

# Office of the Clerk of the Appellate Courts

**651-291-5297**

## Call Routing Menu Options ~ Effective August 16, 2018

**Initial Message:** You have reached the Office of the Clerk of the Appellate Courts. This office handles filings for the Minnesota Supreme Court, Minnesota Court of Appeals and the Supreme Court Appeals Panels. If you are calling regarding a district court matter, jury summons, traffic ticket or other issue that is not handled by the appellate courts, you will need to contact the courthouse in the county where the matter is filed. Please visit [www.mncourts.gov](http://www.mncourts.gov) for a listing of district court and other Judicial Branch offices. If you are calling to determine the status of a pending e-filing, please be advised that filings are processed in the order that they are received and our normal processing time is 1-2 business days. In order to route your call to the appropriate staff member please listen to the following menu options:

Press 1

### **Appellate E-Filing Assistance –**

Calls are routed directly to the E-filing Support Center at 651-227-2002 or 1-855-291-8246

Press 2

### **Minnesota Court of Appeals Questions**

Press 1

Transcripts

Press 2

Lower Court Record, Taxation of Costs, Attorney Fees or Judgments

Press 3

Initiating a Civil Appeal in the Court of Appeals

Press 4

Initiating a Criminal Appeal in the Court of Appeals

Press 5

Filing a Brief, Motion or Other Document in the Court of Appeals

Press 6

Court of Appeals Opinions

Press 7

All other Court of Appeals related questions

Press 3

### **Minnesota Supreme Court Questions**

Press 1

Transcripts

Press 2

Lower Court Record, Taxation of Costs, Attorney Fees or Judgments

Press 3

Petitions for Further Review (PFRs) or New Case Initiations in the Supreme Court

Press 4

Filing a Tax Court or Workers' Compensation Appeal in the Supreme Court

Press 5

Filing a Brief, Motion or Other Document in the Supreme Court

Press 6

Supreme Court Opinions

Press 7

All other Supreme Court related questions.

Press 4

**Supreme Court Appeal Panel (SCAP) Questions (ch. 253D only)**

Press 5

**To schedule an Oath of Admission or Questions Regarding Administrative Matters (i.e. Public Comment Periods, Public Hearings or Appointments to Supreme Court Committees or Boards)**

Press 6

**All Other Questions**

**After Hours Calls:** You have reached the Office of the Clerk of the Appellate Courts. Our office is closed at the present time. Staff are available to assist callers Monday-Friday from 8:00 am to 4:30 pm, excluding holidays. If you would like to leave a message after the tone, your call will be returned on the next business day. **Please note, leaving a message on this voicemail will not preserve your filing deadline.** If you are experiencing an after-hours technical problem, we do appreciate the alert, but if the technology issue is not resolved before your filing deadline, you may need to submit a motion to accept a late filing.