nor respondents will have oral argument):

Hais lus sib cam (Tsuas yog cov kws lij choj thiaj li hais lus sib cam tau. Yog koj tsis muaj ib tug kws loj choj, koj los sis cov neeg teb plaub foob yuav muaj tsis tau kev hais lus sib cam.):

a. If you have an attorney, is oral argument requested?

Yog tias koj muaj ib tug kws lij choj, puas tau thov kev hais lus sib cam?

Yes/Tau No/Tsis tau

I do not have an attorney

Kuv tsis muaj ib tug kws lij choj

b. If yes, where is oral argument requested:

Yog tias tau, thov kev hais lus sib cam qhov twg:

Minnesota Judicial Center in St. Paul/Minnesota Judicial Center hauv St. Paul

Other/Lwm yam: _____

9. **Type of brief to be filed (choose one):**

Hom lus meej yuav zwm (xaiv ib hom):

Formal brief under [Rule 128.02](#)/Lus meej raws kev raws cai li [Txoj Cai 128.02](#)

*(A formal brief includes a table of contents, a statement of the legal issues, a statement of the case and the facts, an argument, a conclusion, and an addendum. *)*

*(Qhov lus meej raws kev raws cai muaj cov sob teem, nqe lus teev cov teeb meem raws kev cai lij choj, nqe lus teev rooj plaub thiab cov ntsiab lus tseeb, nqe lus sib cam, nqe lus xaus thiab ntaub ntawv rhais txhawb nrog. *)*

Informal brief under [Rule 128.01, subd. 1](#).

Lus meej tsis raws kev raws cai li [Txoj Cai 128.01, subd. 1](#).

*(Before filing an informal brief, you must file a motion requesting permission to do so. An informal brief contains a concise statement of your argument and an addendum. *)*

*(Ua ntej zwm qhov lus meej tsis raws kev raws cai, koj yuav tsum ua tsab ntawv thov kev tso cai zwm. Qhov lus meej tsis raws kev raws cai muaj koj nqe lus sib cam tshab thiab ntaub ntawv rhais txhawb nrog. *)*

Trial memoranda, supplemented by a short letter argument under [Rule 128.01, subd. 2](#), and an addendum.

Lus txhawb kev sib foob, txhawb nrog ib tsab ntawv sau sib cam luv luv raws li [Txoj Cai 128.01, subd. 2](#), thiab ntaub ntawv rhais txhawb nrog.

*(If you filed a written Memorandum of Law in the district court, you may file that Memorandum as your brief in this court, along with a short argument in letter format that addresses the decision of the district court judge. This must include an addendum. *)*

*(Yog tias koj zwm muaj Lus Txhawb Cai (Memorandum of Law) hauv cheeb tsam tsev hais plaub, koj zwm tau Lus Txhawb uas koj qhov lus meej, nrog rau ib tsab ntawv sau sib cam luv luv uas hais txog cheeb tsam tus kws phua txim txoj kev txiav txim. Cov no yuav tsum muaj ntaub ntawv rhais txhawb nrog. *)*

** No matter what type of brief an appellant files, the appellant's brief **must** include an addendum. Respondents **may**, but do not have to, include an addendum with their brief. The requirements for an addendum are listed in [Minn. R. Civ. App. P. 130.02](#). In addition to the documents that rule 130.02 **requires** be included in an addendum, an addendum may contain up to 50 additional pages of documents from the record or statutes, rules, cases or other authorities that would be helpful to the court when reading your brief. **An addendum cannot include new evidence that was not presented to the district court judge.***

** Tsis hais hom lus meej twg uas tus neeg thov kev txiav txim yuav zwm, tus neeg thov kev txiav txim dua qhov lus meej **yuav tsum** muaj ntaub ntawv rhais txhawb nrog. Cov neeg teb plaub foob **yuav ntxiv**, tiam sis tsis tag yuav tsum ntxiv ntaub ntawv rhais txhawb nrog lawv qhov lus meej. Cov yuav tsum muaj nyob rau hauv koj cov ntaub ntawv rhais txhawb nrog teev muaj rau ntawm [Minn. R. Civ. App. P. 130.02](#). Ntxiv rau cov that ntawv uas txoj cai 130.02 **txwv** kom muaj nrog cov ntaub ntawv rhais txhawb nrog, cov ntaub ntawv rhais txhawb nrog puav leej muaj tau txog 50 nplooj ntawv ntxiv los ntawm cov ntaub ntawv teev cia los yog cov cai lij choj, cov kev cai, los yog lwm cov kws muaj cai uas yuav pab tau lub tsev hais plaub thaum lawv nyeem koj cov lus meej. **Cov ntaub ntawv rhais txhawb nrog yog tsis tau tej pov thawj tshiab uas tsis tau muab nthuav qhia rau cheeb tsam tsev hais plaub tus kws phua txim.***

10. Names, addresses, and telephone numbers of appellant and respondent (or attorneys, if any):

Cov npe, chaw nyob, thiab xov tooj rau tus neeg thov kev txiav txim dua thiab tus neeg teb plaub foob (los yog cov kws lij choj, yog muaj):

Appellant or appellant's attorney:

Neeg thov kev txiav txim dua los yog neeg thov kev txiav txim dua tus kws lij choj:

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

Signature/Kos npe: _____

Respondent or respondent's attorney:

Neeg teb plaub foob los yog neeg teb plaub foob tus kws lij choj:

Print name/Sau lub npe: _____

Address/Chaw nyob: _____

Email address/Chaw sau ntawv Email: _____

Telephone/Xov tooj: _____

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV #

vs./thiab

**APPELLANT’S CERTIFICATE OF
SERVICE BY MAIL OF NOTICE OF
APPEAL, STATEMENT OF THE CASE,
AND JUDGMENT**
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ XA HAUV
CHAW XA TSAB NTAWV FAJ SEEB
TXOG KEV TXIAV TXIM DUA, NQE
LUS TEEV ROOJ PLAUB, THIAB KEV
PHUA TXIM

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Notice of Appeal, Statement
of the Case, and Judgment** on the following parties by mailing to each of them a copy thereof,
enclosed in an envelope, postage pre-paid, and by depositing the same in the United States Mail,
directed to each party as follows (**List the name and address of each party to whom the
documents were mailed**):/thiab **Kev Phua Txim** rau cov tog neeg nram no raws kev luam xa mus
rau ib tug zus, ntim rau hauv lub hnab ntawv, xub them nqi xa thawj qib, thiab muab tso rau hauv
Teb Chaws Asmeskas Chaw Xa Ntawv, xa ncaj qha mus rau ib tog neeg twg uas teev raws li nram
no (**Sau lub npe thiab chaw nyob ntawm ib tog neeg twg uas tau xa cov ntawv mus rau**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Kuv plov lus meej raws txoj cai rau lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnub kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____,
Appellant/Neeg thov kev txiav txim dua

vs./thiab

Respondent/Neeg Teb Plaub Foob

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV #

**APPELLANT’S CERTIFICATE OF
SERVICE BY PERSONAL DELIVERY
OF NOTICE OF APPEAL,
STATEMENT OF THE CASE, AND
JUDGMENT
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ XA HAUV
CHAW XA TSAB NTAWV FAJ SEEB
TXOG NTAWV FAJ SEEB TXOG KEV
TXIAV TXIM DUA, NQE LUS TEEV
ROOJ PLAUB, THIAB KEV PHUA
TXIM**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Notice of Appeal, Statement
of the Case, and Judgment** in the above entitled case, by personally handing to and leaving with
the following person(s) (**List the name of each person who received documents and their
address**):/kuv tau nqa **Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua, Nqe Lus Teev Rooj
Plaub**, thiab **Kev Phua Txim** ntawm rooj plaub muaj npe saum no, mus cev thiab tso tseg cia rau
cov tib neeg nram no (**Sau lub npe thiab chaw nyob ntawm txhua tus neeg tau txais cov ntawv**):

1. _____

2. _____

3.

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Kuv plov lus meej raws txoj cai rau lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnu kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV #

vs./thiab

APPELLANT'S CERTIFICATE OF
FILING OF NOTICE OF
APPEAL IN THE DISTRICT COURT
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ ZWM
NTAWV FAJ SEEB TXOG KEV TXIAV
TXIM DUA HAUV CHEEB TSAM
TSEV HAIS PLAUB

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____(Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I filed the attached **Notice of Appeal** in the
_____ (County name) District Court by (choose one):/kuv tau zwm **Tsab
Ntawv Faj Seeb Txog Kev Txiav Txim Dua** rau hauv _____(Cheeb koog npe) Cheeb
Tsam Tsev Hais Plaub thaum (xaiv ib qho):

mailing a copy of the **Notice of Appeal**, enclosed in an envelope, postage pre-paid, and by
depositing the same in the United States Mail, directed to the district court at the following
address:

kev luam xa **Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua**, muab ntim rau hauv lub hnab
ntawv, xub them nqi xa thawj qib, thiab mub tso rau hauv Teb Chaws Asmeskas Chaw Xa
Ntawv, xa ncaj qha mus rau qhov chaw nyob raws li nram no:

delivering a copy of the **Notice of Appeal** in person to district court administration.
kev luam nqa **Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua** mus cev tim ntsej tim muag rau lub chaw lis ntaub ntawv cheeb tsam tsev hais plaub.

electronically filing the **Notice of Appeal** using the district court e-filing system.
kev zwm **Tsab Ntawv Faj Seeb Txog Kev Txiav Txim Dua** hauv tshuab hluav taws xob raws cheeb tsam tsev hais plaub txoj kev zwm saum haub cua.

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Kuv plov lus meem raws txoj cai rau lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnub kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAUV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV #

vs./thiab

APPELLANT’S CERTIFICATE OF
SERVICE BY MAIL OF BRIEF
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAUV POV THAWJ XA HAUV
CHAW XA QHOV LUS MEEJ

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Brief** on the following parties
by mailing to each of them a copy thereof, enclosed in an envelope, postage pre-paid, and by
depositing the same in the United States Mail, directed to each party as follows (**List the name
and address of each party to whom the brief was mailed**):/kuv tau xa **Qhov Lus Meej** rau cov
tog neeg nram no raws kev laum xa mus rau ib tug zus, ntim rau hauv lub hnab ntawv, xub them
nqi xa thawj qib, thiab muab tso rau hauv Teb Chaws Asmeskas Chaw Xa Ntawv, xa ncaj qha mus
rau ib tog neeg raws li nram no (**Sau lub npe thiab chaw nyob ntawm ib tog neeg twg uas tau
xa qhov lus meej mus rau**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Kuv plov lus meem raws txoj cai rau lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnu kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)

THIS FORM MUST BE COMPLETED IN ENGLISH
DAIM NTAWV NO YUAV TSUM TEB UA LUS ASKIV

STATE OF MINNESOTA
IN THE COURT OF APPEALS
XEEV MINNESOTA
HAUV TSEV HAIS COV PLAUB TXIAV TXIM DUA

CASE TITLE/NPE ROOJ PLAUB:

_____ ,

vs./thiab

COURT OF APPEALS CASE # _____
TSEV HAIS COV PLAUB TXIAV TXIM
DUA ZAUV #

**APPELLANT’S CERTIFICATE OF
SERVICE BY PERSONAL DELIVERY
OF BRIEF
NEEG THOV KEV TXIAV TXIM DUA
TSAB NTAWV POV THAWJ KEV NQA
MUS CEV QHOV LUS MEEJ**

STATE OF MINNESOTA
COUNTY OF _____
XEEV MINNESOTA
CHEEB KOOG

I/Kuv, _____ (Name/Npe), certify that on/lees meej tias thaum
_____ (Date/Hnub tim), I served the attached **Brief** in the above entitled
case, by personally handing to and leaving with the following person(s) (**List the name of each
person who received documents and their address**):/kuv nqa **Qhov Lus Meej** ntawm rooj plaub
muaj npe saum no, mus cev thiab tso tseg cia rau tus (cov) tib neeg nram no (**Sau lub npe thiab
chaw nyob ntawm txhua tus neeg tau txais cov ntawv**):

1. _____

2. _____

3. _____

I declare under penalty of perjury that everything I have stated in this document is true and correct.

Kuv plov lus meem raws txoj cai rau lub txim dag tias txhua yam kuv tau teev hauv tsab ntawv no yeej muaj tseeb thiab yog.

(Signature/Kos npe)

(County where certificate was signed/Cheeb koog uas kos npe rau tsab ntawv pov thawj)

(Date of signature/Hnu kos npe)

(State where certificate was signed/Lub xeev uas kos npe rau tsab ntawv pov thawj)